**Health & Safety Policy**

1. **STATEMENT OF INTENT**

The Boxing Academy recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the Academy. We are committed to:

* Providing a safe and healthy working and learning environment.
* Preventing accidents and work-related ill health.
* Meeting our legal responsibilities under health and safety legislation as a minimum
* Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
* Ensuring safe working methods and providing safe work equipment.
* Providing effective information, instruction, training and supervision.
* Consulting with employees and their representatives on health and safety matters.
* Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
* Setting targets and objectives to develop a culture of continuous improvement.
* Ensuring adequate welfare facilities exist throughout the school.
* Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

1. **ORGANISATION**

In order to achieve compliance with the Statement of Intent The Boxing Academy’s management team have additional responsibilities assigned to them as detailed in this part of the Policy.

**2.1 THE GOVERNING BODY**

The Governing Body is responsible for:

* Ensuring that the Principal is aware of their health and safety responsibilities.
* Ensuring that the Principal has appointed a competent Health & Safety Lead.
* Ensuring that clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
* Allocating sufficient funds in order to operate safe working practices.
* Monitoring health and safety performance and reviewing the procedures set out in the Health and Safety Policy.

**2.2 THE PRINCIPAL**

The Principal will report to the Governing Body, and is responsible for:

* Understanding their health and safety responsibilities.
* Championing health and safety.
* Appointing a Competent Person who has sufficient experience, knowledge and training to perform the tasks required.
* Identifying clear procedures to assess any significant risks and ensure that safe working practices are adopted.
* Effectively implement the procedures set out in the Health & Safety Policy.
* Monitor health and safety performance and review the procedures set out in the Health & Safety Policy annually, or more regularly if required.
* Planning ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management.
* Receiving reports and investigate records of all accidents, incidents and near misses.

**2.3 ESTATE MANAGER**

The Estate Manager will report to the Principal. The Estate Manager is the appointed competent person (as prescribed by the Management of Health & Safety at Work Regulations 1999 (Regulation 7)), and is responsible for:

* Championing health and safety and demonstrating leadership.
* Providing or sourcing advice and guidance to assist the Academy in meeting its legal obligations on health and safety related matters.
* Reviewing risk assessments and help developing suitable control measures for activity based risks.
* Communicating with the Governing Body, Principal and Health & Safety Lead on health and safety related matters.

Their contact details are identified on the Health and Safety Law posters.

**2.4 HEALTH & SAFETY LEAD**

The Health & Safety Lead will report to the Principal and is responsible for:

* Championing health and safety and demonstrating leadership.
* Liaising with the Competent Person (Estate Manager) regarding health and safety related matters including risk assessments.
* Communicating the procedures set out in the Health & Safety Policy with all staff.
* Providing advice to staff undertaking risk assessments for specific activities and regularly monitoring implementation of control measures.
* Implementing checks on the premises, equipment and surroundings to ensure areas are safe.
* Ensuring arrangements are in place to inspect the safety aspects of the premises.
* Reporting and investigating accidents, incidents and near misses in collaboration with the Competent Person.
* Collating a termly report on health and safety for the Governing Body.

**2.5 ALL STAFF**

All staff are responsible for:

* Applying the procedures set out in the Health & Safety Policy to their area of work.
* Exercising effective supervision of pupils.
* Liaising with the Health & Safety Lead regarding health and safety matters.
* Continually assess risks and implement the required control measures.
* Exercising good standards of housekeeping and cleanliness.
* Reporting any unsafe working environment or practices to the Health & Safety Lead.
* Acting in accordance with specific health and safety training received.
* Understanding the emergency procedures in respect of fire and first aid.

**2.6 OBLIGATIONS OF CONTRACTORS**

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Health & Safety Lead of any risks that may affect the school staff, pupils and visitors.

