

LUNAR RACING
EDUCATION THROUGH MOTORSPORT

LUNAR

Health and Safety Policy

Statement of Intent

- Working within the framework of Northamptonshire's Health and Safety policy, Lunar is committed to providing a safe and healthy environment for all the staff, students, visitors, contractors and customers using the establishment, so far as is reasonably practicable.
- Lunar recognises its responsibility to comply with Health and Safety legislation.
- The employees of Lunar will have access to appropriate Health and Safety information and training.

Roles and Responsibilities

- The Centre Co-ordinator has overall responsibility for implementing the policy.
- The Centre Co-ordinator has responsibility for immediate Health and Safety issues and is the Health and Safety Officer for Lunar.
- All members of staff and students are encouraged to take responsibility for themselves and their possessions.
- All members of staff will be responsible for Health and Safety and the implementation of safe working practices in the kitchen areas. Students are not allowed in the kitchen area of the workshop.
- The Centre Co-ordinator will:
 - Study Health and Safety audit reports.
 - Study hazard/accident reports and decide on action to be taken.
 - Receive and consider reports from inspectors and safety representatives.
 - Help develop safe working systems and rules.
 - Monitor safety training of employees.
 - Monitor the publicity and communication on health and safety matters in the establishment.

Practical Arrangements for Health and Safety at Lunar

Lunar has a:

- **Medical Book** – used for recording the administering of any medication, works in conjunction with the Medication Procedure.
- **First Aid Book** (located in the First Aid cupboard) – used for recording any form of First Aid that is administered, used for staff and students alike.
- **Accident Book** – used for recording any type of accident that occurs, however minor it is, used for staff and students alike.
- **Incident Book** – used for recording any incidents, can be used in conjunction with the First Aid Book, or the Accident Book. Will work in conjunction with 'Cause for Concern' forms.

All of the above books are kept in the Lunar Racing main office, as is the First Aid cupboard.

Fire

- The fire evacuation procedures are documented and displayed around the Lunar workshop and in the classrooms, at all fire alarm points and on notice boards (Appendix 1/Appendix 8).
- Contractors and visitors to Lunar will be made aware of the fire precaution measures and procedures when reporting to the office. Reference copies of fire procedures are kept in the office (Appendix 2).
- Fire exits are clearly marked and fire doors must be kept closed and not wedged open. Fire exits and escape routes will be kept clear and free from obstructions.
- Fire safety, and necessary procedures and policies will be discussed with students as part of their Induction Programme.
- All staff and students will take part in regular fire drills.
- Combustible materials such as paper will be stored in the designated paper or stock cupboards secure from unauthorised entry. Accumulated rubbish must be collected at the end of the day and stored in outside bins. These bins should have lids and be secured from vandals.
- The attention of new members of staff will be drawn to the evacuation procedures by the Centre Co-ordinator as part of their induction training.
- The fire alarms are tested on a weekly basis and a log is maintained.
- The safety/evacuation lights are also tested on a weekly basis and a log maintained.
- The Lunar workshop and surrounding areas have been designated a non smoking area.
- Access to the site must be kept clear for emergency vehicles.
- Lunar seeks to meet all its fire safety obligations by insisting on regular external inspections with regard to:
 - Fire evaluation procedures
 - Fire extinguishers
 - Signage
 - Handling inflammable and harmful substances

Medical

The nearest medical facilities to Lunar Racing are based in **Kettering**, Northamptonshire. Where appropriate, minor injuries will be dealt with by the qualified First Aiders at Lunar and Rockingham. Lunar will also have access to the full medical facilities operating at Rockingham on occasions when the venue is holding an event or activity.

