



HEALTH AND SAFETY POLICY – Appendix 13

Statement of intent

Munchkin Sports believes that the health and safety of children is of paramount importance. We make sure all our classes and camps provide a safe and healthy place for children.

Aim

We aim to make children, parents, and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside at each venue and location and completing a risk assessment for each which is held on file at Head Office.
- Ensuring that all staff are aware of the site's relevant fire and evacuation protocols and will adhere to the school's procedures for these during PPA and ASC sessions. For Holiday Camps, we have a self-assessment emergency incident checklist for each site and a standard evacuation/lockdown procedure in place and all staff will be trained on the safety plans and how to respond to serious incidents, if required.
- Deciding which areas need attention and developing an action plan to take appropriate action to ensure that they are safe.

Insurance cover

We have SportSafe Plus public liability and employer's liability insurance. The certificates are displayed in Head Office and an e-version can be produced for any school/location that requests it.

Awareness raising

- All staff receive induction training which requires them to read and adhere to our policy and understand their shared responsibility for health and safety.
- Staff are asked to sign a record sheet which is kept with our Health and Safety and Safeguarding policies to confirm they have read and understood Munchkin Sports' policies as part of their induction.
- Children are made aware of health and safety issues through planned activities.

Children's safety

- We ensure all staff employed have been checked for criminal records by enhanced disclosure from the Disclosure and Barring Service (DBS).
- All children are supervised by adults at all times.
- We maintain OFSTED recommended age-appropriate ratios of children to coaches at all times when parents are not present.



Security

- Systems are in place for the safe arrival and departure of children at PPA Curriculum lessons, after school clubs and holiday camps.
- The personal possessions of children are kept in an ordered manner to enable children to retrieve their belongings at the end of a class/camp day.

Storage

All equipment, materials and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor areas

- Our outdoor areas are securely fenced at all school venues.
- Our outdoor areas at weekend club venues are securely fenced and parents/guardians are present to supervise their children.
- Our outdoor areas are checked for safety and cleared of rubbish before they are used.
- All outdoor activities are supervised at all times.

Hygiene

- Participants at after school and curriculum lessons and holiday camps provide their own drinks containers.
- Weekend participants bring their own drinks containers, and we ensure all water containers from which we provide refreshments are cleaned prior to classes commencing.
- The toilet areas are checked before any class/camp to ensure there is a high standard of hygiene including adequate hand washing and drying facilities.
- We implement good hygiene practices by: cleaning tables between activities; checking toilets regularly; requesting parents to provide sets of clean clothes for camp and providing access to tissues and antibacterial wipes.

Equipment and Activities

- Before purchase, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic and washable.
- Safety helmets are worn at all times during scooter activities at camps and if parents do not provide helmets they will need to sign a Scooter Disclaimer Form (Appendix G)
- Signed parents' permission is gained before any face painting activity at camp.

Food and drink

- Snack and mealtimes at camps are appropriately supervised and children do not walk about with food and drink.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.
- As a Company, Munchkin Sports Ltd adhere to a strict no-nuts policy, and we request that parents do not provide snacks or food which contain nuts. Staff will monitor and check all food items for all children at camp to ensure there are no nuts present. If there is any doubt, the staff will remove the items in question from the child and seek clarification from the parent/carer.

Missing child

If a child goes missing from the setting:

- The person in charge will carry out a thorough search of the venue.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge to talk to staff to establish what happened.
- If the child is not found the school and/or parent is contacted, and the missing child is reported to the police.
- Ofsted should also be contacted.

The investigation

The management carries out a full investigation taking written statements from all the staff present at the time.

- The key person/staff writes an incident report detailing: the date and time of the report; what staff/children were in the group; when the child was last seen in the group; what has taken place in the group since then; the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff to cooperate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of staff. Social services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under the RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

Fire safety

School/venue policies are adopted but as a minimum:

- Fire doors are clearly marked, never obstructed, and easily opened from inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building, and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the premises; explained to new members of staff, volunteers and parents and practiced regularly.
- All head coaches are Fire Warden trained.



First aid and medication

At least one member of staff with in-date paediatric first aid training is on the premises at every venue.

Our first aid kits:

- Comply with the Health and Safety (First Aid) Regulations 1981
- Are regularly checked and restocked as necessary.
- Are easily accessible by adults.
- Are kept out of the reach of children.

Accident books

Accident books are kept safely and are easily accessible. There is one accident book for every after-school club location, weekend location and all holiday camps.

- All staff and volunteers know where they are kept and how to complete them.
- Are reviewed regularly to identify any potential or actual hazards.
- Parents/guardians, and where appropriate the school, are advised of the accident.
- Parents keep one copy of the accident log, and the carbon copy is taken back to Head Office and filed under the appropriate location tab in the Accident Log folder.

Administration of medication

- Due to the nature of our business, the administration of medicines will be dealt with according to the venue and nature of the activity as detailed below:
 - Weekend classes: parents are present and solely responsible for administering medicines.
 - Curriculum time PPA classes: the school will have responsibility for the administration of medicines following their own policy, with the exception of asthma pumps and EpiPens (see Appendices E and F).
 - After School and lunchtime classes: as above.
 - Holiday Camps: Munchkin Sports will request parents/guardians to fill in a medication administration permission form and medication administered at camp will be logged on the bottom of this form each time.

Safety of adults

- Adults are provided with guidance about safe storage, movement, lifting and erection of large pieces of equipment.
- The sickness of staff and their involvement in accidents is recorded.



Records

We keep records of:

Adults

- Names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them.
- All records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
- The times of attendance of staff

Children

- Names, addresses and telephone numbers of parents and adults authorised to collect children from the setting.
- The names, addresses, and telephone numbers of emergency contacts in case of children's illness or accident.
- The allergies, dietary requirements, and illnesses of individual children.
- The times of attendance of children.
- Accidents and incident records.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Safety and Security of Children in Our Care – Appendix A
- Heavy Lifting Policy – Appendix B
- Incident, Accident and Emergency Procedures – Appendix C
- Smoke-Free Policy – Appendix D
- Protocol for Children with Asthma and Allergies – Appendix E
- Risk Assessment – see Appendix I and separate venue tabs.

H&S Coordinator:

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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 26 February 2025

Signed:

Name: Katie Lewty

Position: Operations Director