



Health and Safety Policy

INTRODUCTION

Our Health and Safety policy is to ensure that the wellbeing of all our staff, children and anyone that uses our facilities, and that the activities that are provided by Rhino Sports Academy are safe. Our goal is to manage and reduce any controllable risks to the Health and Safety of anyone in our care. We will follow relevant health and safety legislation to ensure all our employees and children in our care are kept safe and well.

STAFF RESPONSIBILITY

The Director has the overall responsibility for overseeing Health and Safety Policies and Procedures.

These are the steps Rhino will follow:

- Adequate Health and Safety training for all staff will be provided, and recorded to ensure training is kept up to date.
- Safeguarding training will be provided for all staff. A record will be kept to ensure training is up to date
- Provide a welcoming and safe environment for all staff and all children in our care
- Regular checks to be made to all equipment and the areas we use to ensure they are safe. Any unsafe equipment/ areas will be recorded. Toys and resources to be kept clean
- Provide certified First Aid training to staff, a record being kept to ensure training is up to date. For those members of staff who have children with extra needs and have medication, staff will need the relevant training before administering any medication, e.g. anti-seizure medicines
- Keep the accident and incident register updated. First aid books to be kept for 3 years. Any serious injuries recorded and kept for 3 years
- Make sure children do not enter the kitchen unattended, and cleaning substances are kept out of reach of children
- All staff will have the relevant background check through a DBS. This will allow us to ensure we are following the safer recruitment guidance. Due to safeguarding, staff without a DBS will not be left alone with the children or walk unassisted through the school. When staff receive their DBS the school will take a copy, and you will be able to carry out your duties unassisted

- All staff reviews in suitability requirements



will have regular performance place to check the and training

- All staff must mark children in the register at the beginning of every club and sign out children as they leave
- Staff that will be handling food will be provided with Food Hygiene training and a certified certificate must be obtained for staff to serve food to the children. We follow the Safer Food Better Business guidelines
- All staff will arrive in plenty of time before a club starts to ensure it is set up correctly and safety checks have been completed
- All bookings must be made through Enrolmy. This ensures we are following safeguarding procedures and have all emergency and health details kept up to date. Parents/carers have the responsibility to ensure the safety forms, with all relevant details, are kept up to date
- As Rhino staff go into various schools, we need to ensure we follow the individual school policies and procedures. It is up to each staff member to find out this information. When a staff member goes into a new school, they must ask for the information, as each school will have different procedures in place, e.g. fire evacuation plan
- Ensure that robust procedures are in place in case of emergencies
- Ensure that suitable and sufficient risk assessments are made and controls put in place that eliminate or minimize the risks as far as is reasonably practicable. If you are within school ground and notice something isn't right, inform a school staff member and report back to your manager
- Take all reasonable steps to safeguard the Health and Safety of themselves, all other staff, children in their care and any other persons who may be affected by their actions
- Observe and follow all Health and Safety procedures set out by the school and use all Health and Safety equipment provided
- Participate in the school's risk management arrangements. Follow all relevant codes of safe working practice, alerting the Headteacher and/or Health and Safety Duty Holder as appropriate to any potential hazard e.g. unsafe working practices

- Ensure behaviour
our Rhino



that children's
is regulated in
accordance with
Behaviour Policy

- Report any concerns you may have about the health, safety and welfare of any child in line with Rhino's Safeguarding Policy
- The Director is to ensure that sufficient funding is made available to implement the health and safety arrangements

FIRST AID PROCEDURE

All accidents and incidents; staff will follow the procedures listed below:

- Only Certified staff must give first aid.
- Complete the correct procedures for the type of injury that occurs (graze, bump, cut).
- Always fill in the accident forms correctly with methods used to treat injury.
- Staff to make the call on whether the child can remain in club/camp with the injury, or if parents need to be contacted.
- Always inform parents and pass on the required forms and documents. If you are holding a club during school hours, please report back to the teachers.
- For any head injuries, ensure you have filled in correct documentation provided by the school if during the daytime. If a serious injury has occurred Rhino will record this.

FIRE SAFETY PROCEDURE

All staff and children will familiarise themselves with the fire safety procedures through regular fire drills. Each school will have their own fire evacuation procedure and route. Staff will know the location of fire exits, fire assembly points and where the fire safety equipment is kept. In the event of a fire, staff will remain calm and escort the children quickly and safely to the nearest assembly point. All belongings must be left behind. The register will then be taken at the assembly point to ensure all staff and children are accounted for. If someone is missing, emergency services must be informed.

TEAM

We have regular ensure everyone any changes so

aware of any potential risks, or any changes in circumstances that staff would need to be aware of. Within Rhino we have 8 managers and one of the roles of the managers is to do daily checks with their team. Each manager has a small team to monitor.



MEETINGS

Team meetings to is up to date with that everyone is



STAFF WELLBEING

Our managers have daily check-ins with their team. These give everyone the chance to raise any concerns they may have encountered throughout their day. The leadership team are encouraged to have a trusting and open relationship with staff, as this will help staff with their own well-being. Staff will feel valued and listened to. Managers should demonstrate empathy and know their staff and be aware of the pressures they may be feeling.

At Rhino, we recognise staff achievements and celebrate success. Each month we have Rhino employee of the month. At Rhino we encourage staff to look out for each other and support each other.

Practical resources from Mental Health at Work

https://www.mentalhealthatwork.org.uk/resource/?resource_looking-for=0&resource_type=0&resource_medium=0&resource_location=0&resource_sector=0&resource_sector=education-training-teaching-and-childcare&resource_workplace=0&resource_role=0&resource_size=0&order=relevance&orderby=relevance&meta_key=

An informative video conversation about grief and bereavement

<https://www.educationsupport.org.uk/resources/video/coping-bereavement>

How to maintain a healthy mind and culture during periods of challenge. A toolkit of strategies and resources.

<https://www.naht.org.uk/News/Latest-comments/News/ArtMID/556/ArticleID/2341>

EQUAL OPPORTUNITIES

In making, reviewing and implementing this policy, equal opportunities have been considered. In particular, the director will ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff or pupils to access. Accessibility Plans will be kept under review and implemented as appropriate with each school.