



# Health and Safety Policy and Procedures

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## General Statement of Policy, Duties & Responsibilities

### 1.1 Policy Statement

We Believe You Achieve recognises and accepts its legal duties to provide, as far as is reasonably practicable, a safe and healthy environment for all staff (including volunteers), learners, contractors, and visitors under **the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation.**

It is our policy to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all persons on our premises.
- Provide appropriate facilities and working conditions to minimise risk.
- Encourage everyone on site to cooperate in identifying hazards and reporting any unsafe conditions.
- Ensure the safe use, handling, storage and transportation of equipment and substances.
- Provide sufficient information, instruction, training and supervision to enable staff and learners to work safely.
- Ensure staff with specific health & safety responsibilities receive appropriate training.
- Take reasonable steps to safeguard the general public during any activities delivered by We Believe You Achieve.
- Undertake suitable and sufficient risk assessments, including specific assessments for young people under 18 and new or expectant mothers.
- Provide relevant information to contractors and partner organisations regarding site-specific risks.

This statement and the related procedures will be reviewed annually by the Health & Safety Lead and any changes approved by the Directors.

### 1.2 Statutory Duties We Believe You Achieve

We Believe You Achieve will:

- Make workplaces safe and without risk to health.
- Ensure substances and equipment are used and stored safely.

- Provide staff with appropriate information, instruction, training and supervision.
- Maintain safe systems of work across all educational, mentoring, vocational and boxing activities.
- Carry out and record regular risk assessments and implement control measures.
- Establish and communicate clear emergency procedures.
- Provide adequate first aid facilities on site and during off-site activities.
- Ensure that the environment meets legal requirements for ventilation, lighting, sanitation and welfare.
- Maintain equipment in good working order and ensure suitability for use.
- Take precautions against fire, electrical, manual handling and other workplace hazards.
- Provide personal protective equipment (PPE) where necessary.
- Display and maintain appropriate safety signage.
- Report injuries, diseases and dangerous occurrences to the relevant enforcing authorities in line with RIDDOR regulations.
- Consult with staff and parents/carers to continually improve health & safety standards.

### 1.3 Statutory Duties of Staff and Volunteers

All staff; contractors and volunteers have a legal duty to:

- Take reasonable care for their own health and safety and that of others.
- Co-operate with We Believe You Achieve on health and safety matters.
- Use work equipment and PPE correctly and follow training/instructions.
- Not interfere with or misuse anything provided for health, safety and welfare.
- Report accidents, incidents, near misses or hazards promptly.

Additional expectations for staff include:

- Conducting brief activity-specific risk assessments before each session.
- Ensuring appropriate supervision ratios are maintained:
  - Education/Vocational Activities: 1 staff member per group (max 8 learners).
  - Boxing & Gym Sessions: Minimum of 2 supervising adults.
- Identifying 'out of bounds' areas and ensuring learners remain within designated safe zones.
- Reporting suspicious activity in or around the premises to the DSL and, where necessary, the police.
- Being aware of any learners' medical, SEN or additional needs relevant to their safety.

## 1.4 Policy for Visitors and Contractors

- All visitors must sign in and out and be made aware of emergency procedures.
- Visitors will be accompanied by a member of staff at all times.
- Contractors must report to the site lead on arrival and are responsible for their own health and safety.
- Any unsafe working practices observed will be reported to the Health & Safety Lead or Director.
- In an emergency, the staff member hosting the visitor is responsible for assisting them to evacuate safely.

## 1.5 Taxis and Transport

Taxis may be used to transport learners between sites (e.g. to Go Hard ABC).

All taxis must be booked through approved providers and meet appropriate licensing standards.

Staff vehicles used to transport learners must have appropriate business insurance, MOT, and tax, and parental consent must be obtained.

No learner is to be transported alone with a single staff member unless pre-agreed and risk assessed.

## 2. Organisation of Health and Safety

### 2.1 Health and Safety Sub-committee

We Believe You Achieve will appoint a **Health & Safety Sub-committee**, made up of both management and staff representatives (e.g. the Lead Teacher, Senior Boxing Coach, Vocational Tutor, and a Support Staff Member/Volunteer).

The committee ensures risk assessments and site checks are carried out effectively by those who understand the **day-to-day delivery** of mentoring, education, vocational learning, and boxing/fitness sessions.

Their duties include:

- Maintaining an overview of all health & safety matters.
- Reviewing the Health & Safety Policy and procedures at least every 6 months.