Administering of Medication

- Lunar has a Medication Book, all administered medication will be written into this book in line with the Lunar Medication Procedure (Appendix 3).
- In line with county policy, Lunar will not supply students with medication, this includes painkillers. Wherever possible, medicines should be administered at home. If this is not possible Lunar staff may administer medication provided by the parent/carers, in line with the Lunar Medication Procedure (Appendix 3). The parent/carers must complete a 'Consent to give Medication' form (Appendix 4), copies of which will be kept in the pupil's file. The medication must be handed over to Lunar staff at the start of the day and will be locked in the medical cabinet, in line with the Lunar Medication Procedure.
- All students who have an ongoing medical condition, an allergy or an illness will be on a list in the Lunar main office, their photograph, name and medical condition will be present. This will allow them to be easily identified and will also act as a constant reminder to staff of their medical condition/allergy/illness. All students who do have a specific ongoing medical condition, allergy or illness (e.g., ADHD, diabetes, nut allergy) will also have an individual Risk

Assessment in place, a personal Behaviour Plan if necessary, as well as a personal protocol for dealing with their medical condition if and when necessary.

- Any student who requires an Epi-Pen will have their own individual Risk Assessment and protocol in place to deal specifically with this.
- Should Lunar have any students who are required to inject themselves due to having diabetes, a securely positioned 'sharps' box will be provided.

First Aid

- Lunar has a First Aid Book, all administered First Aid will be written into this book, in the case of an emergency, the book will be completed at the earliest opportunity after the emergency has been dealt with, and this obviously may involve writing in the Accident Book and/or the Incident book.
- Lunar is staffed by a qualified First Aider. In an emergency the First Aider will take control of the situation, make the decisions concerning the need for further attention and involvement of emergency services. The First Aider will receive refresher training on a three yearly basis.
- Lunar is equipped with a First Aid Cupboard located in the main office. Notices informing staff of the location of the First Aid Cupboard are positioned around the building (Appendix 5). As part of their induction training, the attention of new employees should be drawn to this. The First Aid Cupboard will contain only the statutory items and a list of contents (Appendix 6).
- There is also a First Aid box in the Lunar mini-bus.
- Records of any accidents and the First Aid given will be recorded in the Accident Book if necessary, and the First Aid Book, this is kept in the main office.
- Lunar also has a portable First Aid box which is taken out on trips, testing and Educational Race Weekends.

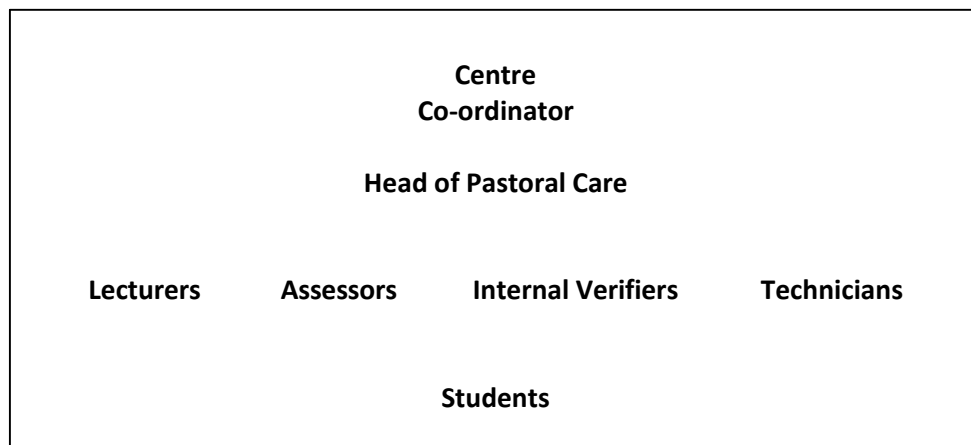
Supporting Students with Medical Needs at Lunar Racing

- "Staff in charge of pupils have a common law duty to act as any responsibly prudent parent would to make sure that pupils are healthy and safe on (educational) premises and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency".
- "Section 3(s) of the Children Act 1989 provides scope for teachers to do what is reasonable for the purposes of safeguarding or promoting children's welfare. This can give protection to teachers who are acting reasonably in emergency situations such as on a school trip". DfEE Circular 14/96.
- It is accepted and understood that Lunar Racing may have students with specific medical needs. We will ensure that everything reasonably practicable is done to ensure the health, safety and welfare of all students.
 - Staff will be made aware of their responsibilities within the Lunar Racing Health and Safety Policy.
 - Staff will be informed of any students special medical needs, the risks involved and any Health and Safety measures put in place.
 - A protocol reflecting the specific requirements of each student with medical needs will be drawn up, in consultation with the students parents/carers and relevant health agencies. Parents/carers will sign all Risk Assessments and Protocols that are specific to their Son/Daughter/Ward.
 - County guidance on the administration of medication to students will be followed.
 - Lunar Racing Policies on administration of medication and supporting students with medical needs will be reported to parents/carers.
 - Students who require regular medication will be encouraged to administer the medication themselves, under staff supervision.

