

HEALTH and SAFETY POLICY

To be read in conjunction with the First Aid Guidelines

RATIONALE

Fundamental Movement Academy (FMA) are committed to the promotion of a happy, safe, secure and healthy environment for staff and pupils and for other users of the Academy.

CONTEXT

The Academies health and safety responsibilities derive from the Health and Safety at Work Act 1974 and the associated Management of Health and Safety at Work Regulations 1999. This law protects all stakeholders because an employers' undertaking affects them. The legislation is based on the duty to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE).

AIMS

The Academy, will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policy of the local County Council and with due regard to advice and information provided by the Authority's advisors.

The Academy personnel will also ensure that systems are in place which allow it to maintain, monitor and, where necessary, carry out risk assessments, which will allow it to improve its safety performance.

In return, the Academy expects staff, pupils and those using the Academies premises to adhere to the principles of this policy and assist those responsible in carrying out their obligations as required.

The Academy is committed to the provision of adequate and appropriate safety training for staff.

ROLES AND RESPONSIBILITIES

Management Committee is responsible for:

- ensuring that appropriate documentation is in place.
- monitoring its implementation.
- reviewing it on an annual basis.

This is achieved by:

- Monitoring reports from the Site and Building Manager.

Health and Safety Manager is responsible for:

- The day to day management of health and safety
- The implementation of the policy
- Ensuring that all staff are aware of the information contained in this document
- Ensuring that staff are aware of the procedures laid down in the document, and of their own responsibilities to comply with them
- Reporting to the committee on health and safety matters
- Liaising with contractors to ensure an adequate exchange of health and safety information
- Ensuring that the Local Council Health and Safety Policy and relevant Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis.

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- Ensuring that all defects in the buildings and grounds are notified to the Manager as soon as possible.
- Undertaking weekly checks of the fire alarm system and recording the result in the Fire Log Book
- Carrying out weekly safety checks of the Academy grounds, including the equipment.

All Staff

- It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.
- All staff will have access to this policy and will be expected to comply with the procedures it contains at all times. All staff will be notified of this.
- All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards.
- Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

Administration Staff

- All staff are responsible for ensuring that the storage of Academy resources in the office and other areas around the Academy complies with health and safety guidelines. All staff must be informed of any potential hazards in the use of equipment or materials.

Other Academy Users

The following users should be made aware of relevant sections of the Academies Health and Safety Policy:

- Contractors
- Voluntary workers
- Parents/carers
- Pupils
- Other users of the site e.g. 'Pick and Mix' staff

First Aid

First aid resources are available in the office, in the Reception area and also in the designated First Aid Room.

All Academy employees may treat children for minor ailments and accidents. Children may not give any treatment to other children.

The current appointed persons for first aid are named in the first aid policy and are displayed in the Academy. Any member of staff who has attended a First Aid course within the last three years is regarded as a First Aider. A number of staff have attended a paediatric course.

Any inhalers and epipens for specific children must always be kept with the child.

When children are unwell they can sit in the first aid room. A First Aider should then take responsibility for the child's welfare until the parent/carer can be contacted.

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Accident Recording, Reporting And Investigation

Any accident needing routine treatment at the Academy is deemed a Minor Accident, and should be recorded in the Minor Accident Books. One book is kept in the designated first aid room. The person completing the accident record needs to ensure that the cause of the accident is investigated (by themselves, the Health and Safety Manager and Site Manager) so that, if necessary, recommendations can be made to prevent recurrence.

If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed, it is deemed to be a Serious Accident. All serious accidents will be recorded in the Serious Accident File kept in the first aid room. If a child has to go to hospital and subsequent treatment is required the Local Authority's Health and Safety Officer has to be informed.

As a general rule, the child involved in an accident or incident should not be moved. An adult should stay with the injured child and send another adult or a sensible child to find a First Aider to deal with the accident/incident. All staff who have received first aid training should follow the guidelines.

When a child has injured their head, this will be recorded in the appropriate accident book and an accident report slip will be sent home with the child.

Ice packs should only be used when the injury may cause bruising or swelling. They should not be placed over an open cut.

All first aid waste must be disposed of in a sealed bag and put in the bin in the first aid room which will be emptied daily.

NB When dealing with an accident, it is not helpful for other children or adults to crowd round.

Fire Safety

There will be a quarterly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the Academies training programme.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

The Site Manager is responsible for checking the alarm system and recording the result in the Fire Log Book.

Fire fighting equipment is serviced annually and the date noted in the Fire Log Book.

Combustible items must not be stored in the unit. Smoking is not permitted anywhere on the Academies premises.

At large gatherings, for example pick and mix, competitions all relevant emergency exits must be made known and be accessible, and a telephone available for emergency calls.

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Hazard and Defect Reporting

All defects and hazards relating to the building or grounds should be reported immediately to the Health and Safety Manager.

The Site Manager keeps records of all Maintenance, repairs and procedures and checks and reports any action necessary to the Manager.

The Manager is responsible for monitoring the progress on all items reported – the elimination or reduction of the hazard or defect.

Annual Audits

A safety audit of the Academy will be carried out each April by the Manager. They will view Check Lists annually.

The outcome and actions taken will subsequently be reported to the Academies committee.

Risk Assessment

The results of the audit will help to determine the areas and/or activities for which a formal Risk Assessment needs to be carried out.

Areas related to training will be identified at staff meetings or when new materials, equipment or procedures are to be used.

The Manager will be responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment.

Control of Substances Hazardous To Health (COSHH)

The responsibility for carrying out COSHH assessments will rest with the Manager. COSHH data sheets will be kept in the Manager's Office.

Electrical Safety

Any faults must be reported immediately. All appliances must be PAT tested on an annual basis and checked before use. These tests will be logged in the site managers records.

Appliances must be plugged in safely, with appropriate extension cables (no 'daisy chains')

Displays or decorations must not be suspended from light fittings.

Contractors must have 17th Edition Qualification.

Security/Visitors to the Academy

During the day, all visitors must enter the building by the Main Entrance. Whilst classes are in session the front door will be on a security lock.

Supervision Before and After Training Sessions

The Academy accepts no responsibility for children who arrive on the premises 30 minutes before the start of their sessions unless by prior arrangement from the Manager.

Parents are asked to make arrangements to collect their children promptly at the end of their child's training session.

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Coaches must ensure that each child is collected by a known adult. Children are told to report to their coach if the person who was planned to collect does not arrive. Children are not allowed to go with another parent unless the child's parent has been informed. If any child is not collected straightaway, the coach will inform the Manager, who will assume responsibility until the child's parents/carers takes the child.

Dogs on Site

Support dogs (guide dogs, hearing dogs etc) are allowed onto the Academies site. However, other dogs are not allowed inside the unit, except in special circumstances with the permission of the Manager.

Related Policies

- First Aid Guidelines

APPROVED JUNE 2020