Magnum Opus
TRAINING LIMITED

POLICIES AND PROCEDURES

Health and Safety Policy

Magnum Opus Training Limited

LAST REVIEWED	NEXT REVIEW DUE
September 2026	September 2027
APPROVED BY	**ROLE**
Mr S King	Headteacher

Signature



Karting Academy
MAGNUM OPUS TRAINING LTD

Boxing Academy
MAGNUM OPUS TRAINING LTD

Construction Academy
MAGNUM OPUS TRAINING LTD

Policy statement

Magnum Opus Training Limited will, so far as is reasonably practicable, protect the health, safety and welfare of its employees and others affected by its activities, including students, visitors and contractors. We will assess risks before activities begin, maintain safe arrangements, provide suitable information, instruction, training and supervision, consult staff, and learn from incidents. This policy covers our alternative provision at its three operating sites, work away from those sites and management work from home. It is supported by site-specific fire plans, activity and individual risk assessments, the Child Protection and Safeguarding Policy, Behaviour and Attitudes Policy and Business Continuity Policy.

The board of directors provides oversight and resources. Scott King, Headteacher and director, has overall responsibility for this policy. Mr Glenn Morris, Health and Safety Lead, leads day-to-day implementation. All staff must take reasonable care, cooperate with safety arrangements, report hazards and incidents promptly, and follow instructions and risk assessments. A delegated task does not remove the organisation’s responsibilities.

Responsibilities and review

Glenn Morris maintains the risk assessment register, follows up actions, coordinates site checks and training records, reviews incidents and near misses, and tells Scott King about significant or unresolved risk. Managers supervise the activities they control and make sure staff and students understand relevant controls. Scott King checks that resources, competent advice and management action are available, reviews significant incidents and approves changes to this policy. Staff may raise a concern directly with Glenn or Scott without waiting for a meeting. The policy and significant risk assessments are shared with staff and reviewed at least annually and after a significant incident, change of site, activity, equipment or student need.

Scott King ensures that required employers’ liability insurance and appropriate public liability cover are maintained and that the current employers’ liability certificate is available to staff. Glenn may seek competent external advice when a risk is beyond the organisation’s own expertise.

We currently employ no one under 18. Before accepting a work experience placement, we will agree the host and supervisor, assess the actual tasks and the young person’s needs, and explain the controls to the school or organiser and the young person. We will not use the generic young-worker section of the former policy as a substitute for a placement-specific assessment.

Sites and shared premises

Landlords and host organisations manage the building systems and areas under their control. Magnum Opus checks the areas and activities it uses and cooperates with the relevant landlord or host. We obtain the relevant site fire and safety arrangements, report defects promptly, keep our own records of actions, and confirm who will correct each issue. For the boxing gym, the landlord assesses the facilities and equipment it provides and Magnum Opus follows its policies. Magnum Opus still supervises its students and staff, considers individual needs, and stops an activity if it cannot be carried out safely.

At Beccles Race Track and Rookery Business Park, Magnum Opus carries out these checks itself: site fire safety checks, fire drills, escape-route checks and records, checks of the fire alarm arrangements, and provision of their own fire extinguishers with competent servicing arranged as required. Glenn keeps a schedule and evidence of these checks, coordinates with the landlord on any shared systems and ensures that a competent person services equipment where required. The landlord remains responsible for the building functions assigned to it. At Hustle Boxing Gym, staff follow the gym owner's fire and premises arrangements and report defects to the owner. Contractors are coordinated with the site controller; staff are kept away from hazardous work and informed of temporary restrictions.

Risk assessment and safe activities

We record the significant findings of risk assessments on the secure cloud drive. An assessment identifies the hazard, who could be harmed, existing controls, further action, the person responsible and a review date. Glenn ensures actions are followed up. Assessments are made before a new activity or placement, and reviewed when an incident, near miss, change in equipment, environment or student circumstances shows that controls may no longer be suitable. Staff are told what matters for their role before an activity starts.

Activity assessments cover, as relevant, site access, fire, boxing and other physical activity, equipment, manual handling, cleaning chemicals, petrol, off-site visits, lone or one-to-one work, violence or aggression, and temperature. Individual support and emergency needs are considered alongside information from the student, parent or carer where appropriate, EHCP, commissioning school or local authority and relevant professionals. We choose proportionate controls that protect safety while preserving participation and dignity. Behaviour-related risk is managed using support and de-escalation strategies in the Behaviour and Attitudes Policy; a diagnosis alone is not a reason to restrict an activity.

A manager considers an individual work risk assessment when a staff member tells us they are pregnant, have recently given birth, have a relevant disability or health condition, or have another need that may change the risks of their work. The assessment is discussed with the employee, kept confidential and reviewed as circumstances change.

Students drive go-karts under a Magnum Opus activity risk assessment. Before use, the responsible member of staff checks the kart and track, the suitability of the activity for the student, required protective equipment, supervision, instructions and a way to stop the activity and respond to an incident. Staff follow the assessment and the race-track site rules, keep

students away from refuelling, and take a kart out of use if it is defective or its safe operation is in doubt. Glenn reviews the assessment after any incident, near miss or significant change.

Fire and other emergencies

Each site has a current fire procedure, an agreed assembly point, a route for raising the alarm and calling 999, and a means of accounting for everyone present. Staff follow the site plan and the instructions of the person coordinating the evacuation. They leave belongings behind, use the nearest safe exit and do not re-enter until authorised. Staff do not fight a fire unless trained, equipped and safe to do so. Glenn ensures that staff know the host or landlord's arrangements, that fire drills and identified checks are recorded, and that any concern about alarms, exits or capacity is raised promptly with the responsible person.

