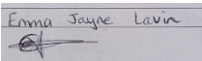
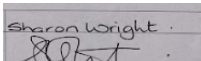


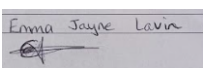
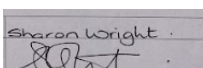


## HEALTH AND SAFETY POLICY

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Role	SIGNED	SIGNED	Review Date
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UPDATE MINUTES				
VERSION	DATE	CHANGES	UPDATED BY WHOM	CHECKED BY
VERSION 1	6 SEPT 24	CREATED A BASIC HEALTH AND SAFETY POLICY STATEMENT - SUPPORTING DOCUMENTS INCLUDED SUCH AS HS10 / RISK ASSESSMENT.	EMMA JAYNE LAVIN	SHARON WRIGHT
VERSION 2	4 FEB 2025	UPDATED / DEVELOPMENT CHECKS added onto the end of the document. <ul style="list-style-type: none"> <li>• Supervision arrangements</li> <li>• Rotas</li> <li>• Ratios of staff to young people identified according to need and upheld</li> </ul>	EMMA JAYNE LAVIN	SHARON WRIGHT

## HEALTH & SAFETY POLICY STATEMENT

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## 1. Policy Statement

Everyday Lessons is committed to maintaining the highest standards in all aspects of our work, ensuring the health, safety, and well-being of all individuals involved in our organisation. We strive to provide, manage, and maintain a safe working environment where risks to health are minimised as far as reasonably practicable. Adequate and appropriate welfare facilities and arrangements are in place to support the well-being of staff and learners, while workplaces are carefully managed to ensure they remain safe and free from unnecessary risks.

We ensure that all activities are conducted in compliance with the Health and Safety at Work Act 1974 and associated regulations, including RIDDOR, COSHH, and fire safety , requirements. Our objective is to create a safe working and learning environment, identifying and mitigating risks wherever possible.

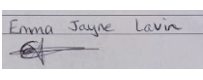
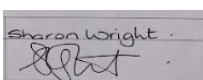
We prioritise the safe handling, storage, and transport of materials and substances, ensuring that all associated risks are effectively controlled. Safe systems of work are implemented to protect individuals from potential hazards, supported by a structured approach to communication, consultation, planning, monitoring, inspection, and auditing. We provide essential information, instruction, training, and supervision to ensure all staff and learners are aware of workplace hazards and the necessary measures to mitigate risks. Additionally, we ensure that anyone whose health and safety may be affected is adequately informed of relevant hazards.

Our commitment to health and safety extends to staying up to date with best practices, complying with all relevant legislation, and engaging staff and learners in discussions regarding their well-being. Financial provisions are allocated for foreseeable expenses related to health and safety management, ensuring continuous investment in safety measures. For example - All staff are required to have a first aid kit in their car at all times alongside an accident log book, whilst also following the reporting process in line with the safeguarding policy.

We expect staff, learners, visitors, and partner organisations to uphold this commitment by adhering to our policies and procedures and recognising their legal and moral responsibilities towards one another.

Where existing policies or guidelines are not available, we remain committed to ensuring that staff, learners, and contractors meet the highest relevant standards and comply with legislation. In cases where no formal standards exist, we work collaboratively to develop best-practice systems that eliminate or minimise risks as far as reasonably practicable. Education on health and safety principles is embedded within all appropriate courses, with information on relevant legislation and industry standards incorporated wherever possible. For highly regulated fields, mandatory training is required for both staff and learners.

We are dedicated to continuously reviewing and improving our safety management systems to ensure our activities do not compromise the health, safety, or welfare of staff, learners,

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contractors, visitors, or members of the public, nor negatively impact the environment. Our Managing Directors are fully committed to this policy and to upholding the highest standards of health, safety, and welfare across Everyday Lessons.

Our key commitments

**Safe Work Environment:** We provide, manage, and maintain a safe workplace where risks to health and safety are minimised.

**Welfare and Well-being:** Adequate welfare facilities and arrangements are in place to support staff and learners.

**Safe Handling and Storage:** Materials and substances are handled, stored, and transported safely to prevent hazards.

**Training and Awareness:** All staff and learners receive essential health and safety training, including hazard awareness and risk prevention.

**Compliance and Best Practice:** We stay up to date with legislation and best practices, ensuring full compliance with health and safety regulations.