- Attention will be paid to the safe storage, handling and disposal of medication, in line with the Lunar Racing Medication Procedure (Appendix 3). Should Lunar Racing have any students who are required to inject themselves due to having diabetes, a securely positioned 'sharps' box will be provided.
- Medication needed in emergencies will not be locked away, but stored away from the students. Their location will be known to relevant staff and the student concerned. (This will include medication such as 'Hypo-Stop' and Epi-Pens).
- Appropriate training and advice will be sought from the Health agencies for those members of staff working with students who have medical needs.

Reporting of Hazards and Defects

- All staff and students are encouraged to be aware of any hazards or defects in the building and of their responsibility for such risks.
- Hazards and repairs should be reported to the appropriate person.



Accident Reporting

- Accident reporting is carried out in line with Northamptonshire's Policy and Guidance.
- All accidents should be written up into the Accident Book, which is kept in the main office.
- Dangerous occurrences must be reported to County as should 'near misses', in order to monitor potential problems.

Accident Procedures

- All accidents must be reported as outlined above.
- The qualified First Aider will decide whether to administer any necessary First Aid.
- The qualified First Aider will decide if future medical attention needs to be sought.
- If an immediate hospital visit is necessary, an ambulance will be summoned. Depending on the nature of the injury, a member of staff may accompany the student to the hospital and will stay until the parents/carers arrive.
- If the injury is less serious, but may still need medical attention, the parents/carers will be informed and requested to collect their child.

Visitors

- On arrival, all visitors will have to pass through Security, positioned at the main entrance to Rockingham.
- Visitors will either already know their way to Lunar from the main gate, or will be met by staff and escorted to their appointed area.

- Wherever possible, advance warning is given to staff and students when visitors or contractors are expected on the premises.
- When strangers are found on the grounds, without a valid reason for being there, they should be politely asked to leave. Staff should not attempt to evict intruders by force. If intruders refuse to leave or the intention to commit a crime is suspected, the Police will be called.

Electrical

- All electrical equipment to be installed in compliance with the current British Standards and Codes of Practice by competent authorised persons. Electrical appliances will be checked by personnel approved by Northamptonshire County Council under the County's scheme.
- Staff are aware that unchecked personal appliances should not be used at Lunar. Electrical equipment not in use should be switched off and unplugged from the socket.

Snow and Ice Clearance

- In order to protect employees, students, customers and visitors from risk, Lunar accept and recognise their responsibility to ensure safe access to the premises.
- Supplies of salt/grit will be used to treat the main access route.

C.O.S.H.H.

- Lunar is aware of its responsibilities to protect students, staff, visitors and customers from substances which are hazardous to health. The substances fall into three categories:
 - Substances marked as toxic, very toxic, harmful, corrosive, or irritant.
 - Concentrations of dust.
 - Micro-organisms.
- Consideration must also be given to any other substances which may create a health hazard and any substance for which a maximum exposure is specified.
- Any new substance must undergo a Health and Safety Assessment before its use at Lunar is allowed. A specific Risk Assessment will then be completed for the new substance.
- Many items used for teaching the curriculum come under the C.O.S.H.H. regulations. Wherever possible, suitable alternatives which are not hazardous to health are used.
- Lunar recognises that substances such as; Brake Cleaner, Brake Fluid, Oil, Grease, Copper Slip and Anti-freeze all need to be used as part of the curriculum. For each of these substances, and other similar substances, a specific Risk Assessment exists.
- Where any hazardous substance is used, it is only done so under adult supervision. When not in use, all C.O.S.H.H. regulated substances are stored in the C.O.S.H.H. cupboard, which is kept locked.
- All cleaning products are kept in a locked cupboard in the kitchen, which the students do not have access to. Necessary precautions are drawn to the attention of staff who use them.

