

# **TayPlay SPORT Ltd**

## **General Health & Safety Policy**

Policy Introduced:  
May 2018

Policy reviewed annually, most recent review:  
17<sup>th</sup> September 2024

Policy Reviewed by:  
Harry Taylor: CEO  
Casey Copson: Designated Safeguarding Lead

Key contact details:  
[info@tayplayactivitycamps.co.uk](mailto:info@tayplayactivitycamps.co.uk)

Legislation and relevant guidance:  
TayPlay Activity Camps are committed to ensuring that policies and procedures remain up to date and are reflective of current legislation and guidance.

## **Policy Statement**

This is the Health and Safety Policy Statement of TayPlay Activity Camps. Our general policy is, so far as is reasonably practical, that all steps will be taken to ensure the health, safety and welfare of all children, parents, employees, members of the public and contractors associated with our programmes and facilities. The policy covers the key areas of Organisational Structure and Responsibilities, Planning, Implementation and Monitoring. The policy covers operation of sports and activities in a sports environment and not the office-based work which is covered separately. Child welfare is also covered in a separate document.

We take responsibility for the following:

- to provide adequate control of the health and safety risks arising from our activities;
- to provide and maintain safe facilities and equipment;
- to ensure that all information, instruction, training and supervision necessary to ensure health and safety will be provided;
- to consult with employees and parents to promote and develop measures to ensure high standards of health and safety;
- to provide information, instruction and supervision for employees to ensure policies are understood and adhered to;
- to ensure all employees are competent to carry out their role, and to give them adequate training;
- to minimise the risk of accidents or ill health;
- to be aware of current child welfare requirements and adhere to statutory requirements and guidelines;
- to review and revise this policy as necessary at regular intervals in line with current health and safety legislation.

## **Health and Safety Regulation**

The basis of British health and safety law is the Health and Safety at Work etc. Act 1974. Besides the Health and Safety at Work Act itself, the following are most applicable to our sports and activity environment and changes in legislation will be monitored:

- Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery, is safe.
- Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.
- Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).
- Health and Safety (First Aid) Regulations 1981: cover requirements for first aid.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH): require employers to assess the risks from hazardous substances and take appropriate precautions. In addition, specific regulations cover particular areas, for example asbestos and lead, and:

- The Health and Safety Information for Employees Regulations 1989: require employers to display a poster telling employees what they need to know about health and safety.
- Employers' Liability (Compulsory Insurance) Act 1969: require employers to take out insurance against accidents and ill health to their employees.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
- Electricity at Work Regulations 1989: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- Gas Safety (Installation and Use) Regulations 1994: cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.

## **Management Structure and Responsibilities**

This structure shows the lines of authority for Health and Safety management:  
CEO (director) – Operations Manager – Area Manager – Camp Manager - Activity Leader

### **Responsibilities**

TayPlay Head Office ultimately have full responsibility for Health & Safety implementation but on a day-to-day basis unless otherwise indicated the delegated person for implementation of the policy will be the company director.

The company director is responsible for strategic health and safety planning and the annual review of the health and safety policy ensuring they are fully aware of current legislation and providing adequate financial resources to maintain standards.

The director is responsible for ensuring full implementation of the Health and Safety Policy creating a clear structure and taking specific action regarding contravention of policy.

The director is responsible for appointing competent persons with designated responsibilities with regard to Health and Safety.

The director is responsible for ensuring incident and near misses are reported and fully investigated where appropriate.

The director is responsible for ensuring that site employees carry out their responsibilities and adhere to policy through adequate recruitment, training and monitoring processes.

The director is responsible for, where facilities are hired, working with site representatives to ensure responsibilities for facility safety are understood and documentation is shared.

The director is responsible for consulting with employees and parents/guardians to ensure that constant improvements are being made.

Regional and camp managers are responsible for ensuring that the requirements of this policy are managed effectively on-site utilising employees and resources as

appropriate. They must ensure employees have received adequate training before starting work (applicable to each camp commencing).

Staff are responsible for the safety of their group at all times, carrying out brief risk assessments for each activity and ensuring they are kept up to date.

## **Health and Safety Policies**

### **Supervision**

Maximum group sizes are a ratio of 1 Activity Leader to 10 children. Children will be made aware of 'out of bounds' areas.

Staff will always keep their group together including when moving between locations. There will be a supervising adult at the back and front of the group when moving children between locations. Occasionally there will be a staff member in the middle to assist safer movement.

