



Health and Safety Policy Tigers Education Alternative Provision

Name of setting: Tigers Education Limited

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Policy review dates and changes:

Review Date	By Whom	Summary of Changes Made	Date Implemented

Health and Safety Policy for Tigers Education Alternative Provision

The purpose of this Health and Safety Policy is to ensure a safe, healthy, and secure environment for all pupils, staff, and visitors involved in Tigers Education's alternative provision. This policy adheres to the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, and other relevant Health and Safety Executive (HSE) legislation.

Tigers Education Alternative Provision is committed to maintaining a safe and healthy environment that minimises risks, promotes well-being, and ensures compliance with all applicable health and safety laws and guidelines. This policy aims to actively involve staff, pupils, and stakeholders in fostering a culture of safety.

This policy applies to all staff, pupils, contractors, and visitors associated with Tigers Education Alternative Provision.

Objectives

- To comply with all current health and safety legislation and HSE guidelines.
- To prevent accidents and minimise health and safety risks.
- To ensure that health and safety is integrated into all aspects of planning and operation.
- To establish clear responsibilities for health and safety at all organizational levels.

Responsibilities

1. Leadership Team

The leadership team is responsible for:

- Ensuring the implementation of this policy and adherence to all relevant legislation.
- Providing necessary resources for health and safety training, risk assessments, and emergency planning.
- Reviewing and updating the policy annually or in response to legislative changes.

Middletons Yard is a Bassetlaw District Council managed property, therefore the property maintenance is attended to by Bassetlaw District Council who have a regular daily, weekly checks, six monthly and annual maintenance plans, including but not limited to:

Daily:

- Building checks for damage and trip hazards
- Car park and bin storage ensuring that they are clean and fit for purpose

Weekly:

- Legionella's checks of running water, hand dryers and toilets
- Fire extinguisher/fire blanket checks that they are in date and fit for purpose
- Fire call points checked for damaged
- Emergency lighting
- Fire door check
- Fire alarms activated and checked
- Accessible WC alarms checked
- Door and window checks to ensure fully functional

Monthly:

- Legionella's checks of running water by an external contractor

6 Monthly:

- Six monthly emergency lighting and air conditioning testing by an external contractor

Annual:

- Fire extinguisher and fire blanket maintenance and renewal

Regular :

Unannounced fire evacuation practice drills.

Health and Safety Officer

The Health and Safety Officer is responsible for:

- Conducting regular risk assessments and audits in line with HSE standards.
- Reporting and investigating incidents and accidents to prevent recurrence.
- Providing training and support to staff on health and safety matters.
- Liaising with external agencies, including the HSE, as required.
- Monthly building checks for damage and trip hazards

Staff

All staff members are responsible for:

- Following the health and safety protocols as outlined in this policy.
- Reporting hazards, incidents, and near-misses promptly to the Health and Safety Officer.
- Participating in required health and safety training.

- Supervising pupils to maintain a safe environment and practicing safe work habits.

2. Pupils

Pupils are encouraged to:

- Follow health and safety guidelines and instructions provided by staff.
- Report any health or safety concerns immediately.
- Participate in health and safety discussions, drills, and activities.

3. Visitors and Contractors

Visitors and contractors are expected to:

- Comply with all health and safety regulations while on the premises.
- Follow any specific health and safety instructions provided by Tigers Education staff.
- Report any health or safety issues observed on site.

Risk Assessment

- **Conducting Risk Assessments**

Comprehensive risk assessments will be carried out to identify potential hazards associated with activities, equipment, and the environment. Risk assessments will be reviewed annually and updated if there are significant changes.

- **Control Measures**

Control measures will be implemented to mitigate identified risks. These may include the use of personal protective equipment (PPE), safe operating procedures, and clear signage.

Training and Awareness

- All staff will receive mandatory health and safety training upon induction and regular refresher training.
- Pupils will be educated on health and safety practices, including emergency procedures, to ensure they understand their role in maintaining a safe environment.
- Contractors and visitors will be briefed on relevant health and safety procedures prior to entering the premises.

Accident and Incident Reporting

- **Reporting Procedure**

All accidents, incidents, and near-misses must be reported to the Health and Safety Officer immediately, regardless of the severity.

- **Investigation**

Each incident will be documented, investigated, and analysed to identify root causes and prevent future occurrences.

- **Record-Keeping**

All records will be kept in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements.

First Aid and Emergency Procedures

- **First Aid**

First aid stations will be available and adequately stocked. Trained first aiders will be on-site during all operational hours.

- **Emergency Procedures**

Emergency procedures, including evacuation routes and assembly points, will be clearly marked and regularly practiced through drills.

- **Fire Safety**

Fire safety measures, such as smoke detectors, fire alarms, and extinguishers, will be in place and regularly maintained. Fire drills will be conducted every term.

Fire Procedures

When the fire alarm sounds, all Tigers Education Staff, Pupils and Visitors will leave the building in a calm and orderly manner as practiced at previous fire drills, the Tigers Education Fire Officer will have the signing in sheet with her to enable her to take a roll call. We will proceed by walking down to the evacuation point at the bottom of the Middletons Yard car park where the Tigers Education Fire Officer will take a roll call to ensure all staff, pupils and visitors are present. We will wait calmly and sensibly until we are advised of further instructions or that we can continue back into the building.

The Middletons Yard Fire Evacuation Procedures are attached as appendix 1 to this policy, all staff, pupils and visitors will have been briefed in this respect at the Induction and reminded on a regular basis.

Monitoring and Review

- **Regular Audits**

The Health and Safety Officer will conduct regular audits to monitor compliance with this policy and relevant legislation.

- **Annual Review**

The leadership team will review this policy annually to ensure its effectiveness and compliance with any new legislation or guidelines.

- **Feedback Mechanism**

Staff, pupils, and stakeholders are encouraged to provide feedback on health and safety matters, which will be considered in the policy review process.

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This Health and Safety Policy aims to ensure that Tigers Education Alternative Provision provides a safe and compliant learning environment for all pupils, staff, and visitors, aligning with the latest health and safety legislation and HSE guidelines.