**Health and Safety Policy**

The Tutorial Foundation Health and Safety Policy is informed and guided by DfES guidance (Feb 2014) . This includes DfES advice on Health and Safety of Pupils on Educational Visits.

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

and complies with the requirements of:

Health and Safety at Work etc Act 1974

Independent School Standards Regulations 2010

**Related Policies and Documents**

* Behaviour Management & Anti-bullying
* Complaints
* Equality & Diversity
* E-Safety (Internet Usage; e-Mail; Digital Video & Images; Handheld Devices & Mobile phones)
* First Aid Policy
* Induction
* Off-Site Safeguarding
* PSHE & Citizenship
* Pupil Attendance
* Recruitment & Selection
* Safeguarding and Child Protection Policy
* Whistleblowing Policy
* Safeguarding and Child Protection Policy

**Introduction**

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy.

The Tutorial Foundation accepts its responsibilities in this regard and is committed to the health, safety and welfare of students and staff, and to the health and safety of visitors and contractors. We make our school a safe and healthy place for all working at, or visiting, the Tutorial Foundation.

Employees also have legal responsibilities to take care of their own health and safety at work as well as the health and safety of others, to co-operate with their employer and not to misuse or interfere with anything provided for health and safety purposes.

**General Statement of Safety Policy**

The school’s health and safety policy will ensure as far as reasonably practicable that:

* the premises are maintained in a safe condition without risk to health.
* exits and entrances are kept clear for use.
* work areas are maintained in a safe state, without risk to health and with adequate facilities.
* employees and students receive information, training where appropriate and supervision to ensure their health and safety and to promote awareness of known hazards.
* safe storage, handling arrangements and protective equipment are made available.
* employees and students are expected to make the correct use of such equipment or storage.
* all plant, equipment and work systems are provided and maintained in a safe condition without risk to health.
* a supportive environment is maintained within which stress and health issues can be proactively addressed.

This policy will form part of the induction training given to staff. The school will comply with all aspects of the Disability Equality Duty as detailed in the school’s Disability Equality Scheme and Accessibility Plan.

**Aim**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

**Methods**

The member of staff responsible for health and safety is Julia Low. She is competent to carry out these responsibilities.

**Risk assessment**

Our risk assessment process includes:

* Risk assessments for staff and pupils
* Risk Assessments for Off-Site activities
* Risk Assessments for areas - checking for hazards and risks indoors and outside, and in our activities and procedures.
* deciding which areas need attention; and developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.
* We undertake radicalisation risk assessment checks on staff and pupils at regular intervals.

**Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate is displayed in the entrance hall.

**Training and Awareness raising**

• Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.

• Health and safety issues are explained to the parents of new students so that they understand the part they play in the daily life of the centre.

• As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.

• We have a no smoking policy throughout the building.

• Students are made aware of health and safety issues through discussions, planned activities and routines.

• Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau have unsupervised access to the students

• Adults do not normally supervise students on their own.

• Students are supervised by adults at all times

• Whenever students are on the premises at least two adults are present.

• Systems are in place for the safe arrival and departure of children.

The personal possessions of staff and volunteers are securely stored.

• Windows are protected from accidental breakage or vandalism from people outside the building.

**Staff Responsibilities**

All staff are required to ensure they

* carry out their duties in accordance with the Health & Safety policy and any other related policies and procedures.
* take reasonable care of themselves whilst at work.
* follow the information, instruction and training provided.
* co-operate with the school’s management on matters of a health and safety nature.
* do not misuse anything provided for safety.
* use plant, equipment and substances correctly and use the appropriate safety equipment.
* inform their line manager of any defective equipment, safety hazard or damage in their area.
* report all accidents, whether serious or not, to their line manager and to the principal first aider.
* take reasonable precautions to ensure the safety of all persons within their charge.

**Activities**

• Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the students currently attending the centre.

• All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.

• All materials - including paint and glue - are non-toxic.

• Physical play is constantly supervised.

• Students learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

**Chemical Safety - COSHH (Control of Substances Hazardous to Health)**

We employ contractors to clean.

COSHH risk assessments are carried out. All cleaning items are stored in a locked cupboard to prevent access by students.

COSHH assessments are kept separately to this policy.

**Food and drink**

• Staff who prepares and handles food receives appropriate training and understands and comply with - food safety and hygiene regulations.

• All food and drink is stored appropriately.

• Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of students.

• Snack and meal times are appropriately supervised and children do not walk about with food and drinks.

