



Health and Safety Policy

This is the Health and Safety Policy Statement of Icanwin.

Our general policy is, so far as is reasonably practical, that all steps will be taken to ensure the health, safety and welfare of all children, parents, coaches, members of staff, volunteers, members of the public and contractors associated with our sessions, events and facilities. The policy covers the key areas of Organisational Structure and Responsibilities, Planning, Implementation and Monitoring. The policy covers operation of sports and activities in a sports environment and not the office-based work which is covered separately. Child welfare is also covered in a separate document.

We take responsibility for the following:

- To provide adequate control of the health and safety risks arising from our activities;
- To provide and maintain safe facilities and equipment;
- To ensure that all information, instruction, training and supervision necessary to ensure health and safety will be provided;
- To consult with employees and parents to promote and develop measures to ensure high standards of health and safety;
- To provide information, instruction and supervision for any coaches, members of staff and volunteers to ensure policies are understood and adhered to;
- To ensure all employees are competent to carry out their role, and to give them adequate training;
- To minimise the risk of accidents or ill health;
- To be aware of current child welfare requirements and adhere to statutory requirements and guidelines;
- To review and revise this policy as necessary at regular intervals in line with current health and safety legislation.

1. Health and Safety Regulation

The basis of British health and safety law is the Health and Safety at Work Act 1974. Besides the Health and Safety at Work Act itself, the following are most applicable to our sports and activity environment and changes in legislation will be monitored:

- 1.1 Management of Health and Safety at Work Regulations 1999: requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- 1.2 Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery, is safe.
- 1.3 Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.
- 1.4 Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- 1.5 Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).
- 1.6 Health and Safety (First Aid) Regulations 1981: cover requirements for first aid.
- 1.7 Control of Substances Hazardous to Health Regulations 2002 (COSHH): require employers to assess the risks from hazardous substances and take appropriate precautions. In addition, specific regulations cover particular areas, for example asbestos and lead, and:
- 1.8 The Health and Safety Information for Employees Regulations 1989: require employers to display a poster telling employees what they need to know about health and safety.
- 1.9 Employers' Liability (Compulsory Insurance) Act 1969: require employers to take out insurance against accidents and ill health to their employees.
- 1.10 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
- 1.11 Electricity at Work Regulations 1989: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- 1.12 Gas Safety (Installation and Use) Regulations 1994: cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.

2. Management Structure and Responsibilities

This structure shows the lines of authority for Health and Safety management:

Director

Senior Management Team

Sports Coach

Assistant Sports Coach

Volunteer



3. Responsibilities

3.1 The Director ultimately has full responsibility for Health & Safety implementation but on a day to day basis unless otherwise indicated the delegated people for implementation of the policy will be the Senior Management Team.

The Director is responsible for strategic health and safety planning and the annual review of the health and safety policy ensuring that they are fully aware of current legislation and providing adequate financial resources to maintain standards.

3.2 The Senior Management Team has delegated responsibility for ensuring full implementation of the Health and Safety Policy creating a clear structure and taking specific action regarding contravention of policy. They are also responsible for:

- Appointing competent persons with designated responsibilities with regard to Health and Safety;
- Ensuring incidents and near misses are reported and fully investigated where appropriate;
- Ensuring that site employees carry out their responsibilities and adhere to policy through adequate recruitment, training and monitoring processes;
- Where facilities are hired or used for daily coaching sessions, working with site representatives to ensure responsibilities for facility safety are understood and documentation is shared;
- Consulting with coaches, members of staff, volunteers and parents to ensure constant improvements are being made.

The Senior Management Team are responsible for ensuring that the requirements of this policy are managed effectively on site utilising coaches and other employees and resources as appropriate. They must ensure employees have received adequate training before starting work.

3.3 Coaches are responsible for the safety of their group at all times, carrying out brief risk assessments for each activity and ensuring they are kept up to date.

