

# Employability Solutions Ltd.



## Health and Safety Policy

*Apr 2019 to Apr 2020*

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*This Health and Safety Policy is not an exhaustive list of all the hazards and risks that may be present in your workplace. It is the responsibility of the ES to ensure this policy is reviewed periodically and/or following a significant change to ensure it remains compliant with legislation. The Policy should be read in conjunction with any separate policies and procedures provided for the health, safety and welfare of employees and those affected by your work activities.*

## Introduction

Employability Solutions Ltd (*hereafter referred to as 'ES'*) is committed to ensuring the health, safety and welfare of its employees and those affected by its undertaking and it will, so far as is reasonably practicable, establish procedures and implement arrangements to comply with our statutory obligations.

This Health and Safety Policy has been prepared in accordance with the requirements of the Health and Safety at Work etc. Act 1974. It defines how we will manage the health and safety risks associated with our business, premises and activities and follows the principles of 'plan, do, check and act'. It will be signed and delivered by the most senior person within the organisation.

ES will implement a systematic and pro-active approach to health and safety management ensuring that assessments are made of foreseeable risks and control measures are communicated effectively to those affected. We will also measure our performance to ensure that continual improvement can be achieved and that employees, members of the public and others can benefit from the efforts made.

### Policy Review and Amendments

This Health and Safety Policy will be reviewed annually by ES and an independent appointed representative. Details of the review and/or amendment will be recorded below.

<b>Date</b>	<b>Reason for review/amendment</b>	<b>Change made by</b>
<b>20/1/17</b>	<b>Added sections on Educational Visits, Safeguarding, Supporting Students with Medical Needs, Work Experience and Food Science</b>	<b>K Sorsby</b>
<b>31/1/18</b>	<b>Added section on stress and amended section on Fire Safety</b>	<b>K Sorsby</b>
<b>03/04/19</b>	<b>Review of existing policy</b>	<b>N Marray</b>

# Health and Safety Policy Statement

Employability Solutions Ltd recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the ES's activities. As part of that commitment we will:

- maintain the workplace in a safe condition and provide adequate facilities and arrangements for welfare at work;
- provide a safe means of access to and egress from the workplace;
- identify and adequately control health and safety risks arising from our work activities;
- provide and maintain equipment and systems of work that are safe;
- make arrangements for ensuring safety to health in connection with the use, handling, storage of articles and substances;
- ensure the workplace is clean and tidy and measures are taken to control spread of infection;
- ensure all contractors who undertake work on our premises adhere to safe systems of work and engage competent staff;
- safely and responsibly dispose of all waste generated through our activities;
- provide such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons;
- consult with employees regarding health and safety matters; and
- undertake continual monitoring and review of our performance to improve standards further.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Name:** Claire Cook

**Signed:**

**Position** Chief Executive Officer

**Dated:**

## Organisation and Responsibilities

This part of our policy describes how ES is organised to manage health and safety and provides a clear understanding of individuals' areas of responsibility.

### Chief Executive Officer

Overall responsibility for health and safety rests with the Chief Executive Officer who shall:

- ensure a safe place of work and provide adequate resources to execute this policy; and
- ensure this policy is brought to the attention of all employees within their control

The Chief Executive Officer may delegate responsibility of the delivery of health and safety policy, but will remain accountable for the actions or inactions relating to this policy & contents therein.

### The Business Manager, Operations Manager, Head of Education and Student Services Manager

shall:

- ensure that all health and safety duties delegated to them by CEO are undertaken in line with this policy;
- ensure that the contents of this policy are brought to the attention of the persons under their control and that regular consultation with employees takes place;
- ensure all risks presented to employees and others are identified and appropriate risk controls are implemented and properly communicated;
- identify training needs commensurate with the risk identified and provide adequate training and supervision to ensure that all staff members are competent;
- carry out periodic health and safety inspections of the workplace and equipment to ensure that all necessary controls are in place and being adhered to;
- ensure that all contractors operating under their control are properly controlled and where necessary permits issued; and
- investigate, report (to the HSE where applicable) and record accidents and implement corrective action to ensure that corrective action is taken to prevent recurrence.

### Employees

Every employee shall:

- take reasonable care of their own safety and that of any person affected by their actions or inactions;
- cooperate with their employer in all matters relating to health and safety;

- attend training sessions where required and adhere to all safe systems of work implemented by the organisation;
- use equipment in accordance with ES and manufacturer's instructions;
- report all hazards and/or accidents to allow management to investigate and implement control where required;
- ensure that PPE clothing & equipment is used as directed;
- ensure that all infection control procedures are followed; and
- report any unsafe conditions and defective equipment to their manager.

### **Fire Marshals / Wardens;**

have additional duties in accordance with fire safety legislation.

They shall:

- carry out fire safety preventative checks in respective areas under their control;
- coordinate the evacuation of the premises in the event of an emergency situation.

