



# Health and Safety Policy

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Please note:

All MultiSports schools will operate in compliance with this document, written in line with the UK regulatory framework, and in conjunction with and alongside, the Health and Safety policies in place for individual venues and hired premises. Together, these policies aim to provide the foundation for best practice as far as is possible.

## *Document Status*

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## Policy Statement

It is the policy of The MultiSports Group (henceforward referred to as MSG in this policy) that its management ensures, so far as reasonably practicable, the health, safety and welfare of its staff, volunteers, parents, students and visitors to its campuses and for all those who may be elsewhere under the responsibility of MSG while carrying out their work or education. MSG wishes to create an environment in our schools where all feel safe, secure and can thrive. MSG will ensure adequate resources are available to carry out the policy and monitor its implementation.

MSG is responsible for, and committed to, effective health and safety management. MSG is responsible for reviewing & approving this policy annually, ensuring enough resources & management, competent advice is sought, risks assessments are conducted & suitable employee involvement, and delegates authority to managers to implement effective health and safety procedures in support of this. MSG monitors and reviews health and safety performance and receives regular reports on performance from management.

MSG has regard to the following statutory and non-statutory guidance in writing, implementation and review of this policy: *The Health and Safety at Work Act (1974)*, *The Management of Health and Safety at Work Regulations (1999)*, *Health and Safety: Responsibilities and duties for Schools (2018)*, *Health and Safety on Educational Visits (2018)*, *Statutory Framework for the Early Years Foundation Stage (2021)* and HSE guidance outlined in *Sensible health and safety management in schools* (along with all other legislation pertinent at this time).

### 1. Guiding Principles

The aim of the policy is to minimize the risks to the health and safety of all who use the premises or who may be situated elsewhere whilst carrying out their MSG duties or work by securing the active co-operation of all staff, volunteers, students, parents, and visitors. The procedure for implementing this policy will consider health and safety with respect to policy, organisation, planning and implementing and measuring performance. These will aid hazard identification, evaluation, and control.

MSG and MultiSports Schools will, so far as is reasonably practicable, provide and maintain a safe and healthy working environment for all its employees, students and visitors including:

1. Taking all reasonable steps to comply with health and safety legislation.
2. Ensuring that all staff are made aware of their responsibilities and duties in respect of health and safety, and to ensure they are given sufficient information, instruction, training, and supervision to enable them to carry out their duties and responsibilities effectively and safely and to contribute positively to their own health and safety and to that of anybody who may be affected by their work.
3. Taking all reasonable steps to ensure that all equipment is maintained in safe working order and that risk assessments are carried out in connection with the use, handling and transport of equipment used, or activities undertaken, in the day-to-day life of a teaching establishment.
4. Drawing up and complying to risk assessments for any foreseeable incident which could reasonably be expected to happen.
5. Consulting staff and volunteers with a view to securing their co-operation in the development of measures to ensure the health and safety of themselves and all school constituents and to check the effectiveness of those measures.
6. Ensuring that means of access to and egress from all areas of a campus are established and in a safe condition.
7. Maintaining an environment that is as safe as possible and provides adequate hygiene, sanitary and welfare facilities.
8. Ensuring that universal precautions are instituted during possible exposure to body fluids in order to prevent the transmission of communicable diseases.
9. Communicating health and safety policy changes to all staff.

This Statement of Policy should be read in conjunction with child protection, fire safety and first aid policies issued by MSG. This Statement of Policy will be reviewed annually and will be brought to the attention of all MultiSports School Principals.

Approved and signed by



Helen Sunday (Director)  
The MultiSports Group

## 2. Roles and Responsibilities

### 2.1 Organisation

#### 2.1.1 Director

The Director is responsible for the management of health and safety, and the general duties as the 'Employer' under the Health & Safety at Work etc. Act (HSAWA) (1974)

The Director will:

1. Make arrangements for the appointment of persons to provide them with competent advice on matters of health and safety, and to receive and act on that advice
2. Delegate responsibility for the implementation of safety policies or practices through the Principals MultiSports Schools.
3. Ensure that suitable health and safety objectives are set in current time and policies reviewed annually
4. Ensure that adequate time and resources are available for health and safety throughout MultiSports Schools.

