



Prudentia Education Health & Safety policy

1.0 INTRODUCTION

Prudentia staff have over twenty years of working in the education sector. We embed health and safety throughout all our teaching and learning sessions and promote the 'safe learner concept'. This encourages learners to identify potential risks and control measures to reduce risks, whilst attending our provision and within their personal lives. This helps us to improve our learning environment and raises learner health and safety awareness. We are members of Liverpool Compact EBP, who regularly audit our provision.

1.1 Health and Safety at Work etc, Act, 1974

The Health and Safety at Work etc, Act, 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by their work activities such as pupils and visitors.

1.2 General Statement

This is a statement for Prudentia Education Limited

Prudentia accepts its responsibilities under the Health and Safety at Work etc. Act, 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

It is essential for the success of this Safety Policy that employees recognise their responsibilities under Section 7 of the Act in co-operating with management and taking care of themselves and other persons whilst at work.

Prudentia Directors agree to comply/review/implement this policy

2.0 ORGANISATION

Responsibility for the day to day implementation and monitoring of this Policy lies with the Director **so far as is reasonably practicable**.

2.1 Responsibilities

At Prudentia, the following persons have specific responsibilities for health and safety.

The Health & Safety Officer is responsible for the circulation of Safety Information, Guidance, Codes of Practice.

The Health & Safety Officer is responsible for the safekeeping of completed Accident Reports and Records.

The Centre Manager is responsible for the weekly test of the fire alarm.

Guidance: Each category may list more than one person.

2.2 Health and Safety Communication

A successful Health and Safety Policy relies heavily on effective communication and in particular making sure that all staff are aware of their role and have all necessary information concerning the health, safety and welfare of all members of staff, pupils and visitors.

Prudentia has identified the following methods as being the most appropriate to improve staff knowledge and understanding of Health and Safety:

- Weekly Briefing Meetings
- Induction Sessions covering Health and Safety
- Staff Meetings
- Inset Days
- Departmental Meetings
- Displaying HSE posters in offices and staff rooms
- Emailing of HSE Guidance leaflets
- Guidance given to staff

The Prudentia Health & Safety Policy and Procedures Manual and copies of other Health and Safety Information, Guidance, Codes of Practice and associated literature are kept at the following location(s):-

Head Office

Information is also displayed on the Health & Safety notice board located in the main corridor of the Centre.

2.3 Emergency Contacts

In the case of an emergency outside of Prudentia hours contact:-

- | | |
|------|--|
| (i) | GAP Centre - Carmel Moran 07880 731 588 |
| (ii) | Harthill Centre – John Bligh 07540 642 555 |

- | | |
|-------|----------------------------------|
| (iii) | Christian Adeniran 07877 167 750 |
| (iv) | Phillip Clarke 07380 197 910 |

Useful Numbers

Liverpool

Ian Urmson

0151 298 9454

Halton

Health and Safety Advisor IOSH Halton Borough Council

01928 565 456

3.0

RESPONSIBILITIES

3.1 The Directors

The Directors have a direct responsibility for health and safety at Prudentia. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. Prudentia are Health and Safety inspected annually by Liverpool Compact, Sefton (IMPACT), Knowsley Council.

The Directors will, however, ensure that they:-

- approve the Prudentia statement of safety policy (*this document*) and ensure that it is brought to the attention of all staff;
- receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by Prudentia, the Local Authority (LA) or an enforcement agency such as the Health and Safety Executive;

The Directors will be expected to make reports on health and safety matters to:-

- the LA when requested to do so for the purpose of monitoring the LA's implementation of its own health and safety policy;

3.2 The Directors

The overall responsibility for the Prudentia's health and safety system and implementation of the safety policy rests with The Directors who shall:-

- set up arrangements at Prudentia to cover all legal requirements for health, safety and fire;
- ensure the staff are kept up to date with any new legislation, regulation or provision relevant to health and safety in settings;
- be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements;

- be available to any Trade Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;
- establish a safety committee within three months of receiving a written request from two Trade Union Safety Representatives of the staff at Prudentia;
- ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence;
- to review regularly
 - i) the provision of first aid in the Setting;
 - ii) the emergency (fire) procedures;
- monitor the dissemination of safety information throughout the Setting;
- report to the Governors matters relating to health and safety;
- ensure that all staff have received appropriate safety training;
- co-operate with the LA Health and Safety Advisor.

