



**EARLY LIFE**

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## Health, Safety and Wellbeing Policy

Last Review on: 1<sup>st</sup> September 2024

Next review due by: 1<sup>st</sup> September 2025

Signed By: *La Barton* .....

Position: Director / Head of Centre



Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy. It is important that individual sites have their own site specific policy so that roles and responsibilities are clearly understood.

This is the Health and Safety Policy for  
Early Life Enterprise

Address:

No 6, 12 O'Clock Court,  
21 Attercliffe Road,  
Attercliffe,  
Sheffield, S4 7WW

## Policy Statement

The Managing Partner and head of centre at our provision are committed to providing high standards of health and safety for all users of the Provision.

As a provision, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the provision. Health and safety at this provision is an area where the Managing Partner, the Head of Centre, staff, safety representatives and parents share common objectives.

It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in provision can be achieved.

## **Our Health, Safety & Wellbeing Objectives**

To successfully implement its statement of intent of “Taking Time” for Health, Safety & Wellbeing – our Provision will:-

- a) Provide and maintain a safe and healthy environment for all
- b) Ensure individual acceptance of health, safety and wellbeing as an integral part of all work activities
- c) Ensure that employees, pupils, visitors and others are provided with the necessary information, instruction, training and supervision to enable them to carry out their health, safety and wellbeing responsibilities
- d) Engage employees in health, safety and wellbeing matters to ensure understanding and compliance
- e) Fulfil, as a minimum, its statutory and common law duty of care
- f) Apply sensible and proportionate risk management practices to health and safety matters
- g) Aim to be in the upper quartile, both Regionally and Nationally for fewer accidents / incidents and less occupational ill health
- h) Ensure that a positive health, safety, and wellbeing culture is in place. A positive culture has three key elements:
  - working practices and rules for effectively controlling hazards
  - A positive attitude towards risk management and compliance with the control processes
  - The capacity to learn from accidents, near misses and safety performance indicators and bring about continual improvement.

**This safety policy will be regularly reviewed and updated**

### **Responsibilities**

1 Overall responsibility for the management of health and safety in our Provision is that of

Charlotte Barton (Head of Centre)
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2 Responsibility for the following areas is that of

Area of Work: Health and Safety Premises
Name: Ian Lawrence

Area of Work: Educational Visit Coordinator
Name: Ian Lawrence

**The Managing Partner will “Take Time” to:**

Ensure that adequate funding is provided from the provision budget to enable the provision to be organised and run in a safe and healthy manner.

Deal with any health and safety problems brought to them by the Head of Centre, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.

Ensure that the Councils Health, Safety & Wellbeing Policy is brought to the attention of all staff and implemented in provision.

Help prepare, implement and monitor a “site-specific” health and safety policy

Confirm compliance with Statutory and Local Authority policies and procedures and monitor health and safety management within provision

Ensure that appropriate risk assessments have been carried out

Ensure that all members of staff receive appropriate information, instruction and training.

Ensure that the Head of Centre has an appropriate workload in support of a reasonable work/life balance

Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:

- Ensure there is a designated member of Health and Safety
- Ensure health and safety is a standard agenda item and that the executive reports in this area
- In budget setting and approval ensure that health and safety and statutory requirements are funded

## **The Head of Centre will “Take Time” to:**

Head of Centres have delegated responsibility for the day to day management of health, safety and wellbeing on their provision site. They will Take Time to make sure that:

Proportionate attention is given to health, safety and wellbeing and performance is monitored and reviewed periodically

Significant risk are identifies, assessed, managed and monitored effectively

Attend Health and Safety training courses as appropriate

Employees have the right knowledge, skills and training to work without risk to their health, safety or wellbeing

Employees understand and take ownership of any delegated responsibilities

There are effective means of communication and consultation with Partners e.g. PFI providers, employees and/or their representatives and Trade Unions

Share / communicate this Health, Safety & Wellbeing Policy with all staff

Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way:-

## **All Staff Members will “Take Time” to:**

Ensure that they are fully aware of their roles and responsibilities, co-operate with the provisions policies and procedures and follow any guidance, policies and procedures issued by the Health, Safety & Wellbeing Team.

Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in provision, on provision business or on educational visits.

Attend health and safety training courses as appropriate.

Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.

Bring to the attention of the Head of Centre information about accidents, near misses, dangerous equipment or situations which may occur whilst in provision or on educational visits.

Report to the Head of Centre any problems that they feel that they cannot deal with themselves.

Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy of their employer.

## **General Arrangements to Keep People Safe**

### **1 Risk Assessment**

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. We use the Generic Risk Assessment booklets as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form. Risks are assessed periodically (usually

on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all members of staff

Risk assessments are usually kept:

<b>Document</b>	<b>Location</b>
Fire Risk Assessment	Head of Centre Office
Generic Premises Risk Assessment	Head of Centre Office
Educational Visits Risk Assessments	Head of Centre Office
Task / activity-based Risk Assessments	Head of Centre Office

## 2 Fire

An outbreak of fire in a provision can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our provision requires painting, only paints providing a flame-retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in provisions).

All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment (including Arson Assessment)	Head of Centre Office
Fire Precautions Log Book	Head of Centre Office
Fire Safety Training Records	Head of Centre Office

## 3 Accidents

Even in a safety conscious provision, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are sent to the [Health, Safety & Wellbeing Team](#).

