

Stevenage Sporting Futures Team (SSFT)

Health and Safety Policy

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| Adopted by | September 2018 |
| Reviewed | August 2024 |
| Next Review Date | August 2025 |
| Reviewer Name | Connor Moran |
| Reviewer Job Title | Partnership Manager |

Health and Safety Policy

When the term 'staff' is used it refers to all adults involved in the organisation; volunteers, visitors, students.

Stevenage Sporting Futures Team (SSFT) considers Health and Safety to be of the utmost importance. We comply with the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Stevenage Sporting Futures Team has appropriate Insurance Cover (Certificate on Display/available to view upon request), including Employer's Liability Insurance and Public and Products Liability Insurance.

Staff, visitors and volunteers will take all reasonable steps to minimise accidents to all in the organisation and are expected to be familiar with hazards and how to report to your SSFT health and safety officer.

All members of staff, volunteers, and visitors are required to co-operate to achieve a healthy and safe workplace and to take reasonable care for themselves and others in their work, in the following ways:

All staff, volunteers, and visitors follow the SSFT Health and Safety policy and is responsible for:

- Maintaining a safe environment.
- Taking reasonable care for the health and safety of themselves and others
- Reporting all Accident and Incident which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when required to do so

Any member of staff, staff, volunteers, and visitors who disregards safety instructions or recognised safe practices, will be subject to disciplinary procedures.

If a member of staff, volunteers, and visitors parent or other individual notices a Health and Safety issue which he/she is unable to put right then it must be reported immediately to the Health and Safety Representative at SSFT.

RESPONSIBILITIES OF THE REGISTERED PERSON

Connor Moran

Health and Safety Officer (*Partnership Manager*)

Role of the responsible person for SSFT holds ultimate responsibility and liability for the safe operation of the organisation. The registered person will ensure that:

- Stevenage Sporting Futures Team's designated Health and Safety officer is **Connor Moran**
- All staff/volunteers/visitors receive information on Health and Safety matters and receive training where necessary.
- The **Health and Safety Policy** and procedures are reviewed regularly.
- Staff, volunteers, and visitors understand and follow Health and Safety procedures.
- All Accident, Incident and dangerous occurrences and properly reported and recorded, including Child Protection Agencies and the Health and Safety Executive under **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported Accidents, Incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

RESPONSIBILITIES OF THE MANAGER/LEAD PERSON:

All SSFT staff members are responsible for ensuring that at each session:

- Premises are clean internally and externally
- All the SSFT equipment is safely and securely stored.
- Chemical and cleaning materials are stored appropriately and in accordance with COSHH data sheets.
- Outside play areas is free from faeces, sharp objects etc.
- Fire checks

Any non-compliance must be reported to the Venue Hire/owner and SSFT Health and safety Officer.

SECURITY:

Entry to the premises – entry to the premises is gained via one vehicular gate and pedestrian gate located at the front of the school. This gate is monitored during Barnwell School Staff, including the Site Team.

Entry to the Barnwell Community Leisure Centre is via a door which is secured by a maglock, which can only be accessed by using a fob from the outside. Visitors can be granted access to the building by pressing the doorbell. This will alert a member of the SSFT, who will press the release button if access is granted.

Visitors - The control of visitors is a fundamental part of SSFT health and safety policy for the safeguarding of both people and property. SSFT policy states that:

- All visitors must report to the SSFT Office on arrival, and sign in to the visitor book. Due to the door system, as mentioned above, a SSFT staff member will accompany a visitor to the office after opening the door.
- All visitors will be asked to show photographic ID. All visitors must wear their organisation's photographic ID card at all times. A temporary visitor badge will be provided for individuals without an ID badge.
- A member of the SSFT will ask all visitor for their DBS details. All visitors without a current, clear DBS check will be escorted at all times when in the building during the school day where any access to students is possible.
- Any refusal to leave after being asked to do so will be reported immediately to the Partnership Manager and **Barnwell School Business Manager**. Any aggression will be reported to the police.
- Visitors will not remove any items of property without the express permission of SSFT.
- For their own safety, any authorised visitors will be given appropriate information on the organisation's health & safety procedures such as parking, fire safety and first aid.