- Carrying out regular safety tours of the premises.
- Ensuring risk assessments are completed for all relevant activities, including COSHH assessments where applicable.
- Taking appropriate action to ensure We Believe You Achieve fulfils its statutory responsibilities.
- Reporting findings and actions to the Directors.

Contractors working on site must report any safety concerns or unsafe practices to the designated site representative, who will investigate and escalate to management where required.

#### **Safety Tours:**

The Health & Safety Lead will carry out six-monthly inspections of the building, including classrooms, gym areas, kitchen, and external spaces. A report will be submitted to the Director, and all reasonable actions resulting from the inspection will be implemented. The inspection will include reviewing the Accident File.

## **2.2 Health and Safety Rules**

All staff; volunteers and learners must take reasonable care to avoid accidents and comply with the following general rules:

#### **Accident Reporting**

- All accidents or injuries, no matter how minor, must be recorded on an accident form and stored in the Accident File.
- Accidents must be reported to the DSL or Health & Safety Lead immediately to ensure follow-up action can be taken.

#### **Fire Precautions**

- All staff and learners must familiarise themselves with fire escape routes and assembly points.
- Fire procedures will be practiced through regular drills.

#### **Equipment and Appliances**

- Only use equipment provided by or authorised by We Believe You Achieve.
- Follow all instructions and training for correct and safe use.

### **Safety Clearways**

- Corridors, doorways and exits must be kept clear and well-lit.
- Bags, water bottles and personal items should not obstruct walkways or exits.

### **Maintenance**

- Faulty equipment, damaged flooring, leaks, or other hazards must be reported immediately to the Health & Safety Lead.
- Repairs or temporary safety measures will be put in place as soon as possible.

### **Hygiene and Waste Disposal**

- All waste must be disposed of correctly and promptly.
- Kitchen areas and toilets must be kept clean and hygienic.
- Spillages must be cleaned immediately to prevent slips.

### **Food**

- No food is allowed in teaching spaces or the boxing gym.
- Any food waste or wrappers from other areas must be disposed of immediately.

### **Display Screen Equipment**

- Staff using computers or display screen equipment for significant periods should take a five-minute break each hour.
- Staff experiencing discomfort are entitled to an eye test at the organisation's expense.

### **Alcohol, Drugs and Tobacco**

- Smoking, vaping, and the use of drugs or alcohol on site are strictly prohibited.
- Staff or visitors under the influence will be subject to disciplinary procedures and/or removed from the premises.
- This zero-tolerance policy applies to both staff and learners.

## **2.3 Club Members and Visitor Guidelines to Follow**

### **General Safety**

- All visitors must sign in and out.
- Visitors must be accompanied by a member of staff and follow emergency procedures.
- Learners must follow staff instructions at all times and remain in supervised areas.

## Boxing & Gym Safety

- Learners must wear **appropriate footwear and kit** when using the boxing or gym facilities.
- Equipment must be used only under supervision.
- Learners must report any injuries to staff immediately.
- Staff must be aware of any pre-existing injuries or medical needs before participation.

## Vocational & Classroom Safety

- Work areas must be kept tidy and free from hazards.
- Learners must follow safety instructions relevant to the activity (e.g. when using tools, hair/beauty equipment, or cooking equipment during vocational sessions).
- All personal protective equipment (PPE) must be worn as required.

## 3. Arrangement and Procedures

The **Health & Safety Lead**, appointed by the Directors, is responsible for ensuring this policy is implemented effectively and that health, safety and welfare responsibilities are assigned and accepted at all levels.

Their name and contact details will be displayed inside the **main first aid cupboard** located in the **kitchen area**.

### 3.1 First Aid and Accident Policy and Procedure

#### First Aid

The location of first aid boxes and a list of qualified first aiders are **clearly displayed** within the provision. The designated First Aider regularly checks the contents of all first aid boxes to ensure they comply with the **Health and Safety (First Aid) Regulations 1981**, are appropriate for children and young people, and are in date.

**First Aid Boxes are located in:**

1. The **kitchen area**, labelled with a green first aid sign.

#### Accidents Involving an Adult

- In the event of injury or illness, call for a member of staff or dial **999** and ask for **“ambulance”**.
- All accidents must be reported to the **Health & Safety Lead** or another senior staff member on duty immediately or as soon as practicable.
- All accidents must be entered on an **accident form**, located in the office First Aid cupboard.
- Notifiable accidents (as per RIDDOR) must follow the statutory reporting procedures.
- The Health & Safety Lead will investigate incidents and provide a written report to the Directors to identify and implement preventative actions.