**Consultation and Engagement:** Staff and learners are actively involved in discussions about their health and safety.

**Continuous Improvement:** Our safety management systems are regularly reviewed and developed to ensure the highest standards.

**Financial Investment:** We allocate appropriate resources to maintain and improve health and safety measures.

**Legal and Moral Responsibilities:** Staff, learners, and visitors are expected to comply with our policies and recognise their duty of care towards others.

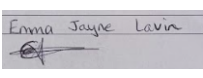
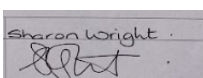
**Commitment to Excellence:** Our Managing Directors are dedicated to upholding and implementing the highest standards of health, safety, and welfare.

## 2. Responsibilities

### 2.1 Management Responsibilities

The senior management team has overall responsibility for implementing and maintaining high health and safety standards across Everyday Lessons.

This includes:

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- Ensuring compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other applicable legislation.
- Providing and maintaining a safe and healthy workplace, identifying and minimising risks wherever possible.
- Conducting regular risk assessments to identify, control, and mitigate hazards.
- Offering adequate training, information, and supervision to ensure all staff and learners understand and follow health and safety protocols.
- Maintaining safe equipment and systems of work, ensuring all tools and processes meet required safety standards.
- Establishing emergency procedures, including fire safety measures and evacuation plans.
- Ensuring safe access to and from all workplaces, reducing hazards in learning and work environments.
- Preventing accidents and work-related ill health through proactive risk management and continuous safety improvements.
- Ensuring the provision of adequate welfare facilities to support staff and learners.
- Consulting with employees and learners on health and safety matters, fostering a culture of shared responsibility.
- Allocating necessary financial and operational resources to maintain and improve safety measures.
- Monitoring and reviewing health and safety performance, identifying deficiencies, and implementing necessary improvements.

Our leadership team is fully committed to upholding these responsibilities, ensuring that health, safety, and well-being remain a priority across Everyday Lessons.

## 2.2 Employee and Learner Responsibilities

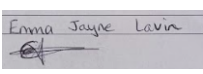
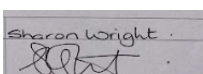
All employees and learners are expected to:

- Comply with all health and safety policies and procedures.
- Use provided personal protective equipment (PPE) appropriately.
- Report hazards, near misses, and unsafe conditions to the appropriate authority.
- Participate in required health and safety training.
- Follow fire safety and emergency evacuation procedures.

## 3. Risk Assessments

Risk assessments will be conducted regularly to identify and mitigate potential hazards in the workplace. These assessments will cover:

- Work-related hazards, including equipment use and manual handling.
- Environmental hazards, including fire risks and ventilation concerns.

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- Substance hazards under COSHH regulations.
- Lone working risks and safeguarding measures for those working with children and vulnerable individuals.
- Emergency response planning and first aid requirements.
- Safeguarding of all.

#### 4. Control of Substances Hazardous to Health (COSHH)

Everyday Lessons is committed to controlling exposure to hazardous substances in compliance with COSHH regulations. This includes:

- Identifying hazardous substances and assessing risks.
- Implementing control measures, such as safe storage, handling, and disposal of hazardous substances.
- Providing training and information on the risks associated with hazardous substances and how to mitigate them.
- Regularly reviewing COSHH risk assessments.

#### 5. Reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR)

All incidents that meet the criteria under RIDDOR must be reported to the Health and Safety Executive (HSE). This includes:

- Workplace fatalities and major injuries.
- Work-related diseases and conditions.
- Dangerous occurrences, such as fires and structural collapses.
- Near-miss incidents that could have resulted in serious harm.
- Employees must report all incidents immediately to senior management for proper documentation and investigation.

All incidents can be [reported online](#).

Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone **0345 300 9923**.

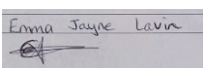
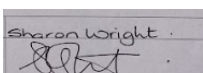
You can find more information on when and how to report work-related fatalities or serious incidents involving multiple casualties or major disruption on [ways to contact HSE](#).

If you want to report less serious incidents out of normal working hours, you can [complete an online form](#).

- Contact 999 in an emergency and seek immediate help.
- Report to Designated safeguarding lead or Health and safety lead.

[emma@everydaylessons.co.uk](mailto:emma@everydaylessons.co.uk) - 07807078976

- Record in as much detail as possible.
- Inform relevant parties and ensure a report is submitted to RIDDOR using the above information.

