

The health and safety of children, early years settings and their staff, families we work with and our SportyMinis coaches are of crucial importance to us at SportyMinis. This document has been put in place in accordance with the government guidance to ensure maximum hygiene and good practice at all times. You can find the current NHS guidance by clicking [here](#). As well as with the assistance of [Alison Featherbe](#) Early Years trainer and consultant.

1. Updated Health and Safety Policy June 2020
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Health and Safety Policy: Updated June 2020

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1. Introduction

The SportyMinis programme focuses on delivering the fundamental movement skills all children need for their physical, emotional, social development. All our lessons are linked to the Early Years Learning Foundation stage framework to ensure maximum learning experience. Our sessions are an opportunity for children to participate in physical activity in a happy, safe and secure learning environment.

2. Covid-19 safety Procedures

As we move towards a planned re opening of early years settings and schools, we are aware that each setting has different health and safety and visitor policies and procedures. We here at SportyMinis will ensure we are up to date with all of these procedures before entering your setting. Here are our own current Covid-19 procedures. Please also see our risk assessment documents.

- a) Coaches will have confirmed settings update policies and procedures related to visitors and health and safety
- b) Coaches will have filled in our online health declaration each and every day of session delivery. *please request a copy
- c) Coaches will travel safely to the settings
- d) Coaches will enter the setting through a side gate if possible to avoid being inside the setting
- e) Coaches will be using hand sanitiser before, during and after sessions
- f) Coaches will change their shoes and t-shirts on arrival
- g) Coaches will be using very little equipment if any.
- h) Coaches will ensure that equipment is cleaned before and after each group
- i) Any Covid-19 cases from within the settings we deliver to must be disclosed to Director ASAP so that the coach that was last at the setting self isolates for 7 days



For our community sessions

- j) Coaches will have filled in our online health declaration each and every day of session delivery. *please request a copy
- k) Coaches will travel safely to the settings
- l) Coaches will assess the space to ensure it is big enough to host up to 12 families in their own 5m x 5m space with minimum 2m distance between each family space.
- m) Coaches will cone out the appropriate spacing as above. It is recommended that cones/markers are not touched or moved.
- n) Coaches will be using hand sanitiser before, during and after sessions
- o) Coaches will change their shoes and t-shirts on arrival
- p) Coaches will be using very little equipment if any.
- q) Coaches will ensure that equipment is cleaned before and after each group
- r) Any Covid-19 cases from any of our families that we deliver to must be disclosed to Director ASAP so that the other families can be notified and our coach who will then self isolate for 7 days

3. Roles and responsibilities in health and safety

Our expert sports coaches will ensure that the delivery area has been risk assessed before each session. They will also make sure that the children participating have appropriate footwear and attire that will ensure safe participation.

4. Insurance

SpartyMinis has insurance through the holding company Clubsports London.

Policy number HIB1860611XB The insured Club Sports London Limited Inception date 14/11/2019 Expiry date 13/11/2020



5. Codes of conduct and photography consent forms

Parents that sign up for our classes via class4kids.co.uk can access all of our code of conducts and terms of service. When signing children into classes they also have an option to opt out promotional material.

Our setting in which we deliver directly to can access our code of conduct on their request. And a separate photography consent form is agreed if sessions are to be recorded and photographed.

6. Dealing with accidents, incidents, emergencies and medical issues

All staff follow the following protocols if there is an incident of accident

EY settings:

- a) EY settings will have minimum 1 staff member present at session, therefore our coaches will follow lead of this staff member
- b) Coach will assist in any emergency procedures followed at the setting
- c) Coach will fill in a incident form as per settings procedures
- d) Coach will contact Marnie Wills SportyMinis Director by phone at the earliest possible time
- e) Coach will fill in SportyMinis incident email report
- f) Both Coach and Director will check in with EY setting with regards to the follow up of incident/accident within 2 working days of incident/accident

Community Sessions:

- a) Coach will follow first aid procedures as per their first aid qualifications
- b) Coach will ensure all details of incident are recorded before the end of session
- c) Coach will contact Marnie Wills SportyMinis Director by phone at the earliest possible time
- d) Both Coach and Director will check in with families with regards to the follow up of incident/accident within 2 working days of incident/accident



7. Coach Recruitment / Personal equipment and other personal effects

All coaches are employed with a minimum of a Level 1 sports coaching qualification, a first aid qualification and on most occasions have completed safeguarding and child protection training. They have a DBS on the update system, a first aid certificate, and have completed comprehensive SportyMinis sports leadership training. Our expert coaches will ensure they are dressed appropriately with no phones used before, during or after sessions and in the presence of children. Note exceptions may occur when using speaker and ipod/phone for music.