All staff assuming these responsibilities will be given specific training on appointment and refresher training on a regular basis.

### **First Aiders / Appointed persons**

The First Aider shall:

- take charge when someone falls ill or is injured, including calling an ambulance if required; and
- look after and maintaining the first aid box and contents.

*Note: The Appointed Person will not be required to provide treatment for which they have not been trained.*

## Arrangements

This part of our policy describes the arrangements in place to provide a safe and healthy working environment.

### Risk Assessment

ES understands that risk assessments are the foundation of an effective safety management system. ES will carry out a general risk assessment and where necessary produce specific risk assessments that will be suitable and sufficient. A record of any significant findings will be made.

The risk assessment will be coordinated and/or undertaken by:

The Business Manager, Operations Manager, Head of Education and Student Services Manager

Risk assessors will work in conjunction with any other person that may offer expertise within that particular area to ensure that the risk assessments are suitable and sufficient and in line with relevant legislation. The risk assessment findings will be brought to the attention of all employees through the most effective means. When undertaking risk assessments the following hierarchy of risk control measures will apply:

- Eliminate the risk where possible
- Reduce the risk or substitute for a less hazardous alternative
- Isolate and/or segregate the hazard from the person
- Procedural arrangements including systems of work
- Personal protective equipment

Managers shall ensure risk control measures are implemented. Risk assessments will be reviewed at regular intervals or whenever there is a change that gives rise to the validity of the assessment.

### Fire Safety

Fire is a significant risk in the workplace and we take our fire safety duties seriously. As such we have developed this policy and arrangements to ensure we protect people from the risks of fire and comply with our legal requirements under fire safety management. ES will ensure that the provision of fire safety is adequate and meets the needs of not only the staff employed to work within the organisation but also any member of the public, contractors or visitor present within the premises.

ES will ensure:

- a Responsible Person is appointed and authorised to complete their duties in accordance with fire safety legislation;
- current, suitable and sufficient Fire Risk Assessment (FRA) is produced by competent persons and reviewed periodically;
- all employees receive training and instruction on all of the fire and emergency procedures including those with special responsibilities (Fire Marshals/Wardens);
- a weekly test of alarm is carried out and logged and that all employees are made aware of the testing regime;

- all electrical equipment is maintained and inspected;
- the alarm is serviced periodically by competent personnel, and that emergency lighting is tested periodically;
- a planned/unplanned fire evacuation drill is undertaken at intervals of no more than six months, and any issues noted during the evacuation are addressed;
- a weekly management check of fire routes, fire doors and extinguishers and general housekeeping is undertaken and logged and any defects actioned; and
- fire extinguishers are provided and serviced periodically and located as per fire risk assessment.

A current, suitable and sufficient Fire Risk Assessment will be produced by competent persons, made available and reviewed periodically. This process will be overseen by the Business Manager.

All employees are also expected to co-operate fully with us in complying with any fire precaution procedures that we may introduce as a measure to protect the safety and wellbeing of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

We will keep staff informed of any changes that are made to our fire safety procedures and the Fire Risk Assessment. We will also ensure that all visitors to our premises are briefed on the evacuation procedure.

Refer to ES's Fire Risk Assessment.

### **Information, Supervision and Training**

All employees will be provided the necessary instruction, training and supervision in order to carry out their duties safely and without presenting risk to themselves or any other person affected by their undertakings. Employees will receive health and safety training on induction and refresher training at intervals determined by the organisation. Training will include but not be limited to:

- hazard spotting and risk control measures;
- fire safety awareness and emergency procedures;
- safe operation of equipment; and
- accident, incident and near miss reporting.

Job specific training will be provided as necessary. All training records will be held by the organisation.

### **Communication and Consultation**

ES will communicate and consult with employees on issues affecting their health and safety and to take account of their views. Effective communication and consultation will be achieved through:

- individual conversations
- notice boards
- internal publications
- staff meetings

Each site will display the 'Health and Safety Law – What You Need To Know' poster and/or communicate similar information by other means.

### **Accident Investigation and Reporting**

ES requires employees to report all accidents/incidents/near misses as they occur, and will ensure that they are investigated to establish cause and recommend any actions to rectify and prevent recurrence.

It is the responsibility of the Business Manager to investigate all accidents including those involving members of the public and visiting personnel or contractors, and to share the findings of the investigation where necessary with enforcing authorities and insurers.

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ES will communicate and consult with employees on issues affecting their health and safety and take account of their views. Effective communication and consultation will be achieved through:

- individual conversations
- notice boards
- staff meetings

Each site will display the 'Health and Safety Law – What You Need To Know' poster and/or communicate similar information by other means.

### **First Aid**

ES will make sufficient provision for first aid to deal with accidents and injuries that arise at work. Nominated personnel will be trained to administer first aid in their capacity as First Aiders and/or nominated persons as determined by the requirements of relevant first aid regulations.