All contractors must be aware of the Health & Safety Policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

**3) PROCEDURES**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The Boxing Academy follows the “Plan, Do, Check, Act” approach with the intent of delivering effective arrangements.

|  |  |  |
| --- | --- | --- |
| **PLAN, DO, CHECK, ACT**  | **CONVENTIONAL HEALTH AND SAFETY MANAGEMENT** | **PROCESS SAFETY** |
| **PLAN** | Determine your policy / plan for implementation. | Define and communicate acceptable performance and resources needed. Identify and assess risks / identify controls / record and maintain process safety knowledge. Implement and manage control measures |
| **DO** | Profile risks / organise for health and safety / implement your plan. |
| **CHECK** | Measure performance (monitor before events, investigate after events). |
| **ACT** | Review performance / act on lessons learned. | Measure and review performance / learn from measurements and findings of investigations. |

**3.1 COMMUNICATION**

The Boxing Academy are committed to maintaining effective communications at all levels within the company and with external organisations affected by our work activities.

The Principal is responsible for maintaining appropriate internal communication channels to ensure that suitable and relevant information relating to health, safety and welfare at the workplace is distributed to staff and non-employees (where relevant).

The Boxing Academy encourages regular, informal discussions regarding health, safety and welfare, and more formal discussions take place during 1-2-1s, team meetings and office meetings.

The Boxing Academy aims to provide clear instructions, information and adequate training to ensure employees are competent to do their work. Upon employment, an induction is undertaken upon receipt of an Employee Handbook and access to The Boxing Academy’s health and safety documents.

The Boxing Academy’s induction processes shall include information on its Health & Safety policy and procedures and the importance of working in a healthy and safe manner.

As a minimum, the following information will be displayed in the building:

* Health and Safety Law poster
* Insurance policy
* List of First aiders and fire marshals.

The Boxing Academy also recognises the importance of reputable sources of health and safety information from outside of the organisation to ensure that we are kept aware of developments in legislation, technical standards, technology, and industry best practices.

**3.2 STAFF CONSULTATION AND INVOLVEMENT**

The Boxing Academy appreciates that employers must consult employees, either directly or through appointed or elected representatives, on health and safety matters. The Academy therefore aims for an efficient and effective process between employees and their Health & Safety Representatives by utilising the following methods:

* talk to one another
* listen to one another's concerns
* raise concerns and solve problems together
* seek and share views and information
* discuss issues in good time
* consider what everyone has to say
* make decisions together

The Boxing Academy recognise that talking to, listening to and involving employees benefits the business and helps to:

* make your workplace healthier and safer
* improve performance
* raise standards

The Boxing Academy believe that successful staff involvement is based on:

* trust
* respect
* co-operation
* joint problem solving

Employees involvement in health and safety matters is actively encouraged through individual and representative discussion including at staff meetings where this is a standing agenda item.

All employees are also encouraged to discuss any health or safety concerns they may have with the Senior Leadership Team. Employees are involved with the development, implementation and continuing development of good health and safety practice. Informal and formal team meetings are regularly held, and these provide the means by which employees can be consulted on health and safety issues.

**3.3 INFORMATION SHARING TO THOSE WITH A LIMITED KNOWLEDGE OF THE ENGLISH LANGUAGE**

The Boxing Academy understand the following can help to involve and consult with such employees:

* Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
* Get information translated and check that this has been done clearly and accurately by testing it with native speakers. Tip: make sure it is clear in English first.
* Use pictorial information and internationally understood pictorial signs where appropriate
* Where information has to be in English, use clear and simple materials, and allow more time
* Committees and representatives should reflect the workforce they represent.
* Be aware of cultural differences and take these into account when consulting employees - there may be some employees who do not feel able to speak up about health and safety matters.

**3.4 MONITORING**

The Boxing Academy recognises that spot checks, inspections, audits and safety reviews are an essential element of health, safety and performance improvement. The Boxing Academy shall undertake regular checks of the its health and safety management system and its application. All employees shall be made aware of findings and recommendations.

Active monitoring tools available include:

* Risk assessments (see 4.3 for more detail)
* Staff meetings
* Performance reviews
* Office health and safety inspections

Reactive monitoring includes:

* investigating accidents and incidents
* monitoring cases of ill health and sickness absence records

The Boxing Academy recognise that reactive methods monitor evidence of poor health and safety practice but can also identify better practices that can be implemented.

