



Drive Lounge Academy

Health and Safety Policy and Dealing with incidents

Drive Lounge Academy aims to meet the Health and Safety requirements as much as reasonably possible in order to safeguard the well-being of all children, the parent(s)/guardian(s) and staff. Drive Lounge Academy complies with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. Drive Lounge Academy has appropriate insurance cover, including Liability Insurance and Public Liability Insurance.

Staff members are required to follow Drive Lounge Academy Health and Safety Procedures and are responsible for:

- Maintaining a safe environment.
- Taking reasonable care for the health and safety of themselves and others attending the club.
- Reporting all accidents, incidents and near misses which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Drive Lounge Academy is committed to providing an environment which is as healthy and as safe as possible for its children, staff and visitors. However, accidents do happen and there is a statutory requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health and safety Executive (HSE).

Drive Lounge Academy also has a duty to investigate and report all accidents and incidents affecting children, staff and visitors. All accidents and incidents must be reported for monitoring and investigation to ensure that procedures are in place to prevent, as far as possible, similar accidents happening in the future. All Incidents and Accidents will be recorded in the relevant Accident and Incident Books. These books are duplicated to allow the Parents / Guardian to have a copy of the report.

The reporting of work-related accidents is a statutory requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Incident reporting

Any incident that occurs involving children, staff or the parent(s)/guardian(s) that falls outside the normal every day running of club should be recorded in the Incident Book. If substantial, the information on this form should be reported to Drive Lounge Academy Head Office at the earliest convenience. Drive Lounge Academy Head Office will then be responsible for informing any relevant authorities of the incident that occurred. Drive Lounge Academy may also involve other agencies such as the local safeguarding board or the HSE (Health and Safety Executive).

Notification categories include, but are not limited to:

- Broken bones or a fracture.
- Loss of consciousness.
- Pain that is not relieved by simple pain killers.
- Acute confused state: persistent, severe chest pain or breathing difficulties.
- Amputation.
- Dislocation of any major joint including the shoulder, hip, knee, elbow or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness Or requiring resuscitation Or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion, or through the skin.
- Confirmed Cases of Covid-19 (Coronavirus)

When and how to report an accident

If an accident happens to either a child or adult, an Accident Form found in the Accident Book should be filled in:

- All accidents to children and adults should be recorded in the Accident Book. These forms are in the Accident Book.
- Behaviour incidents and physical interventions should be recorded in the Incident Book.
- Incidents/near misses for children and adults are recorded on an Incident Form found in the Incident Book.
- All report logs are to be uploaded to Drive Lounge Academy on a daily basis.

Accident's procedure for learners

Minor accidents procedure - child

If a child has a minor injury, (e.g., minor cuts, grazes or bruises):

- Check the Special Details Form for any allergies or illnesses.
- Administer first aid by a qualified first aider, if appropriate.
- Record details on the Accident Form detailing any injuries sustained and treatment administered.
- If necessary, allow the child time to recover in a quiet place with supervision.
- Ensure that the parent(s)/guardian(s) reads, understands and countersigns the Accident Form.
- Once the form has been acknowledged and signed by the parent(s)/guardian(s), they receive a copy, and the original is left in the book to be returned to Drive Lounge Academy Head Office.

Head injury procedure - child

- Check the Special Details form for any allergies or illnesses.
- Administer first aid by a qualified first aider, if appropriate.
- Any hard blow or fall involving the head should be regarded as a serious incident and professional medical advice must be sought from the NHS Help line on 111. Accident and incident forms must record and reflect the advice received, including timing.

- Record details on the Accident Form detailing any injuries sustained and treatment administered.
- If necessary, allow the child time to recover in a quiet place with supervision.
- Drive Lounge Academy staff must inform Head Office with details of the accident.
- Inform the parent(s)/guardian(s) by telephone of the accident.
- The general principle is that anyone who has a head injury needs observing for 24 hours.
- In the case of a serious head injury arrangements must be made for the child to be taken to hospital by ambulance (see below for the serious accident procedure ' child.
- Accident Form that needs to be completed acknowledging the accident and actions taken by the staff.
- Ensure that the parent(s)/guardian(s) reads, understands and countersigns the Accident Form.
- Once the form has been acknowledged and signed by the parent(s)/guardian(s), they receive a copy, and the original copy is left in the book to be returned to Drive Lounge Academy Head Office
- Parents of any child with a head injury should receive a copy of the head injuries advice sheet