#### Accidents involving a Child

- There will always be at least **one qualified first aider** on duty at a ratio of **1:10 learners**.
- For activities across multiple spaces (e.g. classroom and gym), appropriate first aid cover and kits will be arranged.
- Staff will deal with accidents promptly and wear disposable gloves to protect both themselves and the casualty.
- All accidents and treatment provided will be **recorded on an incident form** and signed by the Lead Teacher.
- A parent/carer signature will be obtained to confirm they've been informed.
- Serious accidents and near misses will be reported to the appropriate authorities under **RIDDOR**.

#### Procedure for a minor injury or illness

- The First Aider will assess the situation and decide the appropriate action.
- If a learner becomes ill, parents/carers will be contacted to collect them. They will be supervised in a quiet area while waiting.
- If the illness is minor and does not affect participation, the learner will be monitored for the remainder of the session.
- Minor injuries will be treated on site, recorded, and monitored.

#### Procedure for a major injury or serious illness

- The First Aider will determine whether to call an **ambulance** or wait for a parent/carer.
- If an ambulance is required, a staff member will accompany the learner to hospital, taking their **Medical Form** and giving consent for treatment in line with parental authorisation.
- Parents/carers and emergency contacts will be informed urgently.
- Following any major incident, the management team will review events to identify any procedural improvements.
- HSE will be notified under RIDDOR where applicable.

### 3.2 Fire Drills and Evacuation Procedures

#### Fire Drills

- All staff and volunteers must know the **fire procedures**, escape routes, and the location of fire extinguishers.
- Fire alarm points, exits and emergency lighting will be **checked monthly** by the Fire/Health & Safety Lead, with records logged.
- **Fire drills** will be held at least **once every three months**, at different times of day, and recorded in the fire logbook.
- End-of-day fire safety checks will be carried out by the last staff member securing the building.

#### In the event of Fire

- Sound the nearest fire alarm.
- Evacuate everyone via the nearest exit.

- Close all doors and windows if it is safe to do so.
- The **assembly point** is located in the **private outdoor area adjacent to Unit 6D**, before moving to the designated area at the front of Dinting Industrial Estate if necessary.
- Dial **999** and ask for “Fire”.
- Do not re-enter the building until authorised.

### Bomb Warnings

If you receive a bomb threat:

- Remain calm and record exactly what is said.
- Try to obtain the **location** and **time of detonation**, and whether emergency services have been informed.
- Notify the **Police (999)** immediately.
- **Do not sound the fire alarm.**
- Evacuate the building calmly, following police instructions.

### Public Hiring:

In addition to the general conditions of the licence(s):

- Hirers/users must be aware of the Health and Safety Policy.
- Emergency lights in the areas used must be kept illuminated.
- Advise the representative of any defects or concerns regarding the facilities, e.g. uncleanness, spillages on matted area, damage matted area.

### Cleaning Materials, General Machinery and High-Risk Areas

- Portable equipment must be **switched off and unplugged** when not in use.
- Use **warning signs** for wet floors or cleaning in progress.
- PPE must be worn when handling cleaning products. Any damaged or missing PPE must be reported.
- Cleaning materials must be **stored securely** in the designated cleaning cupboard after use.
- Gym areas must be cleaned and checked each evening to maintain hygiene and prevent slips or injuries.

### General

- All **corridors, exits and gates** must be kept clear at all times.
- Fire exits must not be blocked by furniture or equipment.
- Vehicles must be parked safely to avoid blocking access.
- Hazards or unsafe conditions must be reported to the **Health & Safety Lead** immediately. Serious hazards must be cordoned off or addressed straight away to prevent injury

## 4. Appendices

### APPENDIX A – ACCIDENT REPORTING

#### Accidents

All accidents occurring during work for **We Believe You Achieve** or by any user, contractor, learner, or visitor on premises under the control of We Believe You Achieve must be **recorded** using the organisation's Accident Form.

#### Accidents to Workers or Contractor's Staff

For all accidents:

- Complete an **Accident Form** and submit it to the **Health & Safety Lead** as soon as possible.

a) **Reportable accidents** (under RIDDOR):

- If the accident results in **incapacity for work for more than 3 calendar days**, complete the online **HSE Form F2508**, with copies to the **Director**.
- If the accident results in a **fatality, fracture, amputation or other specified injury** (see below), immediately notify:
  - **HSE** via their Incident Contact Centre or Infoline: ☎ 0845 345 0055
  - The **Director** of We Believe You Achieve
- Follow up within **seven days** with the completed **online Form F2508**, with copies to the Director.

b) **Contractor Accidents**

- If a contractor's employee is working on premises controlled by We Believe You Achieve, **We Believe You Achieve is responsible** for reporting the accident to HSE.
- If the contractor controls the premises, the contractor (or their representative) is responsible for reporting the accident.

