



Court Craft Education (CCE) Limited ensures all personnel are familiar with and operate in accordance with the health and safety policies at each of the venues used for its activities.

In addition, CCE operate under the following policies and procedures:

- a) General venue risk assessment forms (completed by relevant facilities and copy requested and stored with CCE)
- b) Facility risk assessment forms (completed by tutors prior to each day of training)
- c) First aid locations and qualified personnel (completed by relevant facilities and information requested and stored with CCE)
- d) Guidelines for dealing with an incident or accident (venue hire process and CCE process)
- e) Accident report form / Incident report form
- f) Safeguarding policy
- g) Terrorist Threat Policy
- h) CCE normal operating procedures is committed to providing a safe working, teaching, training and learning environments for all personnel, learners and any related third parties. It is ultimately the responsibility of the Director, Jo Cunliffe, to ensure that this procedure is implemented, published and accessible to all personnel, learners and any relevant third parties.

However, course leaders are responsible for ensuring this information is fully understood by the learners who commence courses/programmes in with them. This will be conducted in the welcome / intro prior to the course starting.

All learners and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow learners and/or personnel.

Objectives

CCE aims to promote health and safety, so far as reasonably practicable, by:

- providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health
- preventing accidents and cases of work-related ill health and safety hazards arising from work activities via effective risk identification, assessment and implementation of control measures
- implementing regular emergency and evacuation procedures in case of a significant incident §
- protecting the health and safety and welfare of individuals and vulnerable learners via systematic risk management
- engaging with learners, personnel and any related third parties, to provide relevant information, instruction, training and supervision, as is necessary to ensure health and safety
- providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments
- complying with statutory regulation on health and safety and welfare of learners, personnel and any related third parties

This list is not exhaustive and represents general principles followed by CCE in respect of health and safety.

Risk Assessment Procedures

CCE ensure that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all courses/programmes.

All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance.

All recorded risk assessments are made available to all relevant staff who must ensure that all control and/or recovery measures plans are complied with and related actions recorded.

Where course/session leaders identify additional risks which were not previously identified, or where a current risk assessment is not in place risk assessment must be conducted.

Court Craft will ensure,

- All hired venues being used by CCE, to submit facility risk assessment prior to delivery
- Annual resubmission of venue risk assessments
- Tutors are given all relevant information regarding venues prior to course delivery (opening times / car parking / venue policies / procedures / name of duty manager / staff on day of booking etc)
- Tutors are given course delivery risk assessment relevant to course being delivered (e.g. Coaching Qualification, workshop)
- Tutors are requested to complete on day risk assessment of facilities being used and submit to Court Craft after each day / block of days course takes place. These records to be stored with Court Craft



- Tutors are requested to complete Court Craft Accident / Incident Forms when required. Court Craft will receive these within 48 hours of accident / incident happening. Court Craft will address accident / incident and take relevant steps to follow up / record / take any necessary measures for future courses

First Aid Procedure

- Sufficient trained first aiders have been appointed within CCE. All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates.
- Tutors must own and carry first aid kit.
- First aid kits are maintained and stocked appropriately by tutors / CCE.
- Tutors will be made aware of first aiders at venue site on day of courses / training
- Therefore, the first aider (s) must be contacted in the event of an incident occurring, to administer any first aid required
- It is important that all issues where a first-aiders has been involved are recorded following the necessary incident reporting process with Court Craft / Host Venue
- Whenever learners are present, to attend for a component of a course/programme, their course lead is responsible for making them aware of whom their nominated First-aiders are and/ where first aid boxes can be found.

Accident / Incident Reporting

- During a course the Lead in charge of the event (possible via delegation) involved in the accident/incident is responsible for ensuring that an investigation takes place and than an accident/incident/near miss report is completed.

- In the case of an injury, following appropriate care for the injured individual, the Lead in charge of the event must inform the nominated person Jo Cunliffe and the Manager of the venue at which the accident/incident occurred.
- The Accident Report Form should be forwarded immediately via the quickest route to enable details to be recorded and any actions noted.
- Please note that delivery/assessment sites might also have their own recording procedures which will also need to be followed. Serious accidents/incidents at work should be reported to RIDDOR.
- All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923

Guidelines for dealing with an incident or accident

- Stay calm, but act swiftly and observe the situation. Is there any danger of further injuries?
- If conscious, listen to what the injured person is saying.
- If the injury is minor, the trained first aider (tutor) to take appropriate action.
- If the injury requires specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency services.
- Contact the injured person's parent/carer.
- Report to the Venue Manager and Jo Cunliffe and complete an incident/accident report form (Court Craft will distribute).