3.3 **The PRUDENTIA Health and Safety Officer**

The Health and Safety Officer shall:-

- co-ordinate the whole Prudentia programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation;
- carry out inspections of the Centre at least once a term and inform the Principal of any problems/deficiencies and ensure that the appropriate action has been taken;
- administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the LA/appropriate office;
- disseminate safety information within the Prudentia;
- ensure that new employees are briefed about safety arrangements and are given a copy of the Prudentia's Health and Safety Policy (this document) and the opportunity to read it;

- ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained;
- arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;
- ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;
- co-operate with the LA's appointed Health and Safety Advisor in carrying out and updating risk assessments;
- ensure that health surveillance for staff is provided when appropriate.

3.4 **Centre Managers**

- have a general responsibility for the application of the LA's and Prudentia's safety policy to their own department or area of work and are directly responsible to the Head for the application of safety measures and procedures within their department;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines);
- shall deal with any health and safety problems referred to them by a member of staff and refer, in the first instance, to Prudentia Health and Safety Co-ordinator if they cannot resolve any of these problems and if still not resolved refer them to the Directors;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Prudentia Health and Safety Officer with a copy to the Directors;
- shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety;
- shall, where appropriate, seek advice and guidance of the relevant LA Advisor or Officer;

- shall propose to the Prudentia Health and Safety Officer, with a copy to the Directors, any requirements for safety equipment and welfare facilities;

3.5 **All Employees**

The Health and Safety at Work etc, Act, (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected:-

- to know those special safety measures and arrangements to be adopted in their own working areas and ensure they are applied;
- to inform the Director, the Prudentia Health and Safety Co-ordinator and their Line Manager of any training they feel they need to carry out their responsibilities;
- to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in their Prudentia;
- to co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.

3.6 **Pupils**

The pupils are expected:-

- to exercise personal responsibility for their own safety and other pupils;
- to observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- to observe all safety rules of the Prudentia and, in particular, the instructions of teaching staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

3.8 Parents

Have a responsibility to:-

- make provision for full time education;
- abide by/support the rules and regulations of the setting;
- comply with the setting safety policy (**this document**);
- act as a 'reasonable parent'.

3.9 Visitors

Regular visitors and other users of the premises should observe the safety rules of Prudentia. In particular adult volunteers will be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

4.0 ARRANGEMENTS

4.1 First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching staff and support staff in Settings and education establishments. Although pupils and students are not covered by the Regulations, The DfEE recommend that settings have suitable first aid facilities and a sufficient number of trained persons, **normally one First Aider for every 50 employees.**

In estimating additional provision sufficient to cover pupil numbers, **1 First Aider for every 150 pupils is normally held to be a reasonable ratio.**

Where a premise comes under the remit of the Early Years Foundation Stage framework (EYFS), there is a mandatory provision for settings and early years providers in Ofsted registered settings attended by young children (i.e. children from birth to the academic year in which a child has their fifth birthday), to provide at least one Paediatric First Aider. In order to maintain cover these premises should ensure that they have a minimum of two Paediatric First Aiders.

Every Setting should have suitably equipped first aid boxes in easily accessible places, together with one in each laboratory, gymnasium/sports hall, workshop and home economics/catering area.

Guidance: List the names of first aiders below.

Appointed First Aiders –

1. Name: Mr Phillip Clarke
Location: GAP Centre & Harthill Centre
Date of Certificate: 15/08/19

2. Name: C. Adeniran
Date of Certificate: 15/08/19
Location: GAP Centre & Harthill Centre

3. Name: Mr Louis Rimmer Tagoe
Location: GAP Centre & Harthill Centre
Date of Certificate: 15/08/19

Paediatric First Aiders N/A

- | | |
|-----------|-----------|
| 1. Name: | 2.Name: |
| Location: | Location: |

Guidance:

- **An appointed first aider has had Emergency First Aid training.**
- **Paediatric First Aiders must be provided for children from birth to the academic year in which a child has their fifth birthday.**

| | |
|--|----|
| Individually wrapped triangular bandages | 4 |
| Safety pins | 6 |
| Medium sized individually wrapped sterile (12cm x 12cm) unmedicated wound dressings | 6 |
| Large sized individually wrapped sterile (18cm x 18cm) unmedicated wound dressings | 2 |
| Individually wrapped moist cleaning wipes | 10 |
| One pair of disposable gloves | |

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300 ml.

**Guidance: First aid boxes and kits should contain only the items
that a first aider has been trained to use.**

They should not contain medication of any kind

4.2 Accident Reporting Procedures

Prudentia should ensure that they have a responsible person appointed to take charge of the safe keeping and management of all accident books for the sites.

