



Health and Safety Policy

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1.0 STATEMENT OF INTENT

I am Me Support CIC. treats the health, safety and welfare of the children and young people in our care, staff and visitors as our top priority.

We shall endeavour to comply with all applicable health & safety legislation, including the Health & Safety at Work Act (1974) and all regulations made under the act.

We have established suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable.

We shall foster a common sense and proportionate approach to health & safety matters.

This policy has been developed with the assistance of advice from the Department for Education (Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (Feb 2014) and the [Health and Safety Executive](#).

This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

This policy is available to all staff members, parents/carers and external stakeholders.

Further information is available on request.

2.0 ORGANISATION

2.1 Responsibilities of the Director

The director of I am Me Support CIC, as the employer, has overall responsibility for the health & safety of their employees and all persons affected by the company's operations including children.

Specifically, the Director is responsible for:

- Reviewing the health and safety policy annually and implementing new arrangements where necessary.
- Providing appropriate resources within the company's budget to meet statutory requirements and the health and safety policies, procedures and standards.
- Seeking specialist advice on health and safety matters which the company may not feel competent to deal with.
- Enable health and safety policies and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the proprietors where necessary.

- Communicating the health and safety policy, and other appropriate health and safety information, to all relevant people, including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Reporting any significant hazards which need rectifying.
- Monitoring purchasing and contracting procedures to ensure compliance

2.2 Responsibilities of the administrator

The administrator is responsible for supporting the Director in the day-to-day administration and implementation of the health and safety policy.

In addition to responsibilities delegated by the Director, the administrator is specifically responsible for:

- Maintaining, or having access to, an up-to-date library of relevant published health and safety guidance from appropriate sources, and ensuring that all staff are aware of, and make use of, such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the company's activities, and that control measures are implemented.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff.
- Resolving health, safety and welfare problems when members of staff refer to them, and informing the Director of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out regular inspections of all areas of the companies to ensure that equipment, furniture and activities are safe, and recording these inspections where required.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Collating and maintaining records related to health, safety and welfare.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and children or young people to avoid hazards and contribute positively to their own health and safety.
- Ensuring that all accidents (including near misses) are promptly reported and investigated using the appropriate forms.
- Ensuring that when contracts have been awarded, health and safety is included in specifications and contract conditions, taking account of school policy and procedures.

2.4 Responsibilities of all Employees

Under the Health and Safety at work Act (1974) all staff have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All staff have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the I am Me Support CIC health and safety policy and procedures at all times.
- Apply the company's health and safety policy to their own area of work and be directly responsible to the Director for the application of the health and safety procedures and arrangements.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with company management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the relevant person.
- Report immediately to the appropriate staff any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

3.0 ARRANGEMENTS

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3.1 Risk Assessments

General Risk Assessments

The company risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be co-ordinated by an administrator, following guidance contained in this policy, and are approved by the Director.

These risk assessments are available for all staff to view and are held centrally on the company one drive.

Risk assessments shall be reviewed every term in line with the termly monitoring inspection, or following significant changes to the activity or premises, or following an accident/incident, or following feedback from an interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all employees, children, parents/carers, visitors and any other persons affected by the company activities.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken and approved by the Director. Such risk assessments will be reviewed on a regular basis by the Director.

It is the responsibility of employees to inform the Director of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of settings, children or young people, parents/carers to inform the Director of any medical condition which may require support during school hours.

3.2 Monitoring and Inspection

A general inspection of the premises, equipment and facilities shall be conducted termly by an administrator.

Monitoring inspections shall be recorded on the provided form and records of monitoring inspections shall be kept on file.

The administrator will follow up items detailed in monitoring inspections.

Inspections of technical and key safety related equipment as relevant (e.g. fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by competent contractors, as detailed in the appropriate sections of this policy.

The Director is responsible for conducting an annual inspection and report on the performance of health & safety management systems.

3.3 Training & Communication

All new staff, including work experience students, shall receive training in health & safety aspects related to their role as part of their induction.

Staff training includes, but is not limited to, manual handling, emergency procedures, health & hygiene, first aid, COSHH and working at height.

Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.

Health & safety is a standing item on all staff meeting agendas.

Training and briefing records shall be held on the one drive.

The Director shall ensure refresher training is completed within the prescribed time limits.

Employees are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Director and acted upon if deemed appropriate.

3.4 First Aid

Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) has been determined by risk assessment and shall be reviewed annually or following a related incident, or feedback from external stakeholders, or significant changes to the premises/company.

First Aiders

All staff members undertake the Level 2 Award 'Emergency First Aid at Work' every 3 years.

First Aid Kits

All staff will have a basic first aid kit to take with them.

Medical Attention Procedure



Should a child or young person _____ suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to them.
- Assess their condition.
- If you are not a trained first aider, request help from the nearest trained staff member or parent/carer, if necessary, call 999 - ask for an ambulance and answer all questions calmly.
- Administer first aid as appropriate until help arrives.
- If parents/carer cannot be contacted, leave a message asking them to contact the Director urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- Staff must accompany the pupil to hospital and stay with them until their parent/carer arrives.
- Complete a Medical Incident Form and email to the Director.

