



HEALTH AND SAFETY POLICY

SPORTITUDE LTD

This policy was adopted by: Sportitude Ltd	Date: 11/07/22
This policy has been reviewed by: Sportitude Ltd	Date: 1/10/24
Policy review due:	Date: 1/10/25
Signed by the company director	Signed: Mark Griffiths





Health and Safety Policy

Description of company - Sportitude uses PE as a method of encouraging teamwork, fairness, honesty, respect, and all the other wonderful life skills that sport teaches. Sportitude delivers in-venue coaching, CPD, after school clubs and holiday camps for children across Sussex.

Sportitude Ltd

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1. Policy Statement

This is the Health and Safety Policy Statement of Sportitude Ltd.

Under the Health & Safety at Work etc Act 1974 and other related statutes, Sportitude Ltd have duties to our employees, contractors, students/pupils and the general public.

Sportitude Ltd has a legal and a moral obligation to safeguard anyone who may be affected by our undertaking. We fully accept our obligations and responsibilities and ensure, so far as is reasonably practicable, the health, safety and welfare of our employees, students and anyone who may be affected by the actions of Sportitude Ltd.

We take responsibility for the following:

- to provide adequate control of the health and safety risks arising from our activities;
- to ensure that all information, instruction, training and supervision necessary to ensure health and safety will be provided.
- to consult with employees, the venue's and parents to promote and develop measures to ensure high standards of health and safety;
- to provide information, instruction and supervision for employees 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.

The following signatory agrees with this statement and commits themselves and the appropriate finances to the application of this Health and Safety Policy:

Name: Mark Griffiths

Date: 11th July 2022

Company Director



2. Responsibilities

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

Company Director

Operations Manager

Sports Coach

Junior Sports Coach

The Company Director ultimately has full responsibility for Health & Safety implementation but on a day to day basis unless otherwise indicated the coaches will be responsible for the implementation of the policy.

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

The Company Director is responsible for ensuring full implementation of the Health and Safety Policy creating a clear structure and taking specific action regarding contravention of policy.

- Ensuring incidents and near misses are reported and fully investigated where appropriate.
- Ensuring that employees carry out their responsibilities and adhere to policy through adequate recruitment, training and monitoring processes.
- Where facilities are hired working with site representatives to ensure responsibilities for facility safety are understood and documentation is shared.
- 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.

3. Health and Safety Policies

3.1 Supervision

- Maximum group sizes are a ratio of 1 coach to 16 children, further reduced to a maximum of 1 coach to 12 children aged under 8 as a standard baseline. These ratios can be updated depending on the policies of the host venue and at their written request.
- Children will be made aware of 'out of bounds' areas.
- Coaches will keep their group together at all times including when moving between locations.
- Coaches will be aware of all special needs including medical needs for their group.



3.2 Risk Assessments

Risk assessments will provide a risk rating for each hazard along with existing measures and further measures required. Risk Assessments will be seen as an ongoing process and not just a process that is carried out at the beginning. Using standard forms provided risk assessments will be produced for the following:

- **All sports and activities being delivered** – 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. Any defects of the venue's equipment must be reported to the venue contact. If the equipment is owned or supplied by Sportitude then any defects must be reported to The Company Director.

Coaches will carry out pre-activity assessments.

These will consist of a check of the area to be used for hazards, a briefing to the children about all the possible risks within the session and a brief assessment of the activity risks.

3.3 Fire Safety Policy

Fire Risk Assessment

Fire risk assessments should already have been carried out by the venue and be available in documented form.

All local fire regulations are to be followed by staff.

All Sportitude staff are to make themselves aware of evacuation procedures within the venue they are working in.

As part of the risk assessment the venue has the responsibility to make sure all fire exits are marked and kept clear and are available for use at all times and are easily opened from the inside as per their daily checks.

The venue must make sure the following information is available:

- Staff are familiar with the action to be taken in event of a fire
- Positions of all activation points, extinguishers and assembly points for the facilities used.
- Notification must be given of any planned practices and any servicing that will be happening within the session.
- Risk assessment documents with any relevant action points and training required to be communicated to staff.
- A staff induction to include evacuation procedures for the venue.

3.4 First Aid and Accidents

General Policy



Sportitude will follow and adhere to the venue's first aid policy, which will follow the Health and Safety (First Aid) Regulations 1981, and any guidance issued from time to time by the HSE, which will be implemented by the venue to ensure appropriate first aid provision at work is provided.

The venue will need to provide at least one qualified first aider on duty at all times. Sportitude staff will deal with any accidents promptly and effectively by contacting the venue's first aiders. All accidents that happen within a session will be recorded via the individual venue's internal procedures.

Sportitude coaches are trained in emergency first aid but will only deliver treatment/triage where the incident is acute and any delay risks worsening the injury/incident, or where a venue first aider is not available.

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

3.5 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.

Before use, all equipment will be checked for suitability for the activity and condition. Any equipment that is broken will be reported to the venue and taken out of use.

Equipment supplied by Sportitude will be checked prior to use and any defects reported to the Operations Manager.

3.6 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, 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 direct to the venue and ensure action is taken.

3.7 Electrical Equipment

- All electrical equipment must have had a portable appliance test carried out by a competent person.
- Personal electrical equipment may not be brought on site or used unless inspected and passed as suitable by a competent person.

3.8 COSHH – 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 etc.
- Swimming Pool chemicals such as chlorine
- Paint and adhesives from work being carried out
- Paints and glue from arts and crafts

The venue's normal risk assessment procedures should allow for these chemicals to be spotted and assessed and if any present a specific hazard to our staff the venue is responsible for notifying us.

3.9 Manual Handling Procedure

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

If employees 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.

Potential hazards that have been identified are:

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

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 your body. The heaviest



side of the load should be closest to your body.

- Do not jerk – lift smoothly.
- Move the feet – do not twist your body.
- Put down, and then adjust – if the position of the load needs to be precise then put it down and slide into place.

3.10 Safeguarding

Safeguarding children is everyone’s responsibility. Everyone who meets children and families has a role to play.

All staff members from Sportitude will receive appropriate safeguarding and child protection training which is regularly updated.

All Sportitude staff have a current DBS (Data Barring Service) certificate.

Sportitude staff will report any concerns to do with safeguarding to the venue immediately.

This policy should be read in conjunction with the following other company policies:

Child Protection and Safeguarding Policy

4. Health and Safety Policy Monitoring and Review

Sportitude acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

Sportitude will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis or after a significant event e.g. accident or change.

Monitoring of the policy will be via spot checks, scheduled safety inspections, audits, management reports or accident investigations.

5. COVID-Safe Measures

5.1 Awareness of Symptoms

Sportitude coaches will adhere to the Government guidelines regarding potential COVID symptoms. Should any coach have, or suspect they have any of the symptoms, they are legally obliged to contact the venue and arrange for a PCR test. If they test positive, they will need to self-isolate for 10 days. The same is true if they became aware that they have had contact with any individual who has subsequently tested positive.

5.3 Entry to Building and Migration



Coaches will arrive and sign as normal. They will sanitise their hands at reception, adhere to all track, and trace measures.

They will make all efforts to ensure that they only occupy parts of the venue site where they are working.

5.4 Lessons, Equipment and Breaktime Provisions

Coaches will ensure that a minimal amount of equipment is used for lessons and small groups without any crossover use that equipment.

Coaches will sanitise and wipe all equipment between sessions and at the end of the day.