WILFRIED ZAHA ACADEMY LTD

Health and Safety Policy

Company number: 13426512
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Policy review date: 1 November 2026
Next review date: 1 November 2027

1. Policy statement

Wilfried Zaha Academy Ltd is committed to providing a safe and healthy environment for all children, staff and visitors attending its football sessions and holiday camps.

The Academy will take reasonable steps to prevent accidents, reduce risks and ensure activities are delivered safely.

2. Responsibilities

The Academy management is responsible for:

- Ensuring appropriate health and safety procedures are in place.
- Assessing risks associated with activities and venues.
- Ensuring staff understand their responsibilities.
- Providing suitable equipment and facilities.
- Reviewing accidents and incidents.

Coaches and staff are responsible for:

- Following safety procedures.
- Checking playing areas and equipment.
- Supervising children appropriately.
- Reporting hazards, accidents and near misses.
- Taking immediate action where there is a risk of injury.

3. Risk assessments

Risk assessments will be carried out for Academy activities and venues as appropriate.

Assessments should consider:

- Playing surfaces and surrounding areas.
- Weather conditions.
- Goals, nets and other equipment.
- Participant age and ability.
- Number of children and available supervision.
- First-aid arrangements.
- Access, exits and emergency procedures.
- Any additional needs or relevant medical information.

Risks will be reviewed when circumstances change.

4. Venue and equipment safety

Before each session, coaches should check:

- The playing surface is safe and free from hazards.
- Goals are stable and secured appropriately.
- Equipment is in good condition.
- Access routes and emergency exits are clear.
- Facilities are suitable for the planned activity.

Unsafe equipment must not be used.

5. First aid and medical information

The Academy will ensure appropriate first-aid arrangements are in place for its activities.

Parents/carers must provide relevant medical information and emergency contact details when registering a child.

Staff should be made aware of relevant information necessary to support a child's safety.

Any medication arrangements must be agreed in advance with the parent/carer and managed safely.

6. Accidents and incidents

All accidents, injuries and significant incidents must be recorded.

Records should include:

- Date, time and location.
- Name of the child or person involved.
- Description of what happened.

- Injury or action taken.
- Details of any first aid given.
- Whether parents/carers were informed.
- Name of the person completing the record.

Serious incidents will be escalated to management and reported to the relevant authorities where required.

7. Emergency procedures

Staff must know the emergency arrangements for each venue.

In an emergency:

1. Stop the activity.
2. Make the area safe where possible.
3. Provide appropriate first aid.
4. Call 999 if emergency assistance is required.
5. Contact the child's parent/carer.
6. Inform Academy management.
7. Complete an incident report.

8. Weather conditions

Coaches must consider weather conditions before and during sessions.

Activities may be modified, suspended or cancelled where conditions create an unacceptable risk, including:

- Thunderstorms or lightning.
- Extreme heat.
- Ice or unsafe playing surfaces.
- Strong winds.
- Heavy rain or flooding.

Children should be encouraged to bring suitable clothing, footwear and drinking water.

9. Supervision and safeguarding

Children must be supervised appropriately throughout Academy activities.

Staff must follow safeguarding procedures, attendance arrangements and collection procedures.

Children must not be left unattended or released to unauthorised individuals.

10. Fire and evacuation

Staff must familiarise themselves with the venue's fire and evacuation procedures.

Where an evacuation is required, children should be guided to the designated assembly point and checked against the register.

11. Review

This policy will be reviewed annually or whenever there is a significant change to activities, venues or relevant guidance.

Approved by: Dan Pringle
Approval date: 1 November 2026
Policy review date: 1 November 2026
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