The results of the active and reactive monitoring carried out shall be used as a basis for a review of company health and safety performance. The recommendations of the report shall be the subject of consultation prior to their implementation within an agreed timescale.

**3.5 RISK ASSESSMENT**

The Boxing Academy will carry out risk assessments as required by the Management of Health and Safety at Work Regulations 1999 and other assessments deemed necessary by specific relevant legislation and/or regulations, to identify all reasonably foreseeable hazards and persons who may be affected, and so far as is reasonably practicable eliminate risks or reduce risks to an acceptable level by implementing suitable and sufficient control measures.

All risk assessments carried out by the company shall be conducted by a competent person in accordance with the Health & Safety Executive’s ‘5 steps to risk assessment’. Risk assessments shall be reviewed when changes in legislation and/or regulations require it, or it becomes apparent that they are no longer suitable or sufficient, or shall be reviewed at least annually, whichever is soonest.

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and other lead bodies should be adopted as appropriate.

The Health & Safety Lead is responsible for undertaking general risk assessments and the Principal will ensure that risk assessments are completed by all staff who organise and lead school visits.

1. **ARRANGEMENTS**

It is the practice of The Boxing Academy to regularly review its Health & Safety policy, procedures and arrangements as deemed necessary by changes in health and safety legislation and regulations, working practices, or annually as a minimum. Following any review, The Boxing Academy will set priorities for the continuous improvement of its health and safety policy, procedures, arrangements, and its implementation of risk control measures.

This section outlines the arrangements The Boxing Academy implements in order to maintain successful health and safety measures.

**4.1 TRAINING AND COMPETENCY**

The Boxing Academy recognises that it has a legal duty under various pieces of legislation and regulations to provide appropriate training to its employees and ensure that they have received the appropriate training and are competent to undertake the role that they are employed for. It is The Boxing Academy’s policy to ensure that suitable and sufficient training is provided to all employees to ensure a good understanding of hazards, risks and legislation applicable to health and safety.

The Boxing Academy shall determine the level of training required to ensure that all employees are competent to undertake the given tasks/roles required of them. From time to time, tasks may arise that will require specific training requirements to be met. Training requirements for specific tasks shall be determined as and when the need arises and shall be provided to employees as required. All new staff will receive specific information and training as part of the school induction process. All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and in staff training sessions at the beginning of the academic year.

**4.2 CONTRACTORS & SUB-CONSULTANTS**

The Boxing Academy are not responsible for maintenance contractors employed by the building’s landlords, Located.

Any contractors employed by The Boxing Academy will be carefully selected to ensure a high level of competence in the duties for which they are employed. Contractors will be asked to demonstrate their competence before commencement of work.

Contractors under the control of The Boxing Academy will receive specific induction training detailing site rules and procedures with failure to work in accordance with approved safe working practices resulting in termination of the contract and immediate dismissal.

**4.3 ACCIDENTS, INCIDENTS & NEAR MISSES**

All staff are required to ensure that all accidents, incidents and dangerous occurrences are reported to the Health & Safety Lead who will ensure that the accident, incident or near miss is reported to the Principal, the Governing Body and the Health & Safety Executive if appropriate.

Any near misses – i.e. something which has the potential to cause harm although it does not do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious.

The Accident, Incidents & Near Misses book is held at Reception and reviewed weekly by the Health & Safety Lead.

The accident, incidents and near misses investigation procedure follows the Health & Safety Executive’s guidance (ref hsg245), the four steps of which are:

1. Gather information using the Accident & Incident reporting form
2. Analyse the information utilising the most proportionate method
3. Identify the suitable risk control measures using a methodical approach
4. Create a SMART (Specific, Measurable, Achievable, Relevant, Time bound) action plan and implement recommendations

Periodic reviews of the reports will be undertaken to ascertain any trends of accidents that have occurred in the workplace and determine the immediate and underlying causes to assist in the prevention of reoccurrence.

Where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Boxing Academy shall submit a report in the required format and within the required timeframe to the relevant enforcing authority.

