



APEX EDUCATION HEALTH & SAFETY AND FIRST AID POLICY

Policy approved by: **Directors**

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1. Introduction

The Directors acknowledge that health, safety and welfare are vitally important to the company.

We aim to:

- ensure that we conduct all of our activities safely, as far as reasonably practicable, and in compliance with legal requirements and best practice;
 - to provide a safe and healthy working environment;
 - to promote and embed a positive culture towards health, safety and welfare issues;
 - ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment;
- have an effective system for communicating and consulting on health and safety matters;

- effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment;
- continuously improve our health and safety performance.

2.Roles and Responsibilities

The Directors have the prime responsibility for health and safety. They also have responsibilities to support the published policies and aims of the company in improving the overall health and safety performance of the setting.

The Directors, has principal duty in the setting for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council (SCC).

This duty extends to ensuring that working conditions and environment, substances used, equipment provided, and working methods adopted do not impair the well-being of any employee, or any other person including students, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

We are firmly committed to ensuring that Apex Education remains a safe and healthy environment for everyone who uses or visits the setting, and we expect all employees and students to play their part in achieving this goal.

The Directors will discharge their responsibilities by:

- Leading by example on all matters relating to health, safety and welfare,
- Promoting and following this Health and Safety Policy,
- Dedicating budget to the health and safety provision
- Communicating effectively with parents, staff and students,
- Monitoring and reviewing health and safety procedures and practice.

This policy will be reviewed after any significant changes to workplace, working practices or staffing and after any form of notice has been served as well as the annual review.

Aims and Objectives

The objectives of Apex Education's Health, Safety & Welfare Policy are to:

- Provide adequate resources, with the support of competent external advice, to maintain health & safety and to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work etc. Act 1974, other statutory law and approved codes of practice.
- Provide and maintain systems of work which are safe and without risk to health, so far as is reasonably practicable, through the arrangements set out

in this policy, which are reviewed when appropriate to changing circumstances.

- Carry out risk assessments and review them when necessary (as required under the Management of Health and Safety at Work Regulations 1999).
- Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe, so far as is reasonably practicable, and without risk to health.
- Ensure that all machinery, plant and equipment is maintained in a safe condition.
- Carry out health surveillance, where required.
- To ensure adequate training, instruction supervision and information is given to all employees in order that they may work in safety in so far as is reasonably practicable.
- To ensure a healthy working environment for all personnel is provided and that there are sufficient facilities and arrangements for their welfare.
- Keep the workplace safe and ensure that access and egress are safe and without risk, so far as is reasonably practicable.
- Monitor safety performance to maintain agreed standards
- To protect personnel, whether they are employees, students, members of the general public visiting the site, or contractors and their employees, from any foreseeable hazard whilst on premises.
- To ensure that all personnel are aware of their responsibility to take steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to cooperate with regard to safety. Apex Education will consult with employees on Health and Safety.

3.Responsibilities

The Directors has the overall responsibility in the Company. The Head of Centre has responsibility for day to day management of health and safety (H&S) issues for their specific sites and are known as the Responsible Person.

The Directors will encourage the provision of a positive safety culture within Apex Education and assist in the identification, control and management of risk.

Directors will also monitor health and safety performance and recommend appropriate actions should this function appear or prove to be unsatisfactory. If necessary directors will seek professional advice.

Pupils

While Apex Education staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to setting and personal health and safety in order for staff to be able to carry out their roles

effectively. As members of the provisions community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Behave sensibly around the site and when using any equipment
- Report health and safety concerns or incidents to a member of staff immediately
- Act in line with the our code of conduct / behaviour policy

Employees and Students have a responsibility to ensure that they take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work. They are required to co-operate with others in the setting to fulfil our statutory duties and to adhere to safety guidance given to help maintain standards of health and safety within our setting.

Contractors

All Contractors working on our premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on our premises or elsewhere on the our behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

No person shall intentionally interfere with, misuse or willfully damage, anything provided in the interest of Health & safety.