Workshop Equipment

- Regular checks are undertaken on the workshop equipment and a log is kept, these checks either take place daily, or weekly, depending on the piece of equipment.
- All students undertake a thorough Induction Programme and complete a Safety Checklist prior to using any of the equipment in the workshop.
- Lunar recognises that there are certain pieces of equipment within the workshop that have the potential to cause harm. Some of these pieces of equipment are not used by the students, but may be operational at times when the students are present in the workshop, i.e., the welding equipment and the Rolling Road. Risk Assessments have been completed on these pieces of equipment and they are never used without staff being present.

- Students use the air guns and the vehicle lifts, but always under staff supervision. Students do not use these items of equipment without having prior training. Specific Risk Assessments have been completed on this equipment.
- Some items of equipment require an inspection certificate, these are then kept on file.

PPE (Personal Protective Equipment)

- Staff and students are expected to wear PPE at all times when in the workshop.
- PPE consists of overalls and hard capped boots. Eye, head and hand protection, plus face masks whenever deemed necessary.

Use of Minibus

- The ratio of students to staff should be such as to ensure adequate control and safe conduct. A minimum of two adults, one of whom must be a Lunar Racing member of staff should accompany most journeys, particularly longer journeys.
- Occasionally, assessment of the planned journey will indicate that only one adult is necessary. It may be reasonable for short local journeys to be undertaken without an escort. Careful consideration should be given to the age and behaviour of the students concerned and the expected level of supervision necessary. The Centre Co-ordinator must approve each such journey.
- The second adult must sit in the main passenger section of the bus, next to the side door.
- Seatbelts must be worn for all journeys
- A mobile phone must be taken on every journey.
- Lunar takes into account EC regulations and guidance from RoSPA (The Royal Society for the Prevention of Accidents):
 - A second driver should be provided where a single journey is expected to exceed 4 hours, or a same day return journey is expected to exceed 6 hours.
 - Drivers should have a rest and refreshment break of at least 15 minutes every 2 hours.
 - Drivers should not attempt a journey unless they have had sufficient sleep, rest and refreshment beforehand and need to take into account the total length of time they have been on duty, as well as the expected journey time, having regard more particularly to RoSPA advice that:
 - Drivers who have been awake for more than 7 hours and then drive for more than 2 hours are at greater risk of having an accident.
 - Drivers who drive into normal “sleep times” risk falling asleep.

Use of Staff Cars

- It is strongly recommended that staff avoid giving casual lifts to students. When staff are required to transport students in their own cars they should:
 - Ensure seatbelts are worn.
 - Ensure they have insurance cover for business use.
 - Ensure a senior member of staff is aware of their plan to transport students and the reason for this.
 - Undertake an assessment of the level of supervision required considering the age and general behaviour of the students concerned. A second supervising adult may be necessary.

Risk Assessment

- A Risk Assessment will be undertaken on any potentially hazardous activity. The risk factor will be assessed giving consideration to severity and likelihood of the risk and existing control measures. This will be done using the Lunar Risk Assessment Matrix (Appendix 7). Where the risk is considered to be too high, additional controls should be introduced before the activity is allowed to proceed.
- A record will be kept of all Risk Assessments, both electronic and paper copies.

From time to time it is accepted that other Health and Safety queries will arise. In managing these, reference will be made to the Northamptonshire County Council guidance manual and the Northamptonshire County Council department for Health and Safety.

February 2010.



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LUNAR FIRE NOTICE

INSTRUCTIONS TO STAFF:

- In the event of a fire it is the first duty of all concerned to prevent injury or loss of life.
- For this purpose ALL staff should make certain that they are familiar with the means of escape in case of a fire.
- In the event of a fire, there may be opportunity to attack it with the nearest fire extinguisher. Staff should be familiar with how to use them.
- If **YOU** discover a fire, or if one is reported to you, you should:
ACTIVATE THE ALARM
DIAL 999 AND ASK FOR THE FIRE BRIGADE
- Immediately after the fire alarm has been activated staff should:
Evacuate all persons in their charge to the designated assembly point, taking care to close all doors after them. On arrival to the assembly point, make sure that all persons are accounted for and inform the senior member of staff present.
- No one should re-enter the building until told to do so by the fire brigade, or a senior member of staff.