Registers taken – a visitor log will be kept, as mentioned above. The **Competition Lead** will compile a register, which will be filled in by individual schoolteachers, detailing the number of staff visiting and the number of children. **School staff will be responsible for the children from their school.** A separate register will be compiled for apprentices and apprentice tutors.

Staff – all members of the staffing badge must wear their photographic ID, with a lanyard which clearly identifies them as a staff member.

Further information relating to staff is listed in the Lone Working Policy.

EQUIPMENT:

A Risk Assessment is undertaken of activities, events and equipment and is completed and kept on file. The movement or large equipment must be done with due care and the relevant tools.

All furniture and equipment are kept clean, well maintained and in good repair, if any equipment is damaged or likely to cause injury should be clearly marked and its use prevented.

All cleaning materials and flammable equipment must be locked away and stored according to the manufacturing conditions.

FOOD, PERSONAL HYGIENE AND CONTROL INFECTION:

Staff at SSFT maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times, ie toilets, hand washing facilities. Toilets are cleaned daily, and soap/anti-bacterial hand foam and hand drying facilities are always available.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children & YP wash their hands with alcohol free sanitizer before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.
- SSFT will monitor infectious illnesses and observe incubation periods in line with the Health Protection Agency (HPA).
- Open wounds will be dealt with in the correct manner.

DEALING WITH BODILY FLUIDS:

Spillages of blood, vomit, urines and faeces will be cleaned up immediately and staff will wear appropriate protective clothing.

Staff maintain high standards of personal hygiene and take practical steps to prevent and control the spread of infection.

STAFFING:

In the interest of health and safety, SSFT should not open unless 2 members of staff (paid or voluntary) are present. All people in positions of responsibility must have an Enhanced Disclosure Barring Service (DBS) check, and at least 1 qualified first aider must be present during sessions.

Staff ratios and levels of supervision are always appropriate to the number, activities, ages and abilities of the children and young people present, and to the risks associated with the activities being undertaken.

All volunteers will receive inducted training relevant to SSFT on their induction and supported to attend relevant training courses e.g. First Aid, Safeguarding.

RISK ASSESSMENT:

- SSFT has a duty to ensure that their premises are a safe place for children, parents, staff and visitors. All activities and premises have hazards, but forethought and safety procedures can minimise risk.
- New staff will undertake an induction and probation period of 3 months.
- Insurance may be violated if proper care is not taken.

- Each competition and event has an individual Risk Assessment, recorded in the Risk Assessment file.
- Written Risk Assessments are kept of all hazardous activities and potential risks within our environment. This is recorded in the Risk Assessment File and re-assessed termly.
- Full training is provided to staff and new equipment is risk assessed prior to purchase.

OFF SITE TRIPS:

- It is advised that a qualified first aider attends all off-site trips.
- All off-site trips will be appropriate to the age, gender and ability of the children and young people.
- Adequate insurance to cover participants and qualified instructors must be verified and Risk Assessments undertaken.

FIRST AID/ACCIDENT/MEDICATION:

- SSFT is aware that clear procedures are essential for those involved in the organisation regarding first aid. Full training is given to staff and volunteers and incorporated into Staff/volunteer induction. Certificates are available to view in the policy folder located in the Stevenage Sporting Futures Team Office.
- The **Competition Lead** is responsible for the First Aid Box and its contents are replenished on a monthly basis is not required before. Things are checked for the expiry date.
- At least one Emergency First Aider is present on site at all times.
- All staff are aware of First Aid and Accident/Incident procedures.

RECORDING AND REPORTING OF ALL ACCIDENT AND INCIDENTS ARE PARAMOUNT:

- All Accident and Incidents are recorded and should include the date, time, place of Accident/Incident of injury, who was involved, description of what injury sustained, and action taken. Parents are notified of Accident/Incident injury when collecting their child and asked to sign accordingly.
- All completed Accident/Incident Forms are archived and are all retained for 10 years.
- All serious Accidents/Incidents injury or death of a child or adult of SSFT are notified to the Health and Safety Officer, RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
- The purple first aid folder stores blank and completed forms, which is found with the first aid kit. A Minor Incident Log is used when first aid materials are used, but first aid is not administered by SSFT staff. The HCC Accident Report Form is used if a major accident has occurred whilst participants are in our care or when SSFT staff administer first aid themselves. Please ask the individual for consent to first aid and include as much information as possible on this form, including treatment and the next steps (for example hospital check-up).

