

Health & Safety Policy

This policy outlines Fit4Training's legal duties under the Health and Safety at Work Act 1974.

Fit4Training aim to:

- Ensure that the safety of the learner is paramount.
- Provide a safe environment for students to learn.

Achieving these aims requires Fit4Training to:

- Form standard safety procedures that should be followed by all staff and learners.
- Prevent unsuitable people from working with learners.
- Promote safe practice and challenge unsafe practice.

Standard Safety Procedures

Housekeeping

All staff should inform learners at the start of each course:

- Location of fire exits and what to do in case of an emergency.
- How to report a possible emergency.
- Location of first aid kit and the name and general whereabouts of the on-duty first aider.

Risk Assessment

Any facility used that is not one of the main Fit4Training venues should undergo a risk assessment by the tutor. It is the tutor's responsibility to ensure that all hazards and risks are documented and that steps are taken to minimise danger. The standard risk assessment form should be used.

If a facility is deemed unsuitable for use by the tutor for whatever reason, then no session should take place and the risk assessment and explanation given to the Director (Paul Bailey).

Equipment Instruction and Use

All the Fit4Training education courses require the use of fitness, sports and play equipment. There is inherent danger in using any of this apparatus. For that reason, learners are asked to sign a disclaimer limiting the liability of Fit4Training in the event of an accident.

To minimise the likelihood of an accident, Fit4Training will provide thorough training on the safe use of all apparatus. It is the responsibility of the tutor to provide instruction on all apparatus that is to be used as part of the session. It is the responsibility of the learner to only use apparatus that they have undergone training on. If a tutor asks a learner to use apparatus that they have not undergone training on or that the learner is not confident about using, then it is the responsibility of the learner to indicate to the tutor that this is the case. The tutor must then find alternative apparatus for the learner to use or else provide the necessary training.

Behaviour

As has been discussed, learning in a fitness, sporting or play environment can have risks. It is therefore important that all learners abide by the 'Course and Assessment Ground Rules' and ensure that their behaviour is suitably moderated to ensure the health and safety of themselves, other learners, the tutor, and other users of the facility. Any behaviour deemed unsuitable by the tutor should be reported to the director of education whereupon a complaints procedure shall be followed.

Dealing with Incidents

In the event of an incident occurring, the tutor in charge should take control of the situation and provide first aid treatment if necessary.

Reporting of Incidents

In the event of an incident occurring where a learner or tutor is injured in any way, a written report should be made by the tutor in charge to the Director of Fit4Training, Michelle Brown.

Staff

All Fit4Training staff fully trained to a minimum Level 3 or degree standard in the subject area in which they are teaching. They have all proved their technical and instructional competence in all areas in which they are teaching.

All Fit4Training staff have undergone some form of developmental training in dealing with and tutoring young people and vulnerable adults.

Promotion of Safe Practice

At all times Fit4Training staff will promote safe practice and inform and correct learners of unsafe practices.

Incidences of unsafe practices (either by learners or staff) should be reported to the Director, Michelle Brown immediately whereupon action shall be taken to remedy the situation. This may include disciplinary action.