

QMX ACADEMY

Health and Safety

Last Updated
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1. Introduction

QMX Academy is committed to providing a safe and healthy learning environment for all students, staff, and visitors. This policy outlines our approach to managing health and safety in compliance with UK legislation.

2. Policy Statement

QMX Academy will:

- Provide a safe environment for all students, staff, and visitors.
 - Ensure compliance with the Health and Safety at Work etc. Act 1974 and all other relevant legislation.
 - Promote a culture of safety and responsibility.
 - Minimise the risk of injury or illness on-site.
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3. Responsibilities

- **Health and Safety Officer:** Joseph Hall
 - **Staff:** All staff are responsible for their own safety and for the safety of others.
 - **Students:** Expected to follow health and safety rules and report concerns.
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4. Health and Safety Procedures

4.1 Risk Assessment

- All activities are risk assessed.

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- Risk assessments are regularly reviewed.
 - Shared responsibility exists between QMX and the external venue provider.

4.2 Accident Reporting

- Accidents must be reported to the Health and Safety Officer.
- Records maintained in an accident logbook.
- Serious incidents reported to HSE/local authority.

4.3 Fire Safety

- Fire safety is the joint responsibility of QMX and the external site provider.
- Fire drills are held regularly.
- Extinguishers maintained per the Fire Safety Order 2005.

4.4 First Aid

- First aiders trained under the Health and Safety (First Aid) Regulations 1981.
- QMX provides basic first aid only.
- No intimate care or administration of medication (e.g. injections) is provided.
- Where additional medical support is needed, trained staff or emergency services will be contacted.

4.5 Health and Safety Training

- Staff receive mandatory and refresher health and safety training.
- Students receive basic health and safety guidance.

4.6 Hazard Reporting

- All site users are encouraged to report hazards.
- Hazards are investigated and addressed promptly.

5. Monitoring and Review

- Reviewed annually or after major incidents.
 - Feedback from staff and external partners is incorporated.
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6. Incident Management

- A plan is in place for responding to accidents or emergencies.
 - Incident reports are completed and logged.
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7. Fire Safety Procedures

- Regular fire drills conducted.
 - Evacuation plans displayed.
 - Staff trained on using fire extinguishers and exits.
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8. First Aid Procedures

- Basic first aid kits maintained.
 - Staff not permitted to give medication or perform intimate care unless trained.
 - Parents/guardians contacted in medical situations beyond basic care.
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9. Health and Safety Training Procedures

- Induction provided to new staff.

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- Ongoing CPD for all staff.
 - Training logs maintained.
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10. Hazard Reporting Procedures

- Hazard reporting forms available.
 - Reports logged, investigated, and acted upon.
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11. Review and Revision

- Reviewed annually or post-incident.
 - Approved by the designated Health and Safety Officer.
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12. Appendices

- Appendix A: Risk Assessment Template
- Appendix B: Accident Report Form
- Appendix C: Fire Drill Log