



Health and Safety Policy for Think F.A.S.T Academy

This policy was written- 21st June 2025

To be reviewed- 21st June 2026 Review completed by Gemma Murray

Policy Statement

Think F.A.S.T Academy is committed to providing a safe and healthy environment for all participants, staff, volunteers, and visitors. We recognize the importance of proactive measures in preventing accidents and ensuring safety in our classroom, leisure area and boxing gym. This policy outlines our commitment to health and safety and the responsibilities of all individuals involved.

Purpose

The purpose of this policy is to:

- Ensure the health and safety of everyone at Think F.A.S.T Academy.
- Promote a culture of safety awareness and responsibility.
- Comply with all relevant health and safety legislation.
- This policy has due regard to all relevant legislation including, but not limited to, the following:
 - Health and Safety at Work etc. Act 1974
 - The Workplace (Health, Safety and Welfare) Regulations 1992
 - The Management of Health and Safety at Work Regulations 1999
 - The Control of Substances Hazardous to Health Regulations 2002
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - The Construction (Design and Management) Regulations 2015
 - The Personal Protective Equipment at Work Regulations 1992
 - The Education (School Premises) Regulations 1999
 - The Ionising Radiation Regulations 2017 (IRR17)
 - The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

- This policy has due regard to national guidance including, but not limited to, the following:
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

Scope

This policy applies to all staff, volunteers, participants, and visitors of Think F.A.S.T Academy.

1. Responsibilities

1.1 Management Responsibilities

At Think FAST Academy, we are committed to the health and safety of our staff, pupils, and visitors.

Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We acknowledge that our young people often present as vulnerable with a high-level need of care, this can therefore present a greater risk to the H&S with our community.

We aim to promote a culture where Health and Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

We acknowledge that no policy can be completely effective without full cooperation of all concerned with the safe operation of the Academy.

We are committed to:

- Providing a productive and safe learning and workplace environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is
- reasonably practicable.

Martin and Gemma Murray Think FAST Directors

1.2 Staff and Volunteer Responsibilities

All our members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy, all relevant risk assessments and aspects of their work related to health and safety or otherwise.
 - Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Academy.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, and ensure such equipment is not used improperly.
- Dress in a manner that is consistent with safety and hygiene standards.
 - Use the correct equipment and tools for the job and any protective clothing supplied.
 - Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Parr Community Centre Manager
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the Academy can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
 - ensure all fobbed doors and external gates are locked and opened at agreed times.
 - know the emergency procedures in respect of evacuations, lockdown, unauthorised adults, first aid and to carry them out;
 - know the special safety measures to be adopted in his/her own special teaching areas and to ensure that they are applied.
- Teach pertinent, relevant health and safety aspects, including risk assessment, in their sessions,
- Maintain and promote a safe, healthy, accessible learning environment, including corridors, outside areas
- As appropriate, carry out a Risk Assessment policy prior to any off-site activity taking place.

1.3 Participant Responsibilities

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards in line with Think FAST uniform, and wear the appropriate gear provided for Boxing.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the Academy by using the equipment and facilities safely and responsibly.

- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety, ensure that they report any unsafe conditions to staff.

2. Risk Assessment

The Centre Manager has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the Academy.

The Think FAST staff will be consulted when risk assessments are being carried out at the centre. Annual risk assessments will be conducted for all areas of the Academy. Risk assessments will consider the needs of staff, pupils and visitors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is no reason to suspect that they are no longer valid.
- There has been a significant change in related matters
- Following an accident, we will record any significant findings of any risk assessments,

including the following:

- The identified hazards
- How people might be harmed by them
- What the Academy has implemented to control the risk

3. Emergency Procedures

- Establish and communicate emergency procedures, including evacuation routes and assembly points. The evacuation of visitors will be the responsibility of the person they are visiting.
- Ensure first aid kits are readily available and stocked.
- Conduct regular fire drills and emergency training.

All staff at Think FAST fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire. The Centre Manager is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive training to ensure they understand the procedure for fire drills and the use of fire extinguishers. We will test evacuation procedures on an annual basis. Fire alarms will be tested weekly by the Centre Manager from different 'break glass' fire points around the school, and records will be maintained by the centre manager and kept in the office. Designated staff will be trained in first aid and emergency response.

4. Equipment Safety

- Ensure all equipment is regularly inspected and maintained.
- Provide training on the proper use of equipment.
- Remove any damaged or unsafe equipment from use immediately.

5. Health and Hygiene

- Promote good hygiene practices among participants and staff.
- Ensure facilities are clean and well-maintained.
- Provide access to handwashing facilities and sanitizing products.
- Follow guidelines for managing illnesses and contagious conditions.

6. Training and Communication

- Provide regular health and safety training for staff and volunteers.
- Communicate health and safety policies to all participants.
- Foster an open environment where safety concerns can be discussed.

7. Incident Reporting

- Establish a clear process for reporting and investigating incidents and accidents.
- Document all incidents and follow up with corrective actions. We have an incident book that is kept in a locked cupboard where any health and safety problems can be logged, it is the responsibility of whoever completes this log to ensure that the centre manager is made aware, the outcome of this should then also be recorded.
- Review incident reports regularly to improve safety practices.

7.1

Contacting the Emergency Services

The director will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff. Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so. When an ambulance is called for a pupil, staff will contact the pupil's parent.

Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

7.2

Accident Reporting and Investigation

At Think FAST Academy all accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Director using the standard Accident Report Form. We will always record and report work-related injuries to staff members or pupils.

7.3

Reporting Significant Accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. We will always report 'specified injuries' to the HSE without delay.

These injuries include the following:

- Accidents to employees causing either death or major injury
 - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
 - Fractures, other than to fingers, thumbs and toes
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso, causing damage to the brain or internal organs
 - Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- Additional reportable occurrences include the following:
- The collapse, overturning or failure of any load-bearing part of any lifting equipment
 - The explosion, collapse or bursting of any closed vessel or pipe work
 - Electrical short circuit or overload resulting in a fire or explosion
 - Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
 - Any accidental release of a biological agent likely to cause severe human illness
 - Any collapse or partial collapse of scaffolding over five metres in height
 - When a dangerous substance being conveyed by road is involved in a fire or is released
 - The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
 - Any explosion or fire resulting in the suspension of normal work for over 24 hours
 - Any sudden, uncontrolled release in a building of: 200 kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500 kg or more of these substances if the release is in the open air
 - Accidental release of any substances which may damage health
 - Serious gas incidents
 - Poisonings
 - Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
 - Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
 - Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
 - Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome
- The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:
- Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from work involving strong acids or alkalis

- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The Academy will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting Procedures Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Local Authority H&S teams will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

7.4

Reporting Hazards

Staff, pupils, and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Centre manager as soon as possible. Serious hazards will be reported immediately to St Helens Council.

7.5

Accident Investigation

All accidents, however minor, will be investigated by the Director and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

8. Review and Monitoring

- Regularly review and update this health and safety policy to ensure its effectiveness.
- Monitor compliance with health and safety practices.
- Solicit feedback from staff, volunteers, and participants to improve safety.

Conclusion

Think F.A.S.T Academy is dedicated to creating a safe and healthy environment for all. By adhering to this health and safety policy, we can ensure a positive experience for everyone involved in our community centre and boxing gym.