#### Accidents to Members of the Public

For all accidents:

1. Complete an **Accident Form** and give it to the **Health & Safety Lead**.
2. For **reportable accidents**, follow RIDDOR reporting procedures.
3. If an accident results in a **fatality, fracture, amputation or other specified injury**, immediately notify:
  - **HSE Incident Contact Centre**, Caerphilly Business Park, Caerphilly CF83 3GG
  - The **Director** of We Believe You Achieve

Some injuries may not be apparent until hospital assessment. If an individual is taken to hospital following an incident, a **follow-up** must be conducted to determine if reporting is required.

#### Definition of Specified Major Injuries or Conditions

The following are classed as reportable under RIDDOR:

- **Fractures:** Skull, spine, pelvis, arm or wrist (excluding hand bones), leg or ankle (excluding foot bones)
- **Amputations:** Hand, foot, finger, thumb or toe (complete severance)
- **Loss of sight** (temporary or permanent), or a **penetrating eye injury**
- **Electric shock injuries** resulting in loss of consciousness or immediate medical treatment
- **Loss of consciousness due to lack of oxygen**
- **Decompression sickness** requiring medical treatment
- **Acute illnesses** resulting from exposure to pathogens or infected material
- Any other injury resulting in **immediate hospital admission** for more than 24 hours

**IF IN DOUBT, REPORT IT.**

### Occupational Diseases

The following are examples of diseases that must be reported upon receipt of a written diagnosis from a medical professional:

- Poisoning
- Skin diseases (e.g. dermatitis, ringworm, staph infections — particularly relevant in boxing/gym environments)
- Lung diseases
- Infections resulting from exposure to harmful substances

Report using HSE Form F2508A to [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com), with a copy to the Director.

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 & 17.

**IF IN DOUBT, REPORT IT.**

## Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

### Assessment

All substances used or stored within We Believe You Achieve premises (including the gym, classroom, kitchen areas, storage spaces and any vocational training areas) must be systematically assessed to identify potential risks. The following questions guide the assessment process:

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What fumes, vapours, residues or other harmful effects may be given off?

- Who could be affected, to what extent, and for how long?
- Under what circumstances could exposure occur?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with **COSHH Regulations**?
- What procedures need to be put in place to comply with the **Control of Asbestos at Work Regulations 2002**, where relevant?

Assessments should cover all relevant substances, including but not limited to:

- Cleaning products (e.g. mat disinfectants, kitchen cleaning sprays, floor detergents)
- Gym maintenance products (e.g. lubricants, sprays)
- Paints, solvents or adhesives used in building/maintenance work
- Any materials used in vocational sessions (e.g. hair/beauty chemicals, paints, etc.)

All assessments must be documented and reviewed at least **annually**, or sooner if new substances are introduced.

### Prevention or Control

We Believe You Achieve will **prevent exposure** to hazardous substances where reasonably practicable. Where prevention is not possible, **adequate control measures** will be put in place.

**Prevention methods may include:**

- Removing the hazardous substance by changing the process.
- Substituting with a safer substance or a safer form (e.g. wipes instead of sprays where possible).

**Control methods may include:**

- Totally enclosing the process to prevent release.
- Using partial enclosure and local extraction equipment (e.g. ventilation when using cleaning sprays).
- Providing good general ventilation in all areas.
- Implementing safe systems of work and clear handling procedures.

The choice of control measures will be made based on the outcome of the assessment, and measures will be examined and tested where required to ensure effectiveness.

**Note:** Personal Protective Equipment (PPE) such as gloves, aprons, dust masks or eye protection will only be relied upon **when other measures cannot adequately control exposure**, as per COSHH regulations.

### Information, Instruction and Training

All staff, contractors, and (where relevant) learners must be provided with **suitable and sufficient information, instruction and training** to ensure they:

- Understand the substances they may encounter.
- Know the risks associated with these substances.

- Are aware of the precautions, control measures and PPE required.
- Know how to report concerns, defects or incidents involving hazardous substances.

Only trained and authorised personnel may carry out tasks involving substances covered by COSHH. This includes **cleaning, storage, disposal and vocational activity use**.