A personal emergency evacuation plan or equivalent individual arrangement is prepared when a student or staff member needs one. It is agreed before the person attends where the need is known, shared with the staff who must act on it and reviewed when needs or the site change. A student who becomes distressed during an alarm still needs a safe evacuation plan; staff must not rely on a generic instruction alone. The Headteacher or senior leader decides whether to close or evacuate a site for heat, cold, adverse weather or another hazard, following the Business Continuity Policy and a current assessment of conditions.

Site	Fire assembly point
Beccles Race Track	Outside Hamilton Garage
Rookery Business Park	Outside the front gates
Hustle Boxing Gym	Outside the car park

First aid and medical emergencies

All staff receive first aid training. First aid kits are located at reception areas; Glenn ensures they are checked and replenished and that a kit is available for activities away from reception. Staff call 999 for a medical emergency, give first aid within their training, follow any individual emergency arrangement, and notify the student's parent or carer or authorised contact as appropriate. Staff do not administer medication under current arrangements. Before accepting a student who may need emergency medication or a specific health response during attendance, the Headteacher agrees a safe individual plan with the commissioner, student and family or relevant professionals, including who is trained and authorised to act.

Accidents, first aid and near misses

Staff record accidents, first aid and near misses as incidents in LearnTrek and preserve any supporting documents in the secure cloud. In an emergency, they make the scene safe and summon help before completing records. Glenn reviews the incident, decides what immediate action or investigation is needed, and follows up controls. Scott King reviews serious incidents and decides whether a statutory report is required. The record identifies the injured person, what happened, action taken, witnesses, notifications and the follow-up owner, while access is limited to those who need it.

Parents or carers of a child are informed by phone after an accident or first aid treatment. For an adult student, staff follow the student's agreed contact and information-sharing arrangements and act urgently where necessary to protect life or safety. The commissioning school or local authority is informed of significant incidents and any other incident that the placement agreement requires. A written incident form is shared for a more serious incident when appropriate, using a secure method and only with those entitled to receive it. The management team records who was told and when.

RIDDOR reporting is decided from the current HSE criteria, not simply because an accident was recorded or a person was absent for three days. A work-related over-seven-day injury to a worker may be reportable; an over-three-day injury is recorded. A student or other non-worker injury may be reportable if it arose from the work activity and the person was taken directly to hospital for treatment of that injury. Deaths, specified worker injuries, prescribed diseases and dangerous occurrences are assessed under the applicable rules. Scott King arranges any required report through the current HSE online service, keeps a copy and informs the insurer separately where necessary.

Equipment, electricity and substances

Staff inspect equipment before use, follow the manufacturer's instructions and relevant risk assessment, and remove damaged or unsafe equipment from use. The owner of gym equipment assesses, inspects and maintains what it provides; Magnum Opus staff report defects to the owner and do not use equipment until it is safe. Our own equipment is maintained by a competent person when needed. Electrical appliances are maintained through user checks, visual inspection and portable appliance testing where the risk of the item, its use and environment warrants it. Completed PAT checks are recorded; a blanket annual test is not treated as a legal requirement.

We use ordinary cleaning products and some other chemicals. Adults handle products that present a hazard; students do not have access to them. A product described as pH neutral is still checked for its actual hazards and safe use. Glenn keeps safety data sheets and proportionate COSHH assessments where required, including storage, ventilation, gloves or other protection, spills and disposal. Products are labelled and stored securely. Petrol is managed under a separate fire and explosion risk assessment because it is highly flammable. At Beccles Race Track and Rookery Business Park, staff manage petrol used to fuel go-karts. No more than 20 litres is normally stored at each site, in a locked metal cabinet. Glenn keeps a site-specific DSEAR assessment covering the quantity held, suitable containers, cabinet location and ventilation, ignition sources, delivery, transfer and refuelling, spills, fire response and staff training. Only

authorised, trained adults handle petrol and refuel karts; students are kept away from storage and refuelling. Staff do not use the petrol store or refuel until these controls are in place and understood.

Working arrangements and personal safety

Home visits are made by two staff members. Before a visit, they review known risks, share the address and expected return time with a manager, carry a charged company phone and agree how to call for help. They withdraw if conditions become unsafe and report any incident. Staff do not transport students in personal cars. Any staff travel for work is planned with suitable insurance, a safe vehicle and sufficient time; no one uses a handheld phone while driving. Managers who work from home have a suitable workspace, use approved equipment and report any health or safety concern, including display-screen discomfort.

One-to-one student meetings are permitted on site. A second member of staff must know where the meeting is taking place and be available if needed. Where a room has CCTV, staff follow the Data Protection and Privacy Policy and the site operator's arrangements; CCTV does not replace a safe meeting plan or prompt staff response. Staff use the Behaviour and Attitudes Policy for de-escalation and report violence, threats or serious distress promptly. Managers assess any work-related stress concern with the employee and make reasonable changes where appropriate. Smoking and vaping are not permitted in enclosed workplaces; student vaping concerns follow the Behaviour and Attitudes Policy.

Training, consultation and records

Staff receive site induction, the relevant fire and emergency procedure, first aid and activity instruction appropriate to their duties. Glenn records training and checks refresh dates. Staff are consulted through meetings, briefings and direct reports about hazards and changes to controls. The secure cloud holds risk assessments, site checks, maintenance evidence, training and action records; LearnTrek is the primary incident and first aid record. Records are restricted and retained in line with the Data Protection and Privacy Policy. The Headteacher and directors review trends and outstanding actions at least annually.