To ensure that this policy is effective, we will:

- a. Communicate the policy to staff via the staff intranet, noticeboards and staff induction
- b . Review it every 3 years, or on significant changes in our business or legislation
- c. Make any such changes known to employees and students
- d. Maintain procedures for communication and consultation between all levels of staff

and/or students on matters of health, safety and welfare

Organistaion

The Directors has the overall responsibility in the Company. The Head of Centre has responsibility for day to day management of health and safety (H&S) issues and is known as the Responsible Person. Further to this all staff should have regard to their own H&S and that of others including students, contractors, visitors and colleagues. They should communicate any concerns to the appropriate person(s) so that potential hazards can be quickly rectified.

Duties of the Directors

(a) Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and Local Education Authority's framework for Health and Safety and their structure for meeting the requirements of the Act within the setting and wherever it operates even if this should be off site. Other major health and safety legislation and codes of practices which are relevant Locally organised premises maintenance, repair and improvement

(b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the sites.

(c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.

(d) Identify and evaluate all risks relating to: (i) Incidents (ii) Health (iii) school-sponsored activities

(e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

(f) Create and monitor the management structure

(g) A safe place for staff and pupils to work including safe means of entry and exit

(h) Plant, equipment and systems of work which are safe

(i) Safe arrangements for the handling, storage, transport and use of articles and substances

(k) Safe and healthy working conditions that take account of all appropriate:

- (i) Statutory requirements
- (ii) Codes of practice

(l) Supervision, training, instruction and information so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff pupils and others then the Board will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to school-related activities, which they are carrying out. All training will be regularly updated.

(m) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision

(n) Adequate welfare facilities

(o) So far as is reasonably practicable the Board, through the CEO, will arrange for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on: (i) Health and Safety policy (ii) All other relevant health and safety matters (iii) The instruction and training that will be given to staff as appropriate to the role and their need so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Duties of the Head of Centre

(a) Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of Apex Education

(b) Ensure at all times, the health, safety and welfare of the staff, pupils and others using the our premises or facilities or services or attending or taking part in school-sponsored activities so far as is reasonably practicable

(c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using our premises and facilities so far as is reasonably practicable

(d) Ensure safe working practices and procedures throughout the academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled so far as is reasonably practicable

(e) Consult with members of staff, including the safety representatives, on health and safety issues

(f) Arrange systems of risk assessment to allow the prompt identification of potential hazards

(g) Carry out periodic reviews and safety audits on the findings of the risk assessment

(h) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters

(i) Encourage staff, pupils and others to promote health and safety

(j) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay

(k) Encourage all employees to suggest ways and means of reducing risks

(l) Collate accident and incident information and, when necessary, carry out accident and incident investigations, ensure adequate reporting to the HSE

(m) Monitor the standard of health and safety throughout the setting, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others

(n) Monitor first aid and welfare provision

(o) Monitor the management structure, along with the Board members

(p) Lead by example

The Duties of Employees

(a) Ensure that they are familiar and up to date with the our health and safety policy and standard procedures

(b) Comply with our H&S rules and responsibilities

(c) Comply with CPD requirement and maintain competencies including induction

(d) Report any hazards/near misses via internal reporting system

(e) Implement our policies and procedures

(f) Cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance

(g) Ensure that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

All employees and staff are required to as part of the Health and Safety at Work Act 1974:

- take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts of omissions
- co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements
- not misuse or interfere with anything provided in the interests of health and safety or welfare(not restricted to employees).

4. Health and Safety Policy Review-

The Health, Safety & Welfare Policy will be reviewed, updated and adopted by the all on a 3 year basis and:

- if significant organizational changes have taken place,
- if there have been changes in key personnel
- if new work methods have been introduced
- if there have been alterations to working arrangements and/or processes
- If there have been changes following consultation with employees
- If the monitoring of risk assessments or accident/incident investigations indicates that the Health & Safety Policy is no longer effective,
- If information from manufactures has been received,
- If the advice from an insurance company has been received,
- If the findings of an external Health & Safety Audit has been received,
- If enforcement action has been taken by the HSE or Local Authority (LA).

It will also be updated as members of staff who are responsible for particular areas change or when there are changes in legislation. At each review the Directors will formally adopt the new policy.

5. Communication & Information Management

- Apex Education's Health & Safety Policy is available to all staff on the website. All staff will be briefed as to how to access the companies Health & Safety Policy documentation.

