



Policy Ref: H&S
Issue Number: 4
Date: April 2023
Review Date: April 2025

HEALTH AND SAFETY POLICY (DSC and DFA)

At Draycott Sports Camp we consider health and safety to be of utmost importance. We comply with The Health and Safety Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Health and Safety at Work Act 1974

1974 CHAPTER 37



An Act to make further provision for securing the health, safety and welfare of persons at work, for protecting others against risks to health or safety in connection with the activities of persons at work, for controlling the keeping and use and preventing the unlawful acquisition, possession and use of dangerous substances, and for controlling certain emissions into the atmosphere; to make further provision with respect to the employment medical advisory service; to amend the law relating to building regulations, and the Building (Scotland) Act 1959; and for connected purposes.[31st July 1974]

Draycott Sports Camp has appropriate insurance cover, including employer's liability insurance and public liability insurance. *The Employer's Liability Act 1969 requires employers to take out insurance against accidents and ill health to their employees.*

Management Structure and Responsibilities

This structure shows the lines of authority at Draycott Sports Camp:

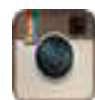
Company Director (Mark Draycott)
First Aiders
Lead Coaches
Assistant Coaches

Responsibilities of the Company Director:

The Company Director holds the responsibility and liability for the safe operation of the camp. The Company Director will ensure that:

- All staff receive information on health and safety matters and receive training where necessary.
- The Health and Safety policy is reviewed yearly, or as required.
- Staff understand and follow the health and safety procedures set out by Draycott Sports Camp.
- All accidents and incidents are thoroughly recorded and reported. This could include informing child protection agencies where appropriate.
- All reported accidents and incidents are reviewed so that preventative measures can be taken.
- The premises is clean and adequately ventilated. Our facility is also deep cleaned by Nanogreen Cleaning Ltd, using a fogging system (COVID measures and precautions).
- All of the equipment is safe to use and stored properly. Equipment is cleaned between the use of groups during the COVID pandemic to reduce the risk of cross contamination.
- A working telephone is available on the premises at all times.
- Cleaning materials are stored appropriately and out of reach from children.
- Daily environment checks are completed.

Supervision



- Maximum group sizes are a ratio of 1 lead coach to 20 children; this is further reduced in our younger groups for those children under the age of 4 (1:10). Assistant coaches are also assigned to each group.
- Children will be made aware of any 'out of bounds' areas.
- Coaches will keep their group together at all times, including break time, lunch time and when moving between locations.
- Children will move between locations in a line and a supervising adult will stand at the back and front of the group.
- The Company Director, and if necessary the Police will be made aware of any suspicious characters loitering in the vicinity of the facility.
- Coaches will be aware of all special needs including medical/dietary needs for their groups.

Visitors, Public and Sub-Contractors

A culture is created at Draycott Sports Camp where employees can approach all adults on site that are not recognised, to ask why they are there.

If a visitor arrives to view the camp, they will be escorted by a member of staff at all times and will not be left unattended.

Oakhurst Primary School will always inform the Company Director if sub-contractors will need to have access to the shared facility.

Door Security

Staff members will be placed near points of exit and entry at key times throughout the day – drop off, collection, lunch time and breaks, to ensure no child leaves the building. All children who leave Draycott Sports Camp are to be signed out by the parent or the responsible adult collecting. All external gates are padlocked.

Risk Assessments

Risk assessments provide a risk rating for a piece of equipment or apparatus. Risk assessments are seen as an ongoing daily process throughout a camp and not just a process that is carried out at the beginning.

Risk Assessment (Appendix) –Play Equipment (CL9)

Facilities

The Company Director and Lead Coaches will carry out pre-activity assessments. These consist of a check of the area for hazards and a briefing to the children about all of the possible risks within a session. Sufficient space is allocated to the activities and the number of children. Any problems with the facility are reported to the Company Director immediately.

Equipment

All furniture and equipment are kept clean, well maintained and in good repair. All equipment is inspected prior to a session to ensure it is safe to use. Broken pieces of equipment are disposed of immediately. All equipment will be securely stored.

First Aid and Accidents

- There will always be at least 2 members of staff first aid and paediatric trained on site at all times. Only qualified first aiders will treat major injuries.
- Employees will deal with any accidents promptly and effectively.
- First aiders will wear the gloves provided to protect the wound and also themselves from risk of infection. PPE will be worn at all times when dealing with major injuries.
- All accidents and details of any treatment will be recorded on the official injury report sheets and these must be shared with the Company Director.



- Parents are informed of any injury at the end of the camp day. In the event of a serious injury, the parent is contacted immediately and offered to come and view the injury on their child. If further medical attention is required, advice to take their child to the hospital/local GP is given.
- In the case of a head bump or serious injury, a detailed injury form is also completed. Parents are also called and informed of the head bump.
- Individual incidents and accidents will be reviewed and any action required is recorded.
- Any patterns or trends in incidents will be acted upon immediately and will be used to shape our policy and any training changes.

Food and Personal Hygiene/Safety

Staff at Draycott Sports Camp maintain high standards of personal hygiene, and take all practical steps to prevent and control the spread of infection.

- A clean environment will be maintained at all times.
- Toilets will be cleaned daily.
- Staff are trained in food hygiene and safety – Mark Draycott holds a level 2 qualification in Food Safety and Hygiene for Catering.
- Waste will be disposed of safely and all bins will be covered with lids.
- Staff will ensure that the children wash their hands before handling food or after using the toilet.
- Parents/carers are asked to inform the Company Director or Administration Manager of any allergies.
- Cuts and abrasions are kept covered.
- Staff will ensure children are wearing suitable clothing/footwear for physical activities.
- Staff will ensure children are adequately clothed in cold/wet/hot weather. Parents are advised to apply suncream to their children prior to the start of a camp day.
- Staff will ensure children do not become dehydrated.

Body Fluids

Spillages of blood, vomit, urine or faeces will be cleaned up immediately. In the case of disposing of any waste products (tissues, wipes, clothing), these items are double bagged and put in an external bin.

Related Policies

Safeguarding Children

Behaviour Policy

Fire Safety and Evacuation Procedures

The Use of Mobile Phones

Coaches Conduct and Expectations

Public Liability Insurance

Employers' Liability Insurance