Serious accident procedure - child

- The first aider(s) should apply first aid whilst a member of staff calls an ambulance providing the necessary details regarding the injury, location of site and child's name.
- The Drive Lounge Academy staff will then inform Drive Lounge Academy Head Office of the situation and continue to keep them informed.
- The Drive Lounge Academy staff or Drive Lounge Academy Head Office will then call the parent(s)/guardian(s) and advise them of the situation.
- If the parent(s)/guardian(s) have not arrived on club by the time the ambulance is ready to leave a member of staff will accompany the child to hospital.
- The injury should be reported on an Accident Form and a full detailed report must be written on an Incident Report Form.
- Ensure that the parent(s)/guardian(s) read, understand and countersign the Accident and Incident Forms.
- Once the form has been acknowledged and signed by the parent(s)/guardian(s), they receive a copy, and the original is left in the book to be returned to Drive Lounge Academy Head Office
- A risk assessment surrounding the incident will be completed to try to prevent the same incident/accident occurring again.
- Where required, an accident investigation will take place. This is the responsibility of the Drive Lounge Academy Head Office. Any findings are reported and reviewed by Head Office.

Accident's procedure for visitors

Minor accidents procedure

If an adult or child visiting the club has a minor injury, (e.g., Minor cuts, grazes or bruises):

- Administer first aid by a qualified first aider, if appropriate.
- Record details on an Accident Form
- The injured person will receive the copy of the accident form.
- Once the form has been acknowledged and signed by the parent(s)/guardian(s), they receive a copy, and the original is left in the book to be returned to Drive Lounge Academy Head Office

- Drive Lounge Academy staff must report any accident or incident that is due to the condition of the club or its equipment to the clubs management immediately, as well as Head Office.

Head injury procedure - adult

- Administer first aid by a qualified first aider, if appropriate.
- Record details on the Accident Form detailing any injuries sustained and treatment administered.
- Inform the next of kin by telephone of the accident.
- The general principle is that anyone who has a head injury needs observing for 24 hours.
- In the case of a serious head injury arrangements must be made for the adult to be taken to hospital by ambulance (see below the serious accident procedure 'adult').
- Ensure that the next of kin reads, understands and countersigns the Accident Form.
- Once the form has been acknowledged and signed by the parent(s)/guardian(s), they receive a copy, and the original is left in the book to be returned to Drive Lounge Academy Head Office

Serious accident procedure - adult

- The first aider(s) should apply first aid whilst a member of staff or Club Manager calls an ambulance providing the necessary details regarding the injury, location of site and child's name.
- Drive Lounge Academy staff will then inform Drive Lounge Academy Head Office of the situation and continue to keep them informed.
- Drive Lounge Academy staff or Drive Lounge Academy Head Office will then call the next of kin and advise them of the situation.
- If the next of kin has not arrived on club by the time the ambulance is ready to leave a member of staff will accompany the adult to hospital.
- The injury should be reported on an Accident Form and a full detailed report must be written on an Incident Report Form.
- Once the form has been acknowledged and signed by the parent(s)/guardian(s), they receive a copy, and the original is left in the book to be returned to Drive Lounge Academy Head Office
- Ensure that the next of kin reads, understands and countersigns the Accident and Incident Forms.
- A risk assessment surrounding the incident will be completed to try to prevent the same incident/accident occurring again.
- Where required, an accident investigation will take place. This is the responsibility of the Drive Lounge Academy Head Office. Any findings are reported and reviewed by Head Office.
- Accidents leading to major injuries resulting in more than seven days away from work must be reported to RIDDOR.

Procedure for near misses

Near misses which do not result in an injury should be recorded on Incident Forms and if substantial (e.g., if the near miss could have caused serious injury) should be reported to Any findings are reported and reviewed by Head Office. Head Office. These must also be logged.

Record management

There are data protection regulations that apply to all accident/incident reports and these should be stored safely and securely. They are held at Drive Lounge Academy

Head Office. The retention period for accident/incident reports for adults is the date of incident + 7 yrs. The retention period for accident/incident reports for children is the date of birth of the child + 25 years. They will be shredded at the end of the retention period.