



## Health and Safety Policy

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| <b>Policy title</b>                  | Health and Safety Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Version number</b>                | V3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Approved by (name and title):</b> | Matthew Lee<br>Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Approval date:</b>                | 25-Jun-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Review date:</b>                  | 24-Jun-27                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Version history:</b>              | <p>V2 - Updated in alignment with Health and Safety Procedures for all Settings (Camps, AP etc).</p> <p>V3 – Addition of named Health and Safety Officer. Physical restraint procedures clarified under section 8.</p> <p>Reporting procedure for accidents/concerns added to section 17.</p> <p>COSHH legislation included and reference to cleaning material storage added to section 12.</p> <p>Inclusion of Appendices 1-9 (risk assessment template, incident reporting form, near miss reporting form, off-site working procedure, lone working procedure, transport procedure, fire safety procedure and food safety and hygiene procedure).</p> |

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## Health and Safety Policy

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# Health and Safety Policy

## 1. Purpose of this Policy

Limitless Sports and Activities Ltd ('**Limitless**') is committed to providing a safe, healthy, and supportive environment for all children, staff, visitors, and families across all operational settings (included but not limited to Alternative Provision (AP), wrap around care and school holiday camps).

We recognise that some children may have additional needs or vulnerabilities, including special educational needs and disabilities (SEND), social, emotional and mental health (SEMH), or behavioural needs. Limitless is committed to ensuring that health and safety arrangements are robust, proactive, and responsive to individual needs and risks.

We comply with all relevant legislation and best-practice guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children Act 1989 & 2004
- Working Together to Safeguard Children
- Keeping Children Safe in Education (KCSIE)
- DfE guidance for unregistered and part-time alternative provision
- Local Authority safeguarding and commissioning requirements
- Health and Safety (First Aid) Regulations (1981)
- Regulatory Reform (Fire Safety) Order 2005 (FSO).
- HSE and COSHH Regulations 2002

Health and safety is everyone's responsibility. All staff are trained, competent and supported to always maintain safe practice.

## 2. Scope

This policy applies to :

- All children attending Limitless Settings (e.g. Alternative Provision, Holiday Camps, Wrap Around Care etc).
- All employees, contractors, tutors, mentors, and volunteers working on behalf of Limitless ('**staff**').
- All delivery environments:
  - **On-site** (Schools)
  - **Off-site** (Limitless venues, parks, public spaces, activity centres)
  - **Home-based** (1:1 tutoring, mentoring, outreach)
- Outreach or mentoring in the community
- Home visits
- Transporting pupils (if applicable)
- Working alone



## Health and Safety Policy

### 3. Principles

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with Limitless for Health and Safety at Work.

Persons working in Limitless venues who are employed by other organisations are expected to follow Limitless Health and Safety Policies with regard to the safety of staff, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

Limitless wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to any establishment where Limitless is operating will be of the highest standard.

- Any member of staff who notices persons acting in a way which would endanger other staff, should inform the Setting Lead. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Limitless wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in any establishment where Limitless is operating will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

- Contractors must also observe Limitless's **Fire Safety Procedure (refer to Appendix 7 of this document)**. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition Limitless Management will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform Limitless Management immediately.
- In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. Limitless's Manager overseeing the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

### 4. Roles and Responsibilities

#### Health & Safety Officer – Matthew Lee (Director)

- Ensure compliance with statutory duties.
- Act as the named competent person for Health & Safety.
- Oversee the implementation and monitoring of this Health & Safety Policy.
- Maintain oversight of risk assessments, safe systems of work and control measures.
- Review accident, incident and near miss reports and recommend improvements.
- Review risk assessments and incident data.



## Health and Safety Policy

- Ensure statutory checks (e.g. fire safety, PAT testing, first aid provision) are completed and recorded.
- Liaise with commissioners, Local Authorities (LAs) and external agencies on Health & Safety matters.
- Support investigations following incidents and ensure learning is embedded into practice.
- Provide advice and guidance to staff on Health & Safety and safe working practices.
- Provide resources, training and supervision.

### **Limitless Management Team – Matthew Lee, Jo Lee & Kelly Hawkins**

- Maintain all health and safety documentation.
- Oversee risk management systems and audits.
- Ensure staff competency and training.
- Liaise with commissioners, Local Authorities (LAs) and safeguarding partners.

### **Setting Leads (e.g. AP Lead, Camp Lead, Wrap Around Care Lead)**

- Ensure all staff are following policies, risk assessments and safe systems of work.
- Report accidents, incidents, and near misses immediately to Management.
- Always maintain professional boundaries and safe practice.

### **Staff**

- Follow all policies, risk assessments and safe systems of work.
- Report accidents, incidents, and near misses immediately.
- Always maintain professional boundaries and safe practice.

### **Parents / Carers**

- Provide relevant information about the child's needs.
- Support safe access to home based sessions.

## **5. Training**

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

### **These areas of need shall be given special priority:**

- **Training for Management:** To equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives
- **Training of all members of staff:** to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules
- **Induction and in-service training for staff at all levels:** to acquaint them fully with new requirements and hazards.



## Health and Safety Policy

### Training and Competency

Staff receive training in:

- Health and safety awareness and accident, incident and near miss reporting.
- Understanding risk assessments
- Safeguarding and child protection
- Behaviour management and SEMH
- Fire Safety
- Off-site activity management
- First aid (where appropriate)
- Lone working and home-visit safety (where appropriate)
- Transport procedure (where appropriate)

### 6. Risk Assessment Requirements

Refer to **Risk Assessment Template (Appendix 1)**

#### General Principles

- All activities are risk assessed using a dynamic and written approach.
- Individual risk assessments are completed for each pupil, including:
  - Behavioural triggers
  - SEND and SEMH needs
  - Medical needs
  - Environmental risks
  - Supervision requirements
- Risk assessments are reviewed:
  - Termly
  - After incidents
  - When needs or environments change

#### Activity-Specific Risk Assessments

Required for:

- Sports and physical activity
- Off-site trips
- Transport
- Home visits
- 1:1 work
- Use of equipment or tools



## Health and Safety Policy

### 7. Safe Working in Different Environments

#### On-Site Delivery

- Daily site checks completed before children arrive.
- Clear supervision ratios based on risk and need.
- Controlled access to buildings and secure sign-in/out.
- First aid equipment available and regularly checked.
- Spaces designed to reduce sensory overload and escalation risk.
- Where Lone working is taking place refer to **Lone Working Procedure (Appendix 5 of this document)**.

#### Off-Site Delivery

- Off-site working procedures are followed. Refer to **Off-site Procedures (Appendix 4 of this document)**.

#### Home-Based Delivery

- Lone working procedures are followed. Refer to **Lone Working Procedures (Appendix 5 of this document)**.
- A home-visit risk assessment must be completed and approved.
- Sessions take place in an appropriate, safe space within the home.
- Staff do not enter bedrooms or private areas.
- A check-in/check-out system is used for safety and accountability.