#### 2.1.2 MSG Principals

Principals must take responsibility and 'ownership' of health and safety within MultiSports Schools and Principals must ensure that:

1. Health and safety performance and comparison of policies with individual venues and hired premises is reviewed at least once a year (or more considering major shortcomings or events). This will include examining whether the health and safety policy reflects the organisation's current priorities, plans and targets.
2. Any amendments to MSG health and safety policies are read, acknowledged and implemented to ensure safe practice is kept up to date
3. Health and safety arrangements are adequately resourced and managed.
4. Competent health and safety advice are being sought.
5. Health and safety performance are being communicated and properly reported on.
6. Risk assessments are being carried out.
7. Staff and volunteers are involved in decisions that affect their health and safety.
8. Ensure that all persons under their supervision comply with MSG Health and Safety Policy
9. Be fully aware of their responsibilities under the Health and Safety at Work Act (1974)
10. Ensure that all persons under their supervision are competent and trained to do their work and have enough information, instruction and training to be fully aware of the hazards and risks associated with their work
11. Be the focal point for the day-to-day reference of health and safety for all staff, students and visitors and to give advice and guidance where appropriate.
12. Work alongside the appointed School Caretakers at each school to ensure that all aspects of the fire risk assessments are carried out and regular monitoring is in place.

#### 2.1.3 MSG Coaches / External Coaches

In addition to the responsibilities of individuals, MSG Coaches and External Coaches must:

1. Ensure that all equipment in their area is free of obvious defects and maintained appropriately
2. Ensure that the appropriate risk assessments are prepared and reviewed, and these are communicated to those affected
3. Ensure that safety practices and procedures are observed and that suitable measures and protective equipment is used of worn where appropriate
4. Ensure that deficiencies found during inspections and /or reviews are corrected, reviewed, repaired or replaced

5. Consult with their Principal on all matters relating to health and safety and be responsible for bringing health and safety information to their attention
6. To have knowledge of safe practice regarding fire safety. To be familiar with and adhere to the individual venues fire safety policy and act as Fire Marshall in the case of fire or fire practice drills which happen termly

#### **2.1.4 First Aider**

Each MSG School Principal is required to have a current Paediatric First aide (2 day) certificate compliant with Ofsted standards. In the absence of the Principal from the campus, a further member of staff must also hold a current Paediatric (2day) certificate. Further members of permanent members of staff, coaches and external coaches are required to complete basic first aid training. Additional First Aid provision is determined through the MSG First Aid policy. The level of training required is mainly determined by the role held an individual. First Aiders are appointed by MSG or the Principal as appropriate. The duties of First Aiders are to:

1. Ensure that their qualification is valid
2. Be responsible for the first aid equipment in their area, and to bring any deficiencies to the attention of the school nurse for replenishment of stocks, etc.
3. Give first aid treatment to whomever needs it, either personally or by seeking the help of another First Aider, and to keep a record of such treatment
4. Use the Automatic Electronic Defibrillator (AED) and ensure their training for its use is in date.

### **3. General Arrangements**

The following section outlines the general health and safety arrangements for specific areas pertinent to the day-to-day activities of MultiSports Schools. Further details can be found in the policies referred to under each topic heading (if applicable).

1. Child Protection and Safeguarding
2. Risk Assessment
3. Accident Reporting, Ill health and First Aid
4. COVID-19 addendum

#### **3.1 CHILD PROTECTION AND SAFEGUARDING**

*Refer to the MSG Child Protection & Safeguarding policy for further details*

MSG takes seriously its responsibility under section 157 of the Education Act 2002, as detailed in “Working Together to Safeguard Children” (July 2018) and in “Keeping Children Safe in Education” (September 2022) (or whichever version/s are current at the time) to safeguard and promote the welfare of children and to promote work with other agencies to ensure adequate arrangements within our organisation to identify, assess and support those children who are suffering harm. All MSG staff and MultiSports Principals, staff, coaches and volunteers will understand and fulfil their responsibilities.

All adults, including all staff, coaches, external coaches, temporary workers and volunteers have a full and active part to play in protecting students from harm. Our schools should provide a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of the individual student.

