



East Coast Tigers  
Health & Safety Policy

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## Overview

The East Coast Tigers consider 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 at all times.

The organisation has appropriate insurance cover, including public liability insurance.

All members of staff and volunteers follow the organisation's Health and Safety policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the organisation's premises
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the trustees

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

## Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the organisation. The registered person will ensure that:

- They nominate a Health and Safety Officer
  - The designated health and safety officer is: **Jess Mortimer**
- 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 the organisation's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded.
  - This includes informing 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.

## Responsibilities of the manager

The head coaches are responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the members during opening hours
- All equipment is safely and securely stored
- A working telephone is available on the premises at all times



- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
- Weekly environment checks are carried out in accordance with our Risk Assessment policy.

## Security

Children are not allowed to leave the organisation's premises during the session unless prior permission has been given by the parents.

During training 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 premises must approach the head coach and give the reason for their visit. Visitors will never be left alone with members.

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

## Equipment

All furniture and equipment are kept clean, well maintained and in good repair. We select equipment and resources with care, and we carry out risk assessments before the members are allowed to use them. Broken equipment is disposed of promptly.

We ensure that any flammable equipment is stored safely.

## Food and personal hygiene

Staff and volunteers of East Coast Tigers maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on members or staff) are kept covered.

## Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children and young people present, and to the risks associated with the activities being undertaken.

## Related policies

See also our related policies: Safeguarding, Risk Assessment.

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Introduction [3.2] and Child protection [3.7].