### 8. Behaviour, SEMH and Crisis Management

- Staff are trained in de-escalation, restorative practice and trauma-informed approaches.
- Individual Behaviour Support Plans (IBSPs) guide responses to distress, dysregulation and crisis.
- This organisation is committed to safeguarding and promoting the welfare, dignity and human rights of all children and young people in our care. We recognise that physical intervention and other restrictive practices carry inherent risks and can have a significant physical and emotional impact.
- We are clear that **restrictive interventions, including the use of physical force, must be avoided wherever possible**, and that prevention, early support, and de-escalation are always the preferred approach.
- Where absolutely necessary, reasonable force may be used as a last resort, solely to protect individuals from harm or to prevent serious damage, and must always be lawful, proportionate, necessary and time-limited.
- Physical intervention may only be used where it is necessary to:
  - Defend oneself or others (self-defence)
  - Prevent a child or young person causing injury to themselves
  - Prevent a child or young person causing injury to others
  - Prevent serious or significant damage to property



## Health and Safety Policy

- Prevent serious disorder or disruption where it presents a risk to safety
- Any decision to intervene physically must be based on **dynamic risk assessment and professional judgement** at the time.
- **Acceptable Forms of Physical Intervention.** Where necessary and reasonable, intervention may include:
  - **Non-forceful physical positioning**, such as standing between individuals
  - **Escorting or guiding** a child or young person away from a dangerous situation to a safer, specified area
  - **Holding with a degree of force proportionate to the level of resistance**, solely to prevent harm
  - **Restrictive physical intervention to prevent movement** or disengage from dangerous physical contact
- Staff must continually reassess the situation and **reduce or cease intervention as soon as the risk has passed**.
- Physical intervention may **only** be used by staff who have received **appropriate, up-to-date training**
  - Staff must only use techniques within the scope of their training
- Untrained staff must focus on de-escalation and seeking assistance, except where immediate action is required to prevent serious harm

### 9. Safeguarding and Child Protection

**Health and safety is inseparable from safeguarding.**

- Safeguarding procedures will be followed at all times. Refer to **Limitless Safeguarding and Child Protection Policy**
- All staff complete safeguarding training. This is refreshed annually.
- Concerns are reported immediately to the Designated Safeguarding Lead (DSL).
- Staff remain vigilant to risks in home environments, public spaces and online.
- Safer recruitment procedures are followed for all staff and contractors. Refer to **Safer Recruitment Policy**.

### 10. First Aid and Medical Needs

It is the policy of Limitless to make provision for First Aid and the training of 'First Aiders' in accordance with the Health and Safety (First Aid) Regulations (1981). Refer to the **First Aid Procedures (Appendix 8 within this document)**.

- At least one Paediatric trained first aider is present during all sessions.
- Staff follow Individual Healthcare Plans (IHPs) where relevant.
- Medication is not administered unless agreed in writing with parents/carers and commissioners.
- Emergency procedures are clearly communicated and practised.



## Health and Safety Policy

### 11. Fire Safety and Emergency

It is the policy of Limitless to make provision for Fire Safety training and train in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO). Refer to the **Fire Safety Procedures (Appendix 6 within this document)**.

- All environments where Limitless operate must have appropriate fire safety measures.
- Staff familiarise themselves with evacuation routes and assembly points.
- Off-site and home-based sessions include dynamic emergency planning.

### 12. Equipment and Environment Safety

- Staff ensure environments are free from trip hazards, clutter and unsafe objects.
- All equipment is checked before use.
- All electrical equipment is PAT tested annually.
- All Hazardous materials (e.g. cleaning materials, disinfectants, detergents, chemicals and aerosols) are stored securely and out of the reach of children in accordance with HSE and COSHH Regulations 2002.

### 13. Transport Safety

- Only insured, roadworthy vehicles are used. Refer to **Transport Procedures (Appendix 6 within this policy)**
- Staff transporting pupils follow Safeguarding and Lone-Working protocols.
- Seatbelts are worn at all times.
- Behaviour expectations are communicated clearly before travel.

### 14. Food Hygiene

Limitless Management have responsibility for food acquisition, storage, processing and serving and staff induction and hygiene training. Limitless Management are responsible for ensuring that these functions are undertaken to the necessary legal standards. Refer to the **Food Hygiene and Safety Procedures (Appendix 9 within this policy)**

Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Health and Safety Officer.

### 15. Lifting and Handling

Limitless Management are responsible for informing staff of safe lifting techniques. Specific training needs will be identified and training in lifting and handling is provided to staff who require it.

### 16. Non-Smoking and e-cigarette/Vaping policy

There will be no smoking e-cigarettes/vaping policy when performing work on behalf of Limitless either on-site, off-site or home based.



## Health and Safety Policy

### 17. Incident Reporting and Monitoring

- All accidents, incidents and near misses are recorded as detailed below and reported to **the Health and Safety Officer**.
  - **Accidents** - refer **First Aid Procedure (Appendix 8 of this policy)** for Accident reporting.
  - **Incidents** - not all incidents result in an accident. Incidents will be recorded on the **'Incident Form (Appendix 2 of this policy)** and the Health and Safety Officer (Matthew Lee) informed.
  - **Near Misses** – It is also important to report any near misses (where there was the potential for an accident or incident to occur) to prevent potential accidents/incidents in the future. Near misses will be recorded on the **'Near Miss Form' (Appendix 3 of this policy)** and the Health and Safety Officer (Matthew Lee) informed.
- Serious incidents are reported to Commissioners within agreed timescales (a copy of the incident/accident report forms will be sent via email).
- Data is reviewed termly to identify patterns and improve practice.

### 18. Policy Review

This policy is reviewed annually or sooner if:

- Legislation changes
- Provision expands or changes delivery model
- A significant incident occurs
- Commissioners request update



## Health and Safety Policy

### Appendix 1 – Risk Assessment Template

#### Risk Assessment for:

| Hazard                                           | Who is at Risk              | Potential Harm                                                   | Existing Controls                                                                       | Follow on Actions                                                  | Likelihood                                                                  | Severity | Risk   |
|--------------------------------------------------|-----------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------|----------|--------|
| [hazard 1 e.g. Access & Security]                | [Who? e.g. Children, staff] | [harm, e.g. Unauthorised entry, child leaving site unsupervised] | [existing controls e.g. Secure entry/exit points; sign-in/out register; staff at doors] | [follow on actions e.g. Review daily; ensure fencing/gates locked] | Low                                                                         | High     | Medium |
| [xxx]                                            |                             |                                                                  |                                                                                         |                                                                    |                                                                             |          |        |
| [xxx]                                            |                             |                                                                  |                                                                                         |                                                                    |                                                                             |          |        |
| [xxx]                                            |                             |                                                                  |                                                                                         |                                                                    |                                                                             |          |        |
| Overall risk rating with control measures: [xxx] |                             |                                                                  |                                                                                         |                                                                    |                                                                             |          |        |
| Risk Rating Key                                  |                             |                                                                  |                                                                                         |                                                                    |                                                                             |          |        |
| Low (Green): Minimal risk, monitor only          |                             |                                                                  | Medium (Amber): Manageable risk, requires regular monitoring.                           |                                                                    | High (Red): Significant risk, requires immediate action and ongoing review. |          |        |

|                      |  |              |  |
|----------------------|--|--------------|--|
| Performed by (Name): |  | Date:        |  |
| Signature:           |  | Review Date: |  |



