

# General Policy Statement (Commitment to Health and Safety Declaration)

## Purpose of this Health & Safety Policy

Super Star Sport is committed to taking all reasonable measures to ensure the health, safety and welfare of its staff while at work in accordance with all relevant health and safety legislation. Super Star Sport also undertakes not to put others such as customers and members of the public at risk whilst carrying out its activities.

To effectively develop and implement the business' health and safety policy and procedures.

Each staff member will be given the necessary information, instruction and training to ensure that they can carry out their work in a safe way.

Management is responsible for devising safe systems of work and ensuring that these systems are put into practice and supervised as necessary.

Management will consult with staff on matters affecting their health and safety. Staff can raise issues of health and safety with the Health & Safety Officer and at staff meetings.

The wholehearted commitment of all staff is required if the Company's Health & Safety Policy and procedures are to be successful. Every staff member has a legal duty to:

- ✦ Take reasonable care of their own health & safety at work.
- ✦ To take reasonable care for the health and safety of others who might be affected by their actions and omissions in the work situation.
- ✦ Report all incidents and accidents which have caused injury or damage or may do so in the future
- ✦ To co-operate with management in pursuance of the business' health and safety policies and procedures.

All documents relating to the health & safety policy, procedures and systems will be contained within the Staff Handbook. These documents will be regularly reviewed and updated as necessary.

Any changes to these policies, procedures and systems will be brought to the attention of all staff.

In the context of the company's Health & Safety Policy and Procedures, the term staff refers to both employees and those working voluntarily for the business.

### Health & Safety Officer – Chaz Degun

The health & safety officer is responsible for:

- ✦ Ensuring that the various risk assessment processes (fire, property, coshh etc) are being correctly carried out across the business, including identification of risks, documentation, process for reducing and eliminating risks, periodic review and updating.
- ✦ 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> )
- ✦ Advising as required other staff on health & safety matters in particular with respect to the introduction of any new equipment, working process and the selection and issue of PPE.
- ✦ Ensuring that all required standards are met with respect to fire precautions.
- ✦ Maintain and update the Health and Safety manual as required.
- ✦ Investigate and monitor all accidents involving staff
- ✦ Provide any PPE to staff where appropriate
- ✦ 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.

## Staff responsibilities

All staff have a responsibility to take reasonable care of themselves and others and to observe safety rules and to co-operate with management in the implementation of the business' health and safety policy in order to achieve a healthy and safe workplace. Failure by a paid member of staff to comply with any aspect of the Company's health and safety procedures, rules or duties will be treated by the business as serious or gross misconduct.

## Specific staff duties are:

- ✦ Take due care for their own health and safety.
- ✦ Take due care for the health and safety of others who might be affected by their acts or omissions.
- ✦ Comply with any safety instruction and direction issued by the business.
- ✦ Co-operate with management with respect to the information, training and guidance provided on health and safety matters.
- ✦ Not misuse or interfere with anything that has been provided for health and safety reasons.
  
- ✦ Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- ✦ The premises are used by and solely available to Super Star Sport during opening hours
- ✦ All Super Star Sport's equipment is safely and securely stored
- ✦ Children are only allowed in the kitchen if properly supervised (eg for a cooking activity)
- ✦ 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
- ✦ Daily environment checks are carried out in accordance with our **Risk Assessment Policy**.
  
- ✦ Report and co-operate in the investigation of all accidents or incidents that have led or may lead to injury
- ✦ Immediately report to their line manager any hazardous defects in plant, machinery and equipment or any shortcomings in the existing safety arrangements.

- ✦ Not undertake any task without the necessary prior authorisation and training.
- ✦ Take action to prevent others from placing themselves in identified hazardous situations.

## Security

Children are not allowed to leave the premises during the sessions.

During Super Star Sport 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 Club must sign the **Visitor Sign In Sheet** and give the reason for their visit.

Visitors will never be left alone with the children.

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

## Food and personal hygiene

Staff at Super Star Sport 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.
- ✦ Staff are trained in food hygiene and follow appropriate guidelines.
- ✦ 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 children or staff) are kept covered.

## Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our **Intimate Care policy**.

## Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. [A minimum of two members of staff are on duty at any time.](#)

## Related policies

See also our related policies: **Accidents & Incidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, and Intimate Care, Visitor.**

## Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 