



HEALTH & SAFETY AT WORK ACT 1974 GENERAL POLICY STATEMENT

Epicquest Alternative Education

Health Safety Policy

(As required under Section 2(3) of the Health & Safety at Work Act 1974)

1. The Board of Epicquest Alternative Education recognise and accept their responsibility as an employer for providing, so far as is reasonably possible, safe and healthy work places and working environment for all their staff and volunteers, authorised visitors, contractors and users of the Centres facilities.
2. The Board will take all steps within their power to meet this responsibility paying attention to the provision and maintenance of
 - a) Plant, equipment and systems;
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances;
 - c) Sufficient information, instruction, training and supervision to enable staff and volunteers to recognise hazards and contribute positively to their own safety and health at work and to the health and safety of others;
 - d) A safe place to work and safe access to it;
 - e) A healthy environment and adequate welfare facilities

3. The Head Teacher will be responsible to the Board for ensuring safe conditions of work for staff and volunteers, pupils and authorised visitors to their Centre. This responsibility will be discharged by direct action or by delegation.

4. Teachers, including those in charge of non-teaching staff and volunteers, will be responsible for the following:

a) Ensuring that equipment necessary for the work of the centre is maintained in compliance with current regulations and that appropriate notices are displayed adjacent to specific hazards.

b) Ensuring appropriate instructions and guidelines relating to any aspect of their contents.

c) Ensuring that members of staff and volunteers attached to the centre are conversant with safety precautions and procedures.

d) Reporting and investigating accidents within the centre.

5. Assistant teachers and members of the non-teaching staff and volunteers will be required to assist the Teachers in the discharge of his/her responsibilities relative to safety, health and welfare.

6. Teachers will be responsible for:

a) Ensuring the safety and healthy environment of the pupils in their care as far as is reasonably practicable.

b) Ensuring the proper use by pupils of safety equipment and protective clothing where provided.

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c) Ensuring that pupils are instructed in safety procedures in operation of processes involving known hazards.

d) Initiating aid in the event of an accident.

Without detracting from ensuring safe conditions at work, the Board will

continue to keep under review arrangements for providing competent technical advice on safety and health matters where this is necessary to assist centre managers in their task.

The Board, recognising the need for the involvement of both teaching and non--

teaching staff and volunteers in achieving a successful safety policy, will co-operate with safety representatives and will provide them with such facilities and training as may be necessary

to carry out their tasks.

The Board remind all staff and volunteers of their own duties under section 7 of the Health & Safety at Work Act 1974 (see below) to take care for their own safety and that of other staff and volunteers and to co-operate with the Board so as to enable them to carry out their own responsibilities successfully.

Section 7: Health & Safety Act 1974

It shall be the duty of every employee, authorised visitor, contractor and user of the Centres's facilities while on the Centres Premises:

- a) To take responsibility for the health and safety of him/herself and of other persons who may be affected by his/her omissions; and
- b) As regards any duty or requirement imposed on his/her employer or any other person or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.

Emergency telephone numbers are available at reception.

Occupational Health

Under the Health and Safety at Work Act, 1974 there is a general obligation for the centre to ensure so far as is reasonably practicable the health, safety and welfare of all members of staff and volunteers (Section 2). Occupational Health is concerned with the effects of work on health and health on work. The Centre does its utmost to ensure that staff and volunteers's health and safety is a priority concern and that their working environment and conditions reflect this. Due consideration is given to unwell staff and volunteers with the emphasis on supporting their return to work at the appropriate time.

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POLICY FOR HEALTH AND SAFETY

Levels of responsibility

It is the responsibility of the Head Teacher

- a) to draw up and bring to the notice of all staff and volunteers a policy for Health and Safety and procedures to implement that policy
- b) to review these procedures annually
- c) to arrange for the training of staff and volunteers, where necessary, so that the policy may be carried out satisfactorily

- d) to respond to and act on reports from staff and volunteers on matters of health and safety
- e) to ensure all staff and volunteers carry out the procedures laid down in the policy for Health and Safety
- f) to pass on any concerns he/she may have or any reports from staff and volunteers on matters of Health and Safety.

Aim and general statements of policy

The aim of our centre is to create an atmosphere of carefulness both in and out of centres.

This is for all users of the centres, children, centres staff and volunteers, parents and the community.

All policies are available for view around the centres.

This carefulness includes:

- 📌 The ability of each individual to protect him/her self
- 📌 Concern and consideration for the safety of others
- 📌 Knowledge of what to do in certain situations
- 📌 Alertness and control
- 📌 Cultivation of good practise

For children, good safety habits are taught as part of the whole curriculum. This can be through topics which include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be through a health-related topic such as smoking. In assembly matters of safety relating to the building and grounds are continually discussed with the children.

