Health and Safety Policy

Policy Statement

The policy of Graduately Developing Futures (GDF) is to maintain safe and healthy working and learning conditions for all staff, contractors, learners, students and visitors attending the premises of GDF at Valley View Farm, Castle Farm Road, Lytchett Matravers, BH16 6DA. All managers, staff, teaching and non teaching, are given a copy of the policy including updates. New staff are given a of the policy copy and are required to confirm they have read and understood it. GDF confirms it has the required insurance policies in place with certificates displayed on the notice board.

Responsibility

The Principal, James Gregory is responsible for monitoring and reviewing the health and safety policy of GDF as and when necessary and to ensure compliance with the health and safety legislation. All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Principal immediately who will record it in the incident book.

Procedures

Fire Safety

All managers, staff, contractors, learners and students receive fire safety training as part of their initial induction. Fire exits and evacuation routes are explained along with the details of the fire assembly point. All exits are marked and kept free of obstructions. There are fire extinguishers visible within the site. The site management checks the fire alarms on a regular basis. In the event of a fire, all managers, staff, visitors, contractors, learners and students congregate at the fire assembly point at the front of the farm, by the main entrance gate. Site management are responsible for checking toilets. It is the responsibility of the site management to call the fire brigade. GDF will ensure all personnel under its care are accounted for.

Accidents

First aid boxes are located onsite and within vehicles used by staff of GDF, plastic gloves are provided for the administering of first aid. All accidents are recorded and monitored in line with RIDDOR Regulations 2013. All staff delivering training hold an emergency first aid certificate. Regular emergency first aid courses are held for staff. Notifiable accidents and incidents are recorded and passed to authorities as appropriate (HSE) by the responsible person (Company Director). Letters are provided to parents/carers for incidents or accidents involving children under the age of 18 or vulnerable adults letters to parents informing them of accidents to their children are recorded on a Local Authority Form. If there is an emergency situation, an ambulance is called to transport the individual to hospital. Wherever possible, for a child under the age of 18 or a vulnerable adult, the parent or carer should accompany the individual. If this is not possible, the individual is accompanied by two members of staff. In a non-emergency situation, it may be necessary for staff members to transport a child or young person to Accident and Emergency. Two

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staff members should transport the child or young person so that whilst one is driving the other attends to the child or young person. Any journeys other than those considered to be an emergency situation can only be authorised by the Company Director or HR Director. Journeys that are non-emergency must be fully planned. In all cases, if a member of staff does transport a child in a non-company owned vehicle, they must be and are responsible for the following:

* Ensuring they only use their own car
* Ensuring the car has an up-to-date service and valid MOT and is roadworthy
* Ensuring that the car is refuelled in advance of the journey so that there is no need to refuel whilst a pupil is in the vehicle
* Ensuring they have their own insurance
* They must have an up-to-date driving licence to cover the vehicle that they are driving
* They must meet minimum eyesight requirements for driving
* They must ensure they are not tired, under the influence of drugs or alcohol
* They must not have a medical condition which affects their ability to drive
* They must ensure they adhere to the Highway Code
* They must enforce the use of the required booster seats and seat belts for passenger/s. Children who are not yet 135cm tall or who are not 12 years old are required to sit on a booster seat. It is the responsibility of the staff member not the pupil that this rule is followed
* The member of staff must ensure that the pupil is in the back seat of the car, passenger side.
* No pupil should be left alone in a car.
* Before leaving the member of staff must contact the Company Director or HR Director to inform them what has happened, where they are going and an expected ETA. They must then telephone on arrival to provide an update.
* They must carry a charged mobile phone with them in case of emergency.

Accident and Incident Reporting in accordance with RIDDOR

All accidents, injuries, and dangerous occurrences must be reported immediately to the Company Director or Principal. Staff are required to complete an incident report form for any accident or near-miss, providing full details of the event, persons involved, location, time, and circumstances. The Company Director is responsible for reviewing each report and determining whether the incident is notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. Notifiable incidents, including work-related fatalities, major injuries, over-seven-day injuries, dangerous occurrences, and certain occupational diseases, must be reported to the Health and Safety Executive (HSE) without delay. Records of all reported accidents and incidents, whether notifiable or non-notifiable, are maintained in a secure accident book or electronic system and reviewed periodically to identify trends and ensure appropriate follow-up actions are taken to prevent recurrence. Staff are trained in this reporting process and must cooperate fully with any investigation arising from a RIDDOR report.

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Reporting Hazards
All staff are responsible for reporting hazards. It is then the Company Director's responsibility to follow up this report. The Principal and HR Director will monitor the action taken to remedy hazards.

Electrical Safety
All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying “Fault Do Not Use”. In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment. Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into the premises of GDF from an individuals home without the prior agreement of the Principal.

