

# Castle Coaching Limited Health and Safety Policy

June 2021

Castle Coach is committed to providing a safe working, coaching, teaching and learning environment for all children, staff and any related third parties. Responsibility for health and safety ultimately lies with the Director of Castle Coaching, Chris Brown. However, all staff and volunteers have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow Staff, Volunteers and Children.

Castle Coaching aims to promote health and safety, so far as reasonably practicable, by ensuring:

- the provision and maintenance of safe equipment that poses no risk to health
- the provision of relevant information to staff and any related third parties, including instruction, training and supervision, as is necessary to ensure health and safety
- maintenance of safe environments, including a means of access in a condition that is safe and without risk to health
- progressive identification and assessment of all risk, taking measures to eliminate or control it
- compliance with statutory regulation on health and safety and welfare of children, staff and any related third parties
- the health and safety and welfare of vulnerable children is addressed through positive action
- all required and appropriately qualified members of personnel are given training to identify and control potentially hazardous situations/environments
- effective measures, such as fire alarms, are in place to deal with emergencies.

This list is not exhaustive and represents general principles followed by Castle Coaching in respect of health and safety.

## First Aid

The nominated/appointed individuals(s) are:

First-aiders

Nathan Skeggs, Designated Safeguarding Officer & Coach

Chris Brown, Director & Coach

Tom Cole, Coach

Matthew Youngs, Coach

Castle Coaching Limited, Village End House, Bruisyard Road, Badingham, IP13 8NA

07780335359

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

The first aid box(es) are located:
Inside All Coaching Bags.

Castle Coaching recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

It is our policy to promote the health and safety of the children, volunteers, staff and of all visitors to the premises being used and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
  - Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure the delivery of our Service produces no unnecessary risk to health or safety;
  - Encourage persons on the premises to co-operate with us in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
  - Ensure the provision of safe equipment;
  - Maintain safe arrangements for the use, handling, storage and transport of equipment;
  - Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
  - Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative);
  - Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from our activities;
  - Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of Castle Coaching arising out of or in connection with our activities;
- This policy statement and/or the procedures for its implementation may be altered at any time by Castle Coaching Management. The statement and the procedures are to be reviewed annually.

### Arrangement and Procedures

All Castle Coaching coaches delivering football sessions are trained in Emergency First Aid and carry an appropriate first aid kitbag to each activity and training session being delivered. First Aid bags are to be checked regularly and contents replaced as required. The appointed first aider is the session coach.

### Accidents

All accidents and injuries are to be recorded on an Injury and Accident Report Form. All coaches have been provided with this Form

- In the event of an injury or illness or medical emergency, ring for an ambulance directly. To call an ambulance dial 999 and ask for ambulance;
- All accidents must be reported to the session coach immediately or as soon as practicable; a report will be written and submitted to the Head Coach for investigation and action to prevent recurrence. The report will record the time

and date of the accident together with details of the accident, the parties involved and any witnesses.

- All accidents must be entered on an accident form, available from the session coach.

### Fire Drills and Evacuation Procedures

All workers and volunteers must know the fire procedures, position of fire appliances and escape routes of the premises being used for the training sessions.

In the event of Fire:

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all present is to evacuate all people from the building by the nearest exit immediately when the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for any premises being used must be identified
- No-one should leave the assembly point without the permission of the coach;
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for Fire Brigade;
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

### Risk Assessment

Risk assessments relate to activities within the premises or grounds Risk assessments need to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff and volunteers Assessments need to be repeated whenever circumstances change:

- Changes in layout of equipment
- Observing trends on the accident form
- Changes in staff
- Introduction of new procedures, processes or materials