• Fresh drinking water is available to the students at all times.

• We operate systems to ensure that students do not have access to food/drinks to which they are allergic.

**Fire safety**

• Fire doors are clearly marked, never obstructed and easily opened from inside.

• Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

• Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- Clearly displayed in the premises;

- explained to new members of staff, volunteers and parents;

• Records are kept of fire drills and the servicing of fire safety equipment.

**First Aid**

Julia Low is the Principal First Aider;

Julia Low, Mark Murphy and Josephine Furness are all qualified to give First Aid and all staff know this. They are always on site and have had training within the last 3 years.

* Any accidents or medical emergencies are referred immediately to one of the above qualified First Aiders
* All staff has had some training in basic first aid, and undertakes risk assessments for subjects they teach and activities they supervise. They have access to First Aid Kits.

**Our First Aid kit:**

* is regularly checked by a designated member of staff and re-stocked as necessary;

• is easily accessible to adults; and

• is kept out of the reach of children.

(please refer to First Aid Policy for full details)

**Medication**

Prior parental/carer consent to medication is always sought & a medication record is kept

**Hygiene**

• Our daily routines encourage the students to learn about personal hygiene.

• We have a daily cleaning routine.

• The toilet area has a high standard of hygiene including hand washing and drying facilities.

• We implement good hygiene practices by:

- checking toilets regularly;

**Off-Site Activities**

**School Trips**

We follow the regulations and guidelines provided by the local LEA. Risk assessments are completed before the visit. and are approved by the Proprietors. We ensure there is a high enough ratio of adult supervisors to pupils. Information and guidance is provided to pupils before the visit. Parents are also informed in writing of any off-site or visit. We follow local LEA transport policies.

Adequate insurance arrangements are in place before the trip.

**Off Site Tutoring**

All Off-site Tutoring arrangements are subject to Risk Assessment and School-Parent/Carer Contracts to ensure proper Safeguarding arrangements for students and staff are in place.

Off-site tuition is subject to standard Tutorial foundation Policies, rules and procedures

**Safety Records**

We keep records of:

* adults authorised to collect students from the school
* the names, addresses and telephone numbers of emergency contacts in case of students illness or accident;
* the allergies, dietary requirements and illnesses of individual students;
* the times of attendance of students, staff, volunteers and visitors;
* accidents; and incidents.

**Premises**

**Surfaces**

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

**Kitchen**

• Students do not have unsupervised access to the kitchen.

• All surfaces are clean and non-porous.

• Cleaning materials and other dangerous materials are stored out of students’ reach.

• When students take part in cooking activities, they are supervised at all times; kept away from hot surfaces and hot water; and do not have unsupervised access to electrical equipment.

**Electrical/gas equipment**

• All electrical/gas equipment conforms to safety requirements and is checked regularly.

• Our boiler/electrical switchgear/meter cupboard is not accessible to the children.

* Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

• There are sufficient sockets to prevent overloading.

• The temperature of hot water is controlled to prevent scalds.

• Lighting and ventilation is adequate in all areas including storage areas.

**Storage**

• All resources and materials which students select are stored safely.

• All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

**Outdoor area**

• Our outdoor area is securely fenced.

• Our outdoor area is checked for safety and cleared of rubbish before it is used.

• All outdoor activities are supervised at all times.

**Security & Visitors**

All visitors must report to Reception as soon as they enter the premises and sign the visitors’ book. Anybody who does not have CRB clearance must be accompanied at all times whilst on site. All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report them to the Head-Teacher if appropriate

All Staff may be responsible for clearing the school and setting the alarms. The last person to leave the premises must ensure that all doors and windows are closed and, where appropriate, locked, and that the alarm is set.

**Smoking and Drug (Prohibited Substances) Use, & Violence to Staff**

The Tutorial Foundation Buildings are a No Smoking zone;

Smoking, Drug Use and Anti-social / violent behaviour are not permitted.

They are explained and detailed in the Tutorial Foundation Rules. All students read and sign a copy of the school rules to confirm understanding and acceptance of these rules when joining the school.

(see TTF Rules and TTF Behaviour Policy)

**Emergency and contingency plan**

This is in place. See Major Incident Procedure for full details

Policy Sign off and review

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|  | **By whom** | **Date** |
| **Policy signed off by** | Julia Low | 20.6.15 |
| **Reviewed by** | Tim Low | 30.01.2018 |
| **Next Review By** | Julia Low | 31.01.2019 |