## Health and Safety Policy

### Appendix 2 – Incident Reporting Form (page 1 of 2)

| Section 1 – Basic Details                                                          |                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Setting Name:                                                                      |                                                                                                                                                                                                                                              |
| Address / Site:                                                                    |                                                                                                                                                                                                                                              |
| Date of incident:                                                                  |                                                                                                                                                                                                                                              |
| Time of incident:                                                                  |                                                                                                                                                                                                                                              |
| Location (room / area):                                                            |                                                                                                                                                                                                                                              |
| Type if incident:                                                                  | <input type="checkbox"/> Behaviour incident<br><input type="checkbox"/> Safeguarding concern<br><input type="checkbox"/> Dangerous occurrence<br><input type="checkbox"/> Property damage<br><input type="checkbox"/> Other, please specify: |
| Section 2: Person(s) Involved<br>Child / Young Person / Adult Details              |                                                                                                                                                                                                                                              |
| Name:                                                                              |                                                                                                                                                                                                                                              |
| Role (child / staff / visitor / contractor etc) :                                  |                                                                                                                                                                                                                                              |
| DOB (if child):                                                                    |                                                                                                                                                                                                                                              |
| Contact details (if applicable)                                                    |                                                                                                                                                                                                                                              |
| <i>If more than one person involved, attach an additional sheet.</i>               |                                                                                                                                                                                                                                              |
| Section 3: Description of Incident                                                 |                                                                                                                                                                                                                                              |
| Please describe <b>what happened</b> , including events leading up to the incident |                                                                                                                                                                                                                                              |
| Was any equipment, substance or material involved?                                 | <input type="checkbox"/> No<br><input type="checkbox"/> Yes<br>if yes, please specify:                                                                                                                                                       |
| Section 4: Safeguarding and Risk                                                   |                                                                                                                                                                                                                                              |
| Was the Designated Safeguarding Lead informed?                                     | <input type="checkbox"/> No<br><input type="checkbox"/> Yes                                                                                                                                                                                  |
| Any immediate safeguarding concerns?                                               | <input type="checkbox"/> No<br><input type="checkbox"/> Yes<br>if yes, please provide details:                                                                                                                                               |
| Were control measures or behaviour strategies in place?                            | <input type="checkbox"/> No<br><input type="checkbox"/> Yes                                                                                                                                                                                  |
| Section 5: Witnesses                                                               |                                                                                                                                                                                                                                              |
| Names and contact details of any witnesses:                                        |                                                                                                                                                                                                                                              |



## Health and Safety Policy

### Appendix 2 Incident Report Form (Page 2 of 2)

| Section 6: Report Completed by Details                                                                          |                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Report Completed by:                                                                                            |                                                                                                                                        |
| Role:                                                                                                           |                                                                                                                                        |
| Signature:                                                                                                      |                                                                                                                                        |
| Date:                                                                                                           |                                                                                                                                        |
| <b><i>Below sections (7-9) to be completed by the Health and Safety Officer (or appropriate delegatee).</i></b> |                                                                                                                                        |
| Section 7: Follow-Up and Actions Required                                                                       |                                                                                                                                        |
| Immediate actions taken to reduce risk:                                                                         |                                                                                                                                        |
| Further actions required (risk assessment, training, repairs etc.):                                             |                                                                                                                                        |
| Persons responsible for ensuring further actions are performed:                                                 |                                                                                                                                        |
| Target completion date                                                                                          |                                                                                                                                        |
| Section 8 - Reporting and Review                                                                                |                                                                                                                                        |
| Parent / carer informed / Commissioner informed?                                                                | <input type="checkbox"/> No<br><input type="checkbox"/> Not applicable<br><input type="checkbox"/> Yes<br>If yes, date informed: _____ |
| Date informed:                                                                                                  |                                                                                                                                        |
| Section 9 - Health and Safety Officer (or appropriate delegatee) Signature                                      |                                                                                                                                        |
| Name:                                                                                                           |                                                                                                                                        |
| Signature:                                                                                                      |                                                                                                                                        |
| Date:                                                                                                           |                                                                                                                                        |



## Health and Safety Policy

### Appendix 3 – Near Miss Reporting Form

| Section 1 – Basic Details                                                                                       |                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Setting Name:                                                                                                   |                                                                                                                                                                                                     |
| Date of near miss:                                                                                              |                                                                                                                                                                                                     |
| Time:                                                                                                           |                                                                                                                                                                                                     |
| Location (room / area):                                                                                         |                                                                                                                                                                                                     |
| Reported by (name):                                                                                             |                                                                                                                                                                                                     |
| Role:                                                                                                           |                                                                                                                                                                                                     |
| Section 2 – Description of Near Miss                                                                            |                                                                                                                                                                                                     |
| Describe what nearly happened and how it was avoided:                                                           |                                                                                                                                                                                                     |
| What could have gone wrong if circumstances were different?                                                     |                                                                                                                                                                                                     |
| Section 3 – Potential Risk                                                                                      |                                                                                                                                                                                                     |
| Who could have been harmed:                                                                                     | <input type="checkbox"/> Child<br><input type="checkbox"/> Staff<br><input type="checkbox"/> Visitor<br><input type="checkbox"/> Contractor<br><input type="checkbox"/> Other, please specify _____ |
| Potential seriousness:                                                                                          | <input type="checkbox"/> Low<br><input type="checkbox"/> Medium<br><input type="checkbox"/> High                                                                                                    |
| Section 4 – Immediate Actions Taken                                                                             |                                                                                                                                                                                                     |
| What action was taken at the time to prevent harm?                                                              |                                                                                                                                                                                                     |
| <b><i>Below sections (7-9) to be completed by the Health and Safety Officer (or appropriate delegatee).</i></b> |                                                                                                                                                                                                     |
| Section 5 – Preventative Actions Required                                                                       |                                                                                                                                                                                                     |
| What needs to change to stop this happening again?                                                              |                                                                                                                                                                                                     |
| Action Owner:                                                                                                   |                                                                                                                                                                                                     |
| Target Completion Date:                                                                                         |                                                                                                                                                                                                     |
| Section 9 - Health and Safety Officer (or appropriate delegatee) Signature                                      |                                                                                                                                                                                                     |
| Name:                                                                                                           |                                                                                                                                                                                                     |
| Signature:                                                                                                      |                                                                                                                                                                                                     |
| Date:                                                                                                           |                                                                                                                                                                                                     |



## Health and Safety Policy

### Appendix 4 – Off-Site Working Procedure

#### 1) Purpose

This outlines the standards, procedures, and expectations for planning and delivering off-site activities by Limitless Sports & Activities Limited for all children, including those with additional needs (Special educational needs and disabilities (SEND), Social, Emotional and mental-health (SEMH), and behavioural needs). It ensures that all off-site sessions are safe, well-supervised, risk-assessed, and aligned with safeguarding and commissioner requirements.

#### 2) Scope

This policy applies to all employees, contractors, tutors and mentors working on behalf of Limitless ('**staff**') in any off-site environment, including but not limited to:

- Limitless hired venues
- Community facilities
- Outdoor learning spaces
- Educational visits
- Transport to and from off-site sessions
- Outreach and in-home sessions that involve movement outside the home

#### 3) Principles

- The safety and wellbeing of children is the highest priority and any off-site activities must be **planned**, **risk-assessed**, and **approved** before delivery.
- Activities must be appropriate to the child's age, needs, abilities, and SEMH profile.
- Staff must always use trauma-informed, relational practices.
- Communication with parents/carers and commissioners must be clear, timely, and transparent.
- Staff must maintain professional boundaries and follow all safeguarding procedures. Refer to Limitless **Safeguarding and Child Protection Policy**.

