



G3A Football Academy/Club

07902191639

G3afootballacademy1@outlook.com



Health and Safety Policy

At G3A we make sure that we are providing a safe coaching/learning environment for all our students. As the directors of the company, Thomas Elliott and Brad-Lee Gascoigne, have the duty to set up and maintain all health and safety policies in line with the Health and Safety at Work Act 1974.

➤ **Registering All Students**

- When a new student comes to our sessions they must fill in a registration form, this includes names of parents and carers, an Emergency Contact, medical conditions, disability needs and a permission slip to allow first aid to take place and photos and videos to be taken. It is very important that every student at G3A has a registration form filled in, in the case of an emergency and so we are aware of any conditions or additional needs our students may have.

➤ **Ensure All Employees Have Adequate Training and Have the Relevant Checks**

- Employers are to make the relevant checks with the Disclosure Barring Services (DBS) before employing anyone, to make sure they have no previous criminal record. We also give training to all our employees and send our staff on other courses that we feel are relevant to the job.

➤ **Maintain Safe Working Conditions**

- We have the duty of care to provide a safe environment for everyone who comes to G3A, whether this be inside or outside. Checks are carried out on everything we use before, during and after our sessions to prevent the risk of injury. We also check our equipment for damage or breakages, equipment is replaced as and when it is needed. Risk assessments are made for Debdale sessions and can be found at the back of this Health and Safety Policy.

➤ **Provide Employees with Clear Instructions, Information and Supervision**

- It is our responsibility to keep our employees on the right track. We must make sure that they are providing high end quality services to our students. If we feel the service isn't reaching our standards we must help and teach them how we want our company to be ran.

➤ **Prevent Accidents to Employees and Students**

- We must help our students and employees by providing an environment where the chance of injury can be prevented, and little accidents can be stopped from happening.

➤ **Care of Sick Children**

- If someone becomes ill whilst at G3A it is our responsibility to look after them. Children will be taken to one side and told to rest and stay hydrated by drinking plenty of fluids. We will then contact the Emergency Contact written on the registration forms. The child will then be kept away from the other children to prevent the spread of infection, until their parent/carer arrives to pick them up. If the child's condition appears to be serious an ambulance will be sent for. A senior member of staff will go with them taking all necessary records, e.g. registration forms or index cards. This member of staff will stay until the parent/carer arrives or until they are no longer needed. When a child is injured only a member of staff with a First Aid Qualification will be able to administer First Aid.

➤ **Food Hygiene**

- G3A do not provide food or snacks during our sessions

➤ **Exclusions**

- Children, staff and adults will be asked not to attend if they have any illness that is highly infectious. Anyone with an infectious disease will not be allowed back until they have been given the all clear by a qualified doctor. A child with a broken bone will only be excluded if we feel that the child's condition may be worsened by attending.



G3A Football Academy/Club

07902191639

G3afootballacademy1@outlook.com



- **Storage of Hazardous Chemicals (COSHH)**
 - There will be no hazardous chemicals stored at G3A. Any substances used by others at Brunts Academy will be locked away and only they will be allowed to use them.
- **Smoking Policy**
 - Smoking is not allowed during our G3A sessions. Staff and parents will not be permitted to smoke during our sessions, however there is a designated smoking area located near the car park.

Overall, the responsibility for the Health and Safety is that of Thomas Elliott and Brad-Lee Gascoigne, Directors of G3A Football Academy and G3A Football Club.

Day-to day responsibility for ensuring the policy is put into practice is that of Brad-Lee Gascoigne.

Risk Assessments will be undertaken by Rebecca Lambert (G3A Treasurer). The findings from the Risk Assessments will then be reported to Directors of G3A, Thomas Elliott or Brad-Lee Gascoigne. It will then be down to them to ensure that controls are put into place or the risks are removed. Assessments will be reviewed every two years or when work activity changes, whichever is sooner.

Reviewed: 21/05/2021