**4.4 ENFORCING AUTHORITY**

The Boxing Academy appreciate the role of the Health & Safety Executive and will act accordingly if an inspector were to visit the premises. The Boxing Academy recognise the Health & Safety Executive's emphasis is on prevention of harm but, where appropriate, will enforce the law in deliberate circumstances. Should corrective actions be required, The Boxing Academy will:

* deal immediately with serious risks
* comply with the law
* be held to account if responsibilities are failed

**4.5 FIRST AID**

Trained first aiders will:

* Take charge when someone is injured or becomes ill
* Call the emergency services if they are needed

Trained first aiders will:

* Hold a valid first aid at work, emergency first aid at work, or any other level of training or qualification that is appropriate to the circumstances

The names of The Boxing Academy’s qualified first aiders are displayed around the building.

The Boxing Academy will provide information and training on first aid to employees to ensure that the statutory obligations as prescribed within The Health and Safety (First Aid) Regulations Approved Code of Practice and guidance are met.

Suitable and sufficient first aid equipment for the use of first aiders shall be provided. Clearly visible first aid signage indicating the location of first aid stations shall be provided, displayed and maintained.

Further information can be found in The Boxing Academy’s Emergency First Aid Policy.

**4.6 FIRE SAFETY & EMERGENCY PROCEDURES**

The Boxing Academy recognise that preventative fire safety measures are paramount, as well as control measures in the event of an emergency, to this end The Boxing Academy provide all staff with regular fire awareness training as well as part of the induction programme for new staff.

Fire safety provisions (such as fire extinguishers, signs, alarms and emergency escape lighting) will be provided and maintained as required by the building’s landlords, LocatEd.

The Estate Manager is the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005) and is responsible for:

* Assisting with taking fire precautions to ensure the safety of employees and premises.
* Assisting with the adoption of the principles of prevention.
* Assisting with making arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
* Assisting with eliminating or reducing risks from dangerous substances.
* Assisting with ensuring premises are equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and that any non-automatic fire-fighting equipment is easily accessible, simple to use and indicated by signs.
* Assisting with ensuring that routes to emergency exits and the exits themselves are kept clear at all times.
* Assisting with establishing appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to persons.
* Assisting with ensuring that no relevant person has access to any area to which it is necessary to restrict access on grounds of safety, unless the person concerned has received adequate safety instruction.
* Assisting with adopting additional emergency measures in respect of dangerous substances.
* Assisting with ensuring equipment is maintained in an efficient state, in safe working order and in good repair.
* Assisting with appointing one or more competent persons to assist them in undertaking preventive and protective measures. This will be the Health & Safety Lead.
* Assisting with providing information and training to employees and persons employed by The Boxing Academy working on site.
* Assist with co-operating and coordinating with other responsible persons.

The Boxing Academy have a Fire Risk Assessment (FRA) and Fire Plan (in line with the 9th Edition Joint Code of Practice) that will be displayed and reviewed as required.

The Boxing Academy will ensure suitable and sufficient steps will be taken to prevent, so far as is reasonably practicable, the risk of injury to a person.

**4.7 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) & CONSORTIUM OF LOCAL EDUCATION AUTHORITIES FOR THE PROVISION OF SCIENCE SERVICES (CLEAPSS)**

The Boxing Academy will at all times endeavour to use substances that pose minimal risk to the health of its employees and those affected by its work. Where substances pose a risk to health then assessments will be carried out to determine the risk and the measures required to control those risks. All reasonable steps will be taken to ensure that exposure of employees to substances hazardous to health is prevented, or at least controlled to within statutory limits.

Arrangements for all relevant products used or likely to encounter during work activities include:

* Briefing staff on the safe use of COSHH products
* Safety Data Sheets for each COSHH product
* COSHH risk assessment
* Implementation of control measures as stated in the COSHH risk assessment.

Hazardous substances must be stored securely in accordance with the manufacturer’s instructions and only used by authorised persons trained in the safe use of the product. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. Substances used in science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

**4.8 SITE MAINTENANCE**

The Health & Safety Lead is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Principal.