An adequately stocked first aid box containing at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice will be held on site and notices displayed on its location and who can provide assistance.

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted.

### **Control of Premises & Welfare**

ES will ensure, so far as is practicable and in line with any contractual agreements that may exist between landlord and tenant, that the premises are fit for purpose and pose no undue risk to the employees, members of the public and others who visit the premises. This includes:

- safe access and egress of the premises including emergency situations;
- maintaining a clean and hygienic workplace;
- adequate facility is provided for hot water washing and toilets;
- suitable facility for rest periods and breaks;
- safe work equipment which is fit for purpose; and
- comfortable working temperature and adequate ventilation.

ES recognises that slips and trips in the workplace are a common cause of major injury and will ensure that good housekeeping standards are maintained at all times and traffic routes and floors are safe and free from trip hazards. The organisation expects all employees to take personal responsibility for their immediate work areas and not create hazards for themselves or others.

### **Work Equipment**

ES will ensure that all work equipment provided for use at work is:

- obtained from a reputable source;
- safe to use and fit for purpose;
- maintained and inspected as necessary; and
- stored securely and safeguarded from unauthorised access.

Employees will receive adequate information, instruction and training and must not use any work equipment without such. Any defective work equipment must be taken out of use and reported to the Business Manager.

### **Display Screen Equipment**

All reasonable steps will be taken by the organisation to secure the health and safety of employees who work with display screen equipment (DSE). ES will:

- carry out an assessment of each user's workstation;
- implement necessary measures to remedy any risks; and
- provide adequate information and training to persons working with DSE and how risks to health are to be avoided.

ES will arrange for free eye tests when requested and arrange for the supply of any corrective appliances (glasses or contact lenses) where these are required specifically for working with DSE.

Employees must comply with the instructions and training given regarding safe workstation set-up and use, take regular changes of activity or breaks and the use of the equipment provided. Employees with a disability, health condition or who are suffering from discomfort which may affect their ability to work using DSE must inform their line manager.

### **Electricity**

All reasonable steps will be taken to secure the health and safety of employees who use electrical equipment. ES will ensure:

- the Wiring Regulations published by the Institution of Engineering and Technology (IET)
- fixed installations are in a safe condition and routinely tested; and
- all portable and transportable equipment is inspected and tested

Employees must visually check electrical equipment for damage before use and report any defects found to the Business Manager.

Employees must not carry out any repair to any electrical item unless qualified to do so or bring any electrical item onto the premises until it has been tested. Electric cables should be arranged in such a position that they do not cause a tripping hazard or be subject to damage.

## **Manual Handling**

Where practicable the need for manual handling will be eliminated. However when it is necessary the Manager will assess the risk to all employees arising for any identified manual handling tasks and to:

- eliminate the task where possible
- reduce the load to be handled if elimination is not possible;
- provide apparatus and equipment to handle the load;
- provide adequate instruction and training

## **Hazardous Substances**

It is the responsibility of the Business Manager to ensure that:

- all hazardous substances (COSHH) are identified and adequately controlled;
- appropriate PPE is available for staff where applicable;
- correct storage and segregation is provided; and
- good personal hygiene is practiced.

## **Asbestos**

ES will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres.

The premises will be surveyed to determine whether asbestos-containing materials (ACM's) are present. A written plan or register that sets out the location of the asbestos-containing material and how the risk will be managed will be prepared. The arrangements will be reviewed at regular intervals.

The register is held by the Business Manager.

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres and only undertaken by a contractor licensed by the HSE unless the work is exempted.

## **Work At Height**

ES will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities and ensure that:

- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- all work activities that involve work at height are identified and assessed and suitable work at height equipment is provided; and
- employees are trained and competent to carry out work at height activities safely.

Ladders should only be used for light, short duration work only and secured to prevent displacement.

ES will also ensure that the risks of falling objects and materials are adequately controlled.

## **Personal Protective Equipment**

ES will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. To effectively implement its arrangements for the use of PPE the organisation will:

- ensure that PPE requirements are identified when carrying out risk assessments;
- provide adequate maintenance, cleaning and repair of PPE;
- instruct and train staff in the safe use and maintenance of PPE;
- make arrangements for replacing worn or defective PPE; and
- provide adequate accommodation for correct storage of PPE.

Employees provided with PPE for use at work are required to adhere to all instructions on its use.

## **Workplace Transport**

ES will take all reasonable steps to control the risks associated with moving vehicles on its premises. Such measures will be derived from a workplace transport risk assessment. Vehicles and pedestrians will be effectively separated on traffic routes wherever possible and pedestrians will be prevented from entering areas where vehicles operate unless they are required to do so as part of their job role.

ES will seek to eliminate reversing on site wherever possible. Where this is not possible the organisation will introduce systems to ensure such manoeuvres are carried out safely.

