



# **EDUCATION MY LIFE MATTERS**

## **HEALTH AND SAFETY POLICY**

### **Content**

1. Introduction
2. Statement of Intent
3. Health and Safety training for Learners
4. Health and Safety training for staff
5. Overall responsibility
6. General Health and Safety Arrangements
7. First Aid
8. Medication
9. Allergies
10. Accidents
11. Fire Wardens
12. Fire Hazard
13. Fire Evacuation
14. Off Site Activities
15. Learners on external courses
16. Risk Assessment
17. Lone working
18. Display Screen Equipment
19. Lifting
20. Temperature
21. Lighting
22. Hygiene

### **Appendix A**

Health and Safety Policy Check list

## **Introduction**

Health and safety is important consideration for our provision. We will take all reasonable steps to provide a safe, healthy and caring environment for our learners, staff and visitors. The arrangements for health and safety have been drawn up in accordance with the Management of Health and Safety Regulations 1999 and the Health and Safety at Work Act 1974 (HASAW).

All staff at Education My Life Matters (CIC) are responsible for learners and employee safety while they are at school and on trips.

## **Statement of Intent**

Education My Life Matters (CIC) Independent school is fully committed to providing and ensuring that all staff, learners, visitors, volunteers and contractors have a safe and healthy place in which to work and learn.

It is our aim to:

- Establish standards which take account of legal, statutory and other requirements
- Establish and maintain interest in, and awareness of, those standards and provide training which will maintain those standards
- Require the commitment of all staff and learners to exercise personal responsibility to do everything possible to prevent injury to themselves, others, and members of the public.

## **Health and Safety Training for Learners**

All learners receive basic Health and Safety training on fire procedures under the HASAW Act 1974.

Quizzes, hand-outs, exercises and posters are all recognised by Education My Life Matters (CIC) as useful aids to help the learners understand Health and Safety legislations.

## **Health and Safety training for staff**

The provision provides training in health and safety for staff, which covers the following areas:

- Ensuring that Executive Board Members and senior managers are aware of their responsibilities
- Providing appropriate training for all staff with specific duties relating to health and safety e.g. Training Teachers/Tutors, First Aiders/ Fire Wardens.
- Carrying out assessments to reduce the risk associated with the use of DSE (Display screen equipment).

## **Overall Responsibility**

All staff have the responsibility to co-operate to achieve a healthy and safe learning and working environment and to take reasonable care of themselves and others. Whenever staff notice a health and safety problem this should be drawn to the attention of the Health and Safety Officer immediately who will record it in the incident book.

## **Health and Safety Officer – Mark Reid (has overall responsibility)**

In absence **Valerie Nembhard** will assume responsibility as the Health and Safety Officer reporting any issues that arise.

The Health and Safety officer is responsible for Health and Safety reviews and adoption of good practice both in the school premises and in any satellite buildings.

The Health & Safety officer will be responsible for monitoring the Health and Safety procedures and practices:

- Establishment and maintenance of fire procedures for all premises
- Establishment and maintenance of First Aid provision
- Establishment and maintenance of accident reporting procedures
- Ensuring safe learning and working environment in all Provision premises
- Establishing procedures for discovering and removing hazards
- Arranging training for staff and learners including induction training
- Encouraging involvement of staff and learners in Health & Safety developments
- Ensuring that this Health & Safety policy is reviewed annually
- Ensuring that the Provision keeps abreast with legislative developments. **General**

### **Health and Safety Arrangements**

- Smoking is not permitted anywhere on the provision's premises
- When contractors are on site, they are expected to follow provision safety procedures  
The Health and Safety Officer and the Director will liaise with contractors as appropriate
- A yearly check will be carried out by Health and Safety Officer and the Director to monitor the upkeep of all premises used by the provision
- An appropriate training for staff in relation to health and safety will be provided on a regular scheduled basis
- All new staff and visiting staff, as part of their induction programme, will be advised on health safety procedures.

### **First Aid**

The provision First Aiders are:

#### **Mark Reid / Akilah Muhammad**

All classrooms and office area have been provided with a first aid box, equipped in accordance with statutory requirements. First aiders are responsible for checking and restocking the first aid kits and taking charge after any accidents (i.e. administering first aid and co-ordinating any emergency services), which is monitored by the Strategic Lead and Head Teacher.

### **Medication**

If a learner requires prescribed medicines whilst at EMLM, the parent/carer must complete an Administration of Medicines/Treatment Form (Consent Form) that is available from the school admin office. Once completed a copy of the form should be placed in learner's file, and another copy kept in the admin office.

All medication should be stored safely in the fridge, or in clear boxes marked with the learner's name in the school admin office, in accordance with the **guidance of keeping the medication.**

All medication, epipen, except inhalers, must be recorded when taken on the appropriate administration of Medicines/Treatment Form register, which is kept in the school admin office.

It is the responsibility of the staff; teachers and mentors to ensure children have access to inhalers/medicines on any off-site visits.