8. Equipment

All our equipment is checked weekly by our coaches, cleaned on a regular basis and is age appropriate. Some equipment can of course be of danger to children if used inappropriately. Therefore we encourage all adults to be focussing on children and their participation at all times.

For more details on health and safety in physical education please refer to Association of Physical Education Document [HERE](#)

9. Facilities and Wet Weather

All our sessions are delivered outside where possible. We like to keep our children outside until the coach deems it unsafe or EY setting manager requests children are kept inside. Coaches are likely to reschedule sessions if the area is too wet, muddy, frozen. Coaches will also consider the temperature and wind conditions. All sessions are scheduled for make up weeks or sessions transferred to the next term.

10. Risk assessments

See Separate documents below for;

Risk Assessment EY settings



Risk Assessment Community Sessions in Open Space

Covid 19 Risk Assessment – EY settings

Risk Assessment written by Director Marnie Wills June 5th 2020

Activity : SportyMinis Programme Delivery by coaches during Covid 19 outbreak

Statement of Intent	Responsible	Action/Arrangements (How we will adhere to the statement of intent)
<ul style="list-style-type: none"> We aim to prevent cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace 	All staff	Through comprehensive and regularly reviewed each Early Years settings Policies and Procedures as well as our SportyMinis up to date health and safety procedure
<ul style="list-style-type: none"> We provide clear instructions and information, and adequate training, to ensure employees are competent to carry out their work 	Director	Through induction, staff code of conduct, online continued professional development, face to face training, observation, creating a supportive atmosphere, supervision, formal supervision. higher management Through comprehensive and regularly reviewed EY settings that we visits and their Policies and Procedures
<ul style="list-style-type: none"> We engage and consult with employees day-to-day via a health declaration form 	All staff	Coaches to complete health declaration form on the deputy app before each and every new sportyminis session delivery at new venue
<ul style="list-style-type: none"> We implemented a ill health symptom reporting system 	All staff	Reports go to director from staff immediately with director then contacted each setting that has had contact with this coach in the past 7 days
<ul style="list-style-type: none"> We maintain safe and healthy working conditions, provide and maintain resources and equipment. We ensure safe storage/use of substances 	All staff	Through comprehensive and regular review of our Updated Health and Safety Policy June 2020, regular staff feedback on protocols and any changes that occur in the EY settings that we attend
<ul style="list-style-type: none"> We keep updated and follow all local and national guidance and legislation 	Director	Director will pass on all relevant information and training needed for coaches



Covid 19 Risk Assessment – Community Sessions open outdoor space

Risk Assessment written by Director Marnie Wills June 5th 2020

Activity : SportyMinis Programme Delivery by coaches during Covid 19 outbreak

Statement of Intent	Responsible	Action/Arrangements (How we will adhere to the statement of intent)
<ul style="list-style-type: none"> We aim to prevent cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace 	All staff	Through comprehensive and regularly review and update our SportyMinis health and safety procedure
<ul style="list-style-type: none"> We provide clear instructions and information, and adequate training, to ensure employees are competent to carry out their work 	Director	Through induction, staff code of conduct, online continued professional development, face to face training, observation, creating a supportive atmosphere, supervision, formal supervision. higher management
<ul style="list-style-type: none"> We engage and consult with employees day-to-day via a health declaration form 	All staff	Coaches to complete health declaration form on the deputy app before each and every new sportyminis session delivery at new venue
<ul style="list-style-type: none"> We implemented a ill health symptom reporting system 	All staff	Reports go to director from staff immediately with director then contacted each family that has had contact with this coach in the past 7 days Any other families
<ul style="list-style-type: none"> We maintain safe and healthy working conditions, provide and maintain resources and equipment. We ensure safe storage/use of substances 	All staff	Through comprehensive and regular review of our Updated Health and Safety Policy June 2020, regular staff feedback on protocols and any changes that occur to government guidelines
<ul style="list-style-type: none"> We keep updated and follow all local and national guidance and legislation 	Director	Director will pass on all relevant information and training needed for coaches

Amended by Director- Marnie Wills 05-06-2020