#### 4) Roles and Responsibilities

##### Staff

- Plan and risk assess off-site activities (**refer to Risk Assessment Template, Appendix 1 of the Health and Safety Policy**)
- Use trauma-informed relational practices
- Maintain professional boundaries and follow up all safeguarding procedures



## Health and Safety Policy

### Appendix 4 – Off-Site Working Procedure

#### **Limitless Management Team**

- Approve all off-site activities
- Obtain written consent for all off-site activities (blanket consent may be used for routine local activities, but specific consent is required for higher-risk or non-routine activities)
- Notifying Commissioners (for Alternative Provision) of off-site activities, any changes to location and any incidents, near misses or safeguarding concerns
- Review and evaluate off-site activities.

#### **5) Planning and Approval**

##### **Pre-Activity Planning**

All off-site activities must include:

- A written off-site risk assessment
- A dynamic risk assessment completed on the day
- Confirmation of staffing ratios
- Emergency contact details
- Medical and SEND considerations
- Behaviour and SEMH strategies
- Transport arrangements (if applicable)

##### **Parental/Carer Consent**

- Written consent must be obtained for all off-site activities.
- Blanket consent may be used for routine local activities, but specific consent is required for higher-risk or non-routine activities.

##### **Commissioner Notification (Alternative Provision)**

Commissioners must be informed of:

- Planned off-site activities
- Any changes to location
- Any incidents, near misses, or safeguarding concerns

#### **6) Staffing and Supervision**

##### **Staffing Ratios**

Ratios must reflect:

- The child's SEMH/SEND and behavioural needs
- Environmental risks
- Activity type
- Age and vulnerabilities



## Health and Safety Policy

### Appendix 4 – Off-Site Working Procedure

#### Staff Responsibilities

Staff must:

- Maintain line of sight or close proximity at all times
- Use de-escalation strategies proactively
- Carry a charged mobile phone
- Carry emergency contact details and medical information
- Follow the **Abducting Policy** if a child attempts to leave the activity

#### 7) Transport

Where transport is provided:

- Vehicles must be roadworthy, insured, and appropriate for children. **Refer to the Transport Policy (appendix 6 of this policy).**
- Staff must never transport children in personal vehicles unless explicitly authorised and risk-assessed.
- Seatbelts must be worn at all times.
- Behaviour expectations must be clearly communicated.
- Pick-up and drop-off arrangements must be confirmed with parents/carers.

#### 8) Behaviour and SEMH/SEND Considerations

Staff must:

- Use trauma-informed practice
- Pre-teach expectations and boundaries
- Identify triggers and early signs of dysregulation
- Provide regulation breaks where needed
- Avoid punitive responses
- Follow the behaviour policy and individual support plans

#### 9) Safeguarding

Off-site activities must follow the Limitless **Safeguarding and Child Protection Policy**.

Staff must:

- Maintain professional curiosity
- Be alert to contextual safeguarding risks
- Report concerns to the DSL immediately
- Record all incidents factually and promptly using a **Log of Concern form**
- Report incidents within 24 hours
- Follow local safeguarding partnership procedures



## Health and Safety Policy

### Appendix 4 – Off-Site Working Procedure

#### 10) Managing Risk

##### **Risk Assessments (refer to Appendix 1 of this policy for the Risk Assessment Template)**

Each activity must have:

- A written risk assessment
- A dynamic risk assessment completed on arrival
- Clear control measures
- Identified hazards (environmental, behavioural, medical, contextual)

#### 11) High-Risk Situations

Staff must escalate immediately if:

- A child absconds (follow the **Absconding Policy**) or attempts to
- A child becomes significantly dysregulated
- There is a medical emergency
- The environment becomes unsafe
- Emergency services must be contacted where necessary.

#### 12) Communication

##### **With Parents/Carers**

Parents/carers must be informed of:

- Activity details
- Timings and locations
- Any changes to plans
- Any incidents or concerns

##### **With Commissioners (Alternative Provision)**

Commissioners must be updated on:

- Planned off-site activity schedules
- Any significant incidents
- Any safeguarding concerns
- Any changes to risk assessments

#### 13) Incident Reporting

All incidents, near misses, or concerns must be:

- Recorded within 24 hours
- Reported to the DSL



## Health and Safety Policy

### Appendix 4 – Off-Site Working Procedure

- Shared with commissioners where appropriate
- Used to update risk assessments and support plans

#### **14) Review and Evaluation**

Off-site activities must be reviewed regularly to ensure:

- Safety and effectiveness
- Appropriateness for SEND and SEMH needs
- Staff compliance with procedures
- Learning from incidents
- Continuous improvement



## Health and Safety Policy

### Appendix 5 – Lone Working Procedure

#### 1) Purpose

The procedures and expectations of Limitless Sports and Activities Limited (**Limitless**) for staff who work alone whilst operating in any Limitless environment (off-site, on-site or at home). Its aim is to safeguard children, staff, and the organisation by ensuring safe, consistent, and accountable lone-working practices.

#### 2) Scope

This procedure applies to all employees, contractors, tutors and mentors working on behalf of Limitless (**'staff'**):

The safety and wellbeing of children and staff is paramount

- Lone working must only occur when risks have been assessed and mitigated.
- Staff must never place themselves or children in situations that compromise safety, safeguarding, or professional boundaries.
- All lone working must be planned, recorded, and monitored

#### 3) Definitions

##### Lone Working

Any situation where a staff member is working without direct supervision or without another responsible adult present, including but not limited to:

- One-to-one tutoring
- Outreach or mentoring in the community
- Home visits
- Transporting pupils (if applicable)
- Working alone in premises

##### SEMH Context

Given the emotional and behavioural needs of children, lone working requires heightened awareness of:

- Triggers and dysregulation
- Flight risk
- Physical or verbal aggression
- Attachment-related behaviours
- Safeguarding disclosures



## Health and Safety Policy

### Appendix 5 – Lone Working Procedure

#### 4) Roles and Responsibilities

##### **Limitless Management**

- Ensure risk assessments are completed and reviewed.
- Provide staff with training in safeguarding, behaviour management, de-escalation, and lone-working procedures.
- Maintain systems for staff check-in/check-out.
- Ensure staff have access to emergency support.

##### **Staff**

- Follow all lone-working procedures.
- Report concerns, incidents, or near misses immediately.
- Maintain professional boundaries at all times.
- Ensure locations and schedule are known to management.
- Carry a charged mobile phone and emergency contact details.

#### 5) Risk Assessment Requirements

##### **A lone-working risk assessment must be completed for:**

- Each pupil

##### **Risk assessments must consider:**

- Known behaviours and triggers
- Medical needs
- Environmental risks
- Access/egress
- Presence of animals, other adults, or siblings (home settings)
- Communication and emergency procedures
- Staff suitability and experience

##### **Risk ratings must be reviewed:**

- Termly
- After any incident
- When a child's needs change

#### 6) Procedures for Lone Working

##### **On-Site Lone Working**

- Staff must sign in and out.
- Another staff member must be on call and aware of the session location.



