



## **HEALTH AND SAFETY POLICY – EXPERTEASE LEARNING HUB**

### **STATEMENT OF INTENT**

ExpertEase Tuition accepts its legal duty under the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees, non-employees, pupils and visitors who use its services.

ExpertEase Tuition will take all reasonable actions to fulfil these duties and will seek to ensure the co-operation of staff, pupils, visitors and contractors.

The organisation section identifies allocated staff duties and arrangements for creating a safe working environment have been established following a risk assessment of all known potential hazards.

The Health and Safety Policy and the general health and safety performance will be monitored at least annually and updated as necessary.

### **RESPONSIBILITIES**

#### **Company director**

The Director is responsible for day to day health and safety performance and will:-

- Develop a safety culture throughout the provision.
- Take day to day operational decisions re Health and Safety
- Draw up safety procedures in partnership with the senior team and/or staff
- Ensure staff are kept aware of their responsibilities.
- Monitor the effectiveness of procedures/systems.
- Carry out termly fire drills and maintain the Fire Safety Folder.
- Complete Risk Assessments where appropriate
- Ensure that the appropriate number of staff are trained fire wardens

#### **Senior staff**

Our Senior staff will be responsible for ensuring that:

- Codes of practice appropriate to their area of work and relevant health and safety information are brought to the attention of all staff
- Specific legislation and codes of practice appropriate to the work of their team are complied with
- Appropriate safety signs and notices are displayed
- All incidents are reported to Jade Gill, Director, the causes are investigated, and an incident form is completed
- Health and safety training needs are identified and met or reported to the Director
- Staff are aware of first aid, fire and emergency procedures
- New employees and learners receive appropriate a formal health and safety induction
- Assessments for all risks to health and safety are carried out, and significant findings are recorded, including COSHH, Manual handling etc. with appropriate preventive measures being taken
- Regular inspections of areas for which they are responsible are carried out

- All equipment is safe for use and, where appropriate, liaise with other members of staff and/or seek specialist advice
- As far as possible, any health and safety issues brought to their attention in respect of work and/or areas of premises for which they are responsible are resolved
- Effective learner supervision occurs, and learners are aware of general emergency procedures concerning fire, first aid and any special safety measures concerning the teaching areas

### **All staff**

All staff will:-

- Support the implementation of health and safety arrangements as required by health and safety legislation.
- Take reasonable care of themselves and others who may be affected by their acts or emissions.
- Ensure, as far as is reasonably practicable, that classrooms or work areas are kept safe.
- Report any concerns, shortcomings or near accidents immediately to the Director or in their absence, the Senior leader – Simranjeet Gill
- Ensure that they are familiar with our Fire Procedures

### **Visitors and Contractors**

- Report to the front desk on arrival
- Sign the visitors book or log attendance on signing in portal
- Must wear a badge at all times whilst at the premises
- Adhere to our fire safety and evacuation procedures in an emergency
- Must contact a member of staff immediately if they have a medical emergency

### **Learners**

- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare.
- Read and sign the health and safety procedures checklist issued during your induction

## **ARRANGEMENTS**

### **FIRST AID & MEDICINES**

- A list of trained first aiders can be found on the Health and Safety board in the reception area.
- First aid resources are located in the first aid box in the kitchen.
- Each first aid box should be re-stocked by first aiders when used.
- All treatment administered to a child, visitor or staff should be recorded in the first-aid accident books, by the first aider. This is then filed in the accident/first aid records file within the office.
- A list of learners with medical conditions is held centrally in line with Data Protection and can be accessed by staff.
- All adults dealing with bodily fluids must wear disposable gloves, which are located with the first aid resources.
- Please refer to our first aid and medicines policy for further information

## **ACCIDENTS**

- Accidents, other than minor injuries, must be reported to the Director and in the case of a child, the teacher and parents.
- Accidents/Incidents that require a child to be sent home/to hospital should be recorded in the accident file, which is kept in the main centre office. There is a legal requirement that certain categories of accident need immediate reporting under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). This decision is currently the responsibility of the Director.
- Injuries to learners or adults requiring RIDDOR reporting must be reported to the LA Health & Safety Office.
- If a learner receives a head injury, a notification must be sent home to the parents. It is the responsibility of the person dealing with the injury to ensure that this notification is made. The class teacher must be made aware of the incident so that the child can be monitored on returning to the classroom.
- The fire alarm system in this Centre is a BELL and ELECTRIC SYSTEM. Fire exits and recommended routes are clearly sign posted.
- Consideration will be given to the classroom exits where a teacher or a student has a disability.
- Visitors involved in a Fire Practice – \_Visitors will make their way out of the building by the nearest available exit door. If possible, the senior staff will bring the Visitors Book to the assembly area so that visitors can be accounted for.
- The fire Assembly Point is outside Luton Town Hall

### **CURRICULUM HEALTH & SAFETY**

- All learners will be encouraged to observe safety rules and procedures and follow instructions from staff.
- Learners will receive specific instructions, relevant to the subject being studied, as necessary
- Staff should also instruct learners in general class safety rules (e.g. how to carry scissors safely, using electrical equipment with dry hands, tucking chairs underneath the tables etc.)
- Learners should be made aware of potential hazards if equipment they are handling is improperly used.