The Camp Manager, venue staff, DSL, CEO, and if necessary, the Police, will be made aware of any suspicious characters loitering in the vicinity of any of the activities.

Staff will be aware of all disclosed SEN, including medical needs, for their group. It is the responsibility of parents/carers to keep TayPlay up to date with their child's SEN/medical information.

### **Visitors, Public and Sub-Contractors**

All visitors will be asked to sign in on arrival. Visitors will be given a visitor's badge which they will be asked to wear for the duration of their visit. Head Office will make camp managers aware of any visitors to expect on a given day.

All appropriate steps will be taken to ensure that children do not come in to contact with members of the public. Where this cannot be prevented, a member of staff will be present to witness/supervise this.

The presence of sub-contractors at a camp venue will be communicated by the venue to TayPlay Head Office. Head Office will make camp managers aware of any sub-contractors expected on site.

### **Door Supervision**

Staff members will supervise all possible exit/entrance doors throughout the day to ensure no child leaves the building without a member of staff or leaves the programme without being signed out by the parent/carer. Staff will also ensure that no unauthorised person enters to designated space.

All adults collecting children will be required to give their ITN. Parent/carers are aware that without the correct ITN, children cannot be released.

## **Missing Child**

Please see TayPlay's **Missing Child Emergency Action Plan (MCEAP)**

## **Road Crossing**

- Instructions given to the children must be clear and precise.
- Always cross at a recognised crossing point where possible e.g. pelican/zebra crossing or ideally avoid roads using footbridges and other paths. Do not cross near bends but only where the road can be seen clearly.
- Wait until the whole group is together. With large groups, break into smaller sections with a specified person in charge of each section. A designated leader will take responsibility for the whole group.
- Cross as a tight group in pairs in the shortest distance possible, not a diagonal.
- A designated leader will go into the road first and stand in the centre of the road looking both ways until the last child is over and then take up the rear.

## **Risk Assessments**

Risk assessments will provide a risk rating for each hazard along with existing measures and further measures required. Risk Assessment will be seen as an on-going daily and sessional process throughout a season and not just a process that is carried out at the beginning. Using standard forms provided risk assessments will be produced for, but not limited to, the following:

**Facilities** – all sites and facilities used within each site where sports and activities take place. This will initially be carried out by Head Office and the Activity Leader must be aware of all action required to minimise risk.

**All sports and activities** – each activity must have had a risk assessment carried out.

**All equipment used** - equipment provided must be safe and suitable for children appropriate to age. Regular safety checks must be carried out before each activity and at the end or beginning of each season.

## **Fire Safety Policy**

### **Fire Risk Assessment**

TayPlay will follow the fire risk assessment of the camp venue.

**The following information must be made available by the venue:**

- Procedures for contacting the emergency services e.g. how to call out of the building
- Positions of all activation points, extinguishers and assembly points for the facilities used
- Alarm testing times and frequency
- Risk assessment documents with any relevant action points and training required to be communicated to staff

**Fire Prevention**

All possible means must be used to reduce the risk of fire on site:

- Power sockets will not be overloaded with adaptors
- Electrical equipment must be in a good state of repair and switched off when not in use.
- A No Smoking Policy will be used at all times
- All flammable materials will be stored safely

**General Fire Emergency Procedure**

Upon discovering a fire, TayPlay staff will use the following procedure:

- Sound the alarm and make the venue staff aware
- Proceed with group to the designated assembly point, not stopping to collect belongings
- Carry out a register to ensure that all children are present
- Inform Operations Manager of situation. Operations manager to inform CEO and await further instruction
- Inform the Operations Manager of any missing children and any areas not searched. Operations manager to inform CEO and await further instruction
- Do not re-enter the building until given permission to do so
- Staff must not carry out any actions which place themselves at risk of harm
- CEO to advise camp manager of next steps, following the incident

**First Aid and Accidents**

**General Policy**

- There will be at least one qualified first aider on duty at all times with a minimum ratio of 1 first aider to 50 children. Only the qualified first aider will treat major injuries. When working within a leisure centre, the venue first aider will be designated
- Staff will deal with any accidents promptly and effectively
- In deciding how to treat injuries, consideration will be given to:
  - The urgency of the situation
  - The nature of the injury
  - The condition of the casualty

