

Creative Sports Coaching CIC

Health and Safety Policy



Statement of Policy

At Creative Sports Coaching CIC, we strive to achieve the highest standards of health, safety and welfare which are consistent with our responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the organisation and arrangements for dealing with different areas of risk.

Creative Sports CIC will, so far as is reasonably practicable, take steps to meet its responsibilities through:

- The provision and maintenance of:
 - putting in place systems at work that are safe and without risks to health or injury.
 - safely arranging for the use, handling, storage and transport of substances which are safe and without risk to health.
 - information, instruction, training and supervision to enable employees to avoid or manage risks and contribute positively to their own health and safety.
 - where under the organisation's control, a place of work which is safe and without risks to health, and with safe access to and from it.
 - a working environment which is safe, without risks to health and adequate in regard to facilities and arrangements for welfare.
- Having health and safety policies, procedures and risk assessments which are communicated and accessible, supported by frequent meetings with health and safety as an agenda item.
- Making proportionate and proactive health and safety management an integral part of the culture and decision-making process.

This policy will:

- Be brought to the attention of, and issued to, all members of staff.
- Be reviewed annually, or sooner if circumstances require it.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- [The Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1992](#)
- [The Management of Health and Safety at Work Regulations 1999](#),
- [The Control of Substances Hazardous to Health Regulations 2002](#),
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [The Work at Height Regulations 2005](#)
- [The Construction \(Design and Management\) Regulations 2015](#)
- [The Personal Protective Equipment at Work Regulations 1992](#)
- [The Education \(School Premises\) Regulations 1999](#)

This policy also has due regard to national guidance including, but not limited to, the following:

- [Health and safety: responsibilities and duties for schools](#)
- [Safe storage and disposal of hazardous materials and chemicals](#)
- [Sensible health and safety management in schools](#)

Organisation

As the employer, the company directors have overall accountability for health and safety with work being undertaken by staff on programmes delivered under the Creative Sports Coaching CIC name. The director is responsible for operational delivery of health and safety policies and procedures, ensuring that risk assessments are conducted, followed and reviewed and that employees are aware of their responsibilities and duties in respect of health, safety and welfare.

Responsibilities of the directors

Responsibilities include:

- Ensure this health and safety policy and procedures are implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people.
- Ensuring effective arrangements are in place to proactively manage health and safety, by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the staff on health and safety performance and any safety concerns or issues which may need to be addressed.
- Ensuring that the premises being attended, and equipment used are maintained in a safe and serviceable condition.
- Ensuring that all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision.
- Monitoring of procedures to ensure that health and safety is included in specifications and contract conditions.
- Following all requirements which may have an impact on health and safety.
- Engaging and working with school's premises manager, on matters relating to premises health and safety compliance.

Whilst overall responsibility for health and safety cannot be delegated, the director may choose to delegate certain tasks to other members of staff.

Responsibilities of other staff

Senior staff will:

- Apply the school's Health and Safety policy within their planning and/or area of responsibility.
- Ensure that any staff under their control are aware of and follow relevant published health and safety guidance.
- Ensure that health and safety risk assessments are in place for the activities for which they are responsible for and that identified precautions are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff and pupils.
- Take appropriate action on health, safety and welfare issues referred to them, informing the director about any problems that they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction and supervision to reduce the risks from hazards and enable all staff and pupils to contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported, investigated and, where required and reasonably practicable, that actions are taken to prevent recurrence.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their acts or omissions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the Health and Safety policy, procedures and risk assessments at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with and support management on all matters relating to health and safety.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.

- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the director.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Observe standards of dress consistent with safety and/or hygiene.
- Make use of all necessary precautions and personal protective equipment provided for health or safety reasons.

Responsibilities of pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the organisation and school and in particular the instructions of staff given in an emergency.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.

Arrangements

In order to fulfil the responsibilities outlined in the 'Organisation' section of this policy, the following arrangements are in place.