### **SUPERVISION OF LEARNERS**

- The provision day begins at 9:30a.m. Staff must be present to supervise learners as soon as they enter the building. The provision ends at 2pm. All learners are collected at the end of the day by their parent/carer or family member or in some instances contracted taxis with escorts.
- For learners who intend to make their own way home from the provision, we will obtain written consent from their parent/carer.
- Any child not collected on time should be supervised by a member of staff. The parents/transport company will then be contacted. Except in an emergency, no teacher must leave a child unattended.
- All staff must exercise as much care and responsibility towards the learners as that which would be taken by a caring parent.

### **OFF SITE ACTIVITIES & OUTINGS**

- Staff responsible for developing schemes of work will implement "Risk Assessment" and monitor their effectiveness for all hazardous activities undertaken on or off-site.
- Educational Visits – This provision will ensure all necessary selection, vetting and monitoring procedures are adhered to in accordance with the local authority guidelines.
- All necessary paperwork and risk assessments for all educational visits is kept in a file in the office.

### **MAINTENANCE & USE OF EQUIPMENT**

- Staff are required to regularly check their immediate working environments and report any potentially hazardous situations, especially with regard to classroom fixtures and fittings, sporting apparatus, Design Technology tools and equipment, musical instruments, tools and electrical items (including computers).
- Electricity at Work Regulations, 1989: 'Electrical Testing (PAT)' –electrical equipment will be PAC tested bi-annually
- Electrical equipment such as kettles and toasters etc. should only be used with close adult supervision. Learners must never be left unsupervised when using this equipment
- The Director's and senior staff will undertake regular visual checks of premises and log actions/concerns.
- Faulty or potentially dangerous equipment should be reported to the Director/s and Health and Safety Officer immediately.

### **HAZARD REPORTING PROCEDURES**

- Staff should be alerted to potential hazards at all times and report any concerns

- Staff should be alert to, and report, any condition considered potentially hazardous. (e.g. uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables etc.). Any spillages should be cleaned up immediately.
- Yellow hazard warning stands are available from the cleaners' cupboards to identify potentially hazardous situations.

#### **CONTROL of SUBSTANCES HARMFUL to HEALTH (C.O.S.H.H.)**

- A record must be kept of any substances identified as hazardous. (by way of labelling on the container and the manufacturers material safety data sheet)
- Staff are not allowed to bring potentially harmful personal substances of any sort onto the premises.
- The provision will provide the necessary substances to allow for full curriculum access /upkeep of classrooms.

#### **8. VIOLENCE**

- The provision has up to date Behaviour, Lone Working and Complaints policies that detail how the school will respond to aggressive and/or potentially violent pupils and parents.
- Aggressive and violent behaviour will not be tolerated.

#### **STAFF TRAINING & INDUCTION**

- All adults working unsupervised with learners within school must have current DBS clearance, and have provided appropriate identification to the provision, for inclusion in the Single Central Record.
- New staff and learners will receive a formal induction training which will cover our health and safety procedures, including fire evacuation procedures. This is the responsibility of the Designated Safeguarding Person.

#### **GENERAL HEALTH & SAFETY ARRANGEMENTS**

- Safety Signs – Regulations, 1994 – The provision will ensure that prescribed safety signs are displayed.
- Potentially hazardous substances must be stored in the secure storage provided and not in class areas.
- Water, paint, liquid soap, clay or any other potential 'slippery' material should be used with care and any spillages must be cleaned up immediately. Warning signs are available should an area become unavoidably wet.
- Stiletto heels are not to be worn at the provision building.

#### **MONITORING & REVIEW OF POLICY**

The Director will carry out an annual review of the health and safety policy to ensure that any changes in legislation are adhered to and that the contents of the policy remain valid.

Directors and Health and Safety Officer will attend training as required, to assist them with effective monitoring of Health and Safety systems.

Risk assessments will be carried out by the Director on a regular basis.

