



Health and Safety Policy



This policy sets out the responsibilities for health and safety management in Physical Education. It ensures that Physical Education is offered within a well-managed, safe and educational context. It will contribute to fulfilling the requirements of the national curriculum for physical education. It will help to ensure that the environment is safe for activity and activities are appropriately supervised.

Safety functions

All employees of Superstar Sports should;

- take reasonable care of their own, pupils' and others' health and safety
- cooperate with the school and senior managers over safety matters
- carry out their work in accordance with training and instruction
- carry out delegated health and safety tasks
- follow school procedure in reporting any serious risks and failures in safety arrangements
- not misuse health and safety equipment

Efficient information flow

Health & Safety information shared with staff regularly at staff meetings, which is minuted and referred back to where necessary.

All staff are mindful of Health and Safety.

Medical information is communicated and it is ensured that any adult in charge of class/ groups of children are aware of medical issues.

Equipment maintenance

The equipment and facilities are routinely checked to identify any signs of wear and tear that may cause injury. Any defective items are immediately taken out of use until repaired or replaced.

Accident and Emergency procedures

All Superstar Sports employees are Emergency Aid trained and the school has designated trained first aiders.

In curriculum lessons, if an accident or injury occurs, a first aider is informed and decides on the action to be taken. If a first aider is not available, access to first aid provision is in place. If necessary, the rest of the group will be removed from the area accompanied by an adult.



In out of hours learning activities, a first aid kit is available and accessible. Emergency contact numbers are also available and accessible and another member of staff is present in the vicinity to remove other children or the injured child/children if necessary.

All accidents are recorded in the accident book/form. This includes any client accident forms.

Lifting and carrying apparatus and equipment

Staff and pupils are aware of safe practice and regularly updated when lifting and carrying apparatus and equipment.

Staff check equipment visually at the beginning of each lesson and before children work on gymnastic apparatus, checking spacing, connection, stability and appropriateness to the age and ability of the group and the tasks set.

Medical Information

There is a system for sharing medical information between staff. For specific children, staff are trained on appropriate medical issues. Access to medications etc are very accessible at all times via the school.

When teaching, medical issues are considered and taken into account and relevant support/cover is put in place.

Jewellery

Pupils and staff should **not** wear any jewellery, including earrings/studs when engaged in physical education or school sport.

- Remove
- If it cannot be removed then the coach decides if task-situation can be amended to enable participation. If not the child or staff does not take part.
- Regularly check for body piercings

Clothing and footwear

A full description of the PE Kit required can be found from any of the schools that we work / provide services for. It is important that coaches familiarise themselves with individual school PE Kits.

Dance and gymnastics will be done in bare feet, where the floor surface is suitable. Children are not allowed to work in socks. Where barefoot work is not possible children will wear plimsolls or similar soft-soled footwear.

Children with verrucas should keep them covered and wear suitable footwear. Long hair should be tied back when necessary, chewing gum and sweets are not allowed. Headscarves must be secured safely.



Staff will dress appropriately for the activities being taught. As a minimum requirement, staff will wear appropriate footwear and remove jewellery.

Pupils with special education needs

Superstar Sports aims to maximise all pupils' participation in physical education and school sport. Pupils with SEND participate in lessons in a manner appropriate to their ability and the safety of themselves and others.

Staff working with SEND pupils will:

- know the nature of the pupils learning difficulty, disability or emotional or behavioral disorder
- Be aware of any constraints on physical activity as a result of the disability or regime of medication
- Regularly communicate with school staff, as appropriate, to ensure that pupils take as active and safe a role as possible.

Changing Routines

Children change in classrooms supervised by adults. In order to respect decency, older children change in separate locations, but are supervised by adults.

Wet Weather Policy

Lessons should be moved inside only when:

- There is potential risk to the children's safety; the surfaces are too slippery or the pupil's do not have appropriate footwear
- The weather will prevent effective learning and teaching
- There is a potential risk to health. Particular concern should be given to planning a lesson that will be safe in the alternate facility – soft balls, modified rules, different activity etc.

Evacuation

In the event of a fire, coaches will immediately sound the schools fire alarm.

In the event of the fire alarm sounding, the Superstar Sports coach will follow the school's procedure.