



Efficient Learning Health and Safety Policy

General Statement of Policy

As a good employer, Efficient Learning takes seriously its responsibility for providing, as far as is reasonably practicable, a safe workplace and working environment for all its employees, students, visitors and other persons who may be affected by its activities.

Efficient Learning will take all steps within its powers, to meet its responsibilities under the Health and Safety Act 1974 and all other legal requirements for health and safety and is committed to continual cost effective improvement in health and safety performance and for:

- Providing adequate resources to implement this policy
- Setting and publishing health and safety standards and objectives
- Ensuring the policy is understood, implemented and maintained at all levels
- Gaining the commitment of employees to the policy by involvement and consultation
- The periodic review of the policy and auditing compliance with it.

Particular attention will be paid to the provision and maintenance, as far as is reasonably practicable, of:

- a work environment, workplace, equipment, systems of work, articles and substances that are safe and without risk to health
- sufficient information, instruction, training and supervision to ensure all employees are competent to avoid hazards and contribute positively to their own health and safety at work
- adequate welfare facilities
- a safe and healthy environment for all users of Efficient Learning services

The prime responsibility for managing health and safety rests with management and trustees, notwithstanding an employee's duty to take reasonable care of themselves and others who may be affected by their activities.

The duties can be divided into:

- The need for managers to prepare, and ensure that employees are aware of.
- The health and safety policy
- The arrangements in place to carry it into effect
- The need for all employees at all levels to ensure that this Policy is implemented.

To ensure the effective implementation of health and safety within Efficient Learning, the following general responsibilities have been allocated.

Responsibility of Efficient Learning

Efficient Learning, through the Trustees and Chief Executive, is fully committed to supporting this Health and Safety Policy and, in particular, is responsible for:

- Overseeing the overall implementation of the Policy by the Trustees of the organisation.
- Ensuring that Efficient Learning complies with its legal responsibilities and that appropriate financial provision is made, as far as is reasonably practicable, to meet the Health and Safety standards required.
- Monitoring the implementation of this policy and its periodic review to ensure a continuous improvement in Efficient Learning's performance.

Responsibilities of the Trustees of Efficient Learning

The Trustees of Efficient Learning have overall responsibility for health and safety within Efficient Learning and in conjunction with the Chief Executive:

- Accepts formally and publicly their role in providing health and safety leadership in Efficient Learning
- Will ensure that their decisions reflect its health and safety intentions, as articulated in this Safety Policy Statement.
- Recognise their role in engaging the active participation of workers in improving health and safety.
- Will ensure that they are kept informed of, and alert to, relevant health and safety issues.

In particular they are responsible for:

- Drawing up of appropriate health and safety policies, standards and objective.
- Ensuring appropriate arrangements are in place for monitoring these health and safety standards.
- Taking action in the event of any shortcoming identified.
- Leading by personal example in health and safety matters.
- Reporting on health and safety matters in the annual report.

Responsibilities of the Chief Executive

The Chief Executive has overall responsibility for health and safety within Efficient Learning. In particular the Chief Executive is responsible for:

- The health and safety of employees and non-employees.
- Promoting health and safety within Efficient Learning.
- Assisting Trustees in drawing up of Health and Safety policies and procedures to ensure its implementation.
- Maintaining and cost effectively improving health and safety standards and taking into account the financial implications of health and safety provisions when preparing annual budgets.
- Ensuring that systems are in place for identifying any hazards and for eliminating, or where elimination is not possible, for ensuring that adequate measures are in place for controlling those risks, as far as is reasonable practicable.
- Preparing, in conjunction with Trustees, objectives and plans for implementing the safety policy and for monitoring the health and safety standards achieved.
- Ensuring adequate arrangements are in place to protect students, visitors and members of the public from health and safety risk arising from Efficient Learning activities.

Responsibilities of Individual Employees

All employees have a legal responsibility to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate fully with Efficient Learning in health and safety matters.

Employees are responsible for reporting any hazard or defect found in their workplace or in their system of work to their line manager for action, and where reasonably practicable taking immediate action to render the hazard permanently or temporarily safe.

- Employees must not use any machinery, equipment or dangerous substance, or carry out any work activity other than in accordance with any instruction and training given, or interfere with or misuse anything provided.
- All employees must attend safety training courses as when directed to do so.
- Failure to comply with written procedures or codes of practice. Misuse of equipment or **failure** to co-operate on health and safety matters is a disciplinary matter.

Fire Safety

Fire safety procedures vary from one teaching situation to another. Where teaching takes place in rented premises the fire regulations should be notified by the letting agent. Where teaching takes place in a private home the teachers is responsible to give priority to the safe evacuation of themselves and their student to a place of safety in the event of fire. All belongings should be left. Escape routes should be identified in any Risk assessment carried out.

Employee Consultation

At present, with a relatively small number of employees, all employees will be consulted individually regarding health and safety matters and given a length of time in which to respond.

A copy of this policy document will be circulated to all existing employees and to all new employees on appointment. It will be reviewed from time to time and supplemented where necessary.

The Policy should be read in conjunction with other safety documents and relevant codes of practice, which will be made available to employees.

Risk assessments

Risk assessments will be carried out on any work environments and activities and any students or personnel for whom they are deemed necessary. Risk assessments will be included in Appendix 2.

