

Health and Safety Policy

Progressive 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 always.

Progressive Sports has appropriate insurance cover, including employer's liability and public liability insurance.

Registered Person Responsibilities

The Registered Person holds ultimate responsibility and liability for the safe operation of Progressive Sports. It is their responsibility to ensure that:

- A Health and Safety Officer is nominated for each school site.
- The Club's designated Health and Safety Officers are the Deputy Manager's at each School site.
- A copy of the current HSE Health and Safety at Work poster is displayed at each School site.
- Health and Safety Policy and Procedures are reviewed regularly.
- Staff receive regular updates and information on health and safety matters as well as training where necessary.
- Staff are aware of, and follow, Club-specific Health and Safety Procedures
- Resources are provided to meet the Club'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.

Progressive Sports is responsible for ensuring that the Designated Officer at each School site will:

- Keep each School site is clean and well lit, adequately ventilated and maintained at an acceptable temperature.
- Make sure each School site is used by, and solely available to, the Club during our opening hours.
- That all Club equipment is safely and securely stored
- Only allow children in the kitchen if properly risk assessed and planned (e.g., for a cooking activity)
- Make sure a working telephone is always available.

- Store chemicals and cleaning materials appropriately and in separate box away from children
- Carry out daily environment checks in accordance with risk assessment findings and guidance.

Staff responsibilities:

Each member of staff is responsible for and are required to:

- Maintain a safe work environment.
- Take reasonable care of the health and safety of themselves and others attending the Club.
- Monitor the entrances, exits to the premises throughout a session, and keep regular head checks of the children on site.
- Report all accidents and incidents which have caused injury or damage or may flag a risk to do so in the future and report.
- Undertake relevant health and safety training as and when required.

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

Security:

- Children are not allowed to leave the Club premises during the session unless prior written permission has been given by the parents.
- An example of what the Club determines as acceptable to leave a session is to attend another extra-curricular activity within the school.
- During sessions, all boundary gates and external doors are kept shut.
- All visitors to the Club must sign the Visitors PC on site at the school and give the reason for their visit. Visitors will never be left alone with the children.
- Security procedures will be regularly reviewed by the Play Manager, in consultation with staff and parents.

Personal Hygiene

Staff maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection. Our Club makes sure that:

- A clean environment is always maintained.
- Toilets are cleaned daily with soap and hand-drying facilities are always available by school site.
- Staff are trained in food hygiene where appropriate and follow necessary guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Children wash their hands before handling food or drink and after using the toilet; and Cuts and abrasions (whether on children or staff) are kept covered.
- Blood, vomit, urine, and faeces will be cleaned up immediately.
- Staff ratios and levels of supervisions are always appropriate for the number, age and, ability of the children present
- A minimum of two staff members are on site at any given time.

