



## **Health and Safety Policy**

*i love sportz* is committed to doing everything reasonably practicable to promote the health, safety and welfare of all its children, employees and visitors.

*i love sportz* accepts that Health & Safety is an integral part of all activities and is best achieved in a way that is consistent with the sound delivery of the programme sessions and children needs. We believe that the most effective approach to ill health and injury is one based on the active participation of everyone and the systematic identification of hazards and assessment of risks and prevention.

### ***Risk Assessment***

*i love sportz* will carry out, record and review annual risk assessments. Risk assessments will also be conducted as and when hazards arise. Any member of the team can complete these assessments and the findings must be reported to senior member of staff and filed appropriately.

### ***Fire Safety***

The fire evacuation procedures are on display. *i love sportz* completes regular Fire Drills to ensure children and staff are aware of their responsibilities. These are recorded and reviewed. Fire exits are clearly identifiable and always kept clear. Fire fighting detection and equipment is checked annually in accordance with the site procedures.

### ***Security***

The entrance and exits to our setting are safe and secure. All visitors are required to report to a member of staff and sign the visitor's book. Children and staff are signed in and out of the premises on a daily basis.

We will obtain permission from parents where children are to be collected by another adult.

### ***Outside Play Area***

Staff will conduct a health and safety check around the outside play space before children are allowed access.

### ***Equipment***

During activities all staff members are required to be vigilant about the resources and equipment in use. Any broken or damaged equipment will be removed or replaced and reported to a senior member of staff. An equipment inventory will be maintained including a cleaning schedule.

### ***Insurance***

*i love sportz* ensures they have up to date public liability insurance and the certificate is available upon request

### ***Food***

*i love sportz* is a nut free zone. All staff will monitor snack and lunch breaks to ensure 'food sharing' does not take place

### ***First Aid***

We will ensure that there is at least one member of staff on site at all times who is first aid trained. Named first aiders will be known by all staff and children.

A well-stocked first aid box will be easily accessible on site at all times and the contents reviewed regularly. This will be taken on trips or into other areas used during activities. (See Illnesses & Injuries Policy and Medication Procedure for more detail)

### ***Accident Record***

Any accidents involving either children or staff will be recorded in the relevant accident book and signed by a parent and manager. Serious accidents will be reported to Ofsted and through RIDDOR.

### ***Electrical Equipment***

All electrical equipment will be visually checked before use. Equipment will be Portable Appliance Tested (PAT) annually.