## Allergies

Information about learners who suffer from an allergy will be kept in the admin office. All staff will be informed of the individual learners affected. Teachers will be issued with lists informing of any medical issues concerning any learners.

## Accident

Any injuries and accident occurring during term time, regardless of how trivial it seems, must be recorded in the accident book in the first aid medical room. Any accidents, other than minor cuts and abrasions, should be reported to the Health and Safety officer. The member of staff supervising the learner involved in the accident is responsible for entering the details in the accident book, as well as any actions taken. Where an accident report is made at a placement a copy/duplicate entry must be made in Education My Life Matters (CIC) accident book as soon as possible. The accident must be also reported to the Strategic Lead and the Head Teacher if the learner is seriously injured or needs to go home as a result of the accident. Letter to the parent/carer will be sent out informing them of their child being involved in an accident and a copy of the letter kept in the learner's file. Staff are advised to use plastic, disposable gloves, when dealing with bleeding or other cases of body fluids.

If there is an emergency situation, an ambulance must be called to transport the learner to a hospital. Wherever possible, the parent/carer should accompany their child. If this is not possible, the learner must be accompanied by two members of staff. In a non-emergency situation, a taxi must be used. Staff must never use their own vehicle as they may not be appropriately insured.

Accidents to staff must also be reported and a record kept in the Accident Book.

## Fire Wardens

The Fire Warden - **Jacqueline Fullerton** - is trained in evacuation techniques and coordination of emergency services in the event of a fire. There will be at least two fire wardens in place at Education – My Life Matters (CIC) premises. The wardens are: Jacqueline Fullerton, Valerie Nembhard and Mark Reid who overall are responsible for the safe evacuation of staff and learners.

## Fire Hazards

There are considerable fire hazards in buildings where there are large quantities of flammable materials such as paper. The following general provisions apply to all EMLM classrooms and offices.

- Wherever required by law fire certificates will be held.
- Fire extinguishers will be provided and maintained in an efficient working order in all offices and are provided by Fire Action.
- Under no circumstances should fire extinguishers be used as door wedges or propped open fire doors open.
- Fire exit routes should be kept clear at all times.
- Clear fire action procedures will be posted in all buildings.
- Regular fire drills will be carried out on a monthly basis and time documented of evacuation.
- Where fire alarms are installed, detectors call points or end of line test switch will be tested regularly.

## Fire Evacuation – 5 Rosenthal road, Catford SE6 2BX Discovering

### a fire - what must you do:

- RAISE THE ALARM – Shout **FIRE, FIRE, FIRE!** And operate the nearest fire alarm call-point to warn everyone in the building that there is a fire.
- **IF YOU SUSPECT A FIRE, SOUND THE ALARM. DO NOT** search for the source of the fire. Only the Fire Brigade should do that – particularly where this involves opening doors when a fire is suspect to be behind them. If there is smoke in the corridor etc.; then you have already found the fire and it is already time to **RAISE THE ALARM!**
- **CALL THE FIRE BRIGADE** – **DO NOT DELAY** in summoning the Fire brigade. Call from a place of safety. Dial 999 if possible – this will be answered by the Emergency Services switchboard staff who will then inform the Fire Brigade with additional information to get them to the correct entrance
- **Telephones are located at the reception area and in every office.**
- Leave the building **PROMPTLY, DO NOT WAIT TO BE TOLD AND DO NOT** attempt to collect personal belongings.
- Use the nearest Fire Exit, (look for the green ‘Running-Man signs).
- Close doors and windows behind you if time permits and only where you can.
- Observe any specific instructions about isolating equipment or services.
- If you find smoke blocking your route, then go a different way.
- DO NOT use the lift.
- DO NOT block the fire exits.
- Move away from the building and keep the entrances clear for the Fire Brigade.
- Once out of the building proceed to the **Fire Assembly Point (across the road at Rosenthal Road)** and listen to the instructions given by the **Fire Marshal for the building**, who is responsible for safety and liaising with the Fire Brigade.
- **DO NOT** go back into the building until you are specifically told to do so by the **Fire Marshal** or the attending **Fire Brigade Officer in-charge. Silencing the alarms is not a signal to re-enter the building.**

### Off Site Activities

The Strategic Lead must approve any visit off site. An appropriate risk assessment form must be completed before the activity takes place and reviewed by the Strategic Lead. If possible, the person organising the visit, should make a preliminary visit to the site.

Furthermore, any visit to take place offsite, a signed consent form, from parent/carer must be obtained giving permission. During enrolment parent/carer will be asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of learners and staff in the party on a school trip and their contact numbers must be kept in the admin office. The list should also include the registration number of any vehicle(s) used to transport learners.

If the party is travelling on two or more coaches it should be clear on the official list of learners and staff who is travelling on which coach. Each staff on the visit should have a copy of that list and a copy should also be left with the driver at the front of the coach.

The learner: staff ratio recommended by the authority for the activity must be met.

