



SENSES Learning Hub

HEALTH AND SAFETY POLICY

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Dawn Oughtibridge (Director)

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John Fox (Director)

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All staff members have a responsibility for health and safety at SENSES Learning Hub and will ensure that the following arrangements are effectively implemented and maintained:

Accident and near miss reporting

Investigation and Notification

All injury accidents to all on site, however minor, are reported, recorded in the accident book with individual accident reports removed and securely stored in compliance with the Data Protection Act. Employees are encouraged to report near misses.

All accidents, irrespective of whether injury results and near misses are investigated, the depth of which is determined by the severity or potential severity of injury, to establish cause and to avoid recurrence.

Work related accidents that result in death, major injury or absence from work for seven or more days (not including the day of the accident) or any instance of a specified work related illness or dangerous occurrence are reported to the enforcing authority as required by RIDDOR 2012 and the HSE published Education Information Sheet No1 (Revision 3).

Control of Substances Hazardous to Health (COSHH)

Assessments are made of any substances that are used, processed, manufactured, produced or given off that may be hazardous to health. Material safety data sheets (MSDS) are held for all proprietary brands, which may be hazardous to health. Formal risk assessments have been undertaken and suitable controls implemented in accordance with the hierarchy of control. Risk assessments are reviewed annually. The use and storage of proprietary products is always in accordance with manufacturers'/suppliers' instructions, legal requirements or best practice.

Driving

Work related road safety has been identified as a potential risk to all. Nominated drivers have their driving licenses checked at least annually.

Employees permitted to use their own vehicles for outings/trips are required to: have their driving license checked and validated with DVLA; provide evidence that their vehicle is taxed and roadworthy (a current MOT certificate for vehicles over three years old); and, that their private motor insurance is extended to include the business use of the policyholder or their employer. All employees who may drive their own vehicle for outings/trips have a duty to disclose all driving disqualifications or convictions to the Directors.



Electrical Safety

The fixed electrical installation and wiring at SENSES Learning Hub is inspected and tested in accordance with BS7671. All electrical faults and hazards are reported and arrangements made to have the fault or hazard safely dealt with. Portable electrical appliances are visually examined by the operator daily or before use and examined and tested annually by a competent person.

Emergency Procedures

Emergency procedures have been devised in respect of fire, bomb threats, collapse or imminent collapse of buildings, flood, storm and intruder. Fire action notices are displayed. Fire evacuation drills are undertaken half termly and records maintained.

Equipment

All equipment provided is:

- Suitable for its purpose and are subject to regular maintenance and periodic inspection;
- Used by persons provided with information instruction and training in its safe use.

Fire Prevention and Control

Fire risk assessments have been undertaken for SENSES Learning Hub and are periodically reviewed. Fire Emergency Plans, which consider the findings of the fire risk assessment have been developed and are implemented. External contractors undertake maintenance of detection and alarm systems, and fire extinguishing devices.

First Aid

An assessment of first aid requirements has been made and a suitable number of first aiders appointed and trained for SENSES Learning Hub. First-aid boxes are provided and maintained with adequate supplies.

General Working Environment

Environment provided by SENSES Learning Hub has suitable and sufficient facilities, with adequate heating, lighting, ventilation, sanitation and washing facilities, workspace, work



equipment, glazing, doors and gates, drinking water, suitable vessels for drinking and meals.

Hazard Spotting

Hazards identified during routine daily inspections or raised by employees are reported, assessed where necessary and arrangements introduced for their control. Risk assessments are reviewed and amended as required. Actions when completed are signed off.

Infection Prevention and Control

SENSES Learning Hub follows national guidance published by Public Health England (PHE) in response to infection control issues. Staff and students are encouraged to follow good hygiene practice.

New Employees and Visitors

New employees including trainees and temporary employees are given health and safety induction training on their first day of work. The training includes general health and safety awareness; first aid arrangements; fire precautions; emergency procedures; SENSES Learning Hub and employee responsibilities; and the significant findings of any risk assessments of hazards to which they may be exposed. Visitors are either accompanied at all times or allocated to a named member of staff who is responsible for their safety and well-being while they are on the premises.

Visitors to SENSES Learning Hub during school hours will be accompanied at all times, those who are in contact with children are required to provide an enhanced DBS certificate.

Personal Protective Equipment

The circumstances in which PPE is to be used and the type(s) of PPE appropriate to those circumstances is determined by risk assessments which are reviewed periodically or when circumstances change.

SENSES Learning Hub provides a range of personal protective equipment (PPE) for use by members of staff and students when undertaking certain tasks or working in certain areas. It is recognised that the provision of such equipment is the last line of defence against injury or ill-health and that it is to be used in addition to higher level risk control measures which may not fully control the risk. Staff and students who are required to use PPE are provided with appropriate information, instruction and training to enable effective use, care and storage of such equipment.



Record Keeping

Records or copies of records relating to health, safety or fire management are retained.

Risk Assessments

A procedure for ongoing proactive hazard identification, risk assessment and determination of necessary controls has been developed and implemented. The procedure of hazard identification and risk assessment takes account of routine and non-routine activities, activities of all persons (employees, students and visitors) having access to the premises; human behaviour, capabilities and other human factors; and, the infrastructure, equipment and materials within the workplace of premises.

The significant findings of risk assessments are communicated to those who might be affected by them and copies of the assessments retained for reference. Risk assessments are periodically reviewed, annually or more frequently in light of changes in personnel, processes, infrastructure, equipment or materials.

Safeguarding (Refer to Safeguarding Policy)

SENSES Learning Hub recognises that the welfare of the pupil is paramount and takes seriously its responsibility to safeguard and promote the welfare of the students in its care. SENSES Learning Hub is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. A specific policy on Safeguarding and Child protection has been written, approved, published and is maintained under annual review.

School Trips


Risk assessments are undertaken where required and any identified controls implemented. Staffing levels are carefully considered and means of communicating, first aid kit, first aiders and details of students' specific medical needs together with parents' contact details held.

Smoking and Vaping

SENSES Learning Hub operates a strict smoke and vape free policy.

Training

SENSES Learning Hub is committed to ensuring that all members of staff receive adequate and proper training in issues of health and safety. Qualifications of all new starters are checked,



references are taken up, on-the-job training is provided and the new employee closely supervised until they are considered competent to work unsupervised.

Periodic refresher training is provided to all staff through training days and e-learning.

Violence or Threatening Situations

Risks are assessed and to assist members of staff in dealing with violent or threatening behaviour appropriate instruction and training may be provided.

Walkways and Stairs

Walkways and stairs are kept in a good state of repair free from storage or obstruction. Suitable and sufficient lighting of walkways and stairs is provided and maintained at all times.

Waste Arrangements

The control of waste is conducted in compliance with current legislation. Particularly hazardous or toxic waste materials will be formally notified to the local authorities and/or appointed contractor and treated as an identified waste under the Controlled Waste Regulations 1992.