Signage will be provided wherever necessary to ensure that pedestrians are alerted to the risks of moving vehicles in particular areas (i.e. delivery points).

## **Occupational Driving**

ES recognises that some roles require driving on company business. ES is committed to reducing the risks its staff face or create when driving at work and will:

- ensure risk assessments are completed and that journeys are planned;
- not put unreasonable time constraints on travel;
- ensure those driving for business are competent, authorised and fit; and
- provide sufficient information and guidance for drivers on occupational risks involved in driving

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic legislation. Drivers must hold a valid licence and valid insurance for business use and be physically fit and not suffering from any health conditions or injuries, or using medication that may affect their ability to drive safely. Drivers are responsible for maintaining their own vehicles. Any accidents/incidents occurring whilst driving on behalf of the organisation must be reported to their line manager.

## **New and Expectant Mothers**

ES recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary. ES will ensure that risk assessments are carried out for all work activities

undertaken by new and expectant mothers and associated records and documentation maintained.

### **Lone Working**

ES will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

ES will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. In carrying out the risk assessment particular consideration will be given to:

- the remoteness or isolation of the workplace;
- suitable means of communication including in the event of an emergency;
- the possibility of interference, such as violence or assault from other persons; and
- the nature of injury or damage to health and anticipated "worst case" scenario

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

### **Violence**

Violence and aggression is defined as actual or threatened physical assaults on staff and psychological abuse such as shouting, swearing and gestures. ES will not tolerate such behaviour and will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect employees;
- ensure that premises are kept secure including during periods of lone working;
- inform all employees of the procedure following a violent or challenging behaviour incident and support the employees involved in any incident;
- train employees who may be exposed to violence or challenging behaviour situations; and;
- keep records of all incidents of violence and aggression and review the control measures

### **Visitors and Members of the Public**

ES will ensure so as far as is reasonably practicable, the health, safety and welfare of visitors to the organisation. This includes ensuring that all areas where the public are present are safe and without foreseeable risk.

Any employee who notices persons acting in a way which would endanger colleagues should notify their line manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary.

### **Disabled Persons**

ES will give full and proper consideration to the needs of disabled employees and visitors. ES will treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities. Where it is necessary, reasonable adjustments to the premises and/or employment arrangements will be

made for disabled persons. In an emergency evacuation, ensure suitable plans will be implemented to enable disabled people to leave the premises safely.

## **Contractors**

All contractors working in ES must comply with the contents of this Policy and fire safety procedures. Contractors must ensure that all equipment, materials and premises under their control are safe and without risks to health.

The Senior Leadership Team has the authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working should inform their manager immediately.

## **Waste Management**

ES will minimise the production of waste by applying the principles of the waste hierarchy through prevention (of the creation of waste), re-use, recycling, other recovery or ultimately disposal.

Any waste that must be disposed of will be done so in a legally compliant and responsible manner and will ensure that all controlled industrial waste, is safely stored, handled and disposed of through an authorised person.

## **Stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable company, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices
- provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager.

## **Educational Visits**

ES's policy is to ensure that the safety of students, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel's Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

To achieve its objective to ensure safety the school will ensure that:

- all visits are approved by the Senior Leadership Team (SLT) as appropriate
- a person is nominated to coordinate educational visits and that person will be trained in the role of an Educational Visit Coordinator (EVC)
- Group leaders are trained and experienced to lead a visit
- all visits are planned
- risk assessments are completed, where appropriate
- all employees are briefed prior to each visit
- emergency arrangements are established for all visits
- the ratio of adults to students is appropriate and proportionate to the needs of the visit
- adequate insurance is in place
- adequate child protection measures are in place
- parents are notified of all visits and given the opportunity to withdraw their child from any particular school trip or activity
- consent is obtained from parents for all visits
- arrangements are made for students with medical or special needs
- adequate first aid is available
- contingency plans are made
- safety during visits is monitored and reviewed
- visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004.

## **Safeguarding**

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all students. This duty extends to promoting the welfare of students who require additional support but are not suffering harm or at immediate risk of harm.

ES will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. The school has appointed TBC as the designated safeguarding lead, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

## **School Responsibilities**

ES will:

- contribute to inter-agency working for safeguarding and child protection in line with statutory requirements
- implement a suitable safe recruitment process
- implement and enforce a child protection policy and a staff behaviour policy or code of conduct
- provide appropriate training to all staff members
- provide the designated safeguarding lead with appropriate authority, time, funding, resources, training and support to allow them to effectively carry out their duties
- implement a suitable procedure for handling allegations against members of staff
- maintain trust in the teaching profession
- provide a safe environment in which children can learn
- provide training to students about safeguarding as part of a balanced curriculum.