Prudentia have a duty to record:-

- (i) any accident to any person occurring on setting premises;
- (ii) any accident to a member of staff at any location whilst on setting business;

- (iii) any accident to a pupil off-site whilst under the supervision of a member of staff e.g. setting trips.
- (iv) Pass information onto pupils settings /Apt

Completed accident report forms must be passed to the responsible person named in section 2.1.

Detailed Accident Reporting and Dangerous Occurrences Reporting Procedures are contained in the Health & Safety Policy and Procedures Manual. Briefly they require:-

Procedure for Employees, Members of Public

- (i) All personal injuries will be recorded on a Report Form and a copy sent to the Corporate Health & Safety Section.
- (ii) Personal injuries to employees resulting in over 7 days absence will be reported to the Health and Safety Executive (HSE) via form F2508, within **10 days of the occurrence** and a copy sent to Head Office
- (iii) Fatalities, major injury accidents and dangerous occurrences must be notified immediately (normally by telephone) as follows :-

Director - Setting

Procedure for Pupils

- (i) Minor injuries will be entered into a suitable record book kept on site. An example sheet is contained in the Prudentia's Health & Safety, Policy & Procedures Manual.
- (ii) Fatalities, major injury accidents must be notified immediately (normally by telephone) as follows:-

Contact Manager of Prudentia Education Centre

4.3 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 (RRO), came into effect from the 1st October 2006, reforming Fire Safety Legislation and removing the requirement for a Fire Certificate. The order requires a “**Responsible Person**” to be named who will ensure that the premises complies with the order.

Building Bulletin 100 (BB100), Design for Fire Safety in Settings Produced by the Department for Children, Settings and Families (DCSF), recommends that it is important for each establishment to appoint a Fire Safety Manager.

The main duties of the Fire Safety Manager include:

- ✓ Managing the setting to minimise the incidence of fire (fire prevention) e.g. good housekeeping and security;
- ✓ Producing an Emergency Fire Plan;
- ✓ Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- ✓ Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- ✓ Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept;
- ✓ Ensuring any close down procedures are followed.

Prudentia are visited on a regular basis by the Fire Brigade who will make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

A Fire Risk Assessment has been completed for the centre. The assessment must be reviewed on an annual basis to ensure it is still relevant.

Where any structural or procedure changes occur the assessment will require amending and you must contact the Corporate Health & Safety Section to arrange this.

The assessment should be kept together with your Safety Policy and Procedure Manual and be available for inspection by the Fire Authority.

Fire Drills

A schedule of fire drills has been established on the basis of **two drills per year**

Fire Emergency Action

1. If a fire is discovered raise the alarm via the nearest fire alarm call point.
2. On hearing the fire alarm all pupils should leave the centre buildings under the direction of their teacher.
3. Doors and windows should be closed as classrooms and corridors are vacated.
4. The Centre Manager will telephone for the Fire Brigade or detail some other member of staff to do so.
5. When the pupils are assembled the roll will be called via the register. Should there be any absentees an immediate search will be made by the emergency services.
6. Until the Fire Brigade arrives, the staff should, after the pupils are safely evacuated and accounted for, remain at the assembly point until re-entry of the building is allowed by the Fire Brigade.

Means of Escape

Regular inspections shall be made of means of escape, to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, furniture or rubbish, **immediate** action must be taken to clear the obstruction. Inspection shall also include a visual check that all fire safety signs e.g. direction of escape route, are in place and clearly visible. Immediate action will be taken to replace or expose to view any sign which is not visible

Fire Fighting Equipment

Fire fighting equipment will be used only by trained staff when they are confident in their ability to douse a small blaze, in most cases they should leave the area immediately by the nearest escape route.

Fire extinguishers at Prudentia are subject to an annual inspection by a competent contractor.

Fire fighting equipment including extinguishers, blankets will also be checked for:-

- (i) its correct location (as advised by the local Fire Authority).
- (ii) vandalism.
- (iii) obstruction.

Fire Doors

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire.

Fire doors are often wedged open or propped open with fire extinguishers or litter bins, therefore, such practices should be discouraged.

Weekly checks will, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self closing devices. Faults found in any mechanism will be reported for immediate attention.

4.4 Electrical Safety

The Electricity at Work Regulations (1989) require employers to ensure that all electrical equipment used in the workplace is safe to use, properly maintained and without risk to health.

- The fixed electrical circuits, etc, within the centre should be inspected and tested at least every **five years** by a competent person.
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as greenhouses it should be similarly inspected every **three years**.
- Any additions or changes to the centre's wiring must be inspected and tested by a competent person before power is applied.
- Settings should keep a register of all electrical equipment and it should not be possible for apparatus previously discarded as defective to slip back into use.
- Equipment which was not manufactured to current standards may require modification (e.g. pottery kilns with exposed elements that can be touched).

