



# HEALTH AND SAFETY POLICY

## FOR DT COACHING SERVICES LIMITED

### 1 Objectives of this Policy

- 1.1 DT Coaching Services Limited ("DT Coaching") is committed to providing a safe working, teaching and learning environment for all staff, coaches, children and any related third parties.
- 1.2 Our aim is to make children, parents/guardians, staff and visitors aware of health and safety procedures and to minimise any risks or hazards to enable the children in our care to thrive in a safe environment.

### 2 Insurance

DT Coaching always holds valid Employers', Public Liability and Indemnity Insurance at an appropriate level at all times to cover all staff, instructors and volunteers.

### 3 Responsibilities of the Health & Safety Lead

Our board of directors (the board) has overall responsibility for health and safety and the operation of this policy. David Tremaine is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

### 4 General

- 4.1 DT Coaching will:
  - (a) make all staff and coaches aware of this policy and procedures (including the Emergency Procedures), Risk Assessments and Accident Report Forms. These will be freely accessible via DT Coaching's Staff Portal and must be read at the beginning of their employment with DT Coaching and each time the policy and procedures are updated.
  - (b) ensure all staff and coaches are given a health and safety induction and provided with appropriate safety training.
  - (c) monitor that this policy and the procedures are used by staff and coaches. Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.
  - (d) review this policy, the Emergency Procedures, Risk Assessments and Accident Report Form at least every year, with every change in legislation and after each incident.

## **5 Equipment**

- 5.1 DT Coaching staff and coaches must use equipment in accordance with any instructions given to them. Any equipment fault or damage must immediately be reported to your line manager.
- 5.2 No member of staff should attempt to repair equipment unless trained to do so.

## **6 Risk management and mitigation**

- 6.1 DT Coaching will:
  - (a) inspect the site/facilities prior to the session/activities for any hazards and any risks are identified through recorded risk assessments. Risk assessments are to cover both internal and external areas of the site/facilities.
  - (b) ensure any equipment, resources or areas that are broken or unsafe will either be disposed of or deemed out of use until rectified. Any specific activity or piece of equipment that could pose a risk also carries a specific risk assessment.
  - (c) ensure fire safety measures are in place. Fire exits are checked during the risk assessments (and daily to ensure no obstruction), which enables all staff and children to react effectively in the event of a real fire. The fire safety procedure is set out in clause 7.
  - (d) monitor and ensure that all coaches have up to date First Aid Training no older than three years (Lead Coaches will have up to date Paediatric First Aid Training).
  - (e) collect relevant information on medical conditions and additional or special educational needs of children that coaches will need to take into consideration when planning and delivering a session and share this information with coaches as detailed in DT Coaching's Safeguarding Policy.

## **7 Fire Safety**

- 7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the site at which they are working.
- 7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point as shown on the fire safety notices on site. Do not stop to collect belongings and do not use the lifts. Do not re-enter the building until told to do so.
- 7.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm.
- 7.4 Emergency services are to be called in the event of a fire.

7.5 Site specific fire wardens are responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

## **8 Responsibilities of Coaches**

8.1 DT Coaching coaches shall:

- (a) have up to date First Aid training no older than three years.
- (b) be fit and well to carry out their duties on behalf of DT Coaching.
- (c) work according to the Emergency Procedures, Risk Assessments Form and Accident Report Form and use them as appropriate.
- (d) follow DT Coaching's Code of Conduct.
- (e) carry the following:
  - a charged mobile phone with credit;
  - contact telephone numbers including:
    - DT Coaching's office number;
    - emergency contact numbers for each child;
    - completed register including any reported medical conditions, disabilities, behavioural problems or learning difficulties of children; and
    - for school-based provisions, the school telephone number.
  - Accident Report Forms; and
  - a first aid kit.

8.2 In case of an incident, DT Coaching coaches shall:

- (a) follow DT Coaching's Emergency Procedures where more details can be found on what to do in case of a serious or minor incident including damage and loss of property.
- (b) fill in an Accident Report Form and submit it to the Health & Safety Lead within 24 hrs.
- (c) report any incident, however apparently minor, to parents and for school-based provisions to the school as soon as possible.

**Designated Health and Safety Lead:** David Tremaine

**Contact Details :** [david@dtcoaching.co.uk](mailto:david@dtcoaching.co.uk)

**Date of policy approval:** 22<sup>nd</sup> July 2025

**Date of policy review:** 21<sup>st</sup> July 2026

## **SCHEDULE 1**

### **Emergency Procedures**

#### **1) Dealing with serious incidents and accidents**

This is where a child, coach or volunteer loses consciousness (even momentarily), breaks a limb or suffers a severe cut, bruising or other injury.

You must:

- Give clear and firm direction to other children to ensure they move to and remain in a safe place as soon as possible. If other adults are present in the group, ask them to help by giving them specific tasks e.g. supervising children to ensure they keep safe; alerting emergency services.
- Make the injured person safe – move them to a safe place if appropriate to do so.
- Call **999** and ask for an ambulance or paramedic.
- Administer First Aid if appropriate. If in doubt await professional help/follow instructions given by emergency services over the phone.
- Talk reassuringly to the person until help arrives.

**Do not** allow the other children to crowd the injured person.

**Do not** allow the injured person to move around more than necessary.

You must:

- Contact the school (for school-based provisions) or parents or guardians as soon as possible to inform them of the incident.
- Discuss the incident with the group of children and reassure the group.

#### **Following the incident**

- Complete an Accident Report Form as soon as possible following the incident and pass it on to the Health and Safety Lead within 24hrs.
- Health and Safety Lead must investigate/assess details of the serious incident, follow due process, and take appropriate actions and changes to policies where necessary and implement appropriate debrief/training to coaches
- The Health and Safety Lead must review and file all relevant documentation as these may be requested if an external investigation is held following a serious incident.

#### **Dealing with minor incidents and accidents**

Minor accidents are where a child, coach or volunteer has a slight incident that does not result in injury or results in slight injury (a knock, very small cut, a graze, bruising, etc.).

You must:

- Give clear and firm direction to other children to ensure they move to and remain in a safe place as soon as possible. If other adults are present in the group, ask them to help by giving them specific tasks e.g. supervising children to ensure they keep safe.
- Inspect the injury, apply First Aid if necessary and reassure the person.

Decide in discussion with the child and other staff present if the child is able to continue with the activity or not. Agree whether:

- the child should re-join the session
- the child should sit out for a short while until ready to re-join the session
- the child should be collected by a parent/guardian and whether further medical attention should be sought.

#### Following the incident

- Inform the parents or guardians of the incident.
- Complete an Accident Report Form as soon as possible following the incident and pass it on to the Health and Safety Lead within 24hrs.