



Absolute Mentoring

**ABSOLUTE CARE AND MENTORING
HEALTH AND SAFETY POLICY
JANUARY 2024
NEXT REVIEW DATE: SEPTEMBER 2024**

Aims

The aim of this document is to provide and maintain a safe and healthy environment and to establish and maintain safe working procedures amongst staff, pupils and all visitors to the service. To have robust procedures in place in case of emergencies. Ensure that the premises we frequent are maintained and a safe space to conduct our learning and mentoring.

The health, safety and welfare of all staff and young people are of fundamental importance. Absolute Mentoring aims to provide a safe, secure and pleasant working and learning environment for everyone. Absolute Mentoring accepts its responsibility to comply with the requirements of Health and safety at Work Act 1974 and other relevant legislation. It will ensure resources are available for the purpose of:

- Securing the health, safety and welfare of persons at work
- Protecting persons other than those at work from risks arising out of, or in connection with the company's activities
- Providing arrangements for effective consultation on health and safety matters.

General elements of Policy

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe equipment
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to carry out their tasks and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,

which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.

The service also follows the national guidance published by Public Health England when responding to infection control issues.

Roles and responsibilities

The head of service is responsible for health and safety day-to-day. This involves: Implementing the health and safety policy Ensuring there is enough staff to safely supervise the students placed with us.

Fire and COSHH

Given the small nature of our service and that we do not yet have our own premises this part is not relevant currently. However, when out in public and using public buildings we will use common sense to consider fire evacuation plans wherever we are.

Major incident

Again when out and about in public if we found ourselves involved in a major incident we would if possible retreat / move away from the incident as far as humanely possible and retreat to safety.

Lone working

Lone working will include working on a one to one basis with a child, home or site visits. For further guidance please refer to the lone working policy.

Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff. Incidents of aggression or violence (or near misses) directed to themselves or to staff will be reported to the key stakeholders by the end of the day.

Off site visits

When taking students to a public place, we will ensure that: Risk assessments will be completed where off-site visits and activities require them.

All off-site visits are appropriately staffed Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parent/carers' contact details.

Smoking

Smoking and vaping is not permitted however we recognize that some students will smoke or vape and we will exercise a common sense attitude towards this.

Infection prevention control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Hand washing – wash hands regularly with warm water, soap and dry with paper towels.

Coughing and sneezing – cover mouth with nose and tissue, wash hands after, spitting is discouraged.

Animals

Wash hands before and after handling any animals.

Keep animals' living quarters clean and away from food areas Dispose of animal waste regularly, and keep litter boxes away from pupils. Supervise pupils when playing with animals Seek veterinary advice on animal welfare and animal health issues.

Accident prevention

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible. We aim to reduce the risk of accidents by:

Undertaking a risk assessment check on premises we visit including risk assessments for activities we undertake and any

equipment and vehicles we use.

Having a timetable for making sure that equipment is regularly checked in accordance with legislation and or best practice. Checking first aid boxes are adequately stocked every 6 months.

Driving and vehicles

The nature of our mentoring program means that we will be driving to and from locations. We take this very seriously and ensure that any vehicles to be used for the transportation of children are adequately insured and safe to drive with the relevant documentation ready for presentation for whoever needs to see it.

Driving within the local laws and following local speed restrictions is paramount. At times children can encourage staff to speed up – it is vital that staff remain aware of this type of encouragement to break the law.

Activities and sporting activities

By the nature of our mentoring program we will be out and about taking part in activities. This will at times include sporting activities. These specific activities will first be approved / agreed upon in conjunction with the key stakeholders around the child and risk assessed appropriately.

This policy is reviewed annually or following national or local Health and Safety changes to policy and procedure throughout the academic year.

Next Review Date: September 2024