## **Staff Responsibilities**

ES requires all staff to:

- assist in providing a safe environment in which children can learn
- raise all concerns with the designated safeguarding lead, including concerns about other staff members
- always err on the side of caution and report suspected cases of abuse or neglect
- report concerns directly to children's social care if it is not possible to raise them with the designated safeguarding lead
- always act in the best interests of the child.

**If at any point there is a risk of immediate serious harm to a child, staff members should make an immediate referral to children's social care. If the child's situation does not improve, staff members with concerns should press for re-consideration.**

## **Recruitment**

The law places requirements on all employers to ensure that all staff engaged to work with children are suitable to do so. We will take all reasonable steps in the employment process including carrying out checks on:

- employment history considering any and all gaps in employment history,
- Qualifications and professional registration,
- proof of identity (birth certificate and passport); and
- references.

We will also check current or prospective employees' criminal records and whether they are included on lists of people barred from working with vulnerable groups.

## **Disclosure and Barring Services (DBS) and other checks**

A DBS check will be made for all staff members who will be required to engage in regulated activities prior to employment and the school will carry them out in line with current legislation. Enhanced DBS checks and/or barred list checks will be made for staff members as necessary. Post-employment DBS checks will be carried out for staff members who did not previously take part in regulated activities but who now will be involved in such activities. The school will implement suitable procedures to ensure that staff promoted or moved to such positions will not be permitted to start their new roles until the proper DBS checks are complete.

## **Record Keeping**

We will ensure that appropriate, accurate, legible and contemporaneous records of safeguarding concerns are made and stored securely in accordance with the General Data Protection Regulation (GDPR) to be known as Data Protection Act 2018.

## **Supporting Students with Medical Needs**

ES's policy is to support students to attend school who have a medical condition. ES will therefore support the administration of short and long term medication and medical techniques where this is necessary for the student to continue to be educated at school. ES will also put in place procedures to deal with emergency medical needs.

ES will establish procedures to ensure that all concerned, staff, parents, students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

It is stressed however that the administration of medication is undertaken on a voluntary basis by staff and it will only be done where the procedures are followed.

## **Health Care Plans**

Parents are responsible for providing ES with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed/updated annually.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the Education Administrator.

Staff will receive appropriate training related to health conditions of students and the administration of medicines by a health professional as appropriate.

## **Administering Medicines**

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date, and
- written instructions provided by the prescriber on the label or container.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a relevant health professional.

## **Self-Management**

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

Where children have been prescribed controlled drugs, staff need to be aware that these should be kept safely. However children could access them for self-medication if it is agreed that it is appropriate.

## **Refusing Medicines**

If a student refuses to take medicine, staff should not force them to do so, but should note this in the student's record and follow the agreed procedures. Parents should be informed of the refusal on the same day.

## **Educational Visits**

ES will consider what reasonable adjustments they might need to make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits should always be aware of any medical needs and relevant emergency procedures. Copies of health care plans should be taken on visits in the event of the information being needed in an emergency.

## **Sporting Activities**

Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

## **School Transport**

Where students have life threatening conditions, specific health care plans should be carried on vehicles. The care plans should specify the steps to be taken to support the normal care of the student as well as the appropriate responses to emergency situations.

All drivers and escorts should have basic first aid training. Additionally, trained escorts may be required to support some students with complex medical needs. These can be healthcare professionals or escorts trained by them.

Some students are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat on vehicles. All escorts should also be trained in the use of an adrenaline pen for emergencies where appropriate.

## **Non Prescription Medication**

Non-prescription medication should not be administered by school. This includes paracetamol and homeopathic medicines.

Staff may not know whether the student has taken a previous dose, or whether the medication may react with other medication being taken. **A child under 16 should never be given medicine containing aspirin, unless prescribed by a doctor.**

Where it is necessary to administer non-prescription medicine to a child, specific written permission must be obtained from parents / carers and the administration documented.

If a student suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication. A member of staff should notify the parents that their child has requested medication and supervise the student taking the medication if the parents have agreed to it being taken.

## **Work Experience Placement**

This Policy on work experience relates to the placement of students on employers' premises in which the student carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

The safety of students, whilst on work experience schemes, is recognised as of prime importance by the school and we have appointed a named coordinator to action, control and assess work experience schemes. The coordinator will take reasonable steps to satisfy themselves that the placements they arrange will be safe and to ensure students are not exposed to significant risks to their health and safety.

Students on work experience placements with a host employer are regarded in health and safety law as their employees. The host employer therefore has a responsibility to ensure students are not exposed to significant risks to their health and safety.

Health and safety law defines all those under 18 as a young person and therefore at potentially increased risk in a workplace environment due to their lack of experience and maturity.

For learners with learning difficulties and disabilities (LLDD) additional safeguards may be identified and thus placements should be considered and risk assessed on an individual basis.