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FIRE NOTICE FOR CONTRACTORS

IF YOU DISCOVER A FIRE YOU SHOULD:

- **ACTIVATE THE ALARM**
- **CALL 999 AND ASK FOR THE FIRE BRIGADE**

- Close doors and windows in the area you have been working in, if it is safe to do so.

- Leave the building through the nearest fire exit.

- Go to the assembly point and report to a senior member of staff.

- No one should re-enter the building until told it is safe to do so.

Appendix 2



LUNAR

Medication Procedure

At Lunar Racing there is a locked medical cabinet within the main office, all medication is kept in this. The key for the medical cabinet is kept in a locked key cupboard in the main office. All staff have a key for the key cupboard.

When medication arrives at Lunar Racing it will be logged in the medication book, which is kept inside the medical cabinet. The date, time, name of the drug, quantity and strength of the drug and whom it belongs to, will all be recorded. It will also be recorded when medication leaves Lunar Racing, i.e., when it is sent home again with the student.

When a student is given medication, in line with medical guidance, it will be logged in the medication book. Parents/carers will already have signed a 'Consent to give Medication' form, which will be kept in the students file. The name of the student, the name of the drug/medication, the strength of the drug, the date, the time and the staff signature are all recorded in the medication book. This is also signed by the student whenever they self medicate, i.e., inject themselves with insulin.

When a member of staff needs to gain access to the medical cabinet, in order to administer medication to a student, they need to:

1. Access the locked key cupboard in the main office and get the medical cabinet keys.
2. Open the medical cabinet, take out the desired medication and administer to the student.
3. Log all information in the medication book, with signatures.
4. Lock the medical cabinet and remove the key, it should never be left in the cabinet.
5. Return the medical cabinet key to the key cupboard and ensure that the key cupboard is locked again afterwards.

Paracetamol , Ibuprofen and other similar painkilling drugs will not be kept on site at Lunar Racing and cannot be given out to students.

All students who have an ongoing medical condition, an allergy or an illness will be on a list in the Lunar Racing main office, their photograph, name and medical condition will be present. This will allow them to be easily identified and also act as a constant reminder to staff of their medical condition/allergy/illness. All students who do have a specific ongoing medical condition, allergy or illness (e.g., ADHD, diabetes, nut allergy) will also have an individual Risk Assessment in place, a personal Behaviour Plan if necessary, as well as a personal protocol for dealing with their medical condition if and when necessary.

Any student who requires an Epi-Pen will also have their own individual Risk Assessment and protocol in place to deal specifically with this.

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LUNAR RACING

Consent to Administer Medication Form

Lunar Racing will not be able to administer medication to your Son/Daughter/Ward unless this form is completed and signed. The Centre Co-ordinator will then agree that a member of staff can administer the medication.

DETAILS OF STUDENT

Surname:
Forename:
Date of Birth:
Address:
.....
Condition/Illness:

MEDICATION

Name of Medication:
For how long will your Son/Daughter/Ward take this medication:
Date dispensed:

DIRECTIONS FOR USE

Dosage and method:
Timing:
Special Precautions:
Possible side effects:
Procedures to take in an emergency:
.....

EMERGENCY CONTACT DETAILS

Name:
Telephone numbers:
Relationship to the student:
Address (if different from above):
.....

I hereby give permission for Lunar Racing to administer the above medication to my Son/Daughter/Ward, and I accept that this is a service which they are not obliged to undertake.

Signature: Date:

Relationship to student:



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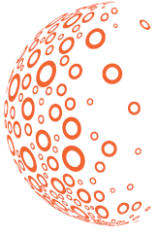
FIRST AID BOXES

LOCATIONS OF EMERGENCY FIRST AID BOXES:

- The main First Aid Cupboard is located in the Lunar Office – this also contains the 9th Edition St John Ambulance First Aid Manual
- There is a First Aid Box in the Lunar mini-bus.
- There are First Aid boxes in each of the classrooms.