4. Supervision

- 4.1** Maximum group sizes are a ratio of 1 coach to 30 children, further reduced to a maximum of 1 coach to 15 children aged under 4.
- 4.2** Group sizes will be no greater than 30 and under 4's will be accompanied by an additional adult (parent/carer/volunteer/employee of a school).
- 4.3** Children will be made aware of 'out of bounds' areas.
- 4.4** Coaches will keep their group together at all times including when moving between locations.
- 4.5** There will be an supervising adult at the back and front of the group when moving under 4s between locations.
- 4.6** The Site Manager, and if necessary the Police, will be made aware of any suspicious characters loitering in the vicinity of any of the activities.
- 4.7** Coaches will be aware of all special needs including medical needs for their group.



5. Visitors, Public and Sub-Contractors

5.1 These groups are a real security risk on a shared site. A culture will be created where coaches, members of staff and volunteers approach all adults on site that are not recognised to ask why they are there.

5.2 If a visitor arrives to view the event/session or from an inspection agency ID will be requested, a record of their arrival and departure time will be made and a visitor badge issued so that others know who they are. The sole responsibility for this will lie with any school/educational centre which Icanwin are using, yet Icanwin coaches, members of staff and volunteers will support them by questioning unknown recognisable adults.

5.3 Venue Management will always clear it with the Senior Management Team if sub-contractors need to have access to shared facilities/access to the site. The Senior Management Team will notify any coaches of this if needed.



6. Door Security

Coaches, staff members and volunteers will be placed near points of exit and entry at key times during the day - drop off, collection, lunch times, breaks, etc. to ensure no child leaves the premises without informing a member of staff or leaves an event without being signed out by the parent.

7. Road Crossing

7.1 Instructions given to the children must be clear and precise. Always cross at a recognised crossing point where possible e.g. pelican/zebra crossing or ideally avoid roads, using footbridges and other paths. Do not cross near bends but only where the road can be seen clearly. Wait until the whole group is together. With large groups, break into smaller sections with a specified person in charge of each section.

7.2 A designated leader will take responsibility for the whole group.

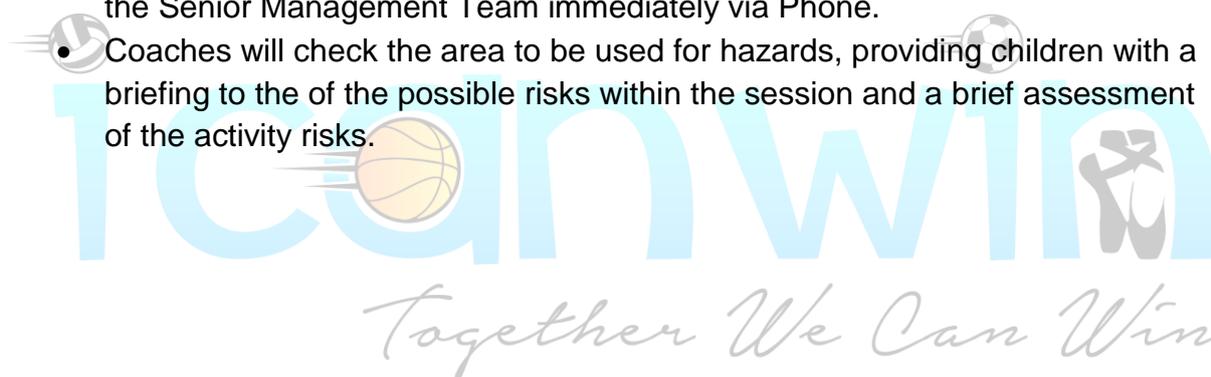
7.3 Cross as a tight group in pairs in the shortest distance possible, not a diagonal. Designated leader will go into the road first and stand in the centre of the road looking both ways until the last child is over and then take up the rear.