## **Key Actions**

- Arrange for pre-placement checks of health, safety and welfare standards of employers (placement providers) to be carried out. Child safeguarding issues must also be considered using the Work Experience Placement Assessment Form.
- Brief students prior to placements starting on their own health and safety responsibilities - and those of the employer - while on placement. Issue each student with a copy of the booklet: "Be Safe! An introductory guide to health and safety".

- Monitor students health, safety and welfare while on placement and provide 'pastoral' support.

### **Risk Assessments**

Before a student is allowed to start on a programme of work experience the host employer must carry out a risk assessment. A Placement Employer Risk Assessment Form should be used for this purpose. Any risks identified must either be controlled or the student excluded from exposure to them.

The host employer must also provide the parents, or guardians, with the key findings of the risk assessment and the preventative and protective control measures introduced to minimise, or ideally eliminate any significant risks.

The parent or guardian must sign the risk assessment form and return it to the school.

### **Induction**

Students also need to be inducted by the employer on commencement. The induction should take place on the day the student first attends the work placement and before the student is placed in any actual work situation.

### **Prohibited and Restricted Activities**

Work experience placements must not take place where the work concerned is subject to a statutory restriction based on a young person's age, or is restricted more generally for activities that are:

- beyond their physical or psychological capacity
- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm the unborn child
- exposes them to radiation
- involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety
- involves a risk to their health from extreme heat, noise or vibration.

There is an exception to these restrictions. Young persons over the minimum school leaving age can carry out such work as long as it is necessary for their training, if they are supervised by a competent person, and any risk will be reduced to the lowest level that is reasonably practicable.

Restrictions also apply in the following cases:

- Agriculture - restrictions on the employment of young people
- Lead - prohibition of employment on employment in certain processes

- Potteries - prohibition of employment on employment in certain processes
- Wood Working Machinery - prohibition on employment of untrained young people.

### **Preparation of and Support for Learners on Placements**

ES will brief students on:

- realistic expectations for their placement
- supervision arrangements and health and safety responsibilities of students and employers
- safeguarding arrangements
- arrangements for mid-placement visit and 'pastoral' support during the placement
- arrangements for debriefing, assessment and recording.

ES will make suitable arrangements to visit/monitor students on placement as they retain the duty of care for the student during the placement.

The frequency of visits will vary depending on feedback from students and/or their parents, an accident or incident.

Host employers should be asked to report immediately (to a previously agreed contact) full details of any accident involving a student.

ES will provide each student with emergency contact details for a member of school staff who can be contacted should an incident occur or if significant concerns arise. This includes early mornings, evenings and weekends, or if a student is attending their placement at irregular hours.

Emergency contact details must also be available and maintained in situations where a placement continues after the end of the school term into a holiday period.

### **Working Hours**

The Working Time Regulations apply to students on work placements. Students should not work for more than five days in any consecutive seven day period. However, the number of hours worked and pattern of work is normally a matter for agreement by the placement provider, school and students. Students should not be asked to work excessively long hours, or unnecessarily unsocial hours, and should not work more than a standard eight hour day.

Students may not be assigned to work during the 'restricted period' between 22:00 and 06:00 (or after 11:00 or before 07:00 depending on the working pattern of the company).

Young persons are entitled to a daily rest period of at least 12 consecutive hours in each 24-hour period in which they are at work and to a weekly rest period of at least 48 hours in each seven-day period during which they are at work.

Students are also entitled to rest breaks if their working time is more than four and a half hours. The rest break should be at least 30 minutes.

## Safeguarding

There is no requirement to DBS check all staff of the host employer that may come into contact with a student on placement. Only a member of staff with day to day responsibility for the student or as part of their job description – this could be the manager, a supervisor or a mentoring employee – should be required to have a DBS check.

In the vast majority of placements – as the employer/employees involved will not have regular **unsupervised** access to young people at work – there is no need for DBS checks to take place. Around 550,000 work experience placements take place each year, and it is estimated that DBS checks take place for just one per cent of these.

However, DBS checks must be considered in all the following cases:

- a) Students identified by the school as vulnerable for educational, medical, behavioural or home circumstance reasons, including those who have special educational needs or are young (aged under 16).
- b) Students on placements lasting more than 15 days over an extended period, especially where these involve:
- c) regular lone working with an employer over long periods (rule of thumb would suggest anything over half a day at a time)
- d) placements located in particularly isolated environments with 1:1 working
- e) placements involving a high degree of travelling on a 1:1 basis
- f) placements which include a residential element.

The fact that a particular placement falls into one of the above categories does not necessarily mean that a DBS check will be required. Such a decision will depend on an assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks.

## **Food Science**

The teaching of Food Science must be carried out to ensure the safety of students and teachers; in addition, the food prepared in school must be handled and served to comply with good hygiene practice to make sure the food is safe to eat.