## Health and Safety Policy

### Appendix 5 – Lone Working Procedure

- Staff must position themselves nearest the exit.
- Rooms must be set up to minimise risk (remove hazards, ensure visibility).
- Children must never be left unsupervised.

#### **Off-Site Lone Working (Limitless Venues, Community Settings)**

- Staff must complete a location risk assessment before the session.
- A session plan and expected timings must be shared with management.
- Staff must check in at the start and end of the session.
- Meetings must take place in public or semi-public spaces where appropriate.
- Staff must not transport children unless explicitly authorised and risk-assessed.

#### **Home-Based Lone Working (Alternative Provision)**

- A home-visit risk assessment must be completed and approved.
- A pre-visit phone call must confirm:
  - Who will be present
  - Any pets secured
  - Any known risks
- Staff must not enter the home if:
  - They feel unsafe
  - An unapproved adult is present
  - The environment poses a risk
- Staff must position themselves near an exit.
- Sessions must take place in a communal area, not bedrooms.
- Staff must check in/out with management before and after the visit.
- If a parent/carer becomes confrontational, staff must leave immediately and report the incident.

### **7) Communication & Monitoring**

- Staff must carry a charged mobile phone.
- A live timetable must be maintained and accessible to management.
- Staff must use the agreed check-in system (text/call/app).
- Failure to check in triggers escalation procedures.

### **8) Safeguarding**

- All staff must follow Limitless **Safeguarding and Child Protection Policy**.
- Any disclosure must be recorded and reported immediately to the DSL.
- Staff must not promise confidentiality.



## Health and Safety Policy

### Appendix 5 – Lone Working Procedure

- Physical intervention must only be used if trained and as a last resort. Refer to the Physical restraint section (**Section 8, page 7 of the Health and Safety Policy above**)
- Staff must record all incidents factually and promptly using a **Log of Concern form**.

#### 9) Professional Conduct

- Staff must maintain clear professional boundaries.
- No personal contact details may be shared.
- No physical contact unless necessary for safety.
- Staff must dress appropriately and always behave professionally.
- Staff must not accept gifts or enter private areas of a home.

#### 10) Emergency Procedures

##### **If a staff member feels unsafe**

- Leave the environment immediately.
- Contact management.
- Call emergency services if required.

##### **If a pupil absconds**

- Follow the **Absconding Procedure**.
- Do not chase unless risk of immediate harm.
- Notify parents/carers and the commissioning school.

##### **If a medical emergency occurs**

- Call 999.
- Provide first aid if trained and safe to do so.
- Notify management and parents/carers.

#### 11) Incident Reporting

**All incidents, near misses, or concerns must be recorded within 24 hours and shared with (refer to Appendix 1 'Incident Report form' or Appendix 2 'Near Miss Report Form' of this policy):**

- Health and Safety Officer & Management
- DSL (if safeguarding-related)
- Commissioning school/local authority (as required)

#### 12) Training Requirements

**All lone-working staff must receive training in:**



## Health and Safety Policy

### Appendix 5 – Lone Working Procedure

- Safeguarding & child protection
- Behaviour management & de-escalation
- Lone-working procedures
- Risk assessment
- Emergency response
- Accident, incident and near miss recording & reporting



## Health and Safety Policy

### Appendix 6 – Transport Procedure

#### 1) Purpose

Limitless Sports and Activities Ltd ('**Limitless**') recognises that transporting children to and from their home presents specific safeguarding, health and safety and behavioural risks. This section sets out the procedures and controls in place to ensure that transport executed by Limitless staff is conducted safely, professionally and in line with statutory safeguarding expectations.

Transport arrangements will always prioritise the safety, welfare and dignity of the child and the safety of staff. A transport risk assessment will be performed prior to any transportation being conducted.

#### 2) Scope

This section applies to:

- All staff involved in transporting pupils as part of their role
- All children transported to or from home, placements or agreed locations
- All vehicles used for pupil transport, including staff-owned vehicles (where authorised)

#### 3) Roles and Responsibilities

##### Health & Safety Officer – Matthew Lee

The Health & Safety Officer has operational oversight of transport safety and will:

- Oversee the implementation and monitoring of transport-related Health & Safety procedures.
- Ensure transport risk assessments are completed, reviewed and updated.
- Review all transport-related incidents, accidents and near misses.
- Identify patterns or emerging risks associated with pupil transport.
- Advise management and staff on safe transport practices and control measures.
- Ensure vehicle safety requirements and statutory checks are monitored.
- Liaise with commissioners, Local Authorities and external agencies where transport safety concerns arise.

##### Limitless Management

Managers responsible for transport arrangements will:

- Ensure transport is authorised, planned and risk assessed for each child.
- Ensure staff involved in transport are trained, competent and appropriately supervised.
- Ensure Individual Behaviour Support Plans (IBSPs) inform transport arrangements.
- Monitor compliance with safeguarding, lone working and transport procedures.
- Act promptly on concerns raised by staff or parents/carers.



## Health and Safety Policy

### Appendix 6 – Transport Procedure

- Escalate significant issues to the Health & Safety Officer and DSL as required.

#### **Designated Safeguarding Lead (DSL)**

The DSL will:

- Provide safeguarding oversight for transport arrangements.
- Respond to safeguarding concerns arising during transport.
- Ensure safeguarding risks are reflected in transport risk assessments.
- Liaise with statutory agencies where required.

#### **Transporting Staff (Drivers / Escorts)**

Staff involved in transporting children must:

- Follow all transport policies, procedures and risk assessments.
- Ensure vehicles used are safe, insured and suitable for transporting children.
- Maintain professional boundaries and safeguarding standards at all times.
- Follow agreed pick-up and drop-off arrangements.
- Manage behaviour using agreed de-escalation and trauma-informed strategies.
- Never transport pupils without authorisation.
- Use lone working procedures where transporting a child alone.
- Report incidents, near misses or concerns immediately.

#### **Parents and Carers**

Parents and carers are expected to:

- Provide accurate and up-to-date information about their child's needs, risks and behaviour.
- Support agreed transport arrangements and handover procedures.
- Inform the provision of any changes that may affect transport safety.
- Ensure pupils are ready and available at agreed times and locations.

#### **Children**

Are supported and encouraged to:

- Follow agreed behaviour and safety expectations during transport.
- Wear seatbelts and follow staff instructions.
- Communicate concerns to staff where able.

#### **Shared Responsibility**

Health & Safety and safeguarding during transport are inseparable. All concerns relating to transport safety, child welfare or staff wellbeing must be reported promptly and managed in line with organisational procedures.



## Health and Safety Policy

### Appendix 6 – Transport Procedure

#### 4) Authorisation and Planning

Transport is only provided where it is:

- Agreed in writing with parents/carers and commissioners, and
- Identified within the child's placement plan and risk assessment.