Accident and incident reporting

The directors are responsible for:

- The periodic review of local incident reporting arrangements for suitability and to ensure that the requirements are met.
- Ensuring that all staff are aware of their responsibilities under this policy.
- Reporting incidents, including where required under the terms of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013.
- Reviewing all incident forms generated.
- Ensuring that incidents are reported immediately, upon notification that the correct forms are completed.
- Ensuring that suitable and sufficient investigations are carried out following all incidents and that all reasonable actions are taken to prevent recurrence of similar incidents.
- Updating schools on incidents and providing an overview report for the SLT.
- Reporting incidents as soon as possible and in any event within 24 hours of the incident occurring.

All staff are responsible for:

- Ensuring that they report all incidents without delay and in any event on the day the incident occurred.
- Investigating incidents which occur within their area of work to provide comprehensive information on the incident form they submit and taking all reasonable immediate and longer-term actions as required to prevent recurrence of a similar incident.

After-school and holiday clubs

The directors are responsible for:

- Selecting venue providers.
- Reviewing the risk assessments and working processes for the activities they will provide and oversee.
- Reviewing the suitability of, and maintenance / inspection arrangements for, any equipment used by the external provider.
- Co-ordinating the development of relevant risk assessments, plans and procedures to ensure that the activities are appropriate and in line with health and safety requirements.

Behaviour management and bullying

The senior director is the lead for behaviour management. Staff working with pupils who demonstrate challenging or difficult behaviour are provided with a risk and management assessment plan.

Cleaning

All staff are encouraged to immediately resolve small spills of known low-risk contamination, such as spilt food or drink, to reduce the immediate risk from slips, trips and falls. Spills of hazardous substances, such as body fluids or chemicals, must be cordoned off and assistance obtained from support staff.

Risk assessments and working procedures are in place and regularly updated.

Dress code

Staff should wear clothing which is professional and appropriate to their role. Staff should wear suitable footwear, ensure that long hair is tied back for teaching PE or other curriculum areas and wear minimal jewelry.

Fire prevention, evacuation and other emergency arrangements

The director is responsible for:

- Ensuring that confirmation with the schools and premises being used have a Fire Risk Assessment carried out and that these are reviewed annually or following any changes to the building(s) or their use which might affect the validity of the risk assessment.
- Ensuring that checks and testing of equipment have been carried out by the premises staff.
- Ensuring that all staff are aware and given instruction in the action to take in the event of discovery of a fire or activation of the fire alarm.

Staff members and class teacher (where applicable) are responsible for ensuring that those pupils within their control, or staff they manage, who may have need of assistance to safely and promptly respond to an activation of the fire alarm, have in place a Personal Emergency Evacuation Plan (PEEP) which details the specific support or assistance that person requires.

All staff are responsible for:

- Responding to the discovery of a fire or the activation of the fire alarm in line with instructions given.
- Informing their line manager if they need assistance to safely and promptly respond to an activation of the fire alarm.

First aid

The director is responsible for:

- Carrying out and recording a suitable and sufficient assessment of first aid needs for staff.
- Procuring such first aid equipment as is required following the completion of the first aid needs assessment.
- Arranging for the purchase of replacement first aid equipment and supplies as required.
- Ensuring that first aiders have appropriate training and that certificates are in date.
- Periodically checking the location and contents of first aid kits and AEDs.
- Restocking first aid equipment as required.

Grounds maintenance

Grounds maintenance is overseen by the facility staff which is being hired or used for the provision to be delivered.

All staff are responsible for conducting regular monitoring of grounds before undertaking a session and compliance with health and safety standards have been followed.

Hazardous substances

The director has overall responsibility for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place, including:

- Maintenance of hazardous substance inventories.
- Obtaining Safety Data Sheets for purchased products.
- Production and maintenance of detailed 'COSHH' Assessments for substances posing more significant risk (purchased products and those encountered naturally or as a result of a work process such as wood dust).
- Ensuring that staff only use or handle substances where appropriate to do so and in line with assessments (including provision of appropriate information, instruction, supervision, training and protective equipment).
- Ensuring that first aid arrangements are updated in line with findings of COSHH Assessments.
- Arranging COSHH Assessment training for those required to assess risks.

