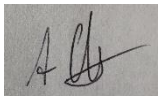
Health and Safety Policy

Health and Safety Policy Setting - sport and activity programme involving young people and employed/voluntary leaders of Kick-Off Sports.

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Signed:

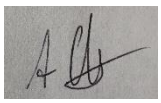
Name: Adam Clements

Review date: 25/8/2027

1 Policy Statement

This is the Health and Safety Policy Statement of Kick-Off Sports. 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, employees, members of the public and contractors associated with our programmes 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 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 signatories agree with this statement and commit themselves and appropriate finances to the application of this Health and Safety Policy:



Signed:

Adam Clements

Date: 25/8/2026

2 Health and Safety Regulation

The basis of British health and safety law is the Health and Safety at Work etc. 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:

- Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery, is safe.
- Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.
- 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.
- Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).

• Health and Safety (First Aid) Regulations 1981: cover requirements for first aid.
• 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:
• 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.
• Employers' Liability (Compulsory Insurance) Act 1969: require employers to take out insurance against accidents and ill health to their employees.
• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
• 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. 5
• Gas Safety (Installation and Use) Regulations 1994: cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.

3 Health and Safety Policy Around Supervision

• Maximum group sizes are a ratio of 1 coach to 8 children, further reduced to a maximum of 1 coach to 4 children aged under 8 depending on need.
• A Site Manager, who is supernumerary will generally be on site or replaced by a named deputy which in most cases will be the Assistant Manager.
• Group sizes will be no greater than 16 and under 8s will be accompanied by two employees. • Children will be made aware of 'out of bounds' areas.
• Coaches will keep their group together at all times including when moving between locations. • There will be an supervising adult at the back and front of the group when moving under 8s between locations.
• 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.
• Coaches will be aware of all special needs including medical needs for their group.

4 Roles and Responsibilities:

Health and Safety Lead:
• Overall responsibility for health and safety matters within the organisation
• Make necessary provisions for resources to be provided to allow the function of health and safety to be carried out
• Periodically assess the performance of the organisation in health and safety matters in the light of reports and data etc. presented to them and take necessary action.
• Monitor management systems, at least annually or upon a major change in legislation or circumstances, and the updating of Kick-Off Sports Health & Safety Policy.
• Lead and co-ordinate organisation-wide action on health and safety matters as per policy.
• Ensure systems exist for all employees to have access to Kick-Off Sports Health and Safety policy.
• Conduct annual health and safety site audits Kick-Off Sports AP Managers and Operations Managers must support:
• implementing the health and safety policy
• to ensure there is enough staff to safely supervise pupils
• to ensure that the site building and premises are safe and regularly inspected
• in providing adequate training for Kick-Off Sports staff
• in reporting to the management board on health and safety matters
• to ensure that appropriate evacuation procedures are in place and regular fire drills are held
• in ensuring that in their absence, health and safety responsibilities are delegated to another

member of staff
• the completion of all risk assessments are being completed and reviewed :
• Will read and understand Kick-Off Sports Policies and Procedures and confirm they have done so.
• Will observe and abide by any safety rules laid down and undertake training as directed.
• Must take seriously all matters of health and safety and be aware that it is the responsibility of all Kick-Off Sports staff.
• Model safe and hygienic practice for pupils
• Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
• Understand emergency evacuation procedures and feel confident in implementing them.

5 Visitors, Public and Sub-Contractors

These groups are a real security risk on a shared site. A culture will be created where employees approach all adults on site that are not recognised to ask why they are there. If a visitor arrives to view the camp 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. Venue Management will always clear it with the Site Manager if sub-contractors need to have access to shared facilities, etc.

6 Door Security

Staff members 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 building without informing a member of staff or leaves the programme without being signed out by the parent.