## **Food Hygiene Training**

ES will ensure that Food Science teachers and any persons who supports teaching programmes are competent in all aspects of food hygiene that they are required to teach to ensure that students are provided with appropriate experience to enable them to work correctly and safely, Level 2 in Food Safety is considered the minimum qualification for teaching staff.

Food hygiene training will be obtained by attending certificated courses which should be regularly reviewed, updated and refreshed every three years.

## **Key Considerations for Teaching Food**

Food preparation rooms and classrooms provided are of sufficient size to allow people to work and circulate around the room with ease.

Class size can be determined by considering factors such as the size of the room, the equipment available, the age and ability of the students and the experience of the staff. Teachers must work within safe operating limits so that there is a safe teaching and learning environment and that they are able to provide adequate supervision for hazardous activities.

Staff are provided with safe equipment and systems that are regularly checked, inspected and maintained in an efficient state to recognised standards, with records kept. In addition to PAT testing this includes the servicing of gas equipment, fridge and freezer temperature checking, equipment guard checks, where appropriate.

Teachers will be trained to the standards specified in Health and Safety Training Standards in Design and Technology published by the Design & Technology Association (DATA).

Teachers will teach students about general health and safety requirements relating to the working environment and instil in them the need to work safely at all times.

The students will be made aware of the hazards involved when working using processes, equipment and materials in various situations. They will be taught to assess the risks and identify the control measures taken, to help ensure the health and safety of themselves and others, and reference will be made to the appropriate British Standards.

Lessons will be planned ahead to avoid risk. Work will be planned to involve the use of a wide range of food, food components and equipment to complete focused practical tasks. Student ability, knowledge, maturity, experience and special needs must be taken account of, to provide challenging tasks and potential for achievement.

Teachers should be aware that because of their inexperience, students working with food require a high level of supervision, and should not be left unattended.

Students with special needs may have poor coordination, slow reaction times and variable levels of concentration which require extra support and guidance. This will affect the teaching capacity/group size and may require additional support. Sometimes students can be paired with responsible peers to ensure safe working practices.

Teaching sessions must be long enough to complete processes without too high a percentage of time being taken up preparing for and tidying up afterwards. Short sessions can lead to frustration of both staff and students, as there is often insufficient time for full processes to be completed. Very long sessions without a break can give rise to problems with concentration.

Additional teaching support in lessons not only reduces risk but facilitates demonstration and allows for more practical work to be undertaken to the advantage of the students.

### **Manual Handling**

It is recommended that trolleys are used for carrying heavy equipment and foodstuff.

Sugar and flour are best purchased in small containers, despite the possible cost savings from purchasing bulk containers.

The use of high-level storage should be avoided. Where this is not possible there must be safe procedures for access to such storage and the provision of suitable and adequately maintained steps/footstools.

### **Personal Protective Equipment**

Appropriate protective equipment, clothing, and storage of such, will be provided including suitably sized oven gloves and clean aprons.

Students should be made aware of the hazards of unsuitable footwear. Soft shoes and open toe sandals offer little protection from falling objects or spillages.

Long hair, jewellery, loose clothing such as ties and unbuttoned cuffs are potential hazards.

Sleeves should be rolled up, watches and ties removed and long hair tied back.

Additional personal protective equipment such as gloves and eye protection is required when using hazardous cleaning agents.

## **Microwave & Combination Ovens**

Manufacturer's instructions must be followed.

The ovens must be kept clean, including ensuring that air vents are not blocked or obstructed and that food debris does not build up around the door seal which could lead to leaks.

The ovens must not be used if the door does not close properly or if the door interlock switch does not work properly.

The ovens must not be switched on when empty.

Burns and scalds can be avoided by using oven gloves, removing lids or microwave film away from the face and checking the temperature of food and drink.

It is important to ensure food is thoroughly cooked throughout by stirring and turning the food during cooking.

Only food grade microwave film should be used in direct contact with food during cooking and defrosting.

Food should not be cooked in sealed containers; pierce the film covering containers (unless there are specific manufacturer's instructions to the contrary). Only use containers, films and ingredients which are known to be suitable for heating in a microwave oven.

Users should be made aware of the risk of certain foods superheating.

## **Deep Fat Frying**

Where small electrically powered thermostatically controlled deep fat fryers are provided.

The following precautions should be remembered:

- fryers should not be over-filled
- electric leads should be kept as short as possible
- fryers should be positioned safely
- fryers should not be left unattended
- water must not be allowed to come into contact with hot oil or fat (dry food before deep frying)
- the handle must be positioned safely and fat must be cooled before straining or pouring into plastic containers
- All persons must be trained to deal correctly with a fat or oil fire.

## **Pressure Cookers**

Pressure cookers are covered by the Pressure Safety System Regulations 2000 and require annual inspections against a suitable written scheme of examination.

## **Knives & Utensils**

No student should be allowed to use a knife unless he or she has been properly trained in appropriate techniques.