Health and safety information and training

The arrangements in this policy will only be possible where relevant health and safety information is communicated and discussed, and where staff are provided with sufficient instruction, training and supervision for the work they do.

The directors are responsible for:

- Ensuring that meetings are relevant, and information is discussed on those agendas above.

The directors are responsible for maintaining the assessment of training needs, for the retaining of training records and for the content of the staff induction.

All staff are responsible for ensuring that they:

- Act on health and safety information appropriately.
- Participate in health and safety initiatives.
- Work in line with their training and competency level.
- Raise without delay any health and safety concerns to their immediate manager or another member of the management team.

Health and safety monitoring and inspections

The arrangements in this policy will be monitored as follows:

- Daily session inspections, to check for hazards and condition of equipment are carried out by the staff.
- Termly site inspections, covering a wider and more detailed look at premises-related health and safety management are carried out by the director.

The director is responsible for:

- Monitoring that inspections are being carried out consistently and issues resolved.
- Ensuring that actions arising are dealt with in appropriate timescales.

Lone working

Lone working includes any work where a person may be at distance from immediate help and assistance in an emergency. It will therefore apply equally to working in a school (e.g. in

remote parts of the site) as it would to working off site. Any lone working issues need to be raised with the Company Directors immediately.

Medication and medical conditions

‘Supporting participants with medical conditions at school’.

The director ensures that:

- Staff training is provided in supporting pupils with medical needs.
- Medical conditions are logged and catered for.
- Medicines are safely stored.
- The administration of medication is logged.

Personal Protective Equipment (PPE)

Where identified as required by risk assessments, PPE will be provided free-of charge to those requiring it.

The director is responsible for the:

- Procurement and issuing of PPE.
- Recording of PPE issued.
- Monitoring of the condition of PPE issued.

All staff and participants must wear PPE when required by risk assessments. Staff issued with PPE for their personal use or for provision to others under their control must ensure that PPE is stored appropriately, that it is maintained in good condition, checked before use and that defects are reported for replacements to be made.

Personal safety: violence and aggression

Staff working with participants who demonstrate challenging behaviour are provided with risk and management assessment plans, the support plans for these participants identify the risks, triggers and de-escalation actions to take.

Violence and aggression risk may come from intruders to the site, angry parents / carers or participants, as well as people out in the community when conducting off-site visits. All staff are responsible for ensuring that they report all violence and aggression incidents in line with the ‘Accident and incident reporting’ section of this policy.

Risk assessment

As required by the Management of Health and Safety at Work Regulations, the organisation will document its assessments of health and safety risk and ensure that they are implemented and reviewed.

The method of documentation of risk assessments can take many forms and does not necessitate the creation of additional paperwork. As such, risk assessments will be documented in a format which is appropriate to the activity involved. This may include, for example:

- Risk assessments relating to participants with specific care / other needs being documented as part of care and support plans.
- Risk assessments relating to curriculum activities being incorporated as part of lesson plans.
- Risk assessments relating to staff ill health being incorporated into return-to-work documentation.
- More ‘traditional’ format risk assessments for general work activities.

In all cases, risk assessments must be reviewed annually or sooner if determined as appropriate or if there is an incident or change in circumstances which might affect the validity of the original assessment.

Staff in charge of activities are responsible for ensuring that the risks associated with the activities under their control are adequately assessed and the results communicated and implemented by those for whom it is relevant.

Safeguarding

The specific arrangements for safeguarding and child protection are outlined within the company's Child Protection and Safeguarding policy.

Severe weather

The directors are responsible for ensuring that a severe weather plan is in place for the sessions. The director is ultimately responsible for deciding whether the sessions are cancelled as a result of severe weather conditions.