All staff are responsible for reporting any damage or unsafe condition to the Health & Safety Lead immediately and for ensuring any such issues are reported on The Boxing Academy’s facilities management system.

**4.9 WORK EQUIPMENT**

The Boxing Academy will, in accordance with the Provision and Use of Work Equipment Regulations (PUWER), carry out an assessment of the risks to the health and safety of its employees to which they may be exposed to whilst using any work equipment. These risks will then be controlled so far as is reasonably practicable so that neither staff or others who could also be exposed to them will be put at risk. The Boxing Academy will provide the appropriate level of information and training to staff who use work equipment. All employees will be instructed not to misuse equipment in such a way which may cause injury and harm to themselves and others.

All portable electrical equipment will be inspected as frequently as required, which will be dependent upon the environment in which the equipment is used and the conditions of usage. Any issues arising from the use of portable electrical equipment must be reported to the Health & Safety lead who will take action to remedy the solution. All other faulty equipment must be taken out of used and reported to the Estates Manager. Staff must not attempt to repair equipment themselves.

**4.10 DISPLAY SCREEN EQUIPMENT (DSE)**

The Principal is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces. Staff who habitually use DSE equipment as part of their work duties will be offered a full eye examination upon request to the Health & Safety Lead.

**4.11 PE EQUIPMENT**

The PE teacher is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. Risk assessments have been completed for all PE activities and all staff must be familiar with these. All PE equipment must be visually checked before lessons and returned to the designated store area after use. Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Health & Safety Lead, or in the case of boxing, the Head of Boxing or other Level 2 Boxing Coach. All boxing activities are regulated by the terms of The Boxing Academy’s Boxing risk assessment.

**4.12 MANUAL HANDLING**

The Boxing Academy recognises the risks that can potentially arise from manual handling. The Manual Handling Operations Regulations 1992 (as amended) apply to a wide range of manual handling activities involving the transporting or supporting of a load including lifting, lowering, pushing, pulling, carrying and moving.

The Boxing Academy will ensure so far as is reasonably practicable that operations which involve manual handling are eliminated. Measures to achieve this include ergonomic design of the workplace and activity, and the provision of automated or mechanical aids.

An assessment of manual handling activities will be carried out by competent persons, any risks which are identified will be reduced to the lowest level reasonably practicable. Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury and as such individuals undertaking lifting or carrying will be provided with suitable instruction, training and information to undertake the task with minimum risk.

No member of staff who has not received manual handling training should attempt to lift or move any heavy furniture or equipment. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

**4.13 DRIVER SAFETY**

Where driving for work may be required, The Boxing Academy has procedures in place to ensure that all vehicles are adequately insured, maintained and serviced, with a valid MOT and that employees have the appropriate driving license.

**4.14 WORK AT HEIGHT**

The Boxing Academy recognises that it is a legal duty to ensure the safety of employees working at height in accordance with the Work at Height Regulations. Employees have a duty to comply with The Boxing Academy’s safety procedures for work at height in order to protect themselves and other persons who may be affected by their action.

Wherever practicable The Boxing Academy will avoid working at height, however when this cannot be prevented The Boxing Academy will introduce measures which will reduce the risks to a manageable level and follow the hierarchy of control set out in the Regulations.

The Boxing Academy will ensure that the risks from working at height are assessed and that those involved in work at height are trained and competent. Appropriate work equipment will be selected and used in accordance with the hierarchy of control and all such equipment will be adequately inspected and maintained. Staff trained to work at must not carry out such activities when lone working. Staff must not stand on desks, chairs or other furniture.

**4.15 LONE WORKING**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify a member of the Senior Leadership Team, and of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

The Boxing Academy has procedures in place to assess and control the risks posed to lone workers including:

* Involving lone working staff when undertaking the required risk assessment.
* Taking steps to check control measures as detailed in the risk assessment are in place e.g. instruction, training etc.
* Taking into consideration any medical conditions that lone working staff may have.

**4.16 YOUNG PERSONS**

Young persons are defined by the Management of Health and Safety at Work Regulations as persons under the age of 18 years. The Boxing Academy does not have any young persons working within the school premises or for the school.

