

This is the statement of general policy and arrangements for:	Brighter Futures Sports and Games activities (outdoor area)
--	--

Overall and final responsibility for health and safety is that of:	Shane Owen
---	-------------------

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Employees
---	------------------

Statement of general policy	Responsibility of	Action / Arrangements
------------------------------------	--------------------------	------------------------------

As detailed within the Health & Safety Policy	HSE and all employees on duty.	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed regularly by HSC and employees.
---	--------------------------------	---

To provide adequate training to ensure employees are competent to do their work.	HSC to ensure annual training and CPD. Training plan/matrix reviewed annually. Volunteer coordinator to provide induction, training and CPD to volunteers.	Staff and volunteers given necessary health and safety induction and provided with appropriate training. Additional training on job specific roles is provided to all staff.
--	--	--

To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	HSC	Staff routinely consulted on health and safety matters as they arise at regular team meetings and via reporting/review of near misses and accidents.
---	-----	--

To implement emergency procedures - evacuation in case of fire or other significant incident. See fire and flood risk assessments on our website.	Designated Fire Safety Officers/marshal's Checks recorded in the fire log by caretaker Fire Risk assessment by Adrian Townsend (QTS)	Escape routes well signed and kept clear at all times. Emergency lighting and fire warning system checked regularly. Evacuation plans are tested from time to time and updated as necessary, then recorded in fire log book.
---	--	--

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	HSC with partnership from employees for each activity	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in various topics under H&S. All policies and guidance available both on-site and on-line
---	---	--

Health and safety law posters are displayed:	Office, Kitchen & Workshop
--	----------------------------

First-aid box's and accident books are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Main room (bar), kitchen, office and workshop
---	---

Signed:	<i>SA Owen</i>	Date:	11 - 02 - 2023
---------	----------------	-------	----------------

Subject to review, monitoring and revision by:	HSC and Trustees	Every:	12	months or sooner if work activity changes
--	------------------	--------	----	---

MULTI-SPORTS SESSIONS RISK ASSESSMENT

HAZARD	RISK	PEOPLE AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING L M H	SEVERITY RISK RATING L M H	INITIAL IF ALL IN PLACE
Qualification of staff	Quality assurance	Staff & Participants	<ul style="list-style-type: none"> All employees undertake basic youth work, safeguarding/child protection, health and Safety Level 2 and first aid. All employees should work towards level 2 coaching All Staff must be DBS Checked Young people with Sports Leaders training engaged in activities 	Contact Debs - (Sported to obtain training)			
Staff : Adults/Child ratio	Quality assurance	Staff & Participants	<ul style="list-style-type: none"> If staff delivery, then 1:15 or 1:10 with a young leader present Floating staff regularly monitor conditions 	Use of dynamic assessments required, tailor numbers to the activity			
People participating who are not eligible or medically fit	Legal liability & Unknown Medical conditions	Participants	<ul style="list-style-type: none"> Ensure participants are catered for based on ability (physical and mental) - consider age prior to activity Ensure participants are medically fit to participate, enquire in sensitive and confidential manner Ensure general FA and medical provisions are onsite (ensure individuals are known, and personal circumstances understood, inhalers ect) 	Check through registers or verbally request information at open access sessions	Low	Medium	
Electrical sockets on walls	Electrocution , slips, trips and falls	Staff & Participants	<ul style="list-style-type: none"> Cover to wall sockets should be closed / locked high level lighting visual check for damage 	N/A	Low	High	

Manual Handling	Injury	Leaders, volunteers	<ul style="list-style-type: none"> • Appropriate instructions are given on how to lift or move specialist items of equipment • Ensure enough staff are available to move heavy objects as required • Ensure equipment is stored correctly (do not store overhead) 	Ensure that staff have received appropriate manual handling training each year	Medium	Medium	
Condition and access of play area (astroturf), i.e. Slippery, wet, uneven, dirty, dog faeces, tools, litter, glass, large bricks and stones	Slips, Trips, Falls and obstruction of access	Staff & Participants,	<ul style="list-style-type: none"> • Visual inspection of the floor surface to ensure it is safe for the session to take place • Access to Qualified First Aider, First Aid Kit and Telephone • Wheelchair access ramped visual inspection • Ensure all equipment stored safely following session 	clean if required If area cannot be made safe cone off the area and cancel session (Communicate with other groups to ensure no tools ect left out)	Low	Low	
Any obstructions i.e. Benches, Chairs, Equipment, Bags surrounding the playing area	Slips, Trips & Falls	Participants & Leader	<ul style="list-style-type: none"> • Removal of any items to a safe distance • Access to Qualified First Aider, First Aid Kit and Telephone • Note placement of seating behind workshop (remove bench if required) 	Request other groups to remove large items as required	Low	Low	
Safeguarding / CP	Quality & assurance	Participants	<ul style="list-style-type: none"> • Ensure that participants are not 1:1 with staff (no lone working) • Leaders awareness of spectators • Photography requires written consent, blur if required (audit pics via Katy) • All staff minimum standards in place, DBS and Safeguarding 	parent / guardian / visitors not to be left unmonitored	Low	Low	

Strains and Injuries during and after play	Injury	Participants	<ul style="list-style-type: none"> Recognised Coaching methods used Adequate Warn Up and Cool Down Participants Wearing Suitable Clothing and Footwear Access to Qualified First Aider, First Aid Kit and Telephone 	Planned and structured coaching session should be written into session plans	Low	Low	
Fire Evacuation procedures	Injury by heat / smoke or panic	Staff & Participants	<ul style="list-style-type: none"> Fire evacuation procedures in place on site All staff Marshall training provided Signage clear throughout facility Alarm can be clearly heard from play area (but no visual aid at the moment) – staff to cater for hearing issues 	Staff to familiarise themselves with evacuation procedures and exits, and brief group if necessary	Low	High	
Behaviors	Confrontation	Staff & participants	<ul style="list-style-type: none"> Ground rules explained prior to session Conflict resolution training Staff to end sessions as required Ratios in place 	Staff to build relationships prior and during sessions	Low	Low	
Equipment use	Injury	Staff & participants	<ul style="list-style-type: none"> Staff training prior to equipment use (setup, use and storage) 	Where possible bring in other sports leaders (if funds allow)	Low	Low	

Hierarchy of Controls

Most effective



Least effective