COSHH risk assessments and associated safety data sheets will be stored in a clearly labelled **Health & Safety folder** in the staff area and will be accessible to all staff.

## Appendix C – FIRE PREVENTION

This checklist is designed to support the regular inspection and maintenance of fire prevention measures across all We Believe You Achieve premises. It will be reviewed annually in consultation with the **local Fire & Rescue Service** and after any significant changes to the building or its use.

The **Health & Safety / Fire Officer** is responsible for carrying out these checks and recording the outcomes in the Fire Logbook. Any concerns or remedial actions must be reported immediately to the Directors.

### Consultation with Fire Brigade

Has the Fire Brigade been consulted on:

- The **number and width of escape routes** to provide safe means of escape from all areas of the premises?
- **Emergency lighting** and its maintenance?
- The **most suitable method of raising the alarm** in the event of fire?
- The **contents and positioning of fire instruction notices**?
- The **number and types of fire extinguishers** or other firefighting appliances required?
- **Precautions for activities** involving flammable liquids, naked flames or heating processes?
- The **desirability of battening or clipping seats together** in sets of four where moveable seats are used for events?
- The **maximum safe occupancy** of the premises?
- Are seating and gangways arranged to allow **free and easy access** to fire exits?
- Are **exit doors unlocked** before the start of sessions and kept unlocked until everyone has left?
- Are **escape routes and exit doors clearly signposted** and easily identifiable by those unfamiliar with the building?
- Are **escape routes and exits always unobstructed**, never blocked by furniture, stage props, or equipment?

### 2. Fire Equipment Maintenance

- Are **fire extinguishers, hose reels and fire alarm systems** regularly maintained by a competent contractor?
- Are **staff trained to use firefighting equipment** appropriately?
- Is all **equipment correctly positioned**, clearly visible and unobstructed at all times?

### 3. Close-Down Checks

Are thorough end-of-day/session checks carried out, including:

- No smouldering fires, cigarettes or vaping devices left burning.
- Heaters and cookers turned off.
- Televisions and other electrical equipment turned off and unplugged.
- Lights switched off.
- Internal doors closed to prevent the spread of fire?
- External doors and windows closed and secured?

#### Fire Prevention Measures

- Smoking is **strictly prohibited** on the premises.
- Heating appliances are fitted with **secure fire guards**.
- Any portable heaters are **securely fixed and kept away from combustibles**.
- Convector heaters are **not covered with clothing, curtains or other materials**.
- Any **temporary electrical work** is carried out and checked by a **competent electrician**.
- **Sufficient sockets** are provided to avoid long trailing cables.
- **Damaged leads are replaced** immediately.
- All **cooking operations are supervised** by a responsible person.
- **Scenery, decorations and materials** are treated with flame-retardant products where used.
- All parts of the building are **kept clear of waste and rubbish**, especially staircases, under-stair spaces, storerooms, attics and boiler rooms.

#### Environmental Site Risk – Adjacent Builders’ Yard

A builders’ yard is located directly behind the We Believe You Achieve premises at Unit 6D, Dinting Industrial Estate. The provision operates independently within a self-contained unit, with a secure perimeter fence separating the learning environment from the external yard area. Learners have **no access** to the yard, and the fence line is checked regularly to ensure ongoing safety.

#### Statement of Control

We Believe You Achieve maintains a secure, supervised, and controlled site. The adjacent builders' yard is separated by a permanent, locked boundary fence preventing access. Regular visual inspections are carried out to ensure the boundary remains safe and intact. Learners are always supervised in outdoor areas. A positive relationship is maintained with the neighbouring business to ensure mutual awareness of activity and safety.

### **Risk Assessment Statement**

We Believe You Achieve recognises the importance of thorough risk assessment in ensuring the health, safety and welfare of all learners, staff, and visitors. Comprehensive site-specific and activity-based risk assessments are maintained separately within the organisation's Health & Safety Risk Register. These include, but are not limited to, assessments for the premises, gym and fitness areas, classroom spaces, kitchen, outdoor environment, and adjacent industrial surroundings (including the neighbouring builders' yard). All risk assessments identify potential hazards, control measures, and responsible persons, and are reviewed termly or following any significant change to the site, equipment, or provision activities. The Designated Safeguarding Lead and Health & Safety Lead (Z. Hardy) is responsible for ensuring these assessments remain up to date and that all staff are aware of relevant control measures.

***We request that all staff, volunteers, members, and visitors respect and adhere to this policy at all times. A copy of this policy will be made available on request.***

**Approved by the DIRECTOR Mrs Zena Hardy**