The aims of the Child Protection and Safeguarding policy are to:

- Support student development in ways that will foster security, confidence and independence.
- Provide an environment in which children and young people feel safe, secure, valued,

- respected and comfortable in sharing their concerns with adults.
- Raise the awareness of all teaching and non-teaching employees of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
  - Provide a systematic means of monitoring children known or thought to be at risk.
  - Provide effective communication amongst all employees.
  - Develop a procedure to be followed by all members of staff in cases of suspected abuse.
  - Develop and promote effective working relationships with other agencies, especially the Police and Social Care.
  - Ensure that all adults within our school who have substantial access to children have been checked as to their suitability.
  - Remedy any deficiency or weaknesses in Child Protection arrangements without delay

### **3.2 RISK ASSESSMENT**

*Refer to the MSG Risk Assessment for further details*

In line with the duty placed upon them by the Management of Health and Safety at Work Regulations (1999), MSG will ensure risk assessments are carried out to cover the general running of its MultiSports Schools and all activities which pose a risk to staff, coaches, external coaches and students and others affected by their undertaking.

It is impossible to eliminate all risk, but MSG does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our students, staff, or the general public through risk assessment will not be carried out.

Risk assessments for different sports, will be written by individual school Principals or coaches as needed, and be reviewed periodically, or as and when required, to ensure that they remain effective and relevant to our work activities.

### **3.3 CONSULTATION WITH STAFF / COACHES / EXTERNAL COACHES**

In accordance with the Safety Representative and Safety Committee Regulations (1977) and the Health and Safety (Consultation with Employees) Regulations (1996) it is the intention of MSG to promote a culture whereby Staff, Coaches, external coaches and volunteers are encouraged to bring to the attention of their Principal any issues relating to safety. MSG acknowledges that this involvement is a vital element in ensuring that all hazards are identified, and concerns addressed.

### **3.4 INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

MSG will provide Staff, coaches, external coaches and volunteers with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely. A list of required training and reading is completed by all staff members.

Required reading is issued by email and requires acknowledgement of completion by return email. Additional online training, including bespoke medical condition awareness training is provided through the NSPCC, a provider of safeguarding and health and safety e-learning courses designed specifically for the education sector.

All new staff will attend an organisation introduction session (covering all relevant topics including health and safety, child protection and security) and will complete a health and safety induction with their Principal. Information provided will highlight any hazards (identified from risk assessments) employees may be exposed to and the control measures in place for their specific work activities.

Records of training are maintained by the principal and via the NSPCC website and compliance audits are carried out as required. It is the responsibility of Principals to ensure that training is completed as required.

### **3.5 YOUNG WORKERS**

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to, amongst other things:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

MSG students may undertake work experience activities, voluntary work through the Sports Leaders program or assist with school-led activities such as Open Days. In all these cases MSG will ensure that any risks to the young person are reduced to the lowest possible level, and that the work is properly supervised by a competent person. The parents or guardians of the student/s concerned will be informed of the possible risks and the measures put in place to control them.

MSG staff supervising persons under the age of 18 years (whether employed by MSG or undertaking work experience at MSG) will carry out a risk assessment to identify any potential risk to the young person in the place of work. At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.

### **3.6 ACCESS TO SCHOOL PREMISES (SECURITY)**

All reasonable steps are taken to ensure that students, staff, parents and visitors are safe and secure. The Principal is responsible for day-to-day security of their campus and works co-operatively with the school caretaker(s) on site.

In terms of students and parents, rules around access to the school can be found in the MSG child protection policy. Where a person is not immediately recognised as having legitimate reason to be on the school grounds, they will be politely asked if they need any help. Assuming the person seems to have a valid reason, they will be directed to the Principal who may contact the school caretaker if the visitor has arrived to attend to business required by the venue or hired premises.

If it emerges that the person has no right to be on school premises, the Principal will be called, and the person will be asked to leave by the nearest exit and observed until they do so.

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others, the Principal must seek support from a further member of staff and police will be called without delay. MSG and the venue caretaker / security staff / business manager / lettings manager will be informed of this action. If staff feel in any way threatened, they should make their point, withdraw and not approach the person but wait for the police. They should not try to physically remove the person or engage in arguments.

In the event of a break-in on site, staff should ensure their safety and that of their students, and alert colleagues to call the police. If an imminent threat is feared, for whatever reason, then a lockdown procedure should be instigated on a campus-wide basis.

### **3.7 VIOLENCE / AGGRESSION**

In the event of meeting with an adult / parent whom staff suspect may turn abusive, the meeting will be conducted in a room that can be easily monitored with other staff members within easy reach. Depending on the circumstances, the employee may request an additional staff member to be present. Should an adult / parent become aggressive, they will be asked to leave the school in a calm and non-threatening way. If the

person refuses to leave police should be called.