- Home-made or modified equipment should not be used.
- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.
- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.
- Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used in the supply circuit. (RCDs work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage, etc., an additional current flows to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCDs do not, however, provide any protection against a shock caused by connection between live and neutral).

Portable Appliance Testing

The Electricity at Work Regulations (1989) require employers to maintain electrical equipment used at work so that it stays safe. The majority of potentially dangerous faults will be picked up by formal visual checks or by informal visual checks carried out by users.

A detailed procedure on the testing and examination of portable electrical equipment is included within the Health & Safety Policy and Procedures Manual.

All electrical faults must be reported to Mr C. Adeniran.

Electrical testing, where the needs for such has been identified must be carried out by a competent person. This will be a member of staff such as a technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

4.5 **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

The COSHH Regulations, as amended, require employers to assess the risks to the health of employees posed by the use of toxic, harmful and irritant and corrosive substances, these include many substances in use in CDT, Art, Science and where settings directly employ Caretakers and/or Cleaners.

A risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessment will normally rest with the Head of Department though the responsibility may be delegated to another person. In all but the most simple of cases the assessment must be recorded.

4.7 **Glass and Glazing**

A survey of all glass and glazing panels has been conducted in accordance with the requirements of Regulation 14 Workplace (Health, Safety and Welfare) Regulations 1992. The survey report shall be kept with the Health & Safety Policy and Procedures Manual and be available for inspection by enforcing authorities.

4.8 **Pupils with Medical Needs**

Whenever possible pupils with medical needs will be supported in such a way as to minimise any disruption to their education. This setting recognises and follows the Guidance produced by the Department for Education & Skills: Supporting Pupils at Setting with medical Conditions (2017).

4.9 **Outdoor Education Activities and School Trips**

This setting recognises the importance of ensuring that outdoor education activities and setting trips are planned and organised in such a way as to minimise risks to pupils, staff and helpers.

To this end the setting will follow the DFE Health & Safety Advice on responsibilities and duties for schools (November 2016) and HSE guidance on School trips and outdoor learning activities (2019).

5.1 **Physical Education**

The Sports lead will ensure that supervising teachers have the appropriate qualification/training for the activities taught as outlined in the afPE Publication: Safe Practice in Physical Education. (February 2019).

They will ensure that Risk Assessments are undertaken for activities within Physical Education and all sports activities.

The supervisory staff will carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of Physical Education / Sports activities. They will also ensure that pupils using the equipment are adequately supervised in accordance with the guidance given in the afPE publication.

Staff will ensure that areas used for physical education are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.

Goalposts (rugby/football) shall be checked before use and on a regular basis. Guidelines produced by the Football Association regarding inspection regimes for football posts are issued to all settings.

5.3 **Motor Vehicle Engineering**

Class Tutor & Support to ensure pupils using equipment are adequately supervised.

Centre Manager shall ensure COSHH assessments have been carried out on substances within the MVE garage and that information on their use, storage and disposal has been given to staff. Where COSHH assessments are not available the Centre Manager must notify the Corporate Health & Safety Section who will assist in the undertaking of a COSHH assessment.

Centre Manager shall ensure that teaching staff and technicians have been issued with suitable personal protective equipment when working vehicles :-

- Overalls and boots
- Eye protection
- Gloves

5.5 **Music Technology**

Centre Manager / Principal shall ensure that staff and technicians operating/tutoring on music technology equipment are competent by virtue of them holding a recognised training award or having received approved training.

Centre Manager / Principal shall ensure that all associated equipment is thoroughly examined and tested on an annual basis.

Centre Manager shall ensure that all hired electrical equipment is within current certification (12 months).

5.6 **Work Experience/Placements**

This setting recognises the importance of ensuring that work experience/placements are planned and organised in such a way as to minimise risks to pupils.

Placement providers shall be vetted the Health & Safety Officer, who will complete the relevant HASPS documents.

To this end, the centre will follow the HSE guidelines on Managing Health and Safety on Work Experience: A Guide for Organisations (HSE May 2017). Young People & Work Experience (HSE 2013).

| Produced date: | Version number: | Reviewed by: | Approval Date: | Review Date: |
|-----------------------|------------------------|---------------------|-----------------------|---------------------|
| July 2016 | 5 | SLT Aug 2020 | Aug 2020 | Aug 2021 |