Document	Location
Accident Report Forms	Office
RIDDOR report forms	Office

The following people have responsibilities for:

Name	Responsible for:
Ian Lawrence	Recording all accidents to staff / pupils



Ian Lawrence	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the Health, Safety & Wellbeing Team <b>immediately</b>
Ian Lawrence	Ensuring risk assessments are reviewed in light of lessons learned
Ian Lawrence	Periodically reviewing accident reports to identify trends
Ian Lawrence	Reporting serious incidents / accidents to Managing Partner

#### 4 First Aid

This provision will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after provision clubs, key members of staff hold an additional paediatric first aid certificate.

NB There is sufficient paediatric first aiders to ensure cover on all off-site activities involving young children.

Our provision risk assessment identifies the actual number of first aiders required.

(As a rough guide the recommendation is 1 first aider for every 100 people on site. This is usually made up of 2 fully qualified first aiders, with the remainder holding the 1-day emergency first aid certificate)

#### 5 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the provision.

Fixed installations i.e. sockets, light fittings and general wiring throughout the provision will be tested at least every five years by a competent electrician.

Document	Location
Inventory of Portable appliances	Premises Office
PAT testing Certificate	Premises Office
Fixed installation test certificate	Premises Office

The following people have responsibilities for:

Name	Responsible for:
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Ian Lawrence	Visually checking portable electrical appliances
Ian Lawrence	Arranging the testing of portable appliances
Ian Lawrence	Ensuring the five yearly checks are carried out on the fixed installation
Ian Lawrence	Arranging repairs / remedial work
Ian Lawrence	Showing key members of staff how to isolate the electrical supply in an emergency situation

## 6 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Premises Office

The following people have responsibilities for:

Name	Responsible for:
Ian Lawrence	Arranging the testing and maintenance of gas appliances
Ian Lawrence	Arranging repairs / remedial work
Ian Lawrence	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Ian Lawrence	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

## 7 Educational Visits and Off-site Activities

The provision complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Managing Partner on a regular basis. Specific approval is given by Managing Partner for all residential visits and visits abroad.

We have a named Educational Visits co-ordinator who is responsible for:

- ~ Supporting the Head of Centre when approving educational visits
- ~ Assessing the competency of leaders and other adults on the visit
- ~ Ensuring that all members of staff receive induction training in the provisions process for educational visits
- ~ Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Document	Location
Educational Visits Documentation	Electronically Principal

Educational Visits Generic Risk Assessments	Electronically Principal
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The following people have responsibilities for:

Name	Responsible for:
Ian Lawrence	Educational Visits Co-ordinator
Ian Lawrence	Reporting Educational Visits to Managing Partner
Ian Lawrence	Ensuring staff receive induction training in educational visits

## 8 Medical Needs

There is no legal obligation requiring provision staff to administer medication. However, this provision recognises that children with medical needs have the same right of admission to a provision setting as other children.

There is a clearly documented policy in place in provision for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	Main office
Pupils individual care plans	Main Office
Consent Forms	Main Office

## 9 Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the provisions risk assessment process. All members of staff have the opportunity to contribute to the provisions stress risk assessment. This is reviewed periodically and the findings shared with staff.

Document	Location
Stress Risk Assessment	Personal File

## 10 Invacuation and threats to life

**Government guidance:** for handling bomb threats states that, no matter how ridiculous or implausible the threat may seem “**All such communications are a crime and should be reported to the police**”.

If a bomb threat is received by email, the message should not be replied to, forwarded or deleted. Recipients are advised to note the sender’s email address and preserve all web log files from seven days before the threat and 48 hours after to help the police investigation.

The advice adds that the decision to evacuate should not be delayed until the police arrive. It recommends that at least two assembly points are identified in opposite directions and preferably not in a car park.

### **Email Threats**

Whilst it cannot be ruled out that an email threat is genuine, they are usually sent out to large numbers of provisions simultaneously to cause a nuisance or extort money.

It is unlikely that filters can be set up to prevent them being received as it is very difficult to differentiate between threats and legitimate emails sent using similar terminology.

ICT providers should be informed about any Email threats received to see if they can block further emails from the sender.

The police should also be notified as they may be able to track down the sender and press charges in respect of malicious communication.

### **Suspect Letter/Package**

Suspect letters/packages take many forms such as parcels, envelopes or padded 'jiffy-bags'. They may be sent through the post or delivered by hand. They may explode or ignite when opened and sometimes before they are opened. Tell-tale signs include:

- Grease marks on envelope or wrapping.
- An unusual odour such as marzipan or machine oil.
- Visible wiring or tin foil – especially if the envelope or package is damaged.
- Powders or liquids appear to be present - especially if the envelope or package is damaged.
- The envelope or package may feel very heavy for its size.
- It may have been delivered by hand from an unknown source or posted from an unusual place.
- There may be too many stamps for the size/weight of the package.

If it is suspected that a package may contain an explosive device or harmful substance, the evacuation plan shall be followed.

### **Recovery and Restoration of Normality**

Bomb threats tend to be events that are over quickly and enable the provision to return to normal operation by the next school day at the worst.

In the unlikely event that a bomb threat is associated with an actual device that detonates, the level of damage caused could lead to the extended denial of access to the premises, or part thereof.

However unlikely it may be, a bomb that detonates whilst the school is occupied could lead to serious injury and death. This would require an appropriate welfare response, particularly in respect of bereavement.

### **Monitor and Review**

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our provision. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective.

Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.



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