



# Get Active Sports

Engaging, Motivating, Empowering

## Health & Safety Policy

### Scope

Get Active Sports is committed to providing a safe working, coaching, teaching and learning environment for all personnel, learners and any related third parties.

It is ultimately the responsibility of the Head of the Centre, Shaun Grant, to ensure that this procedure is implemented, published and accessible to all personnel, learners and any relevant third parties. However, the Qualification Coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

All learners and personnel 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 learners and/or personnel.

### Objectives

**Get Active Sports aims to promote health and safety, so far as reasonably practicable, by:**

- Providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health
- Preventing accidents and cases of work-related ill health and safety hazards arising from work activities via effective risk identification, assessment and implementation of control measures
- Implementing regular emergency and evacuation procedures in case of a significant incident
- Protecting the health and safety and welfare of individuals and vulnerable learners via systematic risk management
- To ensure the policy is easily accessed and this will be sent out on booking of courses and terms and conditions via our online booking.
- Engaging with learners, personnel and any related third parties, to provide providing relevant information, instruction, training and supervision, as is necessary to ensure health and safety
- Providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments
- Complying with statutory regulation on health and safety and welfare of learners, personnel and any related third parties

**This list is not exhaustive and represents general principles followed by Get Active Sports in respect of health and safety.**





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## Risk Assessment Procedures

Get Active Sports ensure that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all courses/programmes.

All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance. All recorded risk assessments are made available to all relevant staff who must ensure that all control and/or recovery measures plans are complied with and related actions recorded.

Where tutors/assessors identify additional risks which were not previously identified, or where a current risk assessment is not in place risk assessment must be conducted.

## Fire Safety

All staff at site are made aware of the fire safety procedure for each site, they are also informed of the evacuation point. This information is also passed onto all children at the site.

### RISK ASSESSMENT SPORT

This Risk Assessment should include the potential risks of the venue, to the participants, the instructors and the activity itself

Assessor:	Date:
Activity:	
Name of venue:	
Persons affected: Children & Staff	
Any persons especially at risk: Children	

### RISK MATRIX:

		MOST LIKELY SEVERITY OF HARM		
		MINOR <sup>(1)</sup>	MODERATE <sup>(2)</sup>	MAJOR <sup>(3)</sup>
LIKELIHOOD OF HARM OCCURRING	UNLIKELY	LOW	LOW	MEDIUM
	POSSIBLE	LOW	MEDIUM	HIGH
	PROBABLE	MEDIUM	HIGH	HIGH

NB. Risks should be rated with existing controls in place

1) MINOR – Injury requiring first aid or minor medical treatment 2) MODERATE – More serious injury eg fracture of major bone 3) MAJOR – Loss of eye/limb, permanent disability, fatality etc or moderate severity to a large number of persons in single incident

### RISK ANALYSIS

Type of Hazard	Examples	Details of Risk	Rating	Additional Control Measures Needed
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		Description of risk & existing control measures (include details of persons at risk)	L	M	H	
1. Venue issues	Access to venue close to any roads etc	No public access to venue. GAS staff to supervise children at all times.				
2. Impaired emergency access or egress	Obstructed fire routes or exit, impaired mobility of staff...	NA Responsibility of site				
3. Activity	Any risk issues intrinsic to activity Physical Contact sport	All rules will be explained to children before any physical activity commences, ensuring children know the boundaries of what is and is not allowed.				GAS staff will supervise all physical activity ensuring rules are adhered to.
4. Cuts, puncture wounds	Sports activity/ equipment potentially dangerous	All equipment is checked prior to activity				Staff qualified with fully equipped first aid bag.
5. Any other Potential risk to participants / instructors						
6. Slips, trips, falls	Wet floor surfaces, trailing cables obstructions on floor...	Correct footwear needs to be used to prevent any unnecessary slips, trips or falls.				

## First Aid Procedure

The nominated/appointed individuals(s) are:

### First-aiders

**Shaun Grant** – [sgrant@getactivesports.com](mailto:sgrant@getactivesports.com)

**Ashley Mitchell** - [amitchell@getactivesports.com](mailto:amitchell@getactivesports.com)

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-aid has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

Whenever learners are present, to attend for a component of a course/programme, their tutor/assessor is responsible for making them aware of whom their nominated First-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

### The first aid box(es) are located:

- On registration desk
- Nominated first aiders are also provided with appropriate first-aid equipment





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## Accident Reporting

During a course the Tutor, Assessor, individual(s) in charge of the event (possible via delegation) involved in the accident/incident is responsible for ensuring that an investigation takes place and that an accident/incident/near miss report is completed on the tablet, if the tablet is not working then on the paper form.

In the case of an injury, following appropriate care for the injured individual, the Tutor/ Assessor/individual(s) in charge of the event must inform the nominated person Rob Sherwood at Get Active Sports and the parent/guardian.

The Accident Report Form should be forwarded immediately via the quickest route to enable details to be recorded and any actions noted.

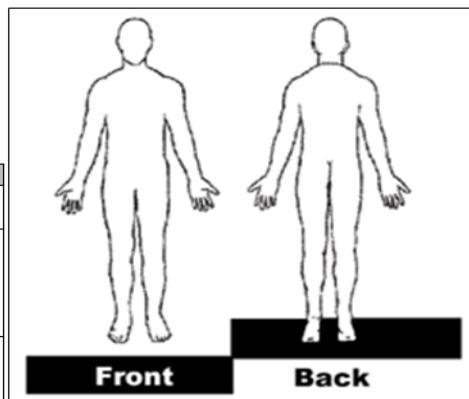
Please note that delivery/assessment sites might also have their own recording procedures which will also need to be followed.

## Accident Report

### ACCIDENT AND INCIDENT FORMS

ALL SECTIONS MUST BE COMPLETED INCLUDING REVERSE SIDE

Details of casualty			
Name	Sex	Male <input type="radio"/>	female <input type="radio"/>
Address	Age		
Activity	Time of Accident		
Contact No.	Date		



C= Cut      OF=Open fracture  
 G=Graze      F= Fracture  
 S=Sprain  
 B=Bruise  
 PF=Suspected Fracture  
 X=Other .....

Accident Details	
Who was notified?	
Location of accident/incident	
Details of accident/incident	

First aid given	Yes <input type="radio"/>	No <input type="radio"/>	By.....
Treatment given and given by:			
Child left	Unaided <input type="radio"/>	Aided <input type="radio"/>	With.....

Treatment was given by.....  
 Coach signature.....  
 Witness signature.....

I agree that the above information is correct to the best of my knowledge.  
 Coach signature.....  
 Parent signature.....

