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## Health and Safety Policy

Future Stars Coaching is committed to ensuring the health, safety, and welfare of all employees, children, and visitors involved in our activities. We recognize our duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and relevant provisions of the EYFS statutory framework and Ofsted requirements.

This policy applies to all employees, coaches, office staff, volunteers, contractors, and children in our care.

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### Part 1: Statement of Intent

We aim to:

- Prevent accidents, injuries, and work-related ill health.
  - Comply with all legal requirements concerning health and safety.
  - Provide a safe working environment with adequate welfare facilities.
  - Promote a culture of safety awareness and encourage proactive involvement.
  - Ensure risk assessments are conducted, documented, and reviewed regularly.
  - We recognise the importance of supporting staff and children's mental wellbeing. Staff are encouraged to report any concerns about emotional distress or burnout, and wellbeing support resources will be made available where appropriate.
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### Part 2: Responsibilities

#### Employer Responsibilities

- Provide adequate training, supervision, and equipment for safe work practices.
- Conduct and update risk assessments for all activities.
- Ensure safe equipment, facilities, and emergency procedures are in place.
- Maintain insurance as required by law, including Public Liability and Employers' Liability.

#### Employee Responsibilities

- Take reasonable care for their own health and safety and that of others.
- Report hazards, accidents, or concerns to management promptly.
- Use equipment and follow practices as instructed during training.

#### Child and Visitor Responsibilities

- Follow the instructions of coaches and staff during activities.
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- Adhere to safety rules and use equipment safely.
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### **Part 3: Risk Management**

#### **Risk Assessments**

- Regularly assess risks for in-curricular lessons, childcare sessions, sports clubs, and office activities.
- Identify hazards, assess risks, and implement control measures.
- Include specific assessments for higher-risk activities like sports, excursions, and events.

#### **Emergency Procedures**

- Clearly display fire evacuation routes at all venues.
- Conduct fire drills periodically at both office and childcare locations.
- Provide first aid kits at all activity sites and ensure trained first aiders are present.

#### **Accident Reporting**

- Record all accidents in an accident book.
  - Investigate serious incidents and implement preventative measures.
  - Report incidents under **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), if required.
  - We will notify Ofsted of any serious accident, illness or injury to, or death of, any child in our care within 14 days, in line with the Early Years Foundation Stage (EYFS) statutory requirements.
  - Parents will be informed of any accident or injury involving their child on the same day or as soon as reasonably practicable.
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### **Part 4: Specific Arrangements**

#### **Training and Induction**

- Provide all employees with health and safety training appropriate to their roles.
- Ensure new staff complete a safety induction before starting work.

#### **Equipment Safety**

- Regularly inspect sports equipment, tools, and office machinery.
- Remove damaged or unsafe equipment immediately.

#### **Safeguarding and Supervision**

- Ensure adequate staff-to-child ratios are maintained in line with **Ofsted** requirements.
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- Ensure all staff understand and follow safeguarding policies.

#### **Office Health and Safety**

- Maintain a safe and ergonomic working environment for office staff.
- Conduct regular checks on electrical safety and workstation setups.

#### **Sports and Physical Activities**

- Ensure activities are age-appropriate and supervised by qualified coaches.
- Enforce use of personal protective equipment (e.g., shin guards, helmets) where necessary.

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#### **Part 5: Monitoring and Review**

- Conduct annual policy reviews or sooner if required by changes in legislation or operational circumstances.
- Use feedback from staff, parents, and external audits to improve safety measures.

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This policy reflects our commitment to health and safety. Copies are available upon request and will be shared with all staff and displayed in relevant locations.

Next review	Jun 2026
Completed by	F Hazeldine