### **3.8 ACCIDENT REPORTING, ILL HEALTH AND FIRST AID**

*Refer to the MSG First Aid (including the Administration of Medicines) policy for further details*

MSG is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking. Incidents recognised as reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) will be duly reported to Ofsted on behalf of MSG. All incidents, regardless of the obligations of Regulations, must be recorded. Parents are informed of accidents involving students when necessary, depending on the nature of the accident / injury. MSG is committed to investigating all accidents and incidents and believes that this forms a fundamental part of improving safe working practices and raising awareness.

First aid equipment maintained on site is in line with the Health and Safety (First Aid) Regulations 1981. A first aid kit is kept on each campus and are also taken on off-campus visits.

The school Principal stores medicines and administers them to students where necessary, and only with parental consent. Records are kept of any medicines administered. Any medicines held for students will be clearly labelled with the student's name on both the outer and inner containers and the dose.

All Principals are trained in the use of emergency medication and emergency medication is always held at the front desk. The Principal will advise parents of recommended exclusion periods following specific illnesses.

Little Sporties settings will ensure that the additional requirements outlined in the EYFS Statutory framework are in place, namely:

- Medicine (both prescription and non-prescription) will only be administered to a child where written permission for that medicine has been obtained from the child's parent and/or carer. The Principal will keep a written record each time a medicine is administered to a child and inform the child's parents and/or carer on the same day, or as soon as reasonably practicable.
- MultiSports schools will keep a written record of accidents or injuries and first aid treatment and inform parents and/or carer of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.
- At least one person who has a current paediatric first aid (PFA) certificate will always be on the premises and available when children are present.

### **3.9 PLAY AND SPORTS EQUIPMENT**

Play and sports equipment is routinely visually checked for damage, wear and tear. These checks are recorded using the checklists provided. The equipment is serviced on an annual basis. Staff are responsible for informing their Principal if equipment requires replacement. Damaged equipment is removed from use until repair or replacement.

### **3.10 SMOKING**

Smoking, including the use of e-cigarettes, is not allowed anywhere on a MultiSports campus. Smoking by students is not permitted at any time in school grounds during the regular school day or other school activities. The same regulation applies to all school-sponsored activities such as field trips or holiday trips that take place off school premises.

### **3.11 ALCOHOL AND ILLEGAL DRUGS**

Consumption of alcohol or non-medically prescribed drugs is not permitted on a MultiSports campus, nor must staff be under their influence because of the adverse effects that they can have on conduct and equipment operation.

Students are absolutely forbidden to engage in any drug related activity whilst under the jurisdiction of a

MultiSports School. They are forbidden to share, or attempt to share, ingest or otherwise use any substance which, when used by the student with the intention to bring about a state of intoxication, causes the behavior of the student to be a threat to the health and safety of the student concerned or any other member of the school; or otherwise disrupt the orderly operation of any part of the program process for which the school is responsible.

Students are prohibited from purchasing, possession of, supplying, (or intention to supply), being concerned in supplying or consumption of the substances covered by this policy. A student who is found to be in possession of a drug, or any illegal substance, for abusive purposes is in breach of the school rule banning possession, even if the student was not planning to consume the drug while under school jurisdiction.

A period of fixed-term exclusion from the school, pending further investigation, would normally be recommended for involvement in purchase, possession or consumption of illegal drugs or substance of abuse. Permanent exclusion would be sanctioned for purchase, possession or consumption of any Class A substance as categorized as such by Law.

### **3.12 STRESS AND WELLBEING**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. MSG recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

### **3.13 HOUSEKEEPING**

MultiSports Schools will ensure that standards of cleanliness are maintained, and all areas kept free from slip or trip hazards. Traffic routes and escapes will be kept clear of obstructions.

### **3.14 PERSONAL PROTECTIVE EQUIPMENT**

MSG aims to comply with the Personal Protective Equipment (PPE) at Work Regulations (1992). MSG acknowledges that PPE forms the last level of protection within the hierarchy of controls and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such, MSG will do all within its power to ensure such equipment is fit for purpose and maintained in good condition. Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage and will be trained in the use of PPE as necessary.