Where transport is by car (either teacher or parent/carer) a Car Insurance Confirmation Form should be completed. Each staff should also carry an official list with the names of their

passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, the school must know that vehicle's registration too.

Where the visit is in the evening, the staff in charge must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted; staff should ensure that they are used. Staff must base themselves in different parts of the vehicle to minimise the risk of all staff being injured.

Learners should not sit in the front seats of the coach nor in the centre back seat. Learners should not be seated by an emergency exit either.

Learners should sit still not distracting the driver or drivers of other vehicles.

**On a visit involving transport the following should be easily accessible:**

Plastic gloves, first aid kit (containing official list of staff and learners on the party, plus the Provision name and telephone number), Drinking water and beaker; Paper towels and hankies, and 'Sick bags'.

The staff and teachers are responsible for ensuring learners have access to inhalers and their medication if necessary when on off site visit.

**Learners on external courses**

Learners are covered during these activities by EMLM insurance, both in respect of their being injured and in respect of their causing damage or injury to other persons or property.

**Risk Assessment**

Risks to the health and safety of staff, volunteers, learners and visitors will be assessed at each location. The findings of the assessment will be recorded in writing. Any significant findings that staff need to know, to ensure their health and safety will be communicated.

Assessments will be reviewed annually or when they are no longer valid due to staffing, process or site changes within Education - My Life Matters (CIC).

In areas under the control of another employer or organisation EMLM will take appropriate steps to ensure that the employer follows legislative requirements, HSE and LSC requirements making such assessments are complied with.

**Stress**

EMLM have a legal duty to protect employees from stress at work. A risk assessment of stress at work is completed by Strategic Lead and acted upon.

**Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Staff should avoid dealing with the public or interview learners when they are alone in the building. Also, learners who use the general office space during lunch times; staff should ensure that at least two members of staff are in the building during that time.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark. Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours. When two or more people work late they should try to leave the building together.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

## **Display Screen Equipment (DSE)**

Working at DSE can be stressful causing both eyestrain, and repetitive strain injuries. In order to minimise the adverse effects from these the following rules must be complied with in all cases.

- All workstations will be assessed for risks to health and safety. Any risk will be reduced or removed as quickly as possible
- All DSE and associated equipment must be kept clean and be properly maintained.
- A proper amount of space must be available around the workstation to enable staff to work comfortably.
- All DSE and associated equipment must be located on furniture, which provides a proper solid basis.
- All workstations must be provided with properly adjustable chairs.
- Screens must be able to be moved on their base from side to side and up and down. Keyboards must be height adjustable.
- There must be adequate ventilation and lighting provided in all cases.
- Nobody working at a VDU should be expected to work for a period of more than an hour without a break.
- VDU users will be given training in the use of VDU to enable them to work without risk to health.
- Staffs who habitually use VDU's will be entitled, upon request, to an eye and eyesight test. If spectacles are then prescribed for work on the VDU CSV will pay for the cost of basic lenses and frames.

## **Electrical Equipment**

All staff are expected to visually check equipment before use and report any damage and put notice saying "Faulty Do Not Use".

Particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into the school from home without the prior agreement of the senior management and a PAT test been carried out.

Nobody shall be engaged in any work activity where technical knowledge or experience is necessary unless he/she possesses such knowledge or experience. Nobody should attempt to carry out the simplest electrical work such as fitting plugs or changing light bulbs unless they are certified as competent to do so in accordance with the schools Fire Policy.

### Lifting

Working in an office inevitably requires the occasional lifting and moving of furniture, equipment, stationery and so forth. However, there is no expectation of staff to move equipment and staff must not take the risk of straining themselves. Staff should consult their manager whenever there are problems with moving things. Staff who regularly engaged in lifting, training will be properly trained.

### Temperature

EMLM will ensure that during working hours the temperature in offices and teaching rooms is reasonable and will be at least 16 degree Celsius.

### Lighting

EMLM will have suitable and sufficient lighting in all work areas, and lights should not be allowed to become obscured, for example by filing cabinets.

## Hygiene

The cleanliness and tidiness of offices, classrooms, general space and toilets /washrooms are an important contributory factor towards health and safety. Senior managers will ensure that all areas used by EMLM staff are cleaned on a regular basis and are kept at an adequate level of cleanliness, and tidiness.

### Appendix A Health and Safety Policy Check List

1. Have you got a copy of the school Health and Safety Policy? Yes/No
2. Do you know how to report an accident? Yes/No
3. Do you know where the accident book is kept? Yes/No
4. Do you know what the fire drill is? Yes/No
5. Have you been made aware of the fire procedures? Yes/No
6. Have you been made aware of any workplace hazards? Yes/No
7. Do you know who to report to about any faulty equipment or anything which may cause injury? Yes/No
8. Do you understand your responsibility towards health and safety? Yes/No 9. Are you aware of the safety policy regarding doors? Yes/No

**Name:**

**Signature:**

**Date:**