8. Risk Assessments

Risk assessments will provide a risk rating for each hazard along with existing measures and further measures required. Risk Assessment will be seen as an on-going daily and sessional process throughout a season and not just a process that is carried out at the beginning. Using the Icanwin Risk Assessment form, the following will be shown:

- Facilities – all sites and facilities used within each site where sports and activities take place. This will initially be carried out by a Member of the Senior Leadership Team. The coach must be aware of all action required to minimise risk.
- All sports and activities – each activity must have had a risk assessment carried out and recorded. Many of these will be generic but any new activities not recorded will have a separate assessment.
- All equipment used - equipment provided must be safe and suitable for children appropriate to age. Regular safety checks must be carried out before each activity and at the end or beginning of each season
- Coaches will carry out pre-activity assessments, any issues will be reported to the Senior Management Team immediately via Phone.
- Coaches will check the area to be used for hazards, providing children with a briefing to the of the possible risks within the session and a brief assessment of the activity risks.



9. Fire Safety Policy

Fire Risk Assessment

9.1 In hired facilities a fire risk assessment must be carried out with the cooperation of the host venue. Fire risk assessments should already have been carried out by the venue hosts and be available in documented form for The Senior Management Team.

9.2 If the facility is hired and depending on whether the site is staffed by venue employees the following information must be made available:

- Procedures for contacting the emergency services e.g. how to call out of the building;
- Positions of all activation points, extinguishers and assembly points for the facilities used;
- Alarm testing times and frequency;
- Risk assessment documents with any relevant action points and training required to be communicated to staff;

9.3 Facility Issues

As part of an assessment the hired venue will ensure that:

- All fire exits are marked, kept clear and available for use at all times;
- Are easily opened from the inside;
- Employees are familiar with the action to be taken in event of a fire;
- Employees know the location of fire extinguishers, fire alarms, fire exits and the fire assembly points;
- The correct amount and type of extinguisher is available;
- All children are made aware of the fire safety procedures and of the location of fire exits and the fire assembly point;
- Employees are made aware of how to operate fire extinguishers;
- All fire drills are logged.

9.4 Fire Prevention

All possible means must be used to reduce the risk of fire on site:

- Power sockets will not be overloaded with adaptors;
- Electrical equipment must be in a good state of repair and switched off when not in use;
- A No Smoking Policy will be used at all times;
- All flammable materials will be stored safely.

9.5 Fire Drill

A fire drill will be carried out and recorded at the beginning of each week of activities.

10. First Aid and Accidents

General Policy

10.1 There will be at least one qualified first aider on duty at all times with a minimum ratio of 1 first aider to 50 children. Only the qualified first aider will treat major injuries.

10.2 An assessment will take place regarding the time taken to treat someone if activities take place over a wide area. In which case, it may be necessary to provide extra first aiders and first aid kits.

10.3 Coaches, members of staff and volunteers will deal with any accidents promptly and effectively.

10.4 First aiders will wear the gloves provided to protect the wound and also themselves from the risk of infection.

10.5 In deciding how to treat injuries, consideration will be given to:

- the urgency of the situation;
- the nature of the injury;
- the condition of the casualty.

10.6 All accidents and details of any treatment will be recorded on the official Icanwin Medical Incident report forms and these must be signed.

10.7 A parent's signature will be obtained in order to confirm that they have been informed of injuries sustained to their child.

10.8 All accidents and near misses will be reported to the appropriate authorities. The laws governed by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) will be adhered to. The following will be reported online:

- Near misses of a serious nature
- Incidents involving a child or a member of the public attending hospital
- An incident causing a member of staff to be incapacitated for more than 7 days

12 Activity Safety

12.1 As a Coach delivering sports activities you must:

- Understand your duty of care to provide a safe environment and safe activities for the children in your group;
- Be suitably experienced and competent to coach or lead the activity;
- Use regular and approved practice;
- Be aware of any child at risk;
- Ensure acceptable behaviour at all times;
- Clarify the role of and monitor the work of other staff, contracted workers and volunteers.

12.2 Good Preparation requires:

Awareness of all important safety policies and guidelines

A short risk assessment before each session

Awareness of up-to-date activity and venue risk assessments.

12.3 When coaching children engaged in sporting activity ensure:

- Children are given opportunities to think about safe practice in relation to themselves and peers;
- Each child is sufficiently skilled and confident in the tasks set;
- Young assistants are always supervised.

