



Arrangements & Procedures for Health, Safety and Welfare

Last review: 10/08/2023

Date of Next Review: 10/08/2024

The following procedures and arrangements have been established within our centre to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

The Centre Manager will report to the Centre Director any accidents, following the agreed procedures. Appropriate forms will be completed according to whom the accident happened and the seriousness of the accident. She/he will assist in the investigation of any accident although responsibility rests ultimately with the Centre Director.

2. Contractors

The Centre Manager will be responsible for the induction of any contractors and for the completion of the exchange of hazards form. Depending on how long the contractors are likely to be on site, the Centre Manager will arrange regular liaison meetings and for monitoring their working practices and methods. Depending on the work involved, risk assessments will be drawn up and monitored as part of this role.

3. Curriculum Safety

Teaching staff and support staff will be required to keep pupils safe in whatever task or learning activity they are involved in as the first priority. There are risk assessments in place for different curriculum activities available for staff to consult. There are very specific risk assessments for e-Safety which is important and there are policies and protocols in place. All staff are aware of and must comply with these in-house procedures.

4. Drugs & Medications

EmpowerEd has a discreet policy for first aid and medication.

5. Electrical Equipment [fixed & portable]

Staff are aware of the need for frequent visual checks across the centre, and there is a risk assessment in place along with regular recorded checks.

6. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Centre Director will be responsible for undertaking and monitoring the fire risk assessment annually and following any changes.

7. At least one centre member of staff is qualified to administer first aid.

There are first aid boxes readily available in all centres. They are checked and restocked by anyone and everyone who uses something out of them. The Centre Manager will be responsible for organising a child going to hospital. The Centre Manager will be responsible for calling an ambulance when needed, and for directing emergency staff to the location of the patient.

8. Housekeeping, cleaning & waste disposal.

All centres are cleaned when no students are present. Bins are emptied daily. Any broken glass is wrapped in newspaper before being put in the large, outdoor bins. Any spillages during the day are cleaned up as soon as possible by which ever member of staff is nearest.

9. Any staff likely to lone work have mobile phones should they need to contact someone in an emergency and arrange to be in contact with someone else on a regular basis. Any lone working staff will lock outer doors to prevent unauthorised users accessing the building.

10. Reporting Defects

Any member of staff, volunteers, students are expected, indeed, encouraged to report any concerns regarding health and safety issues to the Centre Manager or Centre Director. As an interim measure, the Centre Manager will be asked to attend to the issue, depending on the seriousness or scope. If outside contractors are required to deal with it, the Operations manager will make arrangements to engage their services. If a room or an area is unsafe, children and staff will be moved to another area until the repairs are made or until a temporary measure makes it safe to use again.

11. Risk Assessments

Most generic risk assessments are carried out by the Centre Manager in conjunction with Centre Managers All staff are aware that this has been carried out and have access to them.

12. Smoking

EmpowerEd is a totally non-smoking site and displays notices to that effect. Staff who do smoke must leave the premises and the site to do so.

13. Supervision

Staff are aware that no pupil must be left unattended. Relevant staff have enhanced DBS checks.

14. Violence to Staff/School Security

All measures possible are implemented to ensure staff and pupil health and safety.