At Epicquest Alternative Education children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene, etc. A positive policy for healthy eating is maintained at the centre.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- 📌 In the classroom
- 📌 When using equipment e.g. scissors, tools, PE apparatus
- 📌 When moving around centres

■ When carrying out investigations e.g. a pond, pollution, soil studies

■ When on educational visits

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For any physical activity, children change into shorts and T-shirts or appropriate clothing for sport and other activities. They are expected to wear trainers or studded boots, as appropriate, for indoor and outside activities. Children may also be asked to do some indoor physical activity in bare feet. It is part of our centres policy that children do not wear any form of jewellery (with the exception of simple ear studs for medical purposes) for safety reasons. We have a limited number of centre rules, but refer to a code of conduct, which are for safety reasons, such as walking round the centre, playing in sight of an adult on duty, care of property etc.

Educational Visits – refer to Trips Policy

Emergency Procedures

Epicquest Alternative Education has set procedures in case of an emergency in centres, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at regular intervals. All staff and volunteers and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

Accidents

All children are taught to take care of themselves and each other, but in the centre environment, accidents do occur. Please refer to Centres's First Aid Policy

Staff and volunteers responsibilities

All staff and volunteers should

- a) check the safety of the classroom or work area in which they are operating
- b) see that any equipment to be used is safe
- c) ensure that safe procedures are followed and that protective equipment is used
- d) report any defects to the the Head Teacher
- e) undertake other tasks as appropriate, e.g. first aider

Maintenance

It is the responsibility of the head teacher to see that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security systems are working properly

The Head Teacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. Any minor repairs or maintenance are completed by the maintenance team or through the use of authorised contractors.

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Specific employees maintain clean and tidy buildings and grounds.

Any equipment/hazardous substance is kept in areas inaccessible to the children.

All equipment is maintained regularly.

All electrical equipment is maintained, checked and marked by a qualified electrician appointed so to do.

Fire Drill and evacuation procedure

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. If they wish, staff and volunteers may check any areas they are passing to ensure that they are empty eg; toilets, empty classrooms. This should only occur if the fire is not in that vicinity and should not slow or impede the evacuation of the children in their charge. Under no circumstances should anyone move further into the building away from their nearest exit nor should they move away from the area in which they were working to another area past an exit.

If your normal exit is blocked for any reason then use the nearest available exit.

(Exit routes for each classroom or activity area are displayed in those locations.)

Lead the children in your charge to the assembly point designated for the area of the centres you are in.

The Head Teacher or Office Staff and volunteers will bring the registers to each class teacher. These lists are furnished to him and maintained by the office staff and volunteers. In some instances the class teacher will take out the register of their own class or activity group.

Nobody is to go back into centres. If a child is missing it must be reported.

When all the lists have been received, the person in charge will address those children assembled and give instructions as to how they should proceed.

Staff and volunteers must ensure that children walk in and out of centres sensibly, and line up quietly.

Lunchtime Fire Procedure

Fire and Bomb Alerts

In the event of a fire, bomb alert or another event requiring a Centres evacuation the Head Teacher or person designated must:

- 📞 Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)

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- 📞 Phone 999 for the fire brigade and police. Mobile phone to be taken out by office staff and volunteers.

- 📞 Check that the evacuation procedure has been followed

- 📞 Remain at the front of the centre to meet the fire brigade/police and direct them to the incident

- 📞 All children and adults must remain outside

- 📞 Only when the all clear has been given by the Head Teacher will the message be sent back to classes enabling children and adults to re-enter the premises

Smoking Policy

- 📞 It is the policy of the Board that Epicquest Alternative Education is a no-smoking centre

- 📞 Smoking is not permitted in any area of the centres by staff and volunteers, parents or visitors to the centre.

Car Parking

Car parking is a concern at Epicquest Alternative Education and all effort is taken to minimize the hazards which could arise for those that use the centre. It is also a potential hazard for neighbours who live within the vicinity of the centres. Drivers parking cars at the centre, or dropping or collecting children at the centres should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

There is contact with traffic police and the Centres' Liaison Officer who will talk to

children and provide leaflets and posters to display and send out.

Regular newsletters to parents emphasise the following:

- 📄 Parking neatly to allow for the maximum number of cars in the car park
- 📄 Being vigilant of all pedestrians
- 📄 Observing the speed restrictions
- 📄 Dropping children off in the dropping zones then driving on to keep the traffic flow moving, rather than parking and waiting

Staff and volunteers should:

- 📄 Trips – try to arrange minibus arrival when there is the least amount of traffic on centre premises.
- 📄 There will be personal contact by Head Teacher with any adult who continually parks in an obstructive way or who drives with excessive speed or lack of care. All comments by parents or neighbours will be followed up.

