



Health & Safety Policy

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Authority: Director, Connect2Education Ltd

Policy Aim

What is covered in this policy?

- The Responsibilities of management and employees regarding health and safety in the centre
- Risk assessments & managing risk
- Fire Drills & alarms
- Driving and Transport
- First Aid
- Security of the learning environment.

Connect2Education is responsible as an employer, for ensuring compliance with health and safety legislation. The Health and Safety at Work etc Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. The Managing Director and Senior Managers have overall responsibility for health and safety and the operation of this policy.

All staff must also understand that everyone shares responsibility for achieving healthy and safe working conditions. Teachers and other staff in charge of children and young people in an educational environment, such as a school or centre for alternative educational provision, have a common law duty, when in charge of pupils, to take the same care of them as would a parent (Loco Parentis).

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools and other education establishments such as alternative providers of education. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. Connect2Education senior managers are aware of which incidents need reporting under RIDDOR. <https://www.hse.gov.uk/riddor/>

At Connect2Education, in terms of RIDDOR reporting of incidents, the identified 'responsible person/s' are senior managers.

Responsibilities of Management:

- To provide safe working and learning conditions for all staff and students
- To ensure that when a risk is identified there is a clear risk assessment completed and communicated to all staff, students and visitors to the premises
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence. (This may include RIDDOR)
- To be a business that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.

**Responsibilities of Employees:**

All employees, must comply with Connect2Education's health and safety policy and associated arrangements and in particular are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Cooperate with their line manager to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the business in embedding a positive safety culture

Children and young people in the centre:

All children and young people are required to behave in a manner that supports health and safety in an educational environment and in particular are expected to:

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be employed to work with them.
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of recognised staff any health and safety concerns that they may have

Communicating Health and Safety updates to staff & students will take place via:

- Staff briefings
- The provision of information relating to safe systems of work and risk assessments
- Staff training days
- New Staff Induction
- Health and safety bulletins, or information, from Terry Dicken Business Park, or Hambleton District Council

Risk Assessment

The Management of Health & Safety at Work Regulations 1999 covers the outline requirements for the management of health & safety. Reference should also be made to the Health and Safety Executive publication, HSG65, Successful Health & Safety Management.

<https://www.hse.gov.uk/pubns/books/hsg65.htm>

Managers at Connect2Education Ltd are responsible for: -

- Assessment of hazards and associated risks.
- Identification and implementation of preventive and protective control measures against those risks.
- Completing risk assessments.



All risk assessments will be reviewed annually, or earlier should the need arise e.g., following an incident, change of method of work or an update in government guidance or legislation.

If an event occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other, the following procedure will apply

- Planned work and/or activity with the pupils that could be affected will cease
- The most senior manager on site will instruct staff on immediate action to be taken to reduce the danger if possible
- If this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.

Managing risks

Specialist support, advice and guidance

Specialist support, advice and guidance will be obtained where required.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Electrical Systems and Equipment

Connect2Education maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Termly classroom inspections are undertaken whereby all equipment is visually inspected by a senior manager. Staff are also asked to make visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective.

Other Risks

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

Connect2Education has a duty to report any concerns regarding asbestos to the building manager Mark Dicken. If any concerns are raised, a senior manager will seek confirmation of the existence or otherwise of asbestos on site by liaising with Mark Dicken at Terry Dicken Business Park. No member of staff is permitted to work with or disturb asbestos containing materials.

Risk of spillage & steps to clear spillage of body fluids i.e., urine, faeces, vomit and blood

- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves will be provided and worn. To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent.
- Urine spillages will be cleared up using paper towels before washing the area with a detergent solution.
- Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of in the bathroom waste bin in the ladies' toilets.
- Manufacturer's instructions will be followed when using any cleaning products.
- Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

NB: There are no bleach products stored in the workspace or classroom space in the centre. Bleach products are kept in a centre cleaning cupboard which is locked and separate to the teaching classrooms and office areas.

**Fire Safety in the centre.**

Connect2Education Ltd follow the Fire Risk Assessment and Fire and Emergency Plan for Unit 2 Roseberry Court Stokesley on the Terry Dicken Business Park. A fire drill is completed annually. Following any significant changes to the building or room use, as part of any refurbishment/construction projects, the fire drill policy may be reviewed.

All staff are advised of Fire Safety procedures when in the building and are aware of fire exits. Extinguishers are on site and managed by Terry Dicken Business Park.