## **FIRE EVACUATION PROCEDURES – INSTRUCTIONS FOR STAFF**

### **Instruction Sheet 1**

**THIS INSTRUCTION APPLIES TO EVERYONE ACTION TO BE TAKEN ON DISCOVERING A FIRE  
DO NOT ATTEMPT TO TACKLE THE FIRE UNLESS YOU CAN DO SO WITHOUT ENDANGERING  
YOURSELF AND/OR OTHERS**

- Activate the alarm by means of the nearest alarm call point
- Leave the building following the procedure below

### **ACTION TO BE TAKEN ON HEARING THE FIRE ALARM**

- If you are a Fire Marshal/Warden, follow the procedures in Instruction Sheet 2
- If you are teaching or otherwise supervising a group of students, ensure that all students in your care have responded to the evacuation alarm and escort the group by the nearest available exit route to their designated Assembly Point.
- Check the students' toilets on the exit route if time and circumstances allow.
- Otherwise, leave the building by the nearest available exit
- Assist disabled persons
- Do not use lifts
- Do not delay in leaving the building
- Take only personal belongings readily to hand
- Do not switch off computer equipment
- Do not lock any doors
- Do not return to check for missing persons
- Walk, don't run
- Report to the Assembly Point
- Do not return to your vehicle and attempt to drive off unless authorised to do so
- Await further instructions

### **Instruction Sheet 2**

#### **FIRE WARDEN INSTRUCTIONS**

At ExpertEase Tuition the Fire Warden's responsibilities are:

- Conducting regular checks of their area to ensure that fire safety is not compromised, such as checking that exits are not blocked or damaged and that doors are not wedged open or hindered from closing automatically. Any defects should be reported to the Director immediately.

- Checking that fire safety equipment in their area is not damaged or obscured by other items being left in the way. Any damage should be reported immediately to Jade Gill or, in her absence, Simranjeet Gill.
- All fire safety equipment should be correctly sited (e.g. fire extinguishers not being used to hold doors open).
- Checking fire safety/emergency signs are undamaged, clear and displaying the correct information (e.g. fire assembly information).
- Maintaining the register of weekly fire warden checks for their area.
- If contractors are working in their area, checking that the contractors are not compromising fire safety. Any issues are to be reported to the Director.
- Ensuring their area is clear of people in the event of an evacuation by 'sweeping' the area as they proceed to the assembly point and reporting their area as clear to the Fire Marshal on arrival at the assembly point.

**Note. Fire Wardens are not to return to their area to conduct a 'sweep' if they are away from the area when the alarm is raised. In the event of a real fire in the Fire Warden's area, the priority is to evacuate – DO NOT conduct the 'sweep'.**

The Fire Warden is to "sweep" the designated area as part of their own evacuation of the building and report to the Fire Marshal at the Town Hall as to whether they have checked their area and found nobody who is unaware of, or ignoring, the alarms.

The Fire Warden role is an important one. The first question the Fire Brigade will ask on arrival is whether we believe the building is occupied or empty. If we cannot say that we believe the building is empty, then the Fire Brigade will assume someone may still be inside and potentially put their own lives at risk rather than containing the fire from outside. If a Warden does not report, we have to tell the Brigade that we have no information. The Fire Warden is not expected to put himself or herself at risk, but it is important that he or she reports the outcome of the sweep. If the answer is that the Warden has not been able to check, that is the answer which should be given. If you are teaching when the alarm sounds, ensure your class knows the nearest direct route to the exit, see them off and then carry out your Fire Warden duties as you evacuate. In the event of any emergency evacuation, Fire Wardens should act as follows:

- In conducting your duties as a Fire Warden, health and safety is the priority of all concerned, so do not put yourself or others at risk.
- Ensure that the area for which you have responsibility at the time of the alarm is clear and that all staff and learners leave the building.
- Tell staff and learners that they must leave the building – do not enter into an argument with any who refuse, but note their location and, where possible, their name and report the matter to the Fire Marshal.
- Go directly to the assembly area and report to the Fire Marshal.
- Notify the Fire Marshal of any injured person or person with mobility problems, giving their location and, where possible, the nature of their injuries.
- Notify the Fire Marshal of the name and location of any person who has refused to leave the premises.


Staff and students must not return to the building until the Fire Marshal says it is safe to do so.

### Instruction Sheet 3

#### STAFF DUTIES

Staff	Primary	Deputy	Duties
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Incident Controller	Director Jade Gill	Director Simranjeet Gill	Take overall charge of the emergency and liaise with the Emergency Services
Fire Marshal Senior School	Director Jade Gill	Director Simranjeet Gill	Co-ordinate the collection of evacuation data from Fire Wardens and notify Incident Controller accordingly
Fire Wardens	<ul style="list-style-type: none"> <li>● Jade Gill</li> <li>● Simranjeet Gill</li> <li>● Nicola Evans</li> </ul>		Undertake a 'sweep' of their area of responsibility whilst exiting the building and report clear status to the Fire Marshal

Approved by	Jade Gill
Signature	
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