Pupil Health Care Plans

I am Me Support Ltd recognises that some children or young people may have medical conditions that require support so that they can access sessions.

Health Care Plans will be developed for all pupils with medical conditions requiring support during school time.

- Plans are developed with input from the parent/carer/referrer and I am Me Support Ltd staff will familiarise themselves prior to a child being supported by us.
- Plans are reviewed as necessary with input from the parent/carer.
- Parents/carers/referrers are expected to inform I am Me Support Ltd of any change in their child's condition or medication requirements.

- Parents/carers are expected to supply I am Me Support Ltd with any life-saving prescription medication their child may require.
- Relevant staff are briefed on the child or young person's medical requirements and administration of any medication.
- Copies of Health Care Plans can be accessed by all staff members on the one drive.

Medication

Competent staff members shall only administer life-saving prescription medication to pupils in accordance with their health care plan and with written consent from their parent/carer (e.g., for anaphylaxis, asthma, diabetes, epilepsy).

All medication shall be stored in accordance with product instructions, in their original container and in a safe and secure location, out of reach of pupils. If stated, the medication may need to be stored in the fridge located in the school office.

EpiPens and inhalers are kept in a clearly marked bag, carried by staff member supporting..

Anaphylaxis

All staff have been trained in anaphylaxis awareness and the use of epipens by a specialist.

The following procedure regarding anaphylaxis is briefed to all staff members

- The pupil may be unwell if they exhibit the following symptoms:
- Strange scratching at neck.
- Strange unformed sentences.
- Wheezing / gasping for breath.
- Tongue may be 'tingling'.
- This indicates their airway may be affected and requires action.
- Send for additional help and call an ambulance, stating anaphylaxis.
- Hold the pupil on your lap.
- Administer adrenaline.
- Call their parent/carer.
- Administer a second dose if needed after 5 minutes.

Diabetes

The individual care plan will be followed, keeping parent/s informed at all times. All medical items i.e insulin, blood sugar level monitor, sweets/snacks kept in a single bag carried by member of staff.

All contact details and care plan instructions must be in the bag.

3.5 Accidents

Accident Reporting - Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported and recorded without delay.

A Pupil Accident Book and a Staff Accident Book is on the one drive and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The Director shall investigate all accidents, and act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal affect, remedial actions shall be taken immediately.

The Accident Book shall be reviewed annually by the Director and any trends identified

Completed Accident Books must be kept for a minimum of 3 years.

All accidents must be reported to parents/ carers/referrers

3.6 Trips

All trips are planned in advance and risk assessed, in accordance with the Health & Safety at Work Act (1974) and the DfE's Health & Safety Advice on Legal Duties and Powers for Local Authorities,

Planning & Preparation

When planning a trip, the staff member shall:

- Seek permission from the Director for the trip, as they have ultimate responsibility
- Remember that they (staff member) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the child or young person.
- Ensure that before a trip takes place, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc...
- Staff member to complete an off-site risk assessment form before trips which require a higher level of risk management e.g., Residential trips. Risk Assessment forms must be handed to the Director for approval in advance of any change to a prescribed program.
- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the child or young person, in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that parents/carers/referrers have a full itinerary of the 6 or 12 week program and any changes are communicated 48 hours in advance of any trip taking place. The lowest staff ratio will be 3:1
- NB: Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

Transport

- Staff should have business car insurance with appropriate car seats available
- Taxi's booked as relevant with adult staff member sat in the back seat with child or young person

Trips Involving Animal Contact

Trips that may involve a child or young person coming into contact with animals, e.g., farm or petting zoo trips, may present a risk of ill health to pupils. Risk assessments for such trips must consider the HSE Advice "Preventing or Controlling Ill Health from Animal Contact at Visitor

Attractions” and suitable hygiene control measures established and briefed to the child/young person and staff.

Higher Risk Activities

Trips involving activities such as trekking, caving, climbing, water sports etc... are considered higher risk. Venues providing such activities must hold a license, as required by the Adventure Activities Licensing Regulations (2004). This license shall be checked, and a copy kept on file, in the school office, before the trip takes place.

3.7 Insurance

I am Me Support Ltd have purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates are available for inspection by all interested parties or external stakeholders.

3.8 Electrical Safety

The following arrangements relating to electrical safety are in place:

- All staff shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.
 - electrical equipment is sited carefully to avoid trailing leads.
- When working off site, notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Where necessary, contact appropriate emergency service and/or the Director.
- Report any incidents or situations where they may have felt unsafe or uncomfortable.

3.9 Staff Well Being

I am Me Support Ltd recognises that the mental and physical wellbeing of our staff is key to the running of a successful provision and the service delivered to the children and young people. All staff must declare to the Director any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All staff records shall be treated as confidential.

Staff may discuss in confidence with the Director any personal health or domestic issue which they feel may impact on their role with the company.

Staff must report to the Director any incidents relating to staff wellbeing such as violence, intimidation, stress or bullying.

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