



ENEMY OF BOREDOM

# HEALTH & SAFETY P O L I C Y



Approved by

Tracey Clark



Last reviewed

September 2024



Next review

September 2025



## Aims

At Enemy of Boredom we recognise our health and safety duty to all staff, students and visitors. As such we:

1. Provide and maintain a safe and healthy environment
2. Establish and maintain safe working procedures amongst staff, students and all visitors to the setting
3. Have robust procedures in place in case of emergencies
4. Ensure that the premises and equipment are maintained safely, and are regularly inspected

Our staff are provided with health and safety training as part of their induction process.



## ROLES AND RESPONSIBILITIES



### The Director

The director has ultimate responsibility for health and safety matters in the setting, but will delegate day-to-day responsibility to the health and safety Lead and Headteacher.

The director has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the setting premises.

The director, as the employer, also has a duty to:

1. Assess the risks to staff and others affected by setting activities in order to identify and introduce the health and safety measures necessary to manage those risks
2. Inform employees about risks and the measures in place to manage them
3. Ensure that adequate health and safety training is provided



### The Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

1. Implementing the health and safety policy
2. Ensuring there is enough staff to safely supervise students
3. Ensuring that the building and premises are safe and regularly inspected
4. Providing adequate training for staff
5. Reporting to the director on health and safety matters
6. Ensuring appropriate evacuation procedures are in place and regular fire drills are held
7. Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
8. Ensuring all risk assessments are completed and reviewed
9. Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary other sites to create clear and precise results and monitoring outcomes.

In the Headteacher's absence the Health and Safety Lead assumes the above day-to-day health and safety responsibilities.



## Staff

Setting staff have a duty to take care of students in the same way that a prudent parent would do so.

Staff will:

1. Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
2. Co-operate with the setting on health and safety matters
3. Work in accordance with training and instructions
4. Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
5. Model safe and hygienic practice for students
6. Understand emergency evacuation procedures and feel confident in implementing them



## Students and parents

Students and parents are responsible for following the setting's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

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## CONTRACTORS

Contractors will agree health and safety practices with the director before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

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## SITE SECURITY

The director is responsible for the security of the setting site in and out of school hours.



## FIRE

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly and are conducted by Involve who own the building.

Emergency evacuations are explained to our students termly.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week and is the responsibility of Involve who own the building.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

1. The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
2. Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
3. Staff and students will congregate at the assembly points. These are outside the front door on the grass area opposite.
4. Tutors will take a register of students, which will then be checked against the attendance register of that day
5. The Admin lead will take a register of all staff
6. Staff and students will remain outside the building until the emergency services say it is safe to re-enter

The setting will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

## HAZARDOUS PRODUCTS

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.



## GAS SAFETY

**Involve who own the building take responsibility for these areas.**

1. Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
2. Gas pipework, appliances and flues are regularly maintained
3. All rooms with gas appliances are checked to ensure they have adequate ventilation

## EQUIPMENT

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

## ELECTRICAL EQUIPMENT

1. All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
2. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
3. Any potential hazards will be reported to the Admin Lead immediately
4. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
5. Only trained staff members can check plugs
6. Where necessary, a portable appliance test (PAT) will be carried out by a competent person
7. All isolator switches are clearly marked to identify their machine
8. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
9. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person



## STUDENTS VULNERABLE TO INFECTION

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The setting will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought.

## EXCLUSION PERIODS FOR INFECTIOUS DISEASES

The setting will follow recommended exclusion periods outlined by the UK Health Protection Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

## NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee or student notifies the setting that they are pregnant. Appropriate measures will be put in place to control risks identified.

## ACCIDENT REPORTING



### Accident record book

1. An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
2. As much detail as possible will be supplied when reporting an accident
3. Information about injuries will also be kept in the student's educational record
4. Records held in the first aid and accident book will be retained by the setting for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.



## Reporting to the Health and Safety Executive

The Admin Lead will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Admin Lead will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

1. Death
2. Specified injuries. These are:
3. Fractures, other than to fingers, thumbs and toes
4. Amputations
5. Any injury likely to lead to permanent loss of sight or reduction in sight
6. Any crush injury to the head or torso causing damage to the brain or internal organs
7. Serious burns (including scalding)
8. Any scalping requiring hospital treatment
9. Any loss of consciousness caused by head injury or asphyxia
10. Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
11. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
12. Where an accident leads to someone being taken to hospital
13. Where something happens that does not result in an injury, but could have done
14. Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant include, but are not limited to:
15. The collapse or failure of load-bearing parts of lifts and lifting equipment
16. The accidental release of a biological agent likely to cause severe human illness
17. The accidental release or escape of any substance that may cause a serious injury or damage to health
18. An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>