- All accidents and details of any treatment will be recorded using the official incident report process
- Accident reports will be sent through to Head Office by the Camp Manager
- All accidents and near misses will be reported to the appropriate authorities. The laws governed by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) will be adhered to. The following will be reported online:
  - Near misses of a serious nature
  - Incidents involving a child or a member of the public attending hospital
  - An incident causing a member of staff to be incapacitated for more than 7 days

### **Reviewing Incidents, Accidents and near misses**

- Individual incidents will be reviewed by Head Office
- Incidents will be reviewed at each site throughout a holiday period and any patterns or trends acted upon immediately with action being recorded
- All serious incidents, accidents, and near misses will be investigated appropriately and reviewed regularly
- All incident report forms will be reviewed and an analysis carried out at the end of each holiday period. Any patterns of accidents will be used to shape policy and training changes

### **Accompanying Children to Hospital**

Please see TayPlay's **Professional Medical Attention Emergency Action Procedure (PMAEAP)**

### **Death of a Child**

Please see TayPlay's **Death of Child Emergency Action Procedure (DOCEAP)**

### **Activity Safety**

#### **Staff members responsibilities**

Staff members delivering an activity must:

- Understand their duty of care to provide a safe environment and safe activities for the children in your group.
- Be suitably experienced and competent to lead the activity.
- Use regular and approved practice.
- Be aware of any child/children at risk.

- Ensure children are following the behaviour policy. Where not, staff to take appropriate steps in line with the policy.

### **Good Preparation requires:**

- Awareness of all important safety policies and guidelines
- A short risk assessment before each session
- Awareness of up-to-date activity and venue risk assessments.

When delivering any activity to children staff must ensure:

- Children are given opportunities to think about safe practice in relation to themselves and peers
- Each child is sufficiently skilled and confident in the tasks set
- Children and Young Leaders are always supervised.

### **Operating Procedures**

Each activity will have undergone a risk assessment and action taken to minimise risk to children and employees taking part. In most cases these assessments will result in operating procedures being created in which will outline the following:

- Safety procedures and guidelines specific to the activity appropriate to the age of the child taking part
- Pre-activity checks
- Information to be passed on to participants
- Minimum supervision ratios
- Minimum or recommended qualifications required to coach the activity

### **Holiday Camp Equipment Safety**

Equipment will be:

- In good condition and regularly monitored for wear and tear
- Used appropriately according to age and ability
- Stored safely
- Ensure that all equipment is signed in & out of its storage location

A risk assessment will be carried out for all equipment used that is provided by a hiring venue or subcontractor such as trampolines or swimming pool equipment.



## **Facility Safety**

Facilities will be checked by the venue provider, who is responsible for ensuring the safety of the venue. The venue will make TayPlay staff aware of any updates/changes to the facilities.

Staff to follow risk assessments set out for each facility area.

## **COSHH – Control of Substances Hazardous to Health**

It is the responsibility of the venue to ensure that COSHH guidelines are followed.

COSHH is the law that requires employers to control substances that are hazardous to health. The only chemicals that are likely to cause an issue in our environment are as follows:

- Substances used by cleaners such as detergents, polish, bleach etc.
- Swimming Pool chemicals such as chlorine
- Paint and adhesives from work being carried out
- Paints and glue from arts and crafts

Normal risk assessment procedures should allow for these chemicals to be spotted and assessed.

## **Manual Handling Procedure**

There are several possible situations in a sports environment where people may be vulnerable to damage to the back or other muscles if using poor lifting technique. e.g. lifting bags of equipment or boxes or lifting children for whatever reason.

If employees feel a load is too heavy, they will get help to lift it.

TayPlay will avoid lifting a child at all costs except in emergency situations where this will prevent harm to the child in question or others.

Potential hazards that have been identified are:

- Lifting or carrying children
- Lifting or carrying chairs or tables
- Carrying equipment particularly in heavy boxes or bags
- Inflatable equipment & accessories

When lifting any object, the following guidelines will be adopted:

- Plan the lift – where is the item going? Does the lift require additional support?
- Position the feet – feet apart, giving a balanced and stable base for lifting.
- Adopt a good position – If lifting from a low level then bend the knees. Keep the back straight and keep shoulders and hips facing in the same direction.

- Get a good grip – A hook grip is the best, less tiring than keeping the fingers straight.
- Keep close to the load – keep the load close to your body. The heaviest side of the load should be closest to the body.
- Put down, and then adjust – if the position of the load needs to be precise then put it down and slide into place.

### **Acts of Terror**

Please see TayPlay's **Act of Terror Emergency Action Procedure (ATEAP)**.