7 Road Crossing

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. A designated leader will take responsibility for the whole group. 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 ongoing daily and sessional process throughout a season and not just a process that is carried out at the beginning. Using standard forms provided risk assessments will be produced for the following :
• Facilities – all sites and facilities used within each site where sports and activities take place. This will initially be carried out by the Site Manager and 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 – see example of Activity Risk Assessment. 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 which are recorded each day. These will consist of a check of the area to be used for hazards, a briefing to the children about all of the possible risks

within the session and a brief assessment of the activity risks.

9 Fire Safety Policy

Fire Risk Assessment

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 Site Manager. 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.

Facility Issues

As part of an assessment we will ensure that:

• All fire exits are marked and kept clear and available for use at all times and 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.

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.

Fire Drill

A fire drill will be carried out and recorded at the beginning of each week of activities. General Emergency Procedure – for full procedures see Emergency Action Plan Document (EAP)

Upon discovering a fire use the following procedure:

• Decide if you can you extinguish it without risk to yourself or others?

• Sound the alarm at the nearest break glass point and try to alert the Site Manager if you have a radio or mobile phone.

• Clear the area via the nearest exit checking all adjoining areas are clear and taking your register with you checking all children are present and remain calm.

• Proceed with group to the designated assembly point not stopping to collect belongings. • Ensure the Site Manager is aware of the emergency and that the fire service has been called – if not call 999 and ask for the fire service.

• Inform the manager of any missing children and any areas not searched.

• Do not re-enter the building until given permission to do so.

• Ensure there is clear access for the emergency services.

10 First Aid and Accidents

General Policy

• There will be at least one qualified first aider on duty at all times with a minimum ratio of 1 first aider to 16 children. Only the qualified first aider will treat major injuries.
• 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.
• Employees will deal with any accidents promptly and effectively.
• First aiders will wear the gloves provided to protect the wound and also themselves from the risk of infection.
• 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.
• All accidents and details of any treatment will be recorded on the official incident report forms and these must be signed by the Site Manager.
• A parent's signature will be obtained in order to confirm that they have been informed of injuries sustained to their child.
• 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

Reviewing Incidents, Accidents, Complaints and near misses

• Individual incidents etc will be reviewed and any action recorded.
• Incidents will be reviewed at each site throughout a season and any patterns or trends acted upon immediately with action being recorded.
• All serious incidents, accidents, complaints and near misses will be investigated appropriately and reviewed regularly.
• All incident report forms will be reviewed and an analysis carried out at the end of each season. Any patterns of accidents will be used to shape policy and training changes.

Accompanying Children to Hospital

• Under no circumstances will a child be taken to hospital in a personal vehicle. A taxi could be used but ideally a paramedic will be called where appropriate so that they can make an assessment. An ambulance would be called by the paramedic if deemed necessary.
• Every effort must be made to accompany a child to hospital in an ambulance, in the event of an accident. Where possible it should be the job of a Group Leader, not the Site Manager, but ensure that staff to child ratios are maintained.
• The parent/carer will be called and asked to meet their child at the hospital.

11 Activity Safety

Example of a coach's responsibilities...
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.

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.

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.

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 manager and sometimes parents about issues.

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 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.

13 Goal Post Safety

Always check goal posts, netball goals, badminton and volleyball posts are secure before allowing children in the area.
Employees will follow the following procedures:
• The stability of goalposts - ideally posts will be secured to the ground - if this is not possible then they must be correctly weighted.
• 5-a-side goals in sports halls and on artificial pitches not properly weighted or secured - ideally these must be secured to the wall and to the ground. When being stored they must be stored safely and securely in purpose built storage racks. Only trained facilities staff should move these according to site specific operational procedures. Check joints are secure with pins.
• Mini soccer goals not erected properly. Check that all of the joints are secure and weighted where necessary.
• Metal cup hooks dangers of cuts, gouging - look out for these on full size outdoor goals but also

indoor portable goals.

14 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 the venue facilities manager and ensure action is taken.
• It is a hygienic environment. Place refuse in bins and ensure these are emptied daily.
• Water of an appropriate temperature is provided for washing. Hot water should not be over 430 C where young children are present.

