



HEALTH & SAFETY POLICY

Health & Safety in accordance with the **Health & Safety at Work Act 1974**

The following document details how Central Education is organised to deal with matters of health and safety, and will be reviewed each year and amended as necessary to ensure that it is kept up to date, taking into consideration the changes in nature and size of the Company. This policy will be issued to all employees, volunteers, trainees and students.

Central Education regards the promotion of Health & Safety measures as a mutual objective for the Company Director, employees, volunteers, trainees and students at all levels. The persons who carry overall responsibility for Health & Safety within Central Education is the Company Director, and it is the responsibility of all employees, volunteers, trainees and students to cooperate with the Company Director to achieve a safe working environment, and to take reasonable care of themselves and others.

If any employee, volunteer, trainee or student notices a health and safety issue, it is their responsibility to report this to the Company

General Policy Statement

It is the policy of Central Education to do all that is reasonable to prevent personal injury and damage to property, and to protect everyone from foreseeable work hazards, including the public if they come into contact with the Company. Specifically, Central Education has a responsibility to:

- Provide and maintain safe and healthy working conditions, taking into account statutory requirements
- Ensure employees are both qualified and competent to teach at the appropriate level
- Conduct health and safety checks on the facilities and equipment (staff members working at various sites should health and safety check at the beginning of each session)
- Work safely
- Make available all necessary safety equipment and supervise its use where applicable
- Maintain a constant and continuing interest in health and safety matters that are applicable to the Company's activities, in particular, by consulting and involving employees, volunteers, trainees and students or their representatives wherever possible
- Ensure all employees/volunteers/trainees/students cooperate in the operation of this policy
- Ensure all employees/volunteers/trainees/students adhere to Company procedures for securing a safe working place
- Facilitate the reporting of incidents that have or may lead to injury or damage to the Company Director
- Assist in the investigation of accidents with the objective of introducing measures to prevent reoccurrence



HEALTH & SAFETY PROCEDURES

GENERAL

- What to do in the event of a **FIRE** is covered by separate instructions, specific to the individual school and staff - please request a copy of this document from each school for your information
- **SMOKING** is not permitted anywhere on school sites
- **RISK ASSESSMENTS** are supplied by Central Education to all staff members, and will be undertaken in the following circumstances:
 1. When working in schools and other venues for the first time
 2. When working with children/particular groups for the first time
 3. When school/venue safety procedures are modified due to particular circumstances (i.e. if there are contractors within the school, etc.)
 4. When taking children “off-site” i.e. to tournaments and festivals, etc.
- When **CONTRACTORS** are on site, staff members are expected to liaise with the Head Teacher or senior members of school staff to ensure school safety procedures are followed

SAFETY IN A PE SETTING

- For curriculum PE and extra curricular sports specific sessions, all children should change into **SUITABLE PE CLOTHING** for the activity in which they will be participating, including appropriate footwear (i.e. pumps or trainers)
- The wearing of **JEWELLERY** by participants is not permitted. If ears are pierced, earrings must be removed. If they are unable to be removed for PE, children can't take part unless the schools procedures differ and take precedent. Watches are to be removed.
- Each child should be taught how to **LIFT and MOVE** equipment (i.e. gymnastics) so as to avoid injury. Techniques should be revised at least once a year with your new class. Children should be stationed at the corners of each piece of equipment, with a leader of the group stating when the lift should start

SAFETY IN ALL SETTINGS

- All **FACILITY/EQUIPMENT DEFECTS** must be reported to the Company Director immediately. Equipment identified as defective should be taken out of use immediately and labelled accordingly
- Staff members must comply with school safety procedures when storing equipment in schools

- A **MOBILE PHONE** is located with individual staff members on all working premises in case of emergency

MEDICAL

- Staff members are expected to take **REASONABLE ACTION** as responsible adults, to deal with injuries that children sustain until the child can, if necessary, receive professional medical treatment.
- **ALL ACCIDENTS** resulting in personal injury to participants, employees, volunteers, trainees and students should be reported, and will be investigated immediately to determine the cause of the accident - so as to remedy any faults and avoid reoccurrence
- Entries must be made in the school **ACCIDENT BOOK** (for accidents/injuries that occur within curriculum time or in a school after school club). In the case of holiday camps, a **Central Education Accident Form** must be completed, with a copy given to the relevant parent(s)/guardian(s) and a copy stored in the Accident Book.
- All staff members are **FIRST-AID TRAINED** and regularly update their training/qualifications through the Company
- Fully functional **FIRST-AID KITS** are located in each setting and in the medical rooms in schools
- **DISPOSABLE GLOVES** should always be used when dealing with blood injuries and should then be placed in the medical bin
- It is the responsibility of the staff members to ensure children have access to relevant inhalers/medicines during any activity

TRAINING

- The ongoing **TRAINING and INSTRUCTION** of employees, sub contractors, volunteers, trainees and students in safe working methods and maintenance of these methods, and all health and safety matters necessary to their work, will be undertaken by the Company Director and the individual
- Suggestions are invited from employees, sub contractors, volunteers, trainees and students for improving working conditions. They should be passed on to the Company Director

Staff members have access to all policies and procedures via an online portal at all times, which can be accessed through the website:

www.centraleducation.co.uk