FIRE SAFETY:

SSFT staff, volunteers, visitors and children are made aware of their role in Fire Safety and the meeting point in case of a Fire. Fire Drills are carried out termly and recorded. **Barnwell School** has a level of responsibility for fire safety and the maintenance of fire signage, fire extinguishers, fire alarms etc. Care should be taken that equipment and furniture does not block the fire exits and thoroughfares during

sessions. Any faults should be reported. Fire Exits to be kept clear at all times. Barnwell School's Fire Safety Officers is **Alex Petit, Business Manager**.

In the event of a fire alarm sounding, everybody in the building should exit to the fire assembly point, in the **Barnwell Community Leisure Centre Car Park**.

ELECTRICAL SAFETY:

Staff are not permitted to bring into **Barnwell School** any electrical equipment from home to be used on the premises. The **Barnwell School Site Team** are responsible for Electrical Safety Checking (PAT Testing) in our premises.

CONTROL OF SUBSTANCES:

SSFT constantly assess measure and re-assess any cleaning materials that are used on the premises and read and follow instructions carefully and never mix cleaning materials. COSHH Regulations are met.

MANUAL HANDLING

SSFT will ensure that as far as possible the need for Manual handling will be avoided, although if it is necessary for staff to move resources, they should follow the guidelines set out below. Any Manual handling that is required will be assessed and Risk Assessment carried out if necessary.

Good Manual Handling techniques:

- Stop and think
- Position the feet
- Adopt a good posture
- Get a firm grip
- Keep close to the Load
- Don't jerk
- Move the feet
- Put down and then adjust
- SSFT will provide Manual Handling training if required and be aware if any staff members are suffering from weak backs or pregnancy. The Manual Handling Operations Regulations 1992 (as amended) and Management of Health and Safety at Work Regulations 1999 will be adhered to.

ZERO TOLERANCE- SMOKING/ALCOHOL/DRUGS AND OTHER SUBSTANCES:

SSFT and Barnwell School operates a No Smoking Policy and in accordance with such smoking is not permitted on premises or around the children and young people.

Any adult must extinguish cigarettes before entering the premises and are requested to adhere to this policy until such time they leave the premises.

- SSFT operates a No Alcohol Policy. Staff, parents, children and visitors and other individuals are not permitted to drink alcohol on the premises.
- Staff, volunteers, parents, children and visitors and other individuals must not be under the influence of alcohol in any way on arrival at the Club.

- Smoking, alcohol, drugs and other substances are banned from the site and SSFT committed to keeping the knowledge of drug and other substances abuse up to date by staff training.

Smoking

SSFT and Barnwell School operates a No Smoking Policy and in accordance with such smoking is not permitted on premises or around the children and young people. Therefore, smoking is not permitted by any individual on the premises.

Alcohol

SSFT operates a No Alcohol Policy. Staff, parents, children and visitors and other individuals are not permitted to drink alcohol on the premises.

Drugs

Anyone who arrives at the SSFT clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow.

If we discover that a child or young person has illegal drugs in their possession whilst at the SSFT, we will inform their parent or carer.

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform their Line Manager as soon as possible and seek medical advice. The **Partnership Manager** will then complete a risk assessment and decide upon appropriate action if necessary. Staff medication on the premises will be stored securely and out of reach of children at all times.

When an adult collecting a child is suspected to be under the influence of drugs or alcohol:

If an adult collecting a child is suspected to be under the influence of drugs or alcohol, a member of SSFT staff will alert a member of their school staff immediately. School staff will be advised to follow their individual risk assessments and policies.

If the adult's behaviour becomes threatening the **Partnership Manager/DSP** will be contacted, who will then alert the police if the situation cannot be resolved amicably. In this situation, Barnwell School's Dealing with Abusive policy will be followed, relating to punishing this behaviour.

Weapons

Possession of a weapon on the premises will be dealt with seriously and offenders will be referred to the police for prosecution.

The definition of a weapon includes but is not limited to:

- Any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, BB gun, paintball gun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.
- A firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components that can readily be assembled into a weapon.
- Any "look-alikes" of any items listed above.
- The possession of spray mace and/or any other noxious chemicals is NOT a violation of this policy; however, it is not permitted. Possession will result in disciplinary action. Furthermore, its inappropriate use will be considered a violation of this policy.