12.4 Good Communication should involve:

- Safety rules and regulations clearly explained to both children and other staff;
- Always knowing who is in your group;
- Communication with the Senior Management Team and sometimes parents about issues.

12.5 Operating Procedures

Each activity will have undergone a risk assessment and action taken to minimise risk to children and employees taking part. In most cases these assessments will result in operating procedures being created in which will outline the following:

- Safety procedures and guidelines specific to the activity appropriate to the age of the child taking part
- Pre-activity checks
- Information to be passed on to participants
- Minimum supervision ratios
- Minimum or recommended qualifications required to coach the activity

12.6 Sports Equipment Safety

This will be:

- In good condition and regularly monitored for wear and tear;
- Used appropriately according to age and ability;
- Stored safely and tidily.

A risk assessment will be carried out for all equipment used that is provided by a hiring venue or subcontractor such as trampolines or swimming pool equipment.

12.7 Goal Post Safety

Always check goal posts, netball goals, badminton and volleyball posts are secure before allowing children in the area.

12.8 Facility Safety

Facilities will be checked by the coach using the following procedure:

- There is a hazard free playing surface – e.g. check for glass, debris, needles, tripping hazards, animal faeces, etc.
- Sufficient space is allocated to the activities and the number of children.
- It is a well maintained environment. Always report any problems to either the Site Manager or a member of the Senior Leadership Team and ensure action is taken.
- It is a hygienic environment. Place refuse in bins and ensure these are emptied daily.



13 Electrical Equipment

13.1 All electrical equipment used by Icanwin coaches, members of staff or volunteers must have had a portable appliance test carried out by a competent person.

13.2 Personal electrical equipment may not be brought on site or used unless inspected and passed as suitable by a competent person.

13.3 In a hired venue evidence of appropriate electrical tests have been carried out for systems and portable appliances.



14COSHH – Control of Substances Hazardous to Health

COSHH is the law that requires employers to control substances that are hazardous to health. The only chemicals that are likely to cause an issue in our environment are as follows:

- Substances used by cleaners such as detergents, polish, bleach etc.
- Swimming Pool chemicals such as chlorine
- Paint and adhesives from work being carried out
- Paints and glue from arts and crafts

Normal risk assessment procedures should allow for these chemicals to be spotted and assessed.



15 Manual Handling Procedure

15.1 There are a number of possible situations in a sports environment where people may be vulnerable to damage to the back or other muscles if using poor lifting technique. e.g. lifting bags of equipment or boxes or lifting children for whatever reason.

15.2 If coaches, members of staff or volunteers feel a load is too heavy they will get help to lift it. Generally it is not good practice to lift children except in emergency situations.

15.3 The maximum weight for a man to lift is 25kg and 15kg for a woman. If a woman is pregnant extra care must be taken when lifting and help should be sought when lifting any heavy object. Potential hazards that have been identified are:

- Lifting or carrying children
- Lifting or carrying chairs or tables
- Carrying equipment particularly in heavy boxes or bags

15.4 When lifting any object the following guidelines will be adopted:

- Plan the lift – where is it to go to? Do you need help with the load?
- Position the feet – feet apart, giving a balanced and stable base for lifting.
- Adopt a good position – If lifting from a low level then bend the knees
- Keep the back straight and keep shoulders and hips facing in the same direction.
- Get a good grip – A hook grip is the best, less tiring than keeping the fingers straight.
- Keep close to the load – keep the load close to the trunk. The heaviest side of the load should be closest to the trunk.
- Do not jerk – lift smoothly.
- Move the feet – do not twist the trunk.
- Put down, and then adjust – if the position of the load needs to be precise then put it down and slide into place.

16 Emergency Action Plan and Normal Operating Procedure

These documents will be available at all sites and will where necessary be specific to that site. These will outline emergency plans for such events as Fire, Bomb Threat, Structural Failure, etc. as well as normal safe procedures.



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