



TUITION CENTRE REFLECTION LTD

ADDRESS: 279 OXLOW LN, DAGENHAM, LONDON, ESSEX RM10 7YU

MOB.: +447377703749, E: INFO@LEARNREFLECT.CO.UK

Health and Safety Policy, Arrangements and Procedures TCR/006(01)

This is a policy of Tuition Centre Reflection Ltd (TCR).
The policy applied to all TCR staff, volunteers and seconded staff.
Safeguarding Doc No: TCR/006
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Owner: Tuition Centre Reflection Ltd
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Governors' Statement

The Governors of Tuition Centre Reflection Ltd recognise their responsibility as an employer to provide a safe and healthy environment for the students, staff, and visitors to the school premises. They will take all reasonable steps within their power to fulfil this responsibility.

It is the intention of the Governors that the school adopts the principles outlined within the Health and Safety Policy, Procedures and Arrangements July 2015, of the London Borough of Barking and Dagenham.

Section 2.8, 'Head Teachers' states that:

Headteachers should ensure that the Corporate Health and Safety policy and standards set out in this document are met. They have a responsibility to ensure that, through their management, a healthy and safe workplace is provided and safe working practices are observed in regard to their workplace or to appointed contractors.

Therefore, the Governors require the Headteacher (Director) to draw up the necessary arrangements, circulate this information to staff and then monitor its implementation.

The Governors undertake to carry out regular health and safety inspections of the centre.

Statement of the Health and Safety Policy for Tuition Centre Reflection Ltd (TCR)

- 1. This statement of the Health and Safety policy is made within the policy statements of the London Borough of Barking and Dagenham and should be read in conjunction with them.**
- 2. The Director of TCR accepts overall safety responsibilities in respect of the Centre and its activities, and will take all reasonable steps to meet the responsibilities delegated by the London Borough of Barking and Dagenham, so far as is reasonably practical endeavour to:**
 - i. maintain safe plant and systems of work without significant risk to health
 - ii. arrange for ensuring safety and reduction of risk concerning the use, handling, storage and transport of articles and substances

- iii. provide the necessary information, instruction, training and supervision to ensure health and safety at work of employees and other persons likely to be affected
- iv. maintain all places under school control, including means of access to and means of egress from such places in a condition which is safe, without risk to health, and adequate as regards facilities and arrangements for welfare at work.

3. The Director has delegated responsibilities as described below:

a) The Health and Safety Co-ordinator has responsibility for:

- i. ensuring that this policy statement is brought to the attention of all employees at the school
- ii. ensuring that the duties and arrangements described in the policy are carried out
- iii. reviewing and modifying this policy statement, with the director, every two years
- iv. ensuring that all relevant safety information that comes into school is conveyed to the appropriate employees
- v. ensuring that appropriate risk assessments are carried out where necessary.

b) Heads of Department are each responsible to the Health and Safety Co-ordinator

- i. To ensure that all reasonably practical steps are taken to minimise risk, within the teaching, preparation, storage and other areas associated with their department. In particular, Heads of Department are responsible for ensuring that their departmental equipment, including aural and visual equipment is maintained and in a safe condition. HOD's should ensure that safety in education features in the curriculum relevant to their area of specialism.

This particularly applies to:-

- Technology
- ICT
- PE
- Food & Health Studies
- Art
- Performing Arts

- ii. When actions are required that lie outside their power or capabilities, they should inform the Health and Safety Co-ordinator.

Codes of practice issued by members of the LA Advisory Team on behalf of the Director of Children's Services should be followed as far as is reasonably practical. The guidance of specialist Advisors should be sought whenever it is appropriate.

- iii. The Heads of Science, Technology, ICT and Art should issue codes of practice and COSHH regulations for staff and students relating to their particular department as relevant.
- iv. Technicians are responsible on safety matters to their Heads of Department who should describe in writing, as much as is compatible with their job description, the extent of the technician's responsibility for checking the safety of equipment and materials.
- v. Heads of Department should ensure that copies of the relevant safety documents are maintained and are available to employees working within their department.

d) The Site Supervisors report to the Director and their duties include:

- i. monitoring the cleaning of the school buildings;
- ii. safely storing and handling all materials and equipment used for cleaning and repairing the building;
- iii. Making periodic inspections of the buildings and grounds and reporting defects if they cannot effect a repair to the Business Manager if external specialists are required.
- iv. Reading the relevant risk assessment before engaging on manual tasks, particularly for the first time or when that task has not been carried out for a long period. Working from height carries severe risks

and before using a ladder, site supervisors must be aware that they should not work alone. The use of power tools is accompanied by serious risks, before using them site supervisors must read relevant risk assessments and the tool manual.