The degree of supervision which is required when students are using knives depends on the age of the particular students and the tasks for which knives are being used.

Students should be made aware that sharp utensils can cause cuts that falling utensils can present a hazard, and that slipping can occur when pressure is applied.

Knives must be kept sharp and, when they are not in use, they must be stored securely.

The knives inventory must be checked at the end of each lesson.

Where possible, the use of knives should be avoided, e.g. by the provision of vegetable peelers, scissors, etc. Mandolins are not recommended for use in schools.

Sharp utensils should not be left projecting from work surfaces and instruction must be given in their correct use, handling, storage and cleaning.

There is a model risk assessment on the CLEAPSS website on Food Preparation: Using Knives, which will be adapted for school use to reflect all reasonably foreseeable hazards.

## **First Aid**

Teachers must be aware of students with particular medical problems, including allergies, so that they are able to take the necessary precautions during lessons.

At least one person holding a current first aid certificate, or who has been trained in emergency first aid, should always be available to attend and to provide first aid when cookery rooms are in use.

A first aid container equipped and maintained in accordance with Health and Safety (First Aid) Regulations should be readily available.

Food standard sterile waterproof dressings coloured blue for ease of detection in food should be provided.

## **Fire Safety**

Fire escape routes and fire doors must be operational and clearly marked, should be easily opened and free from all obstructions.

Firefighting equipment, including fire extinguishers, fire blankets and fire detectors, should be readily available and maintained.

It is difficult to reduce the risk of fat-pan fires to zero, so specific instruction must be given to everyone on how to deal safely with such a fire when it occurs.

Spark devices are safer than matches for lighting gas hobs/ovens.

All displays should be suitably positioned away from heat sources.

To reduce the dangers of accidents, the number of students working at any one time around heating equipment must be controlled and close supervision given.

## **Health & Safety Notices & Signage**

Appropriate notices and signs are to be clearly displayed including warning signs next to hobs that have no visual indication that they are on/hot, next to freezers, for hazardous materials, for fire exits, escape routes, firefighting equipment and emergency first aid.

Hand washing/personal hygiene posters are also recommended.

Signs are not a substitute for teaching students safe working practices. However, they do act as a reminder to those students who might forget what they have been taught.

## **Monitoring and Review**

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### **Proactive monitoring**

Proactive monitoring is designed to identify and where necessary rectify risks before they cause harm. ES will ensure that checks and inspections of the workplace are undertaken at suitable frequencies and a record made against relevant health and safety standards. Much of this checking will be informal and not recorded but formalised, structured checks will also be undertaken and recorded to demonstrate compliance with legal standards. ES will encourage employees to participate in workplace inspections and take an active interest in health and safety monitoring.

A general risk assessment and fire risk assessment will be undertaken by our competent person each year which will support the ES's active monitoring arrangements.

### **Reactive monitoring**

Reactive monitoring is triggered after an event including accidents, incidents, and cases of ill health or property damage. ES will investigate all such incidents which provide an opportunity to check performance and learn from mistakes and improve control measures.

Investigations may also provide valuable information in the event of legal action or an employee claim.

### **Review**

Following monitoring and reviewing health and safety performance and documentation, ES will, where necessary revise procedures, assessments and documentation and bring these to the attention of all employees.

It is the responsibility of the Business Manager to ensure active and reactive monitoring arrangements are undertaken.

## Organisation Safety Rules

It is incumbent on every employee to observe the following safety rules. Failure to do so will be considered to be a breach of the contract of employment and may result in disciplinary action being taken.

Employees **must**:

- take reasonable care of their own safety and that of any person affected by their actions or inactions;
- be aware of and adhere to the ES's rules and procedures on health and safety;
- immediately report any unsafe working practices or conditions to their line manager;
- comply with all laid down emergency procedures and ensure any fire escape route, fire equipment or fire doors are not obstructed;
- ensure passageways and work areas are kept clean and tidy and spillages are cleaned up immediately;
- make proper and safe use of all equipment and facilities provided;
- ensure all waste materials are disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to others;
- wear suitable clothing and footwear and PPE where appropriate;
- report all injuries/incidents to their line manager and ensure that it is properly recorded in the accident book;
- report any medical condition which could affect the safety of themselves or others; and
- comply with all hazard/warning signs and notices displayed on the premises

Employees **must not**:

- undertake a job which appears to be unsafe;
- undertake a job until they have received adequate safety instruction and they are authorised to carry out the task;
- misuse any firefighting equipment provided;
- interfere with any protective guards and other safety devices; and
- drive or operate vehicles in connection with work whilst suffering from a medical condition or illness that may affect their driving or operating ability

This is not an exhaustive list.

### Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules;
- wilful damage to, misuse of or interference with any item provided in the interests of health and safety or welfare at work;
- horseplay or practical jokes which could cause accidents; and
- deliberately disobeying an authorised instruction

This is not an exhaustive list.