



Health and Safety Policy

Date: October 2020

Review Date: October 2021



MTF Coaching Academy is committed to offering sport and activities to all, at the Highest Quality and Standards possible.

The Policies and Procedures contained within this document are written for a Reason and must be adhered to at ALL times. Many of the practices highlighted may, at times seem trivial, but should they not be followed could lead to poor standards. Remember Best Practice protects children, young people and also protects you.

This document has attempted to address as many of the major issues faced as possible. This does not militate against minor issues that occasionally occur. In these instances MTF Coaching Academy expects the individual to use their professional judgement to rectify and overcome any of the potential problems that are not directly covered.

For the purpose of this document it is expected that the individual will have at least; one sports qualification or be working towards obtaining a qualification, attended a Child Protection Workshop, Attended a First Aid course, and be a holder of an Enhanced Criminal Record Bureau (CRB) disclosure. MTF Coaching Academy will support, were possible and of benefit to the business, the individual to attend all relevant training courses.

This document and all of the information contained there with forms part of an employees' Contract of Employment. Failure to comply with the laid down procedures may lead to breach of contract, disciplinary proceedings and ultimately termination of employment.

All information contained within this document is designed to promote best practice for the individuals' delivery of activity and ultimately ensure that the children that are participating remain safe at all times.

Once this document has been read the statement on the following page must be signed and returned to the MTF Coaching Academy business manager.



Health and Safety

While working with MTF Coaching Academy the following rules must be followed and adhered to at all times, failure to do so could lead to disciplinary action and could leave you in breach of your contract of employment which could ultimately lead to termination.

- **Health and Safety is everyone's responsibility.**
- All sports coaches are responsible for the health and safety of themselves and of children under their supervision.
- All facilities must have risk assessments and health and safety checks completed before any activities commence, any danger areas must be made safe or reported to coordinator/manager.
- When using a new facility or new organisation to outsource work to, it is mandatory you receive copies of all insurances, qualifications and DBS.
- All equipment must be checked prior to activities taking place; equipment not up to the required standard must not be used and reported.
- All coaches must also adhere to facilities health and safety rules and follow fire action procedures.
- All accidents/incidents must be reported and logged accurately.
- Please respect our no smoking and vaping policy whilst in or around activities/children.
- All coaches must ensure that relevant venue paperwork is completed e.g. Public liability insurance and familiarise themselves with site emergency procedures
- No session should be cancelled or finished early prior to the agreed times without coaches seeking MTF Coaching Academy Directors permission to do so and Parents being informed in good time.

1.1 Emergency Procedures

- All sessions must have a completed register on site before the session begins.
- Registers must be kept up to date at all times so accurate numbers can be supplied to relevant emergency services.
- When in facilities other than our own make sure their procedures are followed.
- Always use the nearest fire exits and leave all personal belongings.
- If the alarm sounds staff must escort participants out of the building via the nearest fire exit and reassemble at the meeting point. This should be carried out in a calm manner.
- Registers must be re-taken to check all participants are present. On all day activities, registers must be re-taken after lunch breaks.

1.2 Outside Activities

- Children must be accompanied to and from outside activities and must not be left unattended for any reason at any time.
- The coach responsible for the activity must communicate between senior coaches and management when unsure of weather conditions and making a judgement call to whether the activity takes place or on. The flow chart with the appendix must be followed if it is decided a session is to be cancelled.
- The weather conditions that require further thought and assessing of its risks includes;
 - Severe Rain
 - Thunderstorms
 - Snow
 - Other extreme weather, tornados, hurricanes, earthquakes
- Please ensure that children are protected from the sun, ensuring that sun hats, sensible clothes and sun cream are recommended to participants.
- In hot weather encourage the children to drink plenty of water and include regular breaks into your coaching sessions.
- When working in sunny conditions, shade must be provided for all participants during break times.
- At no time must you apply sun cream/lotions to a child.
- Check outside areas for bottles, needles or any other dangerous items before activities commence. If found the coach should not move anything that could place them in a position of harm, and refer to senior coaches or management as to next steps. This could include cancellation of session, this again must be done in accordance with the flow chart in the appendix.
- If poor weather is making the activity dangerous or participants are becoming “wet through” or cold it is up to the coach to decide whether the activity should continue.

1.3 First Aid

- All staff should have a basic knowledge of first aid and have a First Aid kit on site.
- Unless qualified in first aid you should not attempt to treat any child or member of staff.
- The coach who deals with the incident must fill out the accident book.
- Under no circumstances may any member of staff administer medication to a child/young person.
- **An exception to this rule is the administration of an Epi pen if you are the only adult/ first aider present as this could be a life or death situation if an Epi pen is needed.**
- Parent/Carers/Teachers should be informed of any illness or development of a known illness that occurs during the session. Your register should also have details of any medical conditions.
- Registration forms should be present with registers for all activities.
- In case of an emergency, the First Aider will stay with the injured party while another member of staff contacts the emergency services and parents/Carers/Teachers.
- Should hospitalisation be deemed necessary and the Parent/Carer is not available, the coordinator or manager will accompany the injured child/young person in the ambulance.
- Parent/Carers must be informed of all injuries and asked to sign the accident book.

1.4 Supervision of Activities

- You are responsible for ensuring the health & safety of the children under your care, ensure the children know what they can and cannot do. Do this in a way they can understand, try to encourage them to take responsibility for themselves/each other.
- Do not forget you are responsible for your own and your fellow workers Health and Safety.
- Children should be encouraged to help with the cleaning up process.
- Children are not allowed to travel from one area to another unless accompanied by a coach, this includes going to the toilet.
- Coaches must not accompany children in the toilet, or be in the toilet at the same time as any children/young people.

1.5 Recording & Reporting of Incidents/Accidents, Risk Assessments and Registers

- It is the responsibility of the lead coach in each activity session to ensure that the correct paperwork is completed to the required standard and within the stated timescale. This paperwork includes, but is not limited to the following:
 1. Register (Mandatory for each session)
 2. Risk Assessment (Mandatory for each Session)
 3. Parental Registration/Media Consent (Completed by all Parents/Guardians of Children that are participating in the Session)
 4. Incident Report Form
 5. Accident Report Form

- These documents are to be completed to comply with company policy and best practice, and in order to protect the individual staff member. Failure to complete stated documents may lead to disciplinary proceedings and actions being taken against the responsible coach.
- All documents should be completed at the start or end of each individual session,
- Documents 4 & 5 must be completed within 24 hours of the accident/incident, and must be reported to your Line Management. If any further action is required it may be necessary to refer to more senior management to ensure that the matter is dealt with in the appropriate manner and is amicably resolved.
- If the incident is of a Child Protection nature, the same forms are still to be completed and the incident is to be also reported to whom it is felt is most appropriate, either the Nominated Child Protection Officer, or an individual's Line Manager.
- When reporting any accident or incident a further internal investigation may be required, to be expended to an external investigation. This would be conducted and co-ordinated by the Health and Safety Manager of MTF Coaching Academy.