4. Section 7 of the Health and Safety at Work Act also lays upon each individual employees the duty, while at work, to:

- i. take all reasonable care for the health and safety of themselves and of other persons who may be affected by their actions or omissions;
- ii. co-operate with their employer so far as necessary to enable him/her to perform or comply with statutory requirements.
- iii. Every individual employee should be fully aware of their responsibilities, which for teaching staff includes the professional duty of care towards students for ensuring, as far as is reasonably practicable, the safety of students, both inside and outside the classroom. Codes of practice and other kinds of guidance issued, for example, by the DFE, by the LA, or from within the school, should be followed.

Section 2.10 'Teachers' of the London Borough of Barking and Dagenham's Health and Safety Policy, Procedures and Arrangements July 2015, states that:

The Council requires teachers to set the highest example in safe behaviour, and to promote a positive attitude towards Health and Safety, which is consistent with this policy.

They have a responsibility for the students in their care, with regard to Health and Safety. Within this it is their duty to ensure that the health and safety policies and arrangements which have been made are converted into action and working practice.

If Teachers encounter issues which they are unable to resolve they must refer such matters to the Headteacher in line with corporate procedures (see section 4.2). See also Part 2, the DEAL Policy and arrangements.

As a general rule, their responsibility for health and safety is determined by the extent to which they have the authority to take effective action within the overall limits of their job. If they have authority to make a general decision about some aspects of their work, then they are responsible for the health and safety implications of that decision.

Health and Safety Procedures

Director: **Jurgita Kapsiene**

Heads of Department

Heads of Department must keep director informed of any concerns they may have. **Appendix 1** Shows the names of those responsible.

There is a help desk reporting system but if an emergency HoDs should inform the relevant persons directly.

There will be periodic inspections carried out by suitably qualified personnel of:

- electricity supply installations;
- portable electrical equipment;
- lifting gear;
- fixed PE equipment;
- ladders;
- lifts
- gas supplies and pipework;
- water carrying systems;
- dust collection and extraction systems;
- air conditioning systems;
- fire doors;
- fire risk assessments.

Records of the outcome of the above will be kept and reported to the Governing Body.

Major hazards and defects

Major defects or hazards in the buildings should be recorded **through the help desk**. If the defect is regarded as a serious risk to health it should also be brought to the attention of the Director by email, as soon as possible.

Specialist requirements

Heads of PE, Science, Technology, ICT and Art are required to draw up written instructions concerning the health and safety of students, staff or visitors to their area.

Students with SEND and staff or students with Disabilities where standard health and safety procedures require clarification or amendment will have individual risk assessments drawn up.

New Staff

Arrangements for briefing new staff about health and safety arrangements will be incorporated in the Induction of all new staff.

Accidents

Accidents to staff, students or others must be reported to the main office and an accident report filled in as soon as possible. In the case of students, the member of staff who finds the injured student or to whom the accident is first reported is the responsible member of staff.

All accidents have to be reported to the LA. Serious accidents (broken bones or those requiring a visit to hospital) must be reported to the LBB Health and Safety Team via the HR portal who will report to HSE if required under reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) on the schools behalf.

Where appropriate, witness statements should be attached to the accident form. Accident forms are available from the reception.

First Aid

The First Aid kit is located in a corridor which leads to toilet facilities. To call first aid contact the director and a First Aider will attend as soon as possible.

Medication

In most cases staff will not administer medication of any sort. Only in cases where previous, written instructions and relevant medication have been given to the school and a health plan drawn up will the school First Aider be required to give medication.

Asthma sufferers will receive medication in accordance with the school's asthma policy.

Fire Instructions

These are published separately and training is given to all staff and students once per year. Relevant information is displayed in main reception for visitors and essential information is on the reverse of visitors' identity cards.

Fire Drills

Fire Drills take place at least twice a year, one during the first two weeks of the Autumn Term. In addition, every autumn the new Year 7 is given a 'walk through' practice to introduce them to the system.

Visitors

Essential information is on the reverse of visitors' identity cards. Staff with visitors must take them to the muster points with them and report the presence of the visitors to the office staff.

Emergency Plan

The Health and Safety Co-ordinator, with the Director must publish a plan to those who require it and review every year.

Risk Assessment

Risk assessment will be carried out at least annually (taken as the academic year – Sept – July) and when necessary. Each member of staff is expected to familiarise themselves with the relevant risk assessment kept on the school's intranet. If a member of staff wishes they may negotiate an individual risk assessment or modify an existing one in partnership with the Health and Safety Co-ordinator and the Health and Safety Lead Teacher. This should be done during the annual risk assessment process during the autumn term or at other times during the year if a particular circumstance dictates it.

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Responsibility for this document : Director of Operations Once printed this document is no longer controlled