**4.17 ASBESTOS AWARENESS**

In accordance with the Control of Asbestos Regulations 2012, The Boxing Academy will take all reasonable steps to manage the risk of asbestos within their workplaces. The Boxing Academy is not the duty holder under the Regulations and is therefore limited to ensuring employees are not at risk of exposure to asbestos in their workplaces. To do this, The Boxing Academy will:

* obtain copies of the most recent asbestos management survey reports
* ensure that it is has an asbestos management plan and that staff are aware of any asbestos containing materials
* act when there has been a negative change in the condition of any asbestos containing materials

**4.18 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In accordance with the Personal Protective Equipment at Work Regulations, The Boxing Academy will provide and ensure that all PPE used is suitable to protect the individual against the identified risks and is compatible with any other PPE being used. Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Health & Safety Lead.

**4.19 VISITORS**

All visitors must sign in and out at reception, including parents and peripatetic teachers/specialists. Further information can be found in The Boxing Academy’s Visitors to School policy.

**4.20 WORKPLACE**

The Boxing Academy will ensure that they meet the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992. This is done via checks on:

* Welfare and hygiene provisions
* Lighting provisions
* Housekeeping standards
* Fire safety measures
* Safe access and egress
* Management of asbestos containing materials

**4.21 WORK-RELATED HEALTH AND WELLBEING**

Upon report of any concern to the Health & Safety Lead of a specific health or safety issue arising from specific work activities carried out by The Boxing Academy, a risk assessment will be undertaken.

**Stress**

The Boxing Academy recognises that whilst a degree of pressure can be a positive force at work, excessive pressures can have a negative effect on health and performance at work. The Boxing Academy is mindful that stress in the workplace can be caused by any combination of diverse factors, such as job design, lack of control of workload, the working environment and communication arrangements. Employees who are suffering from stress should notify their line manager so that appropriate support can be put in place with the assistance of medical third parties as necessary.

Good communication will be fostered at all levels and staff will be encouraged to discuss any potential problems with their line manager. Should any member of staff suffer any negative effects of stress, The Boxing Academy will provide suitable support mechanisms to mitigate these effects.

The Governing Body and the Principal are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

* An environment in which there is good communication, support, trust and mutual respect.
* Training to enable them to carry out their jobs competently.
* Control to plan their own work and seek advice as required.
* Involvement in any major changes.
* Clearly defined roles and responsibilities.
* Consideration of domestic or personal difficulties.
* Individual support, mentoring and referral to outside agencies where appropriate.

**Working hours**

The Boxing Academy is aware of the duty it owes to all its employees in relation to the working time directive and will take all reasonable steps to ensure that employees do not work more than an average of 48 hours a week over a (rolling) 17 week period, or under special circumstances a 26 or 52 weeks period. At the employees individual choice, you can chose to work more than 48 hours a week, by choosing to opt out but no more than 60, following a written agreement with a Director.

The Boxing Academy encourage and implement the following guidelines to ensure employees do not exceed their working hours and rest as required:

* Have a break if working longer than 6 hours.
* Have 11 hours rest within every 24 hours.
* Have 24 hours rest once in every 7 days.
* Comply with a limit of 48 hours on the maximum working week.
* Have a minimum of 4 weeks paid annual leave.

**Noise**

The Boxing Academy recognises that it has a legal duty to protect employees from exposure to high levels of noise in the workplace in accordance with the Control of Noise at Work Regulations 2005. The Boxing Academy also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication, and stress and will take all reasonable steps to reduce noise levels as far as practicable.

By the nature of The Boxing Academy’s undertakings, the premises do not generally contain any noisy areas, processes or equipment. Should this situation change, however, The Boxing Academy will assess the risks to its employees from noise at work and take action to reduce the noise exposure that produces those risks.

1. **SUPPORTING POLICIES AND PROCEDURES**

Supporting policies and procedures include:

* Educational Visits Policy
* Emergency First Aid Policy
* Safeguarding Policy
* Behaviour Policy
* Medical Needs Policy
* Visitors to School Policy
* Wellbeing Policy

Copies of the above policies are available.