On raising or hearing a fire alarm in centre, a senior manager will advise staff in each of the centre classrooms to escort children & young people out of the nearest exit.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc.

Appropriate information/instruction regarding fire exits is provided to all visitors to the centre. In all aspects the fire regulations and procedure for fire exit in respect of Unit 2 Roseberry Court Terry Dicken Business Park will be followed.

Where staff, children & young people or any regular visitor to the tuition centre are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan will be developed and implemented.

Connect2Education operates a strict, on-site, no-smoking policy.**Fire Drills and Alarm Activations**

- Regular fire drills will be undertaken.
- Planned testing of the systems in the building is managed by the owner of the building Mark Dicken (Terry Dicken Business Park)
- Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded by Terry Dicken Business Park owners.

Driving and Transport

Connect2Education does not own or operate a mini-bus or similar vehicle. Connect2Education staff will ensure all driving activities will be risk assessed and that where private vehicles are used for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.



Connect2Education Ltd recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers **must not** respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e., vehicle is stationary and in safe position with engine turned off.

In line with changes to the law, March 2022: -

An offence is triggered whenever a driver holds and uses a device, regardless of why they are holding it.

This “will cover any device which is capable of interactive communication even if that functionality is not enabled at the time’

Handheld radios and mobile phones are **not** to be used on petrol station forecourts.

Where staff are involved in an accident, they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Director as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, staff are instructed to:

- Stop the vehicle in as safe a position as the situation allows
- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required
- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire.

First Aid

Connect2Education has completed a first aid risk assessment, which has identified the minimum numbers of first aiders required by the organisation in the tuition centre.

Accident, Assault and Near Miss Reporting and Investigation

Connect2Education have adopted the following procedures for the reporting of accidents, assaults and near miss incidents.

- If any accident, assault or near miss incident occurs on tuition premises, it is always reported to Connect2Education senior management, as well as an appropriate member of school staff, if in a school, or staff overseeing alternative premises, such as a library/children’s centre.
- Accidents or ‘near misses’ in the tuition centre will be recorded in an accident book and the students relative school notified.

Educational Visits, Learning Outside the tuition centre

Connect2Education will complete a risk assessment for all educational visits. A consent form will be required from all parents/ carers.

Security in centre

Connect2Education recognises the duty of care in the prevention of unauthorised or unknown visitors entering the tuition centre classrooms. Security locks are fitted to all external doors (excluding the fire doors, which open only from the inside. Connect2Education operates a strict procedure for external visitors

- All visitors to the tuition centre are requested to ring the bell in the reception area. In the first instance, a member of staff will meet visitors; they will be asked to sign in and give the reason for their visit. The visitors will then be escorted to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.
- No visitor is given unrestricted access to the tuition centre; this includes parents.



- If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

**Entering and Leaving the Tuition Centre**

All children/young people and staff are required to enter and leave the tuition centre via the main entrance.

Leaving the Tuition Centre at the End of the Day

At the end of the education session, the children/young people are escorted by staff to their mode of transport or collected by a known person. All children/young people understand and are reminded that, if the adult who should collect them has not arrived, they will be asked to wait with a member of staff. No child or young person is allowed to leave unless we are sure they are safe.

Leaving the Tuition session without permission

No child or young person is allowed to leave the tuition centre without permission. Risk Assessments are in place for this reason and staff will alert the police, if appropriate and the designated safeguarding officer of the school, should this happen.

Severe Weather Conditions

In the event of a severe weather event such as heavy/prolonged snow which prevents access to the centre, or in an extreme weather event such as heavy rain causing flooding in the centre, the senior managers will advise staff as soon as is practicable to do so. A risk assessment will be completed and staff will be advised of the outcome regarding risk of working from the building.

Bomb Threats

Any warning Connect2Education receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received, the building should be evacuated immediately according to the emergency plan and the emergency services informed.

Staff should be always vigilant and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park, or persons in unauthorised areas.

National Health Alerts

In the event of an epidemic or pandemic alert, Connect2Education senior managers will follow official advice and guidance from the government regarding risk of infection. A risk assessment will be created which clearly shows the procedure for keeping children & young people, staff and visitors, safe in centre.

If required to do so, Connect2Education will close the premises and revert to on-line learning platforms where possible, until advised that the level of risk is acceptable enough for a return to centre. Required risk assessments can be accessed from the website www.connect2education.co.uk