### **3.15 FIRE SAFETY**

MSG will assess and control the risks from fire in accordance with the fire risk assessment carried out by each individual venue. This includes fire evacuation procedures in case of real fire and the termly practice of fire drills with students and staff. On the sounding of the fire alarm, each coach responsible for a group of students will assume responsibility of fire marshal and becomes responsible for the safe evacuation of their class. All staff are made familiar with fire safety procedures and have read and acknowledged the MSG fire safety policy; The responsibilities of the Fire Marshall are outlined earlier in this document. The Principal of each MultiSports campus is appointed the role of Fire Officer; The responsibilities of the Fire Officer are outlined earlier in this document.

### **2.32 COVID-19 ADDENDUM**

Following government guidance to implement a full opening of schools from the Autumn term 2020 , MSG recognises that there are extra considerations for the management of the health, safety and welfare of its employees, students and visitors to its campuses in regard to the coronavirus (COVID-19) pandemic, in addition to the need for additional requirements with regard to treatment of vulnerable members of the school community and those exhibiting COVID-19 symptoms.



In ensuring that the extra responsibilities associated with our duty of care in this regard are fully met, MSG describes below the measures which will be taken on behalf of MSG and MultiSports school staff.

This addendum will be updated in line with the statutory guidance issued by the relevant authorities.

## **POLICY STATEMENT:**

MSG recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, students and such other persons as may be affected by its activities.

We will adopt health and safety arrangements in relation to COVID-19 in line with Health & Safety legislation, and in consideration of Government guidance, reviewing the efficacy of control measures in line with this guidance and other reliable sources such as the World Health Organisation.

Good health and safety management will be an integral part of the way that our schools operate and will be considered across all work activities and across the wide range of educational activities delivered.

This addendum is based on the Surrey CC document Template COVID-19 Health & Safety Policy for Schools and Education Settings.

### **1. Aim**

To ensure that the risks of coronavirus (COVID-19) presented to students, staff and visitors to MSG schools are reduced to an acceptable level.

### **2. Objectives**

As far as is reasonably practicable, MSG will conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance to:

- provide safe working and learning conditions
- ensure a systematic approach to the identification of risks and the allocation of resources to control them
- openly communicate with all governing bodies on health safety and welfare matters

### 3. General arrangements

Where unprecedented situations arise such as the outbreak of the COVID-19 pandemic, MSG will act in the following manner:

1. Apply and communicate sensible risk management and safe working practices. This will involve:
  - regular assessment of hazards and associated risks
  - implementing preventive and protective control measures against those risks to an acceptable/ tolerable level
  - monitoring the effectiveness of those measures by senior leaders
  - provision of information, instruction, training and protective equipment to staff and students where required
  - review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through changes in government guidance, monitoring or following an incident
  - implementing measures to ensure social distancing is observed across the school sites and in all buildings consistent with and appropriate to the numbers of students, staff and visitors in the school
2. Provide information and instruction in key areas such as infection control, personal hygiene and social distancing to assist students, staff and visitors to maintain an appropriate social distancing and personal hygiene regime to be always followed whilst on campus
3. Communicate regularly and effectively with all members of the MSG community about the schools' response to COVID-19
4. Operate an enhanced cleaning regime throughout the period of the COVID-19 pandemic
5. Ensure that all members of the MSG community are informed and instructed to ensure competence and awareness of health & safety precautions required during the period of the COVID-19 pandemic and require all employees (and encourage and support all students) to show a proper personal regard for their own health and safety, for that of the people around them
6. Educate and inform our students about COVID-19 and encourage them to adopt, and reassure them about the, measures in place to protect themselves from it and require staff, students and visitors to exercise increased due care and attention and observe those measures and safe working methods
7. Put in place measures to check on staff and student wellbeing, including that of school leaders
8. Draw up contingency plans for someone falling ill or demonstrating symptoms whilst at school, and liaise with the relevant authorities to ensure that any confirmed case is reported appropriately, and any necessary actions taken
9. Provide appropriate personal protective equipment (PPE) and equipment as required by staff  
Ensure that Government guidance with regard to extremely clinically vulnerable, clinically vulnerable and members of the MSG community with members of their household displaying COVID-19 symptoms is communicated appropriately to ensure that those defined as more susceptible to, or those potentially carrying the virus, do not come to school until deemed safe for them to do so.