Lone Working

Efficient Learning in some situations has teachers working alone with students (see Child Protection Policy). This occurs for a number of reasons (geographical location, student needs, small student numbers, emergency absence).

The following provisions are made for those in a lone working situation:

- Where the lone working situation is a regular arrangement (more than 2 sessions in succession) a risk assessment must be carried out.
- Where the lone working situation is a regular arrangement, the lone worker will be the Appointed person for first aid purposes, will be made aware of their responsibilities in this role and issued with a First Aid kit.
- A separate emergency procedure will be established for each lone working situation.
- Parents of all children being taught in a lone working situation will have this brought to their attention.

Accident Reporting Procedure

All staff will be issued with copies of Efficient Learning's accident form which they must have in their possession in all working situations. They should complete the form in duplicate in the event of any accident, however minor. The form should also be used for the reporting of near-miss accidents where an injury might have been caused. This form must also be used for reporting violent, aggressive or abusive occurrences including verbal incidents of an abusive or threatening nature. Staff may also use this form for reporting hazards they have identified which need attention.

Where the incident involves a student, the incident must be reported to, and a copy of the form must be given to the student's parent/guardian or the adult student.

A copy of every form must be forwarded as soon as possible to the Chief Executive.

Further copies of the form may be obtained from the Chief Executive.

First Aid

At present the numbers present in any working situation are small. The current requirements are that each working location should have an appointed person.

The role of the appointed person is to ensure the First Aid kit is available and correctly stocked and to call the emergency services in the event of an accident. They must not administer First Aid for which they are untrained.

A list of all appointed persons and any qualified first aiders, along with location of first aid kits, will be circulated to all existing staff and issued to new staff on appointment (as they cannot be posted in our premises.)

CoSHH

Data sheets and resulting risk assessments for substance which may be hazardous to health are available from CEO.

Substance for which information has been sought to date is:

Chalk

Legal Liabilities

Liability for a health and safety offence would rest with Efficient Learning. However, if there is any evidence that the offence was committed with the consent or connivance of, or was attributable to any neglect on the part of a Trustee or the Chief Executive, then that person (as well as Efficient Learning) is liable to be prosecuted.

Failure to comply with health and safety legislation may also carry a civil claim (for personal injury) against Efficient learning. Efficient Learning indemnifies its employees for acts committed in the course of their employment.

July 2004.

Reviewed July 2007

Appendix

Example Risk Assessment – others kept at Registered Office

Risk Assessment Sheet No: 1

Site Location: Aylesbury High School (New Building) Assessors: Reg Taylor and Julie Thorpe		Date of this assessment: 31.1.05 Date of last assessment: N/A					Risk Prioritisation Table											
							Likelihood of harm				Severity of harm				Risk priority			
No	Hazard Identified	ED	CON	VIS	YP	PUB	V/L	L	P	U	D/M	SI	MI	NI	H	H/M	M	
1.	Fire	*		*	*	*			*		*							
2.	Assault by intruder/other	*		*	*	*				*	*							
3.	Use of chalk	*		*	*	*				*				*				
4.																		
5.	Other areas considered																	
6.	Slipping/tripping hazards	Responsibility of letting agent – covered in contract – adequate on this day																
7.	Chemicals	None used (except chalk – see above)																
8.	Work at height	Not applicable																
9.	Manual Handling	None required in this venue																
10.	Lighting	Adequate for purpose, also responsibility of letting agent. Security lighting is provided – covered in contract.																
11.	Temperature	Responsibility of letting agent – covered in contract – adequate on this day.																
12.	Sharps and solvents	Solvents are not permitted and scissors are only used under close supervision. All students supervised one-to-one at all times.																
13.																		
14.																		
15.																		
16.																		
17.																		

E=Employee

D=Staff with special needs

CON=contractor/temporary

VIS=Visitor/trespasser/lone worker

YP=Young Person

PUB=Member of the public

V/L=very likely

L=Likely

P=Possible

U=Unlikely

D/M=Death/Major injury

SI=Significant Injury

MI=Minor Injury

NI=No injury or Near Miss

H=High

H/M=High

/Medium

M= Medium

L=Low

Action List: 1

No.	Can I get rid of the hazard altogether?	How can I control the risks?					Action
		LRO	PA	OW	PE	WF	
1.	No				*		An evacuation notice is displayed within the teaching room, an alarm activation point is located within the teaching room and an extinguisher in the corridor outside. Staff are reminded to familiarise themselves with fire procedures. Staff must take individual responsibility for ensuring their individual students and their parents are evacuated safely. The Appointed person

							for First Aid has overall responsibility for ensuring doors and windows are closed and all staff and public have left the building while not putting themselves at risk. Special vigilance is needed at lesson hand over times and when students visit the toilet.
2.	No		*				A keypad is provided on the outer door which is locked by the caretaker at around 3.45 pm. This is kept locked and staff 'look out' for students. Parents can phone the mobile phone of a staff member to be let into the building. A caretaker patrols the building. Staff should have the phone number of the caretaker. Where practicable staff should work in pairs.
3.	Yes						A COSHH assessment has been obtained for the chalk used and indicates no risk.

LRO = a less risky option?

PA= Prevent Access

OW = Other work practices to reduce exposure

PE = Protective Equipment

WF = Welfare Facilities