



Sports Coaching North West
 Cockayne House
 Love Lane
 Betchton
 Sandbach
 CW11 2TS
 01270 449770

July 2016

HEALTH AND SAFETY POLICY

SPORTS COACHING NORTH WEST

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

COMPANY NAME	Sports Coaching North West
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Sports Coaching North West recognises its duty of care for the health , safety and well-being of all members of our community.

The company believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the company. The company will take effective steps as far as is reasonably practical to discharge its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. Chris Regan (Director) will have overall responsibility for ensuring implementation of this policy.

Name _____ Signature _____ Date:
 (Director)



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ORGANISATION

1.0 INTRODUCTION

1.1 In order to achieve compliance everyone has a part to play in bringing the policy into effect. All staff, students, visitors and those who might be affected by our operations must appreciate that their own safety and that of others depends upon their individual conduct and vigilance whilst on different school premises or undertaking company sponsored activities. For employees, this is not only a matter of common sense, but also a legal duty. In essence a partnership is required involving the following members of our community.

2.0 The coaching staff are responsible for each individual lesson, whether that be at a primary school, secondary school or at a Sports Coaching North West camp venue.

5.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
 - b) Follow the health and safety procedures applicable to their area of work.
 - c) Give clear oral and written health and safety instructions and warnings to pupils as necessary.
 - d) Ensure the use of personal protective equipment and guards where necessary. All protective clothing and safety equipment provided should be kept in good condition.
 - e) Make recommendations to the Directors on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
 - f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
 - f) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
 - g) Report all accidents, defects and dangerous occurrences and concerns to the Directors.
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- h) Staff should ensure that classrooms, playgrounds and fields are kept tidy as much as possible.

6.0 COMPANY HEALTH AND SAFETY REPRESENTATIVES

- 6.1 Health and safety representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.
- 6.2 They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.
- 6.3 Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and Maintenance to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures. Trade Union representatives are automatically elected to the schools Health and Safety Committee.

7.0 OBLIGATIONS OF ALL EMPLOYEES

- 7.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:
 - a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
 - b) Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety.
 - c) Act in accordance with any specific H&S training received.
 - d) Report all accidents and near misses in accordance with current procedure.
 - e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
 - f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
 - g) Inform their Line Manager of any shortcomings they identify in any school's health and
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safety arrangements.

- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- k) Volunteer helpers have the same duties as those indicated for employees.

PE Equipment

All coaches are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Risk assessments are in place and equipment will only be moved with adult supervision, and that pupils are regularly reminded of this.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Directors.

Staff Training & Development

The Directors are responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings.



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In the unlikely event of any child needing urgent medical assistance, an adult either related to the child, a member of school staff or a SCNW member of staff must accompany the child to hospital.

All SCNW staff have 1 or 3 day First Aid Qualification.

Administration of medicines

The company will not undertake to administer prescribed medicines to students except in cases where the need for a quick response is paramount (for example, the use of Epipens to combat severe allergic reaction). In such cases, staff willing to undertake the procedure must receive appropriate training and a written request from parents must have been received. Parents are responsible for ensuring that supplies of prescribed drugs are available to school, and that they are within their 'use-by' date.

Pupils suffering from asthma are expected to carry their own medication.

Assessment of illness or injury in pupils *

The member of staff teaching the pupil concerned, or the member of staff approached by the students if the incident occurs outside lesson time, is responsible for making an initial assessment of the situation. In cases of real uncertainty, they should call on a qualified First Aider. If the First Aider is not satisfied that the condition can be dealt with in school, they will contact either the child's parents or the medical authorities, depending on the apparent severity of the case. In an emergency, a pupil may need to be taken directly to hospital and her parents requested to meet her there. In cases of severe injury, an ambulance will be called and the pupil's parents informed as above.

Accident forms should be completed for all accidents of more than a trivial nature.

First Aid Kits

First aid kits are issued to every member of SCNW staff and must be present on them at all times whether a lesson is outside or inside.

First Aid

In the case of illness or pupil accident, the procedures are as follows:

The member of staff escorts child to school reception if the incident is in school term time, alternatively the member of staff in charge deals with the incident.

- The first aider administers first aid and records in our treatment book.
 - If the child has had a bump on the head their parents are informed when they are picked up or their class teacher is informed.
 - Full details of the accident are recorded in our accident book
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- If the child has to be taken to hospital or the injury is `work` related then the accident is reported in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Accidents/illnesses requiring Hospital Treatment

If a child has an incident, which requires urgent hospital treatment, the company will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.