

THE APOLLO EDUCATION PROJECT

The Apollo Education Project Policy: Health and Safety

Policies at The Apollo Education Project are written in accordance with the five outcomes contained within Every Child Matters:

1. Being healthy.
2. Staying safe.
3. Enjoying and achieving.
4. Making a positive contribution.
5. Achieving economic wellbeing.

1. Rationale

- 1.1 The Directors of The Apollo Education Project are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in activities at the centre. They recognise also their responsibility to consider health and safety of visitors or any other person whose health or safety may be affected by the provision's activities.
- 1.2 Ensuring that health and safety are safeguarded, so far as is reasonably practicable, ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with the employer by following established procedures and bring to the attention of management any health and safety problems of which they are aware.
- 1.3 All pupils to be accompanied around all of the Futures House building. Young people who need to use the toilet will be escorted to them and adults kept out whilst the children are using the facility. The young people will then be escorted back to room 19.

2. Broad Goals

- 2.1 It is the intention of the Director that the established policies and procedures issued by the LEA shall be followed and developed locally to meet the needs of the provision, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of all activities and that it is achieved in a way that is consistent with curriculum, and other needs.
- 2.2 The Director wishes to encourage the recognised Trade Unions to exercise their rights to appoint safety representatives at the centre, as provided for in the Health and Safety at Work (etc) Act 1974 and wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.
- 2.3 This policy will be reviewed at least annually by the director to ensure it is kept up to date.

3. General

- 3.1 Overall responsibility for managing effective health and safety policy and procedures, including ensuring the provision of any necessary training rests with Director. Day to day executive responsibility rests with the provision manager.
- 3.2 The manager is appointed as health and safety liaison officer for the provision and, after training, will co-ordinate the arrangements for maintaining statutory procedures/records required under the Health and Safety at Work Act. He/she will also keep this policy document under review and initiate action if it needs to be changed to keep up to date, for example, due to a change in legislation.
- 3.3 Notwithstanding the appointment of a Health and Safety Liaison Officer, each member of staff, or other person with supervisory control over any provision activity, has a duty to ensure that agreed health and safety procedures are implemented for their activity. Each staff member will periodically carry out a check and will bring any health and safety problems to the attention of the provision manager.
- 3.4 The Apollo Education Project staff have the responsibility to check the general condition of the premises and, in particular the non-classroom areas, and for ensuring health and safety hazards are dealt with. Where action is required out of his/her authority or ability, the matter will be reported to the provision manager and/or the Facilities Manager of Futures House for the appropriate action.
- 3.5 A regular review of arrangements and/or audit will be carried out.

4. Specific Hazards/Designated Duties

4.1 Fire Precautions

- 4.1.1 The provision manager is responsible for ensuring that the Fire Drills are carried out in accordance with Local Authority guidelines and for coordinating other aspects of fire safety at the centre, including ensuring staff and pupils are aware of the emergency meeting point.

4.2 First Aid

- 4.2.1 An up to date list of trained 'First Aiders' and 'Appointed Persons' will be posted up in the provision kitchen adjacent to room 19. Our Lead First Aider are Ishaq Kazi Ext 126, and Lindsay Crossley Ext 01582 492166 . Our A first aid box, as required by the First Aid at Work Regulations 1981, will be kept in room 19. The first aider will arrange that the contents of the box(es) are replenished as necessary.

4.3 Accident and Ill Health Reporting

- 4.3.1 The first aider is responsible for ensuring that a record of all accidents is kept and that the accident report forms are completed appropriately. Copies of forms sent should be kept on site by the provision manager.

4.4 Equipment and Electrical Testing

- 4.4.1 The arrangements for the periodic testing of the fixed electrical installation on the site is the responsibility of The Facilities Manager as representative of Marsh Farm Futures House.

- 4.4.2 Day to day inspection of all equipment to detect visible signs of damage and deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.
- 4.4.3 Any equipment found to be unserviceable, or in any case of doubt, will be taken out of service, adequately labelled, locked away and the defect reported to the provision manager who will arrange for repair or replacement. All electrical equipment brought into the provision from other sources such as on loan, will be checked for its suitability for the purpose for which it is to be used. The person arranging for its provision has a duty to ensure that this is done. The personal property of staff, used on site, must also be checked for safety.
- 4.5 Hazardous Substances
 - 4.5.1 No hazardous chemical agents will be used in the provision until an assessment has been carried out in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- 4.6 Visitors
 - 4.6.1 The provision staff are responsible for arranging that the arrival/departure of all visitors to the centre site (other than Parents/Carers collecting/delivering children) is entered into the visitors book.
- 4.7 Contractors
 - 4.7.1 The primary duty for establishing and monitoring safe working of contractual maintenance on the Futures House premises rests with Marsh Farm Futures House. The Health and Safety Liaison Officer will liaise on a day to day basis with contractors working on the site from a point of view of the health and safety interface between their work and the functioning of the provision. The provision of information on emergency arrangements at the centre will form part of this liaison.
 - 4.7.2 Where the provision commissions work direct from a contractor the Director will assume the responsibilities.
- 4.8 External Visits
 - 4.8.1 The person organising any external visits away from the centre is responsible for carrying out the necessary pre-visit arrangements and obtaining authorisation from the director before the visit takes place.
 - 4.8.2 A risk assessment for each visit must be produced and copies passed to the Educational Visits Coordinator prior to each visits.
 - 4.8.3 If the venue is not able to provide their own copies of their risk assessments, then the visit coordinator must complete the forms.
 - 4.8.4 The visit organiser is responsible for ensuring a first aid box is taken.
 - 4.8.5 The visit organiser will have a centre contact file with them at all times.

5. General

5.1 The procedure used in The Apollo Education Project will cover:

5.1.1 General Guidelines

5.1.2 First Aid

5.1.3 Subject Guidelines

5.1.4 Fire Precautions

5.1.5 Educational Visits

5.2 Introduction Training

5.2.1 All new members of staff (teaching and non-teaching) will be provided with induction training appropriate to their health and safety needs. In the case of volunteers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them also.

5.3 External Visits

5.3.1 For all external visits the Local Authority procedure guidelines from the Luton Borough's Children and Learning Department are adhered to. This will include the preparation of a plan of action identifying and special health and safety requirements and how they are to be met. A copy of the procedure is kept in the office. The venues chosen for visits are as far as practicable to be restricted to those with no significant hazards.

5.3.2 For all visits the appropriate ratio of adults to children is calculated and the necessary staff and adult helpers are provided. A risk assessment must be undertaken and copies given to the directors.

5.3.3 Before any party leaves the school all accompanying adults are instructed and briefed about the safety and control procedures and all children are instructed and briefed on safety procedures, in particular the need to stay close to the supervising adult at all times.

5.4 Personal Protective Equipment

5.4.1 Personal protective equipment will be provided in accordance with the advice in LEA policy guidelines. Arrangements will be made to check that it is properly used and maintained.

5.5 Medicines

5.5.1 Prescription medicine may be administered to children, but only at the specific request of the parent or carer and after the completion of an indemnity form. All such medicines will be stored in the office away from children and will be permitted to be self-administered under the supervision of a competent adult.

5.6 Sources of Further Advice on Health and Safety Matters

5.6.1 The centre will seek specialist advice on health and safety from the Health and Safety Unit or Occupational Health Unit of Personnel Consultancy Division, Luton Borough Council or other appropriate source, where matters are outside the competence of the provisions personnel.

To be reviewed: August 8th 2019

Dr Michael Clarke