Smoking

Smoking (including the use of electronic cigarettes) is not permitted anywhere within the programme delivery, buildings and grounds.

Staff using their own vehicles for business-related travel must not smoke or vape whilst doing so, to ensure safety whilst driving and to protect any passengers from the by-products of smoking or vaping.

Supervision

Participant supervision ratios meet or exceed all guideline requirements. Learning, care and support plans for individual pupils also determine supervision requirements, as do lesson plans.

All staff have a designated line manager who is responsible for supervising staff activities and performance along with learning and development.

Vehicles

Staff may be required to conduct driving activities for work purposes. This will typically be in the form of driving their own, personally owned vehicles, to conduct journeys in relation to the business of the company.

Work-related driving can be defined as *'any work-related journey other than the normal commute to / from your normal place of work, regardless of vehicle type or ownership, payment terms and time at which the journey takes place.'* As such, work-related driving as defined by this policy includes all journeys made for work purposes using personally owned / leased vehicles (except for the employee's commute between home and their *normal* working locations).

When carrying out work-related driving, the vehicle becomes the workplace. As such, the organisation has a duty to ensure that employees and others are protected from harm which may arise from the condition of their workplace or the activities that they carry out.

All staff must ensure that they are legally permitted to drive, that their vehicle is roadworthy and that they have the required insurance for work-related journeys. The director is responsible for ensuring that only authorised staff drive vehicles for work-related journeys.

Staff are also required to ensure that they consider their fitness to drive (or cycle) and that they conduct pre-use checks on the vehicles they drive, in line with the requirements of the Highway Code.

Volunteering

Persons volunteering in support of the activities are subject to safer recruitment processes in line with the organisation's Child Protection and Safeguarding policy. Volunteers are managed in line with policies and procedures for paid staff.

Work at height

Falls from height are a common cause of injuries at work, often where the work at height is of short duration and from 'low' heights of less than two metres. Common causes of accidents when working at

height include:

- Overreaching or over balancing
- Climbing with loads
- Using inappropriate equipment to access areas / carry out work at height (e.g. desks, chairs, etc.)
- Not ensuring that work at height access equipment is securely fixed in place.
- Placing access equipment on unsuitable surfaces.
- Falls from roofs with unprotected edges.
- Falls through fragile materials (e.g. skylights)

We are committed to carrying out our duties under the Work at Height Regulations in order to ensure, so far as is reasonably practicable, the safety of staff and participants carrying out, or being in the vicinity of those carrying out, work at height activities.

The principle applied is that work at height must always be avoided unless it is not reasonably practicable to do otherwise; if work from height cannot be avoided, the risks associated with it must be assessed before proceeding.

The risks from unauthorised access to places of height have been assessed and reasonably practicable measures taken to mitigate those risks. Logical access points are signed accordingly.

The directors are responsible for:

- Ensuring that appropriate systems are in place to safeguard all those who might be harmed by working at height.
- Ensuring that managers and staff are made aware of the arrangements and requirements for working at height.
- Ensuring that all those members of staff involved in undertaking higher risk work at height and/or planning, organising or supervising work at height and/or inspecting work at height access equipment, have received appropriate formal training.
- Authorising higher risk work at height activities before they may proceed.

All staff are responsible for:

- Undertaking work at height only where they are competent to complete the planned task and have received the appropriate level of information, instruction and training to do so.
- Planning and carrying out any work at height in line with the requirements of this policy and associated risk assessments and method statements.
- Ensuring that they carry out pre-use visual safety checks on equipment to be used and take out of use any equipment found to be defective, reporting it to the director.

Work experience

The directors are responsible for:

- Ensuring that an appropriate risk assessment is in place.
- Ensuring that the person on the placement receives appropriate information, instruction, training and supervision.

Policy approval and review

This policy comes into effect from September 2024,

Signed *J. Hatch* Date: ...18/09/2024.....
Company Director