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Policy on Children Moving Equipment

In the normal day-to-day running of the centre, there are certain situations where children will need to move equipment or items of furniture. For example:

- 📄 Chairs and/or tables
- 📄 Sports equipment
- 📄 Small items of equipment

Children must always be supervised when moving any equipment or item of furniture.

Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions. Which equipment a child should be allowed to move should be at the discretion of the member of staff and volunteers in charge, taking into consideration the age, weight, height and ability of the child concerned.

Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack

of chairs then they should be carried singly. If a large number of chairs are needed then members of staff and volunteers will supervise.

Tables need one child at each end. A child must not attempt to lift a table on his or her own.

Small items of equipment include CD players, Laptops etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

No child is allowed to plug or unplug equipment into the mains electricity system.

The use of DVD and audio remote controls should be allowed only under adult supervision.

Items Children Should Not Move

🖨️ PC's

🎹 Pianos

✂️ Paper cutters

Security of the Premises

The Head Teacher and the head of admin are the designated key holders and are responsible for the security of the building.

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Class or Subject teacher

It is the responsibility of the class teacher to make sure that his or her classroom windows are secure and equipment is switched off before leaving the premises unless a direct arrangement has been made with the cleaner who will be working in that classroom after he or she has left.

Senior Management

The head teacher is responsible for the security of the premises during the centres day.

All staff, pupils and volunteers sign out if leaving the Centre during the Centres Day and sign in on their return.

Any parent or visitor must report to the office if entering the Centre.

These points must be adhered to, but in no way detract from the open door policy of the centre.

Visitors

All visitors must report to the Centre office on arrival and collect a visitor's badge, which must be worn in a prominent position whilst on the premises. The badge must be handed back to the office on departure.

For the security of children and premises, all members of staff and volunteers are expected to challenge anyone on site who is unknown to them and who is not wearing a visitor's badge.

Contractors on Site

- 📌 Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the centre. They must contact the Centres Office.
- 📌 All contractors must report to the Centres Office.
- 📌 Contractors will work under the supervision of the all members of staff and volunteers so as not to endanger the health and safety of children or adults in the centre
- 📌 Any equipment that contractors bring into centres must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- 📌 No repairs or maintenance can be carried out in areas which children or adults are occupying; this includes cloakroom and toilet areas. If it is necessary to carry out repairs in areas currently in use then those areas will be restricted in use whilst such repairs are being affected.
- 📌 If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this play time, and the contractors must leave the area. If this is not possible or practical then alternative play areas will be designated and the area being worked upon will be closed for the duration. The Head teacher will monitor all work and any concerns will be reported to the contractor concerned.

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Guidance for Contractors on Site

We have been recommended by the Health and Safety Inspector (southend borough Council) to ask you to refrain from:

- 📌 Smoking in the building or in the grounds as we are a no-smoking centres
- 📌 Talking to the children (our children are asked not to talk to strangers)
- 📌 Moving vehicles when children are at play

📄 Working on or near the playgrounds when the children are at play (see previous section)

📄 Leaving equipment around

📄 Playing music during centres hours if there are children working in the area in which you are working

If you have any problems, please see the Head Teacher.

Policy on the Use of Hazardous Substances in Centre

All substances which may be hazardous are kept in a locked store.

Any staff and volunteers ordering chemicals must only order those covered by the COSHH register.

Any member of staff and volunteers using chemicals must:

- 📄 Check the substance against the COSHH register
- 📄 Follow procedures laid down for use
- 📄 Be aware of procedures for avoiding exposure and for control
- 📄 Inform the Head of any difficulties

Asbestos

The Control of Asbestos Regulations 2012 includes the 'duty to manage asbestos' in non-domestic premises. The legal responsibility for the safe management of asbestos lies with the 'duty holder' who is the person responsible for the maintenance or repair of the centre, the head teacher. The centres refers to the DFE document 'Managing Asbestos in your Centres March 2015', the centres document on Asbestos management and the HSE website for guidance. The Centre will carry out an asbestos Survey in December 2016. This survey is carried out every three years.

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Reporting Centres Accidents

The documentation for any serious accidents will be submitted and recorded in the accident book at reception.

Employee Accidents

(This applies to all Education employees and self-employed persons on centre premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the

HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

Pupil Accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on centres premises during centres hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the centres premises
- The lack of proper supervision

Fatal and major injuries to centres pupils occurring on centres sponsored or controlled activities off site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities to the Health and Safety Executive due to the Health & Safety at Work Act 1974:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

REPORT OF AN INJURY OR DANGEROUS OCCURRENCE - GUIDANCE NOTES ON
COMPLETING FORM F2508 (rev 1/86)

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ADS

Next Review May 2019