- Safety representatives of trade unions recognised by schools will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.
- All members of the community are encouraged to report any health and safety issues or concerns to their teachers/instructors, line managers, Head of Centre or to the Board itself.
- Before making any decisions which could have health and safety consequences for staff, the Directors will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

6.Critical Incident Management and temporary staffing absences

Apex Education has arrangements in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind. These procedures are local to each site, but have a link back to the central policy.

Apex Education has a responsibility it is to review the procedures for dealing with any critical incidents which occur. ie. Fire, Flood, Bomb Scares, Death or Serious Accident, Attack or Threats etc.

In the case of an emergency situation, Apex Education will work closely with emergency services to do everything practicably possible to reduce the health and safety risk.

In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances Apex Education will carry out its emergency procedures which include:

Raise the alarm,

- Evacuate ,
- Identify a place of safety,
- Nominate competent, responsible people to take control,
- Have appropriate equipment / first aid supplies available,
- Communicate and regularly update key individuals.

There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. Apex Education advises that in addition to the provision outlined below, parents and their

children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the academy during an emergency, but wait to be contacted, as it is important that telephone lines are kept free for use by the company itself. It is important that parents inform us immediately of any changes in phone number or address as it is vital that these are accurate in the records in case of an emergency.

How Apex Education communicates with parents/families/carers during an emergency-

- Telephone call to home number of parent/s
- Telephone call to emergency contact
- Text message
- Email
- Inform all students school

Apex Education will take proactive measures to prevent emergencies, and the companies health and safety provision outlined in this policy is designed with this in mind.

7.H&S Induction and Training

All staff shall receive a formal induction and an appropriate H&S induction pack, including training that is matched to their specific work and responsibilities. Employees are required to sign for the policy at induction and whenever there are any significant changes to the content, to confirm that they have read, understood and accept the conditions of the policy. The policy will be read annually by staff after induction and recorded centrally.

The induction will include the following for all new staff:

- Overview of Apex Education Health & Safety Policy and organisational structure - employees to sign to say read, understood and accept the conditions of the policy
- Tour of Premises
- Information on hazards specific to the setting, and established controls or precautions
- Safe procedures for use of machines, equipment and/or tools including defect reporting and the correct use of guards

- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and H&S data sheets
- Use and care of PPE (Personal Protective Equipment)
- Reporting of incidents, hazards, work-related injuries and illnesses and fires
- Trained first aid personnel and first-aid facilities
- Fire evacuation and emergency procedures – including location of fire fighting equipment and use
- Smoking restrictions
- General housekeeping and maintenance of access
- Security, restricted areas and equipment
- Manual lifting and handling – general advice and risk assessment

8. Programmed Routine/Updating Training

- The Head of Centre shall maintain a record of those staff trained in First Aid and Fire Safety and all health and safety
- Working at Height and Manual Handling training is provided as required for identified staff.

9. Manual Handling of Loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

10. Personal Safety procedures

- All Apex Education staff, who may deal with anyone presenting challenging or threatening behaviour, are well trained.
- Visitors are directed to the main reception by signs.
- All visitors and other persons, including contractors, entering the building are monitored. They sign in at reception and are issued with a visitor's badge. Visitors are expected to read the information sheet on safety on site and child protection before being escorted into the building.
- All staff are expected to challenge any stranger who is not displaying an appropriate badge. If challenging is considered unsafe then staff are expected to contact Reception immediately.
- Apex Education has made arrangements to ensure the safety of lone workers and outreach staff.

11.Planned Safety Checks – Procedures, Equipment, Premises

All equipment used within the setting shall be maintained in good working order and be in a safe condition for use. If this cannot be achieved, then equipment will be withdrawn from use until it can be deemed safe for use or replaced and disposed of.

A structured programme of inspection is in place for the following areas: All indoor and outdoor sports and play equipment.

12.Legionellosis

The sites water systems, including hygiene, temperature and legionnaires disease checks. The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows:

- The water temperature is to be below 20c or above 45c and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.
- Apex Education uses competent recognised contractors for the formal maintenance checks required and records of these are held on file within each site.
- Staff are aware (and are reminded periodically) to undertake a simple and informal visual
- inspection of any electrical equipment they (or their class) are about to use.

13.Electrical Equipment

- Only authorised and fully trained personnel are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve electric cable is to be firmly secured within the electric plugs. Where the outer sleeve is not secure within the plug and the connecting wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.

- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.
- Fixed Electrical Installations are inspected on a 5 yearly basis by an approved contractor. All defects are reported and remedial works for high priority defects is undertaken within the time-scales advised.
- All electrical items are PAT tested.

14.Incident/Accident Reporting/Investigation

- Incidents are reported directly to the directors in writing
- Incidents are investigated where necessary, with a view to preventing recurrence. Apex Education reviews relevant risk assessments after any incident or near miss.
- Directors review the incident history for the setting and plans actions to reduce the likelihood of future incidents

Accident/Incident Reporting

- An accident/incident slip will be completed as soon as possible as soon after the accident/incident occurs by the member of staff or first aider who deals with it
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held will be retained by the us, for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

Directors will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Director(s) will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:

- o Fractures, other than to fingers, thumbs and toes
 - o Amputations
 - o Any injury likely to lead to permanent loss of sight or reduction in sight
 - o Any crush injury to the head or torso causing damage to the brain or internal organs
 - o Serious burns (including scalding)
 - o Any scalping requiring hospital treatment
 - o Any loss of consciousness caused by head injury or asphyxia
 - o Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
 - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - o The collapse or failure of load-bearing parts of lifts and lifting equipment
 - o The accidental release of a biological agent likely to cause severe human illness
 - o The accidental release or escape of any substance that may cause a serious injury or damage to health
 - o An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

The Head of Centre will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Director(s) will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in our care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Director(s) will also notify the Local Authority of any serious accident or injury to, or the death of, a pupil while in our care.

15.Co-ordination of Risk Assessment Work

Risk assessments (RA) are carried out for all significant risks within Apex Education to comply with the requirements of the Management at Health & Safety at Work Regulations. The RA must be both specific and meaningful and must be reviewed annually or following any major changes to work equipment or activities. All persons undertaking risk assessments will be suitably trained and competent. A register for risk assessments is held electronically.

Risk assessments should be completed for all of the following

- Environmental risk assessment
- Site risk assessment
- Specialist equipment risk assessment
- Individual risk assessment for children with additional needs
- lone working risk assessment
- Individual activity risk assessments

16.Fire Procedures

A fire risk assessment is completed at each site and updated annually or whenever there are any significant changes to the premises – building or grounds – or when there are significant changes to pupil or staff numbers or relevant legislation. The fire evacuation routes are clearly marked with conventional signage. Notices detailing the evacuation procedure and assembly points are placed around each site. Students with mobility problems have been given individual instructions regarding assistance in their evacuation of the building. Fire drills are carried out at least once per term at each site. Arrangements are in place to ensure no 'hot work' is undertaken in the setting without a permit.

See the Fire Safety policy for more information.

17.First Aid – Training and equipment

- Sufficient persons are trained as appointed persons to cover the needs of Apex Education. Training records are kept and maintained by the Head of Centres and centrally by the Company.
- First aid equipment is appropriately located in each site.
- A named person is responsible for the appropriate stock levels in the first aid kits at each site.

- The disposal of clinical waste, including incontinence and sanitary waste, is carried out by a licensed clinical waste collection and disposal company.
- The Head of Centre reviews the minor injury log and the incident report forms and investigates further where necessary. These are also reviewed by the Directors.
- First Aid kits for all educational visits are provided with risk assessments being made in advance.

18.Well-Being Procedures

- Apex Education will take positive action to manage stress and well-being issues and staff will attend Mental Health First Aider Training.
- All staff have access to a free and confidential counselling service and suitable and sufficient stress risk assessments will be undertaken if required.
- Stress and workload management issues are discussed and recorded during routine performance review discussions.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test. Work station reviews are carried out for all staff.

19.Transport

- The LEA guidelines on the operation and maintenance of vehicles are followed.
- The Directors ensure that the legal requirements relating to the vehicles are fulfilled, such as Insurance, Road Tax, MOT test, Records of Routine checks etc.
- All staff who drive the company mini buses and cars have undertaken the approved driving tests and driver assessments and records are maintained.
- Roadside assistance is provided in case of breakdown emergencies.
- An approved drivers list is maintained which is updated regularly.

20.Audits

These will be completed by the Directors annually.

21.Premises Security

We follow The Suffolk Police and SCC guidance for premises security. Each site regularly assesses and monitors all risks. Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the setting) are present on site. This includes signing in, visitors' badges and being escorted around the building. The sites are equipped with an intruder alarm and CCTV on the main entrance.