A **transport risk assessment** is completed for each child prior to transport commencing, considering:

- SEMH and behavioural needs
- Known triggers and risks during travel
- Medical or mobility needs
- Supervision requirements
- Length and nature of the journey

Transport arrangements are reviewed:

- Termly
- Following any incident or concern
- When a pupil's needs or behaviour change

#### 5) Staffing and Supervision

Only approved staff who have:

- Completed safeguarding training
- Completed lone working training
- Been briefed on the pupil's individual risks and behaviour plan may transport pupils.
- Supervision levels (e.g. 1:1 or 2:1) are determined by risk assessment.
- Staff must maintain professional boundaries at all times and follow safeguarding guidance.

#### 6) Vehicle Safety and Suitability

Only roadworthy, insured and legally compliant vehicles are used.

Vehicles must:

- Have valid MOT and insurance covering business use
- Be clean, safe and suitable for transporting children
- All passengers must wear seatbelts at all times.
- No unauthorised passengers are permitted in the vehicle.
- Smoking, vaping or e-cigarette use is strictly prohibited in vehicles at all times.

#### 7) Safeguarding During Transport

Transporting pupils is considered a **regulated safeguarding activity**.

Staff must:



## Health and Safety Policy

### Appendix 6 – Transport Procedure

- Avoid unnecessary physical contact
- Sit in appropriate positions within the vehicle to maintain visibility and safety
- Follow agreed behaviour expectations for travel

Where a pupil is transported alone with one staff member Lone working procedures apply (Refer to Health and Safety Policy Appendix 5)

- A check-in/check-out system is used
- Any safeguarding concerns arising during transport must be reported immediately to the Designated Safeguarding Lead (DSL).

#### 8) Behaviour Management During Transport

Behaviour expectations are clearly explained to pupils before transport begins. Individual Behaviour Support Plans (IBSPs) inform:

- Seating arrangements
- De-escalation strategies
- Responses to distress or dysregulation

Staff are trained in de-escalation and trauma-informed approaches.

Physical intervention is not used unless there is an immediate risk of harm and only by trained staff, in line with organisational procedures. Refer to **section 8, page 7 of the Health and Safety Policy above.**

#### 9) Pick-Up and Drop-Off Procedures

Pupils are collected from and returned to agreed locations only.

Staff will:

- Not enter the home unless this is part of an agreed and risk-assessed arrangement
- Ensure pupils are safely handed over to a responsible adult where required

Any concerns about the home environment or handover must be reported in line with safeguarding procedures.

#### 10) Emergency Procedures

Staff carry:

- A charged mobile phone
- Emergency contact details
- Relevant medical information where required

In the event of:

- Vehicle breakdown
- Accident
- Escalating behaviour

staff follow emergency procedures and inform management immediately.



## Health and Safety Policy

### Appendix 6 – Transport Procedure

First aid is administered where required, in line with training and policy.

#### 11) Incident Reporting

All transport-related incidents, near misses or behavioural events are recorded (refer to **Incident and Near Miss Reporting forms, Appendix 1 and 2** of this policy).

Incidents are reviewed to:

- Identify patterns
- Reduce risk
- Improve transport arrangements

Serious incidents are escalated in line with Safeguarding and Commissioner (for AP) requirements.



## Health and Safety Policy

### Appendix 7 – Fire Safety Procedure

#### 1) Purpose

Limitless Sports and activities (Limitless) is a responsible employer and takes its fire safety duties seriously. This procedure has been formulated to comply with the Regulatory Reform (Fire Safety) Order 2005 whose aim is to provide a safe place of work where fire safety risks are minimal.

A trained **Fire Marshall** will always be at each setting.

The **Alternative Provision** Fire Marshall is Matthew Lee. Other Settings (e.g. Holiday Camps) will be as designated.

#### 2) Scope

This procedure applies to all employees, contractors, tutors and mentors working on behalf of Limitless ('**staff**') within all operational environments (e.g. as an Alternative Provision (AP) or school holiday camp).

#### 3) Roles & Responsibilities

##### **Fire Marshall:**

- Provides induction training in fire procedures with all staff including a walk round the premises to ensure all staff are familiar with all escape routes and positioning of fire extinguishers, emergency lighting, door closures and other fire fighting equipment and assembly point.
- Informs children of fire procedures, evacuation routes and assembly points each morning.
- Sweeps rooms, assists with special educational needs and disabilities (SEND) and social, emotional and mental health (SEMH) evacuation plans, ensures no one is left behind
- Collects and takes registers ensuring all children and staff are accounted for.
- Liaises with the Camp Lead (where appropriate) on all aspects.

##### **Setting Lead – e.g. AP Lead, Camp Lead or Wrap Around Care Lead**

- Liaises with emergency services.

##### **Staff**

- Escort children, provide 1:1 assistance for SEN and SEMH children.
- Have a duty to take reasonable steps to ensure they do not place themselves or others at risk of harm. They must fully cooperate with management to protect the safety and well-being of all occupants.
  - They must ensure that:
  - Defective equipment is reported immediately to management.
  - Keep all fire exits and escape routes clear at all times.
  - Guests whom you have invited to the premises are aware of the safety procedures



## Health and Safety Policy

### Appendix 7 – Fire Safety Procedure

#### 4) Communication methods

**The Fire Marshall and Setting Lead** will always have a mobile phone and, where appropriate, a two-way radio and will:

- Use the mobile phone to contact 999
- Where appropriate, use the two-way radio to communicate with staff

#### 5) Evacuation Routes

- Use designated fire exits as displayed on the evacuation maps. Children will be informed of their designated fire routes by the Fire Marshall.

#### 6) Assembly Point

- All groups gather at the **designated assembly point**. Children will be informed of their designated assembly point by the Fire Marshall.
- Children remain in their groups with their assigned staff member and the register will be taken.

#### 7) In the Event of a Fire

##### **Persons Discovering the Fire**

- If you discover the fire, raise the alarm immediately.
- If you have been trained in the use of extinguishers and it is safe to do so, fight the fire.
- Ensure the Fire Marshall has been notified and the Setting Leader or other responsible person has notified the emergency services
- Evacuate your area and children immediately. Ensure no one is left in the room and close all doors and windows behind you.
- Report to the fire assembly point and report to the Fire Marshall or responsible person
- Do not re-enter the building until the Senior Fire Brigade Officer or Senior Responsible Person has given permission to do so.

#### 8) On Hearing the Fire Alarm

- Operate any essential shutdown devices/equipment.
- Immediately gather the children in your area and leave the premises by the nearest safest fire exit taking any SEND and SEN-specific equipment (e.g., communication aids, mobility supports) and children's medication if safe to do so.
- Ensure no one is left in the room and close all doors and windows behind you.
- Report to your assembly point
- Any visitors should be taken with you to the assembly point.



## Health and Safety Policy

### Appendix 7 – Fire Safety Procedure

#### 9) Setting Lead (Camp Lead, AP Lead, Wrap Around Care Lead)

- Call 999 and liaises with the emergency services
- Maintain communication with the Fire Marshall

#### 10) Fire Marshall

- Carry out a full sweep of areas of responsibility. Ensure no one is left in the area and close all doors and windows behind you.
- Ensure all registers are performed to ensure all children, personnel and any visitors are accounted for.

#### 11) Drills & Training

- Evacuation drills will be carried out **once per term**.
- All staff will be trained in fire evacuation procedures.