15 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.
• In a hired venue evidence of appropriate electrical tests have been carried out for systems and portable appliances.

16 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, 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.

17 Manual Handling Procedure

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.

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.

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

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.

18 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.

19 Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR):

The Health and Safety Lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Kick-Off Sports Staff: reportable injuries, diseases or dangerous occurrences
These include:
• Death
• Specified injuries, which are: - - - - Fractures, other than to fingers, thumbs and toes Amputations
• Any injury likely to lead to permanent loss of sight or reduction in sight
• Any crush injury to the head or torso causing damage to the brain or internal organs
• Serious burns (including scalding) which: Cover more than 10% of the whole body's total surface area; or Causes significant damage to the eyes, respiratory system or other vital organs
• Any scalping requiring hospital treatment
• Any loss of consciousness caused by head injury or asphyxia
• Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Pupils and other people who are not at work (e.g. visitors): Reportable injuries, diseases or dangerous occurrences.
These include:
• Death of a person that arose from, or was in connection with, a work activity
• An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment
• An accident "arises out of" or is "connected with a work activity" if it was caused by:
• A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
• The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
• The condition of the premises (e.g. poorly maintained or slippery floors) Information on how to make a RIDDOR report is available here: https://www.hse.gov.uk/riddor/report.htm

20 Reporting to the Health and Safety Executive:

The Health and Safety Lead will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below: **Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.**
• Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Health and Safety Lead will report these to the HSE as soon as reasonably practicable and

in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure.
These include:
• Carpal tunnel syndrome
• Severe cramp of the hand or forearm
• Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
• Hand-arm vibration syndrome
• Occupational asthma, e.g from wood dust
• Tendonitis or tenosynovitis of the hand or forearm
• Any occupational cancer
• Any disease attributed to an occupational exposure to a biological agent

21 Pupils Vulnerable to Infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. Kick-Off Sports will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought.

22 Accident Reporting

It is the responsibility of staff to ensure accidents are reported to the Alternative Provision Manager. For more serious incidents this needs passing to the Health and Safety Lead. Accident record book:
• An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in Appendix B
• As much detail as possible will be supplied when reporting an accident
• Information about injuries will also be kept in the pupil's educational record
• Records held in the first aid and accident book will be retained by Kick-Off Sports for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

23 Notifying Schools, Local Authority and Parents / Carers:

The AP Manager will inform Schools, Local Authority and Parents / Carers of any accident or injury sustained by a pupil attending the Kick-Off Sports Sites, outlining any first aid treatment given, on the same day, or as soon as reasonably practicable. Any reported accidents or injuries are to be passed onto the Health and Safety Lead. Health and Safety Lead to investigate as appropriate.

24 Reporting Near Misses

Near-misses are accidents that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
• The collapse or failure of load-bearing parts of lifts and lifting equipment
• The accidental release of a biological agent likely to cause severe human illness
• The accidental release or escape of any substance that may cause a serious injury or damage to health
• An electrical short circuit or overload causing a fire or explosion Information on near-misses must recorded on a near-misses reporting form found in Appendix C. 13. Smoking / Vaping: Smoking /Vaping is not permitted on any sites. Staff are to use the designated spaces which are identified within the Specific Site Appendices.

25 Training

All Kick-Off Sports staff are provided with health and safety training as part of their induction process. Staff who work in high-risk environments such as catering equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training. All staff will undertake annual Health and Safety training online to ensure continual professional development in this area. It is the duty of the AP Manager and Health and Safety lead to ensure that this occurs on a regular basis through annual auditing. All pupils and staff working in areas that have task specific industry requirements around Health and Safety will be provided the necessary skills through their induction process to identify and manage risks in their learning environment.

26 Monitoring

This policy will be reviewed by the Health and Safety Lead and approved by the Business Manager annually.