



# 4WARDS

MULTI-ACTIVITY

## 4Wards Multi-Activity Health & Safety Policy

4Wards Multi-Activity 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.

4Wards Multi-Activity has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows 4Wards Multi-Activity **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 4Wards Multi-Activity
- 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 Lead Coach.

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

We carry out bespoke risk assessments for each venue for our multi-activity fun days. This ensures that any risks or hazards are identified and appropriate action is taken.

We use our risk assessment procedures to ensure that each venue is a safe and secure place for children, coaches & visitors at each of our venues.

Not all risk assessments will be required to be written down (e.g., if a jumper is left on the school hall floor but is moved before the start of the session) however, coaches will decide (in consultation with the 4Wards Lead and/or Owner) which risks are to be recorded.

### **Pre camp / fun day checks:**

Visual checks to all areas to be used (e.g., School hall, outside playing areas, classrooms, toilets etc) before any children arrive.

All welfare facilities are clean and tidy.

### **During camp / fun day checks:**

If an Injury occurs or a danger is spotted, the cause is immediately investigated and dealt with and reported to the Lead Coach for the day and parents/carers.

All welfare facilities are clean and tidy.



# 4WARDS

MULTI-ACTIVITY

## Post camp / fun day checks:

If changes to the risk assessment are to be made, 4Wards Lead Coach will ensure that coaches are informed, and the relevant documents are updated.

## Fire Safety

All coaches are aware of the location of all fire exits, the fire assembly point at each venue. 4Wards works closely with the Site Managers at each venue for any updates.

Children are informed of how to respond if the fire alarm does alert them for the need to evacuate at each venue.

## Fire prevention

We at 4Wards will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors
- No Smoking rule is always observed
- Checking for frayed or trailing wires before use of electrical equipment
- Unplugging or turning off all equipment before leaving the premises
- Storing any potentially flammable materials safely

## In the event of a fire alarm

The Lead Coach will escort the group of children to the designated meeting point and await instruction from the Site Manager.

## Responsibilities of the Lead Coach

The Club's Lead Coach is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to 4Wards Multi-Activity during opening hours
- All 4Wards Multi-Activity equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised - N/A to our provision to date
- A working telephone is available on the premises at all times - mobile phone of Lead Coach and venue office phone for back-up
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets
- 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 4Wards Multi-Activity premises during the session unless prior arrangement to be collected by the parent/carer

Staff monitor the entrances and exits to the premises throughout the day.

Any visitor must be pre-arranged with the Lead Coach or Owner of 4Wards Multi-Activity



# 4WARDS

## MULTI-ACTIVITY

Security procedures will be regularly reviewed by the Lead Coach, in consultation with staff and parents.

### Equipment

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

We ensure that any flammable equipment is stored safely.

### Food and personal hygiene

Staff at 4Wards Multi-Activity 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.
- Waste is disposed of safely
- 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

### 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.

|                                                   |                                                                                               |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------|
| This policy was adopted by: 4Wards Multi-Activity | Date: 11/10/22                                                                                |
| Reviewed: 10/10/23                                | Signed:  |
| Reviewed: 10/10/24                                | Signed:  |
| Reviewed: 10/10/25                                | Signed:  |
| To be: October 2027                               | Signed:                                                                                       |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55-3.65]*.