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If a RIDDOR event occurs while young people are on the premises, the employer should immediately assess and revise control measures to ensure the safety of all individuals. To effectively convey these revised measures, the employer should clearly communicate the changes through various channels that are easily understood by young people, such as:

1. **Face-to-Face Communication:** Briefing young people in person about any new safety measures and the reasons behind them.
2. **Written Instructions:** Providing clear, concise, and easy-to-read written guidelines or posters outlining the revised safety procedures.
3. **Practical Demonstrations:** If applicable, demonstrating the new control measures in practice, ensuring that young people are comfortable and confident in following them.
4. **Ongoing Monitoring:** Ensuring that staff supervise and provide additional guidance as necessary to reinforce the revised measures.

It's important that the communication is age-appropriate, ensuring young people fully understand the revised controls to protect their health and safety while on the premises.

#### Further information from the HSE website.

(<https://www.hse.gov.uk/riddor/how-to-report.htm#:~:text=All%20incidents%20can%20be%20reported,can%20phone%200345%20300%209923.> )

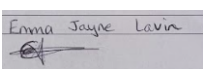
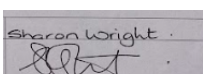
## 6. First aid

The recommended first aid reporting process;

1. Immediate First Aid: Once an incident occurs, a \*trained first aider should immediately assess and provide necessary first aid treatment to the injured individual.

\*It is an ideal that all staff will be first aid trained, however if a staff member is awaiting their in person first aid training, they may have been signed up to an online training session to ensure a base level of first aid.

2. Record the Incident: The first aider or a designated person should complete an incident report form, which includes details of the injury or illness, treatment provided, and the time and location of the incident. This record helps in monitoring trends and ensuring the proper procedures are followed. All staff will have this book in their car and this will also be available in the centre.
3. Inform the Appropriate Person: The incident should be reported to Everyday Lessons owner or health and safety officer as soon as possible. This ensures that appropriate actions, such as investigating the cause or revising control measures, are taken.

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4. RIDDOR Reporting (if applicable): If the injury meets the criteria under RIDDOR (such as a major injury, death, or an injury requiring hospital treatment), it must be reported to the Health and Safety Executive (HSE) within the specified time frame. SEE BELOW FOR MORE INFO.
5. Follow-Up and Monitoring: Any ongoing issues should be monitored, and the person who was injured should be followed up to check if further medical treatment or support is required.
6. Review and Improve Procedures: After the incident, the organisation should review the event to determine whether there are any improvements needed in first aid procedures, risk assessments, or safety measures.

This reporting process ensures that all incidents are documented, monitored, and handled appropriately, fostering a safe environment for all individuals.

## 7. Fire Safety and Emergency Procedures

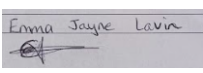
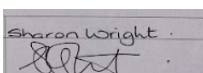
- Fire risk assessments will be conducted and updated regularly.
- Fire exits and escape routes must remain clear and accessible at all times.
- Fire alarms and extinguishers will be tested periodically.
- Employees and learners must participate in regular fire drills.
- Emergency contact numbers and evacuation procedures will be clearly displayed throughout the premises.

## 8. Workplace Health, Safety, and Welfare

As per the Workplace (Health, Safety and Welfare) Regulations 1992, Everyday Lessons will ensure:

- Adequate ventilation, temperature control, and lighting.
- Safe floor conditions to prevent slips, trips, and falls.
- Proper sanitation facilities, including toilets, washing areas, and drinking water provisions.
- Suitable workstations and seating arrangements for all employees and learners.

## 9. Lone Working and Safeguarding

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Lone workers and those working with children and vulnerable adults will receive additional safeguarding measures:

- Lone workers must check in with their supervisor at scheduled intervals.
- Staff working with children must follow child protection policies and undergo DBS checks.
- Body cameras may be provided for additional security in high-risk environments.
- Working in pairs is encouraged whenever possible.

A separate lone working policy is available.

## 10. Training and Awareness

All employees and learners will receive health and safety training tailored to their role, including:

- Induction training covering general health and safety policies.
- Fire safety training and evacuation drills.
- COSHH awareness training for those handling hazardous substances.
- First aid training where applicable.
- Annual refresher courses and updates on legislative changes.

## 11. Monitoring and Review

Health and safety performance will be monitored through:

- Regular safety audits and inspections.
- Incident reporting and investigation processes.
- Consultation with employees and learners for feedback.
- Annual review of the health and safety policy to ensure compliance with current legislation.

