



Randar Education **Health and Safety Policy**

Policy Date
Review Date

1st April 2025
1st April 2027

REVIEW SHEET

Each entry in the table below summarises the changes to this policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision
1	Original	1 April 2024
2	More concise language	May 2026

STATEMENT OF GENERAL POLICY

Randar Education fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

The Head teacher are committed to a safety management approach to Health & Safety and thereby to an organised, well informed and pro-active approach to all Health & Safety and welfare related issues. All activities will be planned and executed with a systematic approach, which includes an element of 'context sensitive' risk assessment, and where necessary control measures will be put into place to reduce/eliminate to a safe level any foreseen risks.

It is the policy to always operate in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at Randar Education

Risk Assessments are done as a matter of course and will include the following:

Hazard, nature of risk, rating –Low, Medium, High, existing control measure, additional action. All staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the organisation and to observe the health and safety requirements relevant to their activities. A suitable assessment of all foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned. All staff are requested to support the organisation in achieving safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities. A copy of this statement will be brought to the attention of all members of staff, and it will be made available to parents on request. It will be regularly reviewed and updated as necessary, or at least annually.

MANAGEMENT RESPONSIBILITIES

Head teacher

The Head teacher

have overall responsibility for the implementation of the Organisation's policy. They are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Education Outreach Manager

This manager is wholly accountable to the Head teacher for the implementation and monitoring of the policy within the area of their specified responsibility.
All staff have a responsibility to ensure health and safety policies are adhered to.

HEALTH AND SAFETY MANAGEMENT PROCESS

The Organisation believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Organisation. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Organisation requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that most of the health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted to the Head teacher.

If unpredictable health and safety issues arise during the year, the Head teacher must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

It is the policy of the Organisation to require managers to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.

It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines. The model contents of a guideline are:

- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid.
- Training.
- accident reporting procedures.
- safety rules.
- fire procedures.
- policies agreed by the Organisation.

TRAINING

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

training for managers, to equip them with an understanding of the manager's responsibilities under this policy.

training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules.

induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

RECORDS, STATISTICS AND MONITORING

The Organisation will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by, where appropriate with specialist advisory