#### 12) After the Incident

##### Setting Lead (e.g. AP Lead, Camp Lead, Wrap Around Care Lead)

- Notify Matthew Lee of the incident and only approves entry to the site once the Fire Service has provided their approval.
- Debriefs staff and records any issues in the incident log.

##### All staff

- Provide reassurance and emotional support to children.

##### Management

- Update procedures if improvements are identified.



## Health and Safety Policy

### Appendix 8 – First Aid Procedure

#### 1) Purpose

Limitless Sports and activities Ltd ('**Limitless**') is a responsible employer and takes its first aid duties seriously. At least one adult (Paediatric First Aider) with a current first aid certificate is on the premises at any one time to provide first aid treatment should the need arise. This policy is used in conjunction with the First Aid Training and in accordance with Health and Safety (First Aid) Regulations (1981).

#### 2) Scope

This applies to all operational environments (including but not limited Alternative Provision and school holiday camps) that are:

- **On-site** (a dedicated space within a mainstream school's premises)
- **Off-site** (Limitless hired venues, community facilities and educational visits)
- **In-home** (1:1 tutoring, mentoring, outreach support)

#### 3) Approach

The First Aider will follow a systematic approach to ensure the casualty receives appropriate care and that all necessary administrative and safeguarding steps are completed.

The core first aid process can be summarised by the three P's: **Preserve life, Prevent further harm, Promote recovery**. The initial actions follow a **DR'S ABC** protocol

| Danger                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• <b>Check for danger</b> to yourself, the casualty, and any bystanders.</li><li>• Only approach if it's safe. If the scene is unsafe, <b>make it safe</b> if possible (e.g., switch off machinery, move an obstruction) or call emergency services (e.g., 999 or equivalent) immediately.</li><li>• Put on <b>disposable gloves</b> from the first aid box before touching the casualty.</li></ul> |
| Response                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"><li>• <b>Check the casualty's response</b>—gently shout and tap them to see if they respond.</li><li>• If they are unresponsive, shout for <b>help</b> from others</li></ul>                                                                                                                                                                                                                            |
| Send/Shout for Help                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• If the casualty is seriously injured or unresponsive, tell someone specific to <b>call emergency services (e.g., 999/111)</b> and to get the <b>first aid box</b> and an <b>Automated External Defibrillator (AED)</b>, if available.</li></ul>                                                                                                                                                   |



## Health and Safety Policy

### Appendix 8 – First Aid Procedure

|                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Airway</b>                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• <b>Open the casualty's airway</b> (e.g., use a head tilt/chin lift maneuver if no suspected spinal injury).</li> </ul>                                                                                                |
| <b>Breathing</b>                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• <b>Check for normal breathing</b> for no more than 10 seconds (Look, Listen, and Feel).</li> <li>• If they are not breathing normally, begin <b>CPR</b> (Cardiopulmonary Resuscitation).</li> </ul>                   |
| <b>Circulation/Catastrophic Bleeding</b>                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• <b>Check for severe bleeding.</b> If present, use dressings and pressure to control the bleeding (<b>Preserve life</b>).</li> <li>• If the casualty is breathing and responsive, check for other injuries.</li> </ul> |

#### 4) Care and Ongoing Assessment

**Provide first aid** using supplies from the first aid box, based on the injury (e.g., clean and dress wounds, cool burns, support a fracture).

- Keep the casualty comfortable and reassured and **monitor their condition** until professional medical help arrives or you decide they can safely resume normal activity.

#### 5) Use of the First Aid Box

The **first aid box** is essential for providing care. A clearly marked first aid box is accessible at each camp and regularly checked for stock and expiry dates by Limitless Management.

| First Aid Box Items                      | Purpose in Treatment                                                               |
|------------------------------------------|------------------------------------------------------------------------------------|
| <b>Disposable Gloves</b> (PPE)           | To prevent cross-infection (used in Step 1: Danger).                               |
| <b>Plastic face shield</b>               | For rescue breaths                                                                 |
| <b>Aluminium blanket</b>                 | To retain body heat                                                                |
| <b>Antiseptic/wound wipes</b>            | For skin around wounds to sanitise                                                 |
| <b>Assorted Plasters</b>                 | For minor cuts and grazes.                                                         |
| <b>Sterile Dressings</b> (various sizes) | To cover wounds and apply pressure to stop bleeding (used in Step 6: Circulation). |
| <b>Triangular Bandages</b>               | For use as slings or to secure dressings.                                          |



## Health and Safety Policy

### Appendix 8 – First Aid Procedure

| First Aid Box Items                               | Purpose in Treatment                                   |
|---------------------------------------------------|--------------------------------------------------------|
| <b>Roller bandages/conforming roller bandages</b> | For use to secure dressings                            |
| <b>Safety Pins/Adhesive Tape</b>                  | To secure bandages and dressings.                      |
| <b>Alcohol-Free Wipes</b>                         | To clean around the wound (do not use on deep wounds). |
| <b>Scissors</b>                                   | To cut clothing, bandages, or tape.                    |
| <b>Tweezers</b>                                   | For splinters                                          |
| <b>Cold Packs (stored in freezer)</b>             | For pain relief and to reduce swelling                 |
| <b>Accident/Incident Report Book</b>              | To record the details of the incident.                 |

#### 6) Reporting and Notification

Once the immediate crisis has passed and the casualty is either recovering or in the hands of medical professionals, the final administrative and safeguarding steps must be completed.

#### 7) Filling in the Accident Report Book

You must complete the **Accident Report Book** as soon as possible. This is a legal requirement and an important record for future analysis and potential insurance or legal matters. Record:

- Details of the injured person (name, position/class).
- Date, time, and location of the incident.
- Detailed description of how the accident happened.
- Nature of the injury and first aid given (e.g., "Applied sterile dressing to a deep cut on the forearm").
- Names of witnesses.
- Signature of the first aider and person completing the form.

#### 8) Providing Notification to Management

The injury must be reported by the First Aider to the Setting Lead and Activities and a copy of the accident/incident report provided.

The Setting Lead will decide the necessary course of action to inform parents (where parents are not present).

For minor injuries (and not involving the head) the Lead may take the decision that the parent/carer can be informed on collection of the child. Where injuries are more significant and/or involve an injury to the head the Lead will make every effort to inform the Parent/Carer at the earliest opportunity.



## Health and Safety Policy

### Appendix 8 – First Aid Procedure

All non-minor injuries must be reported to the Director of Limitless (Matthew Lee).



## Health and Safety Policy

### Appendix 9 – Food Safety and Hygiene Procedures

#### 1) Purpose

The basic principles of food hygiene are often referred to as the 4 Cs: cleaning, cooking, chilling, and cross contamination. This involves maintaining personal hygiene, cooking food to the correct temperatures, properly storing and cooking food, and keeping raw and ready-to-eat foods separately.

The purpose of the **Food Hygiene and Safety Procedure** is to ensure that all food prepared, stored, handled, and served by Limitless Sports and Activities Limited ('Limitless') is managed safely, hygienically, and in compliance with relevant food safety legislation and best-practice guidance.

#### 2) Scope

This procedure aims to protect the health, safety, and wellbeing of **all children, staff, and visitors**, including those with allergies, intolerances, medical conditions, or additional needs, by reducing the risk of food contamination, food-borne illness, and allergen exposure.