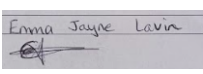
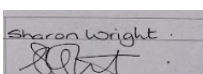
## 12. Compliance and Enforcement

Failure to comply with health and safety regulations may result in disciplinary action, further training requirements, or legal consequences. Employees and learners must report any breaches to management **immediately**.

## 13. Contact Information

For any health and safety concerns, employees and learners should contact:

- The designated Health and Safety Officer.
- Senior management.

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- External regulatory bodies, such as the HSE, where necessary.

This policy is endorsed by the Managing Directors of Everyday Lessons and will be reviewed regularly to ensure ongoing effectiveness and compliance with legislative requirements.

[Emma@everydaylessons.co.uk](mailto:Emma@everydaylessons.co.uk)

07807078976

## UPDATED SEGMENTS 25/26

- **Supervision arrangements**

Supervision arrangements when working with children and young people are crucial to ensure their safety and well-being.

1. **Staff-to-Child Ratio:** Everyday lessons will ensure a safe staff to student ratio. 10 students to 1 teacher and 1 support staff. Ratio : 10:2

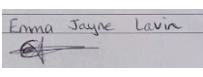
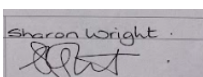
In some instances a larger staff to student ratio may be required and EL will adjust to ensure the safety of all involved.

Where needed 1:1 will be supported but this is in pre arranged instances.

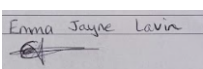
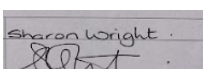
2. **Clear Roles and Responsibilities:** Each staff member will have a clear understanding of their responsibilities, including monitoring the behavior and well-being of the children, ensuring they are in a safe environment, and addressing any issues that arise. Staff will have escalation training and will ensure they understand the process of requesting further support in emergencies.

Such as;

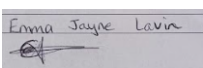
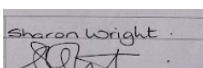
- Using the walkie talkie headsets when in centre.
  - Requesting a support staff.
  - Requesting further CPD to help with their role.
  - Requesting a meeting with a line manager to discuss development plans.
3. **Regular Headcounts:** Staff will conduct frequent headcounts, especially when transitioning between locations or activities, to ensure no one is unaccounted for. A higher staff to student ratio will be expected for off site in certain instances. Risk assessments will be completed at in event.

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4. **Safety Protocols:** Staff will be trained to recognise risks and follow safety protocols at all times. This includes first aid procedures, emergency evacuation plans, and procedures for handling challenging behavior or incidents.
  
5. **Supervision During Activities:** Children and young people should be supervised during all activities, both indoors and outdoors. The supervision should be proactive, with staff positioned in areas where they can observe and interact with the children effectively.
  
6. **Supervision in Groups:** When children are in groups, ensure that supervision is distributed evenly. Smaller groups may allow for more individual attention, while larger groups may require more staff to manage behavior and ensure safety.
  
7. **Online Supervision:** With permission, staff may record lessons for quality assurance and training purposes. Additionally, support staff will be available online to assist the tutor, ensuring that students receive continuous guidance throughout the session. Students will be supervised online, and it is expected that they engage with the learning material actively and appropriately. They will also be expected to demonstrate appropriate online behavior (OB) by following all guidelines, participating in discussions, and maintaining a respectful and focused attitude during the session. Learners will be given clear instructions that they are only permitted to access the designated classroom app and must not visit any other websites during sessions. While learners are online at home as part of our Flexzee programme, it's important to note that EL may not be able to monitor their online behavior (OB) or websites visited unless the school they are associated with has provided laptops with restricted access to certain sites. EL will do their best to educate learners with regards to staying safe online and also to identify potential dangers.
  
8. **Induction and Training:** Staff should receive appropriate training and induction before working with children or young people. This includes safeguarding, child protection policies, and behavior management.

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9. Monitoring and Review: Supervision arrangements should be regularly reviewed to ensure they are effective, taking into account any changes in the needs of the children or the activities they are involved in.
10. Staff Rotas: When higher management schedules sessions, careful planning will be carried out to ensure appropriate teacher-to-student ratios, prioritizing the well-being and safety of everyone involved. This will enable EL to create a secure environment and meet the diverse needs of all learners. Rotas will be created with a six-week view, though these may be subject to change due to the evolving needs of learners. Any updates will be communicated as soon as possible.

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