Contractors on Site

All contractors are required to report to Reception on their arrival, sign in the contractors' book, familiarise themselves with the Site Safety Rules, and Safeguarding information. All contractors will display ID Badges and/or a visitor's pass. Contractors making deliveries to site are informed of the times to avoid.

Staff will be informed of any restricted areas during building works. Signage will be used to make staff, students and any other persons using the setting aware of any restricted areas. Staff will be informed of any new access restrictions by the Head of Centre. Apex Education will make provision for any staff that have either visual or hearing problems.

The Head of Centre will be responsible for monitoring contractors' safety performance in order to prevent danger to people other than the contractor's staff; including checking the contractor's site is adequately fenced, materials are stored reasonably safely, and that the contractor is behaving reasonably safely in respect of his/her own staff.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc. Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head of Centre will take such actions as are necessary to prevent persons in his care from risk of injury.

22.Pandemics

In the event of pandemics RT will follow government and PHE guidance to ensure the health and safety of staff, pupils and visitors and update this policy with further appendices.

23.Monitoring, Reporting and Supervision

Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g. incident-led) and routine reports on the performance of the health and safety policy. Only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.

The Board will ensure that:

- appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
- periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
- the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
- there are procedures to implement new and changed legal requirements and to consider other external developments and events;
- sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long term illness;
- workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;
- contractor performance is reported and reviewed;
- supervisory and line management arrangements are assessed, clearly defined and appropriately allocated – relevant individuals have the necessary skills and training.

24.Display Screen Equipment (DSE)

Apex Education recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

In order to minimise impact students and staff will only be expected to use laptops for up to 1 hour per day.

All will be given safety guidance on how to do this to minimise injury.

25.Violence in the workplace

The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats as well as physical attacks.

Apex Education is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

26. Vehicle and pedestrian segregation

Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways.

Traffic entering the premises will be monitored to ensure that vehicle movement is, where possible, reduced and managed.

Where taxi companies are required to collect / drop off children, Apex Education will follow its selecting and managing contractor's policy. Specifically we will take reasonable steps to ensure that taxi companies operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the site at the start of and at the end of the day due to the larger numbers of vehicles and pedestrians around at that time. In particular, students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

27. Off-site visits

Off-site visits, residential visits, and any adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the board of director's will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as
- is reasonably practicable
- they are informed well in advance about less routine visits
- The group leader has shown how the plans for the visit comply with regulations and guidelines and with our health and safety policy

- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
- a sufficient level of insurance is in place
- the group leader reports back after the visit.

Off-site visits are carefully planned and detailed information obtained in relation to:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- work experience placements
- work experience health and safety
- off-site risk assessments
- Safeguarding

28. Food Safety and Hygiene including Allergens

Apex Education will not be preparing any food for the students or staff. All food will be shop bought and stored in a refrigerator until consumption. APex Education does not accept any liability for this food.

The Directors take all allergies seriously and it is important that parents inform the academy immediately of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

29. Medicines

Pupils at our provision with medical conditions should be properly supported so that they have full access to education, including trips and physical education.

We will ensure that we consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Students that need any medication should be brought in in its original packaging with the dosage sticker visible. If a child needs to bring in medication it will be stored correctly and a log of being administered will be taken.

Students should self administered unless training has been provided and it is agreed with directors.

30.Transport

We will provide a shuttle service to and from our setting, as well as transport students to sporting venues across suffolk. Where possible we will have 2 members of staff in the vehicle. Where this is not possible a dashcam will be set up to view all people in the vehicle. Students will also be sat as far away as possible from the driver if there is a 1 on 1 situation. Appropriate insurance will be obtained for the use of the vehicle. Students who are not at their pick up time at the agreed time will have 5 minutes to arrive before they are considered absent. During this time a call to the parent/carer to establish the reason will be made.

31.Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and the risk of accidents occurring is minimized.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Directors should immediately advise the Education Department Health and Safety Officer. If a prohibition notice is issued with immediate effect, the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the Directors in pursuance of the Health and Safety Policy, should immediately report the circumstances to a member of the Senior Management team.

The Head of Centre should then initiate appropriate remedial action. Suggestions by any member of staff to improve standards of Health and Safety are welcomed by the Company.