On Race Weekends there is a First Aid box in the mini-bus (where the students are working on the cars) and in the main cooking tent (where the students eat their meals and near where they sleep).

It is the responsibility of each member of staff to know where these boxes are.



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FIRST AID CUPBOARD CONTENTS

Adhesive dressings (plasters) of assorted sizes

Medium sterile dressings

Large sterile dressings

Triangular bandages

Safety pins

Disposable gloves

Roller bandages

Scissors

Anti-bacterial wound cleansing wipes

Adhesive tape

Eye wash kit



LUNAR

Hazard and Risk Rating System

The hazard is anything that has the potential to cause harm.

The risk is the likelihood, or chance, that the hazard will cause harm.

Rating the Hazard

- A Minor injury, unlikely to need first aid
- B First Aid Injury
- C Injury or ill health likely to result in days off
- D Major injury or ill health eg multiple injuries and/or broken bones
- E Death

Rating the Risk

- 0 Improbable - so unlikely that probability is close to zero
- 1 Remote – unlikely, though conceivable
- 2 Possible – could occur sometimes
- 3 Probable – will occur several times
- 4 Certain – occurs repeatedly, event only to be expected

Think about the expected outcome and rate the hazard accordingly, and then consider what the chances are of this happening, with the current controls in place, and rate risk with this figure.

Now, using the matrix below, work out whether the risk level is high, medium or low.

Hazard ☞		Minor injury, unlikely to need first aid	First Aid Injury	Injury or ill health likely to result in days off	Major injury or ill health e.g. multiple injuries and/or broken bones	Death
Risk ☜		A	B	C	D	E
Improbable	0	A0 Low	B0 Low	C0 Low	D0 Low	E0 Low
Remote	1	A1 Low	B1 Low	C1 Low	D1 Low	E1 Medium
Possible	2	A2 Low	B2 Medium	C2 Medium	D2 Medium	E2 High
Probable	3	A3 Medium	B3 High	C3 High	D3 High	E3 High
Certain	4	A4 High	B4 High	C4 High	D4 High	E4 High

The aim should be to reduce the likelihood of something going wrong to as low as possible. Where your assessment produces a **low** outcome, it is safe to proceed. Where the outcome is **medium**, you should look at ways of further controlling the risk, to bring it down to a low level. If this is not practical, for example if it is a one off activity of short duration which would need major expenditure and/or time spent to further reduce the risk, then the activity may proceed **only with extreme caution**.

If the outcome produces a **high** result, **this activity must not be started**. Even if this is a one off activity that will only take a matter of minutes to complete, it must not be started until a safer method has been found.

Guidance on Expected Outcomes of Events

Try to take a realistic view. For example, if a cable was to be trailed across the floor in the doorway to a classroom, almost everyone would trip over it. It has been known for people to sustain a fractured skull and then to die from tripping or slipping on a level surface, but this is very rare. Of those who entered the classroom and tripped on the cable, most would not actually fall over. Some would fall but may not be badly injured beyond a small scratch or a bruise. Some could suffer worse injuries, resulting for example in back pain requiring time off, or even a broken wrist or hip. Therefore, it would be feasible to rate this trip hazard on any of the above scores. However, to be realistic, the expected outcome would be an injury likely to result in days off, so this would be rated as a C for the hazard, but as it is expected that people would trip over the hazard, it should receive a 4 for the risk. This hazard would end up rated as C4. This would give it a high rating, so it would not be acceptable to proceed in this way. Another route for the cable would have to be found!



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FIRE NOTICE

STUDENTS

If you discover a fire you should:

- **Activate the alarm**
- **Inform a member of staff**

If the fire alarm sounds you should:

- **Leave the building by the nearest fire exit**
- **Do not worry about your belongings, YOU are more important**
- **DO NOT use the lifts**
- **DO NOT run**
- **Assemble in the car park and report to a member of staff**
- **No one should re-enter the building until told to do so by the fire brigade, or a senior member of staff**