

## Active Care Health and Safety Policy

Version 1

Completed Date: 30<sup>th</sup> August 2024

Review Date: 30<sup>th</sup> August 2025

First Step Sports Group considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 through all company brands.

First Step Sports Group has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff has read and confirmed reading the Active Care H&S Policy. They are committed to following this policy and are responsible for:

- Maintaining a safe environment for all who attend our Active Care settings.
- Behaving in a way that ensures reasonable care for themselves and others attending the setting.
- Reporting all accidents and incidents which have caused injury or damage, or pose future risk.
- Attending an Active Care induction before delivering in the setting.
- Undertaking relevant health and safety training when required to do so by the Active Care Lead.
- Reading and confirming they have read the relevant risk assessment for the setting.
- Reading and confirming they have read the setting induction checklist.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary action.

### Responsibilities of the registered person (Active Care Lead)

- The registered person for the setting holds ultimate responsibility and liability for the safe operation of the setting.
- The registered person will ensure that they nominate a Health and Safety Officer. The designated health and safety officer is Rob Brown.
- A copy of the current Health and Safety At work poster is displayed (poster is available here: <http://www.hse.gov.uk/pubns/books/lawposter.htm>)
- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet Active Care's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety

Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.

- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.
- Electrical equipment is PAT Tested.

### **Responsibilities of the Site Lead**

The Site Lead is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- Completing a H&S checklist at the beginning of each session.
- The premises are used by and solely available to Active Care during opening hours.
- All Active Care equipment is safely and securely stored.
- Children are only allowed in the kitchen if properly supervised (e.g. for a cooking activity).
- A working telephone is always available on the premises.
- Chemicals and cleaning materials are stored appropriately.
- External pathways are cleared in severe weather.
- Environment checks are carried out regularly in accordance with our Risk Assessment policy.

### **Security**

Children are not allowed to leave the Active Care premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During Active Care sessions all external doors are kept locked, with the exception of fire doors which are alarmed. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the Active Care must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with the children.

Security procedures will be regularly reviewed by the Active Care Lead, in consultation with staff and parents.

### **Toys and equipment**

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly. We ensure that any flammable equipment is stored safely.

### **Food and personal hygiene**

Staff at Active Care maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is always maintained.

- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

### Dealing with body fluids

- Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our Intimate Care policy.

### Staffing Levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

### Related Policies

See also our related policies:

- Illness and Accidents
- Fire Safety & Emergency Evacuation
- Healthy Eating
- Safeguarding
- Administering Medication
- Risk Assessment
- Intimate Care

*This policy was created in accordance with the Early Years Foundation Stage Statutory Framework For group and School-based Providers - Section 3 – The safeguarding and welfare requirements – Jan 2024*