

# Swift Sports Coaching Health & Safety and Risk Assessment policy

## Policy Review

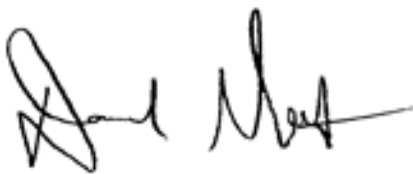
The responsibility for the review and maintenance of this policy is assigned to Daniel Meek, Managing Director. This policy will undergo an annual review.

**Start date of Policy:** August 2017

**Date of last review:** September 2024

**Date of next review:** September 2025

## Signed



Daniel Meek  
Managing Director  
Swift Sports Coaching Ltd

Swift Sports Coaching Health and Safety runs in conjunction with the specific site's own health and safety policy and set procedures. We will ensure outdoor and indoor space & equipment must be safe and suitable for purpose.

All staff are required to risk assess and be aware of Health and safety practices. If any member of staff notices anything unsafe or dangerous, they should take action. If they cannot put this right, they should report it to senior staff immediately.

Staff are legally & morally responsible for the safety of the children in their care, legally, everyone has a 'duty of care' to each other.

All staff must;

- ☐ Ensure their own actions or lack of actions does not put themselves or others at risk.
- ☐ At the start of each day a visual health and safety check will be carried out. Any damage to the building or equipment will be reported to the manager and appropriate officers i.e. the caretakers.
- ☐ Notify senior staff of any serious accident, illness or injury of a child.
- ☐ Be aware of fire procedures and fire exits of each site.
- ☐ Complete risk assessments which will be carried out for all activities, equipment and premises and reviewed as necessary in line with the risk assessment procedures.

Risk Assessments are a legal obligation for all companies and must be completed carefully and correctly for all areas that will be used at a course. A risk assessment is a careful examination to identify potential harm that something may cause you, your colleagues, the children or visitors harm. It helps you to check whether you have taken enough precautions or whether you need to more to prevent any harm occurring. The areas to assess include but are not limited to the Building, Activities, Equipment, Outside Space and anything that could cause harm. Risk Assessments are completed by all staff and overseen by Company Directors.

Swift Sports coaching ensure that;

- ☐ Risk assessments are complete and undertaken by all members of staff
- ☐ Risk assessments are documented.
- ☐ Provide a suitable and safe working environment for employees with adequate welfare facilities
- ☐ Ensure good housekeeping standards are instigated and maintained.

- ☐ Risk assessments will be monitored and reviewed regularly, appropriate revisions will be made if necessary and required.

**Step 1** - Identify the hazards (something that has the potential to cause harm)

**Step 2** - Decide who might be harmed and how

**Step 3** - Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more controls are needed.

Using the table below, grade the likelihood of an event occurring and the consequences should that event occur.

**Likelihood:** What is the likelihood of the event occurring?

<b>Low</b>	Very Unlikely
<b>Medium</b>	Fairly Unlikely
<b>High</b>	Very Likely

**Consequence:** If the event occurred, what would the consequence to the person be?

<b>Low</b>	Insignificant	No first aid visit required
<b>Medium</b>	Moderate	Leave site for professional medical attention and return same or following day
<b>High</b>	Fatal	Death, Serious life changing injury(ies) sustained

Once the two results have been combined together, the likelihood X Consequence will be a measure to judge the possible outcome of risk.

### The matrix

High	Medium	High	High
Medium	Low	Medium	High
Low	Low	Low	Medium
	Low	Medium	High

Low	Tolerate	The may be the residual risk. Continue to monitor and review as to whether more can be done.
Medium	Treat	You may be able to introduce further preventative controls to reduce likelihood or consequence. Ask Camp Manager or Head Office.
High	Terminate	Stop activity and make immediate improvements

If further action is required, Swift sports coaching will look to;

<b>Eliminate</b>	Remove activity, remove faulty equipment.
<b>Alter/Substitute</b>	Change something to make it safer e.g. who takes part, which equipment is used, where it takes place etc.
<b>Control</b>	Set rules, who can take part, how many at a time, unsuitable weather conditions.
<b>Protect</b>	Personal Protective Clothing for fencing, barriers around building work.

