



Swindon Multisports Ltd

Swindon Multisports Ltd considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Swindon Multisports has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows Swindon Multisports **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of Swindon Multi sports. The registered person will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer is Kim Reeves.
- A copy of the current Health and Safety At work poster is displayed (poster is available [here](#)):
- All staff receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet Swindon Multi sports health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the manager

Swindon Multi sports manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
 - All Swindon Multi sports 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.
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- External pathways are cleared in severe weather
 - Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

Security

Children are not allowed to leave the premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During Club 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.

Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

Food and personal hygiene

Staff at Swindon Multis ports 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.

COSH

Staff at Swindon Multis ports maintain high standards substance control these include the following:

- Cleaning fluids are stored in a locked cupboard
- Rooms well ventilated during use
- Gloves and mask available
- Hand Sanitiser
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List of cleaning fluids

- Surface Cleaners
- Toilet Cleaners

Emergency procedure in case of spillage

- Ventilate the room
- Clean the spillage with disposable cloth

Emergency procedure in case of injury

- See first aid procedure

Related policies

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

This policy was adopted by: Swindon Multisports Ltd

To be reviewed: 01/01/23 Signed: Company Director – Kim Reeves

