



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 Directors or in their absence, the Site Supervisor – Nicola Evans
- 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 for 85-87 Regency House, George Street is outside Luton Town Hall
- The fire Assembly Point for 1st floor, 34 George Street is outside Natwest Bank

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 9:00am. Staff must be present to supervise learners as soon as they enter the building. The provision ends at 3:30pm. 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 Enhanced 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.

FIRE SAFETY

Fire safety arrangements are in place at **ExpertEase Learning Hub** to protect staff, students, parents/carers, visitors and other persons using the premises. A record of people in the building will be maintained where required to support safe evacuation.

Trained **Fire Wardens** will be appointed where appropriate to support evacuation, carry out sweeps of designated areas where it is safe to do so, assist at the designated assembly point and help prevent re-entry until the premises have been declared safe.

Emergency evacuation procedures form part of the induction and familiarisation process for new staff and students, where appropriate. Visitors, parents/carers and other users of the Learning Hub will be made aware of relevant evacuation arrangements as necessary. Fire action notices and evacuation information will be displayed clearly throughout the premises.

A **Fire Risk Assessment** will be maintained for ExpertEase Learning Hub and reviewed regularly, at least annually, and whenever there is a significant change to the premises, its use, staffing, occupancy or fire-safety arrangements. Fire-safety checks, alarm testing, emergency-lighting

checks and fire drills will be undertaken in accordance with the applicable fire-safety arrangements, with appropriate records maintained. Fire drills will normally take place each term where practicable.

In the event of a fire being discovered

The following action should be taken:

- **Raise the alarm immediately** by activating the fire alarm system and, where necessary, alerting people verbally.
- **Call the Fire and Rescue Service by dialling 999.** The person discovering the fire, or another person designated to do so, must ensure that the emergency services are contacted in accordance with the Learning Hub's fire procedure.
- The fire alarm and any automatic monitoring arrangements will operate in accordance with the system installed at **ExpertEase Learning Hub** and the servicing or monitoring arrangements in place.
- Staff should calmly escort students and visitors from the premises by the nearest safe escape route and proceed directly to the designated **fire assembly point**.
- Designated staff or Fire Wardens should check their allocated areas, where it is safe to do so, to confirm that they have been evacuated. **No member of staff should put themselves at risk.** Doors should not be opened where there are indications that doing so may expose the person to fire, smoke or other danger.
- Staff must not attempt to fight a fire unless they have received appropriate training, the fire is small and manageable, there is a safe means of escape, and doing so does not place them or anyone else at risk.
- The person responsible for the roll call should account for staff, students and visitors and immediately report any person who may be missing to the **Managing Director, senior person in charge, Fire Warden or attending Fire and Rescue Service**.
- **No person may re-enter the building** until the premises have been declared safe by the Fire and Rescue Service or another person legally authorised and competent to make that decision.

FIRE PREVENTION

All staff at ExpertEase Learning Hub must be familiar with the following fire-prevention arrangements:

- Fire exits, escape routes, corridors, stairways and access to fire-fighting equipment must be kept clear of obstructions at all times.
- Rubbish, waste paper, cardboard and other combustible materials must not be allowed to accumulate unnecessarily.
- Flammable materials and substances must be stored appropriately and kept away from heat sources, naked flames and other potential sources of ignition.
- Electrical equipment should be visually checked before use. Any damaged or defective equipment must be taken out of use and reported. Electrical equipment should be switched off when not required unless it is designed or required to remain operational.
- Staff should familiarise themselves with the location of fire extinguishers and other fire-safety equipment. Fire extinguishers should only be used by persons who understand how to use them safely and where attempting to extinguish the fire would not place them or others at risk.

- Fire doors must not be wedged open unless fitted with an approved device designed to release automatically when the fire alarm operates.
- Staff must report any fire-safety concern, obstruction, damaged fire door, alarm fault or defective fire-safety equipment promptly to the **Managing Director or designated responsible person**.

When staff accompany students to other premises, they must familiarise themselves with the relevant fire and emergency procedures at that location and explain any necessary arrangements to the students in their care.

FIRE ALARM TESTING

- The automatic fire-detection and alarm system at **ExpertEase Learning Hub**, including smoke detectors, heat detectors where fitted, manual call points and associated equipment, will be maintained and tested in accordance with the manufacturer's instructions, applicable servicing requirements and the Learning Hub's fire-safety arrangements.
- Where the system is connected to an alarm receiving centre or another automatic monitoring service, the connection and response arrangements will be maintained and tested as required.
- The fire alarm system will normally be **tested once each week**, with the test recorded in the **Fire Log Book**.
- Tests should normally use different manual call points on a rotational basis where practicable so that the operation of the system can be checked across the premises.
- All alarm tests, servicing, faults, false alarms and remedial actions will be recorded in the Fire Log Book.
- Emergency lighting and other fire-safety systems will be inspected, tested and maintained at the required intervals, with records retained where appropriate.
- Any identified defect affecting the effectiveness of the fire alarm or other fire-safety arrangements must be reported promptly and appropriate action taken until the fault has been rectified.

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.

STAFF DUTIES

Staff	Primary	Deputy	Duties

Incident Controller	Direct or Jade Gill	Direct or Simranjeet Gill	Take overall charge of the emergency and liaise with the Emergency Services
Fire Marshal Senior School	Direct or Jade Gill	Direct or Simranjeet Gill	Co-ordinate the collection of evacuation data from Fire Wardens and notify Incident Controller accordingly
Fire Wardens	• Jade Gill • Simranjeet Gill • Nicola Evans		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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