**Step 4** - Record your finds

**Step 5** - monitor the effectiveness of the controls in place through both pro-active and re-active monitoring

**Step 6** - Review the risk assessment regularly and revise if necessary e.g. after an incident or near miss.

General risk assessments and specific risk assessments have been created, but each staff member is responsible for the safety of all children and other staff members, so it is up to each staff member to ensure that all activities have been risk assessed.

### Critical Incidents

A critical incident can be defined as a sudden, unexpected and tragic event or sequence of events which causes trauma and confusion within the organisation, overwhelming the

normal coping mechanisms. It may affect staff, children, parents/carers and other stakeholders.

As a critical incident is very likely to have a severe impact both in the short term and the long term, our aim is to ensure that the strategies and procedures are in place to protect the wellbeing of all using the services of Swift Sports Coaching.

This policy can not cover every aspect of risk recovery from a critical incident, as all occurrences can not be planned for. However, Critical high risk incidents will be dealt with by Company Directors and staff in a prompt manner and responsibility will be shared by all.

### **Accidents, Incidents and First Aid**

Swift sports coaching will ensure that we;

- ☐ Record accidents and incidents
- ☐ Complete accident and incident investigations, identify causes and measures for prevention
- ☐ Ensure that adequate first aid arrangements are in place
- ☐ Our own First aid kits are up to date and checked regularly

### **Fire and Emergency Arrangements**

Swift sports coaching will ensure that;

- ☐ Adequate arrangements are in place to deal with fire safety
- ☐ Employees are aware of the fire and evacuation arrangements and other emergency procedures
- ☐ Ensure checks are made to check emergency equipment is provided, tested and maintained appropriately by each entity and property whom Swift Sports Coaching work in partnership with.
- ☐ Ensure adequate Fire Risk Assessments are completed whereby Swift Sports Coaching maintain sole responsibility of the care and welfare of others e.g. Holiday Clubs.
- ☐ Follow Fire and Emergency arrangements

### **Bodily Fluids**

Bodily fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect all from the risk of cross infection. In order to minimize the risk of transmission of infection both staff, children, parents/carers Swift sports coaching practice good personal hygiene and are aware of the procedure for dealing with body spillages. The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident.

### **Management of accidental exposure to blood**

Accidental exposure to blood and other body fluids can occur by Percutaneous injury e.g. from needles, significant bites that break the skin or exposure to broken skin e.g. abrasions and grazes. It can also occur due to exposure of mucous membranes, including the eyes and mouth.

Action to take;

- ☐ If broken skin encourage bleeding of the wound by applying pressure – do not suck
- ☐ Wash thoroughly under running water
- ☐ Dry and apply a waterproof dressing if required
- ☐ If blood and body fluids splash into your mouth – do not swallow
- ☐ Rinse out mouth several times
- ☐ Report the incident to the School Nurse and Senior Management
- ☐ If necessary take further advice from NHS Direct
- ☐ An accident form will need to be completed and will be reviewed by Company Directors.

### **Substance and Alcohol Mis-use**

To protect workers and others from the risks of working with people who misuse substances and alcohol we need to;

1. Develop risk assessments and supportive strategies for dealing with workers and students whose abuse of substances and alcohol put other people at work at risk.
2. Consider;
  - The problem should be treated as an illness.
  - The problem can be successfully treated.
  - Disciplinary action is a last resort.
  - Sufferers may find it difficult to admit to a problem
  - It is easier to take action in the early stages of the condition.
  - Staff should be able to identify early signs of problems.
  - Advice is available from many organisations including local Health Authorities.
3. Explain these arrangements to our workforce. Ensure they are understood.
4. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.