



# Motiv8Sports

Academic Innovation

## Health & Safety Policy

Date Issued	September 2019
Review date	September 2020

## **Health and Safety Policy**

### **Statement of Intent**

Motiv8Sports aims to maintain safe and healthy working conditions for all staff, pupils and visitors

An annual review of the policy will take place. The Policy will be kept under constant review and reviewed at least annually.

Overall responsibility for the detailed health and safety arrangements within the organisation lies with Motiv8Sports Director, Mr Lee Dickinson and in their absence with the designated team leader in charge. It is Mr Lee Dickinson's responsibility to ensure compliance with the Local Authority policy for health and safety.

### **Employees**

All employees have the responsibility to co-operate to achieve a healthy and safe work place and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of Mr Lee Dickinson immediately who will record it in the incident book.

### **Fire Safety**

All exits are marked and kept free of obstructions. Motiv8sports will adhere to Fire Safety and Policy provided by 'Our Place'. Fire safety equipment is checked regularly and Fire practices are held termly and recorded in the fire practice book. In the event of a fire, all staff and children congregate at the designated area (as advised by Our Place) Named staff are responsible for checking toilets. It is the responsibility of Mr Lee Dickinson or the designated lead to call the fire brigade. Registers will be taken for role call of children.

### **Accidents**

Regular emergency first aid courses are held for all staff using Qualsafe assessments, Mr Lee Dickinson will administer all First Aid. Notifiable accidents and incidents are recorded and passed to the children's school and/ or LA as appropriate.

Letters to parents informing them of accidents to their children are recorded on a Local Authority Form. These forms are checked each half term for trends of accidents. Letters are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non emergency situation, staff can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.

## **Reporting Hazards**

All staff are responsible for reporting hazards. It is then Mr Lee Dickinson's responsibility to follow up this report. Mr Lee Dickinson will monitor the action taken to remedy hazards.

## **Electrical Safety**

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault Do Not Use". In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment. Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced from home without the prior agreement of Mr Lee Dickinson.

## **Control of Substances Hazardous to Health Regulations**

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. Please inform Mr Lee Dickinson of any additional potential COSHHE items that are not on the list.

See separate COSHH Policy

## **Equipment**

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to Mr Lee Dickinson, with a note saying Fault Do Not Use.

PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.

## **Health and Hygiene**

Details of notifiable diseases and periods of exclusion are kept in accordance with local authority guidelines.

## **Medicines**

Motiv8Sports will not administer medicine except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up in conjunction with the schools medical officer.

## **Smoking**

Motiv8Sports has adopted a no smoking policy within the building and grounds.

## **Hygiene**

It is the responsibility of Mr Lee Dickinson and staff to monitor the cleanliness of the building. This is part of the weekly visual inspection. All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

## **Outdoor Visits**

Any outdoor visit is carefully researched and a preliminary visit will be made by Mr Lee Dickinson. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED.** It is the duty of Mr Lee Dickinson and staff to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked.

If residential visits are organised parents are invited in to discuss the visit in detail with Mr Lee Dickinson. Staff should be aware of the LA guide-lines for educational visits.

## **Security**

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter through the main entrance and ask for Motiv8Sports staff or Mr. Jack Abraham or the relevant staff member. All staff will wear identification badges/ lanyards and children will also have identification. Any act of violence or abuse towards a member of staff must be reported to Mr. Lee Dickinson, who will take the appropriate action.

## **Staff and the Health and Safety Policy**

All staff, teaching and non teaching, are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. All staff keep a copy of the policy in the staff file so that it is available for supply staff. Staff are encouraged to attend health and safety courses as appropriate.

**Written September 2019**  
**Reviewed September 2020**