Control of Substances Hazardous to Health Regulations
Any substances marked as dangerous are not left unsecured. Staff should check that instructions are followed when using any such substances. Cleaning materials are to be kept in a locked cupboard.

Medicines
GDF will not administer medicine to children under the age of 18 or to vulnerable adults except in the case of chronic illness and/or after discussion with parents/carers and having gained their express authorisation.

Medicines will only be administered when it is essential: that is where it would be detrimental to a child’s or young person's health if the medicine were not administered during the settings hours. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber’s instructions of administration and medicines information leaflet. Staff will not accept tablet medicines that are not in a sealed foil packet, liquid or cream medication that has been taken out of the container or make changes to dosages or times on parental instruction. Medicines will only be given to the named person on the prescription label.

Consent and Recording
The parent will complete a consent form detailing the medication and if necessary complete an individual Care Plan as necessary. The senior staff are responsible for checking these forms are completed prior to the child or young person attending the provision. The senior staff will keep a full record of medicines administered using the Medicines Authorisation forms. The forms will include: name of child or young person, medication, side effects, dosage, date, time, parental signature for permission, name of practitioner administering medication, name of witness and the signature of the parent/carer at the end of the day. The nominated staff member will take responsibility for administering and recording the medication, senior staff are responsible for ensuring the child or young person in their care has received their medication. A child or young

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person will not be able to attend the provision if the relevant forms are not completed. A record of any training accessed by individual or all staff members will be kept on file.

Non-Prescription Medicines
We will not administer non-prescription medicines to children or young people. Parent/carers will need to discuss individual circumstances with the Company Director.

Short Term Medical Needs
We will administer medicines for short term needs when

* The child or young person is well enough to attend the setting
* They have had at least one full days dosage of the medication
* We encourage parents/carers when possible to administer the medication outside of the provisions opening times

Parent/carers need to discuss details of required medication with the senior member of staff who will make the final decision as to whether we can accommodate.

Long Term Medical Needs
Some children and young people may have long term medical needs and may require medicines on a long term basis to keep them well. It is important to have sufficient information about the medical condition of any child or young person with long term medical needs. Parents will need to meet with the Company Director in advance and discuss any procedures involved ensuring we can provide the care required. An individual care plan will be completed along with a long term and emergency medical administering form. We will aim to meet each child's individual needs dependent on staff training, supervision needs, staff confidence and insurance cover.

If a child or young person refuses to take their medication parents will be immediately informed

Storage
Medicines will be stored in a lockable cupboard in the office. Those medicines that need to be refrigerated will be kept in a fridge labelled 'Medicines' within the main office, this fridge will soley be used for the storage of medicines. All medicines must be stored in their original packaging. The office is to be kept locked at all times, unless a member of staff is working in the room. If the member of staff leaves the room the office must be locked. GDF staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

Confidentiality
Records relating to the medical needs of a child or young person and the administration of medication will be stored confidentially within the setting.

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Smoking
GDF operate a no smoking policy within the office building and grounds.

Hygiene
It is the overall responsibility of the Company Director to monitor the cleanliness of the building, the staff of GDF must also take ownership in ensuring the environment they work within and the facilities provided to learners, students and visitors are clean and hygienic. GDF takes responsibility for encouraging good hygiene habits when working with children and vulnerable adults with a particular emphasis placed on hand washing.

External sites
Prior to the utilisation of an external site by GDF for the purpose of conducting business or teaching, an appropriate risk assessment must be completed in line GDF's Risk Assessment Process document and appropriate insurances must be evident. It is the duty of the manager, staff member or tutor to ensure all personnel/learners/students attending the external site are aware of the safety procedures including fire evacuation.

Contractors
All contractors are expected to report their arrival and departure to the Company Director or in their absence the HR Director before commencing work. If they are deemed to be working in an unsafe manner they will be requested to stop immediately.

Security
The main gates to the to the farm are closed at all times. They are locked when no staff member is onsite. Access to the site is by authorised personnel only, all managers and staff must be aware of strangers on the premises. All scheduled visitors of GDF must be met by a member of staff at the main entrance, if a visitor is unknown identification should be requested. Documents containing personal or sensitive information are kept in lockable cabinets which only the Company Director and HR Director have access to. Laptops and computers are password protected and back-up records are kept off site in a secure locked cabinet. All laptops and computers have in date anti virus software installed. Further information relating to GDF's security of documents and electronic files are contained within the Quality Policy.

Lone Working
A lone worker is an individual who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the normal workplace, or when working outside normal business hours i.e. before the start of the normal working day and after the end of the normal working day. Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA), requiring us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency supply staff. This will be achieved by carrying out risk

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assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended). Please refer to the Graduately Developing Futures Lone Working Policy.

Review
This policy will be reviewed on an annual basis as a minimum. Next review date 01.09.2027

James Gregory
CEO and Executive Principal of Schools

www.graduatelydevelopingfutures.co.uk
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