It sets out clear expectations, roles, and responsibilities for staff involved in food activities, ensuring consistent standards of hygiene, effective allergen management, and safe working practices across all operational settings.

This document must be used in addition to the Safer Food Better Business (SFFB) and in conjunction with Food Hygiene training.

#### 3) Roles and Responsibilities

##### Limitless Management

- Ordering equipment, food and food preparation consumables

##### Setting Leads

- Providing details of food allergies, intolerances and dietary requirements to Food Leads

##### Food Leads

- Responsible for food hygiene and food safety and hold a current Food Hygiene certificate.
- Responsible for adhering to food allergy, food intolerance and dietary requirements.

##### Support Staff

- Support staff without Food Hygiene certificates may assist but the Food Lead must be present to oversee all activities.

##### Parents

- Informing Limitless of any food allergies, intolerances and dietary requirements.



## Health and Safety Policy

### Appendix 9 – Food Safety and Hygiene Procedures

#### 4) Allergens, Intolerances and Dietary Requirements

- **Limitless Sports and Activities Limited operates a strict *no-nut policy*.** 'No Nut' signage will be clearly displayed at each site entrance, and parents/carers will be informed in advance that children must not bring nuts or nut-containing products onto site.
- During registration, parents/carers are required to provide full details of their child's dietary requirements, allergies, and intolerances. Where necessary, follow-up discussions will take place with parents/carers and/or relevant health professionals to develop appropriate allergy action plans. **Refer to Allergy Action Plan Form.**
- Details of all children with dietary requirements, food allergies, or intolerances will be provided to staff by the **Setting Lead** prior to any food preparation or service.
- **If there is any uncertainty regarding allergens, the food must not be given to the child.**  
If a child reports an allergy that conflicts with existing information, or denies a recorded allergy, the **Setting Lead must be informed immediately**. The Lead will contact the child's parent/carer to seek clarification before any food is offered.

#### 5) Choking Hazards

- All food must be prepared in a way that minimises the risk of choking, particularly for younger children. Food preparation for younger children must follow the guidance set out in **Early Years Choking Hazards Table**.

#### 6) Food Hygiene Record Keeping

- Each site will be provided with a **Food Hygiene Record Keeping Book**. A new page must be clearly labelled with the site name, address, and date.
- At the start of each day, refrigerator and freezer temperatures must be checked using the provided probe (sanitise with probe sanitiser before and after use), recorded in the Food Hygiene Record Book, and signed. Where facilities are provided by the host building, temperature checks must still be completed and recorded; if the refrigerator or freezer is fitted with an internal thermometer, these readings may be used and recorded accordingly.
  - Temperatures for refrigerators must be **8°C or below**
  - Temperatures for freezers **-18°C or below**
- If either of these temperatures are exceeded the AP Lead/Camp Lead must be informed immediately.
- If refrigeration equipment is to remain in use overnight, a further temperature check must be completed at the end of the day and recorded.
- Cold food items requiring refrigeration (e.g. cheese, cold meats) do not require temperature checks on delivery but **must be placed into refrigeration immediately**.



## Health and Safety Policy

### Appendix 9 – Food Safety and Hygiene Procedures

#### 7) Cold Storage – Refrigerators and Freezers

- All refrigeration equipment must be clean before food is stored.
- Food must be stored in line with food safety requirements, including:
  - Raw foods stored below cooked or ready-to-eat items (see below)



- All opened food securely wrapped or sealed
- Once opened, food must be clearly labelled with:
  - Date of opening
  - Any “consume within” timeframe
  - Best before or use-by date
- Food should be stored and used in **date order** to prevent waste and ensure food safety.
- Once food reaches its use by date it must be discarded.

#### 8) Hot Food – External Caterers

- All staff must wash hands thoroughly and/or wear gloves before handling food.
- Hot food delivered by external caterers must be temperature-checked with the temperature probe (sanitise with probe sanitiser before and after use) while the caterer is on site. Food must reach a minimum temperature of **75°C**, and results must be recorded in the Food Hygiene Record Book.
- If food is below 75°C, it must be rejected and reported immediately to the **Setting Lead**.



## Health and Safety Policy

### Appendix 9 – Food Safety and Hygiene Procedures

- Any hot food not consumed within **four hours** must be refrigerated or disposed of safely.

#### 9) Hot Food – Cooked on Site

- All food handlers must wash hands thoroughly and/or wear gloves during preparation.
- Cross-contamination must be avoided at all times.
- Staff without food hygiene certification may assist with preparation under the **direct supervision of a qualified Food Lead**.
- All foods must be thoroughly cooked to the correct internal temperature to kill any harmful bacteria.
- All food cooked on site must be temperature-checked using the temperature probe (sanitise with probe sanitiser before and after use). The internal temperature of 3 samples of each cooked item must be taken and recorded in the Food Hygiene Record Book. The internal temperature must not be below **75°C**.
- Food not consumed within four hours must be refrigerated or disposed of.

#### 10) Cold Food Preparation

- All staff must wash hands thoroughly and/or wear gloves during preparation.
- Cross-contamination must be avoided at all times.
- Staff without food hygiene certification may assist under supervision of the Food Lead.
- Cold food should be prepared as close to consumption time as possible. If prepared in advance, it must be stored in refrigeration.

#### 11) Snacks

- Fruit must be stored away from direct sunlight and heat and must not be placed on top of refrigerators.
- Snacks and fruit should be used promptly to minimise waste.
- At the end of each day, snacks and fruit must be checked. Items likely to deteriorate overnight should be offered to children or disposed of safely. Any shortages should be reported to the **Setting Lead** for replenishment.

#### 12) Food Consumption and Supervision

- Young children must remain **within sight and hearing of staff at all times whilst eating**, as choking can occur silently.
  - Any choking incident requiring staff intervention must be recorded, including details of how and where the incident occurred, and parents/carers must be informed.



## Health and Safety Policy

### Appendix 9 – Food Safety and Hygiene Procedures

- Wherever possible, staff should position themselves facing children while they eat in order to:
  - Monitor safe eating
  - Prevent food sharing
  - Identify any allergic reactions promptly

#### 13) Baking Activities

- All staff and children must wash hands thoroughly and/or wear gloves during preparation.
- Care must be taken to prevent cross-contamination.
- Staff without food hygiene certification may assist under the supervision of a Food Lead.
- The **Baking Risk Assessment** will be adhered to.
- All baked items cooked on site must undergo sample temperature checks and be recorded.
- All baked goods must be appropriately covered or wrapped once cooled.

#### 14) End of Day

- At the end of the day all kitchen equipment and workspaces must be cleaned and sanitised.
- If refrigeration equipment (refrigerator and freezer) is to remain in use overnight, a further temperature check must be completed at the end of the day and recorded.

#### 15) School Holiday Camps – End of Camp

- All fridges and freezers must be emptied and cleaned. Any leftover food must be given to the **Camp Lead**, who will decide on appropriate disposal or use.
- All kitchen equipment and surfaces must be cleaned and sanitised and all bins emptied.
- All Limitless equipment must be packed away and logged.
- All kitchen consumables (foil, film etc) must be packed away and logged.
- All non-refrigerated food within its use by date (e.g. tins, unopened jars, dry food packets etc) must be packed away and logged.