

Health, Safety and Risk Assessment Policy

Public policy - venue and activity safety

UNMATCHED COACHING LTD. Version 1.1

Document owner: Unmatched Coaching Ltd

1. Our approach

Unmatched Coaching takes reasonable steps to provide a safe environment for children, staff and visitors. Safety decisions take account of children's ages, abilities, needs, equipment, activities and each school's facilities. We work alongside the host school, which retains responsibility for its premises; this does not remove our responsibility for safe coaching practice.

2. Written assessments and session checks

A coach completes a written risk assessment at the start of each academic year using our general template adapted for the school, facilities, equipment and activities. The director reviews the assessment. Before each session, the coach checks the space and equipment and marks the risk-assessment confirmation box on the register. Significant new hazards are recorded and actions or restrictions put in place. Assessments are updated after changes, incidents or newly identified risks.

3. Equipment and activity safety

Coaches inspect equipment before use and remove unsafe or damaged items. Incidents, broken equipment and significant near misses are reported and centrally recorded. Sports equipment is cleaned termly and whenever visibly dirty or contaminated, with prompt appropriate cleaning following bodily-fluid contamination. All children receive age-appropriate instruction, warm-ups and clear safety expectations.

4. Group sizes and staffing

Staffing numbers are based on a dynamic risk assessment and the needs of the children. Our internal maximum per coach is 30 for a group consisting only of Year 1-6 pupils; where Reception pupils are included the maximum is 20 total children, of whom no more than 10 may be Reception pupils. These are internal ceilings, not a claim that a particular ratio is Ofsted-approved or safe for every activity. Smaller groups or extra staff are required when the assessment warrants it, including for gymnastics and higher-needs groups. Registration conditions and statutory requirements always override internal limits.

5. Weather, hydration and hygiene

Coaches encourage water breaks, increasing their frequency in heat or strenuous activity. They adapt intensity, location and duration for unsafe heat, cold, rain or poor ground conditions and may move indoors or cancel if safety cannot be maintained. Sports kit, footwear, tied-back hair and jewellery precautions are covered in our Parent Terms. Hygiene measures follow host-school requirements and any relevant public health advice.

6. Fire, evacuation and lockdown

We follow each school's established evacuation and lockdown procedures. In an evacuation, coaches safely move and account for children at the school's assembly point and will not allow re-entry until the school or emergency services confirm it is safe. In a lockdown, coaches follow school instructions, supervise and account for children, and do not release them until it is confirmed safe to do so. Coaches must know how instructions are communicated during out-of-hours clubs and who to contact if school staff are not immediately available.

7. Reporting and emergencies

Injury and incident reports are completed promptly. Serious concerns are notified to the school and the director and escalated to emergency services or regulators where legally required. In an emergency, children must remain supervised; a coach who becomes unwell must seek school assistance and arrange a safe handover rather than leaving children alone. Records are reviewed to identify patterns and improvements.

8. Statement of intent and responsibilities

Unmatched Coaching values active prevention, clear reporting and prompt action. We aim to deliver enjoyable physical activity while reducing avoidable injury, illness and risk through planning, staff training, suitable equipment and cooperation with each host school.

The director reviews risk assessments, insurance arrangements, training records and serious incident decisions. Each session coach is responsible for checking the venue and equipment, recording attendance, delivering first aid within their competence, following site evacuation and lockdown procedures, reporting hazards and incidents, and securing immediate help when required. The host school manages its premises and fire systems; Unmatched remains responsible for the safety of its own delivery and the children in its care.

Venue-specific checks must identify the method of contacting school staff after hours, the alarm or lockdown signal, escape routes, safe assembly arrangements and the approach if a coach is unable to continue supervising.

9. Making emergency arrangements available

We make information about our approach to fire safety, illness, safeguarding and collection available to parents and schools. Relevant staff are briefed at induction and whenever site arrangements change. Children are supported to understand instructions appropriate to their age.