

WimX Learning (Wimbledon Experience Ltd)

Health and Safety Policy (Review Date: 07.9.24)

WimX 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, WimX operate under the following policies and procedures:

- a) General venue risk assessment forms (completed by WimX management)
- b) Facility risk assessment forms (completed by tutors/coaches/instructors)
- c) First aid locations and qualified personnel (displayed at venue)
- d) Guidelines for dealing with an incident or accident (displayed at venue)
- e) Accident report form
- f) Safeguarding policy
- g) Terrorist Threat Policy
- h) WimX normal operating procedures

WimX Learning is committed to providing a safe working, coaching, teaching, training and learning environment for all personnel, learners and any related third parties.

It is ultimately the responsibility of the Head of the Centre, Victoria Davies, 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.

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

WimX Learning 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 WimX Learning in respect of health and safety.

Risk Assessment Procedures

WimX Learning 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.

Risk Assessment Record

Location/Site					
Activity					
Risk assessor				Date	
Hazard Description	Cause and Consequence (what causes the hazard and why is it harmful)	Control Measures in Place (preventive action)	Recovery Measures in Place (corrective action)	Severity/level of risk (low/medium/high based on evaluation of likelihood and impact)	Action Completion Details (date and nominated staff)
Signed			Time risk assessment completed		

First Aid Procedure

Sufficient trained first aiders have been appointed within WimX Learning. First aid kits are maintained and stocked appropriately at venues.

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders 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 in the necessary incident logbook(s) which accompany the first-aid box(es).

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

The first aid box(es) are located:
For WimX Venues: 1. CST: Kitchen in Pavillion 2. Ridgeway Park: Behind reception desk in Pavillion

Accident 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 Victoria Davies at WimX Learning 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?
- Listen to what the injured person is saying.
- If the injury is minor, alert your first aider 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 WimX Manager and complete an incident/accident report form.

Accident Report

Date, time, location and event details where the incident took place		
Date		Time
Location (Venue)		
Event details (eg Qualification title and course number)		

Injured persons details		
Name:		
Occupation:		
Date of birth:		
Address:		Postcode
Tel:		
Email:		

Details of all persons involved – insert details of all individuals actually involved in near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		
5		

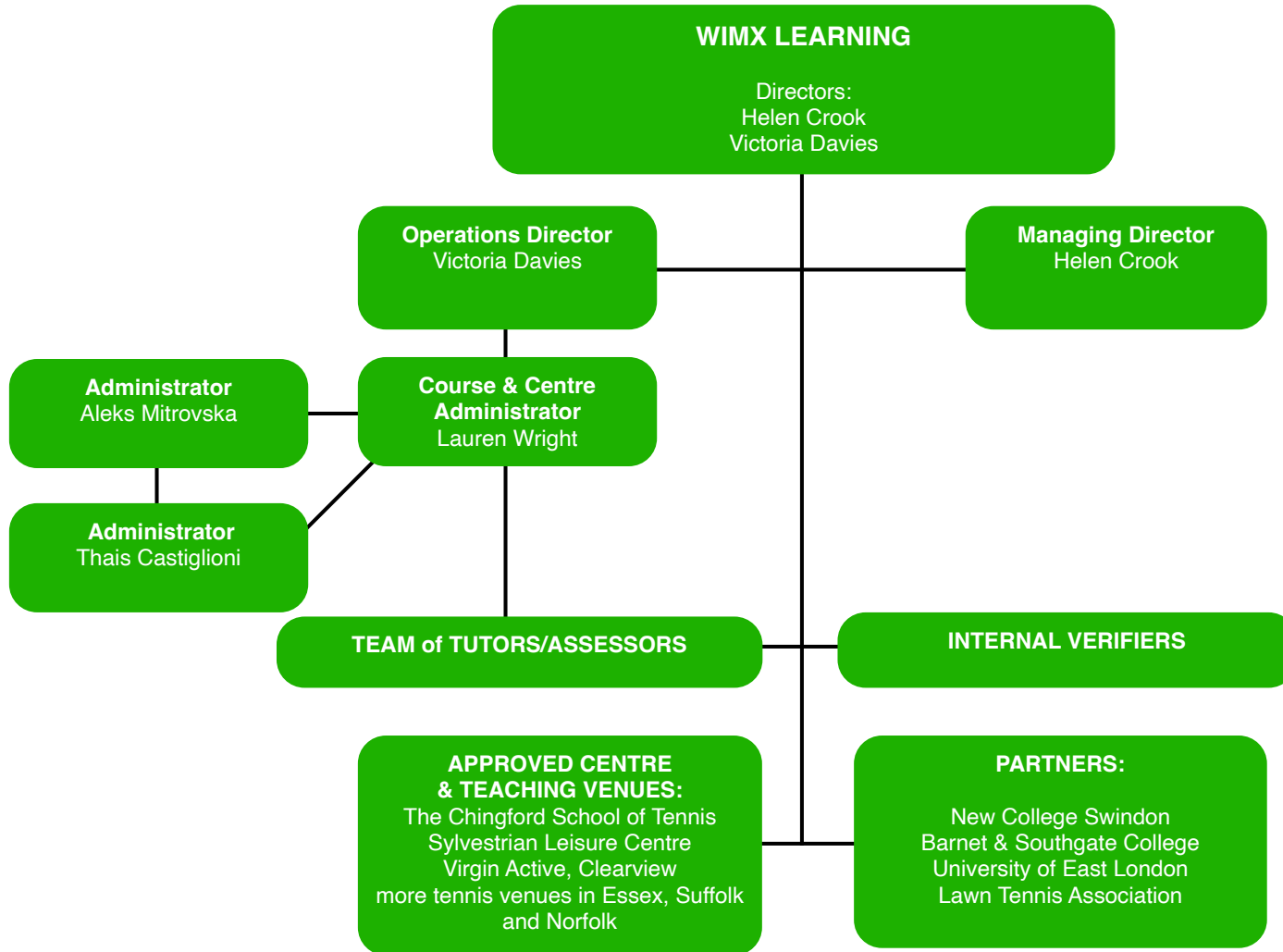
Details of all witnesses –insert details of all individuals who witnessed the near miss, incident or accident		
	Name	Contact number
1		
2		
3		
4		
5		

Incident details			
Time of injury		Date of injury	
Description of the incident			
Treatment applied			
Name of person giving treatment			
Role of person giving treatment			
Loss of consciousness:	Yes/No	Ambulance called:	Yes/No
Person sent to Hospital:	Yes/No	If Yes, which Hospital:	
Name of person completing this report			
Date of report		Office use only: date report received	

Responsibilities

WimX Director, Victoria Davies, is responsible for implementing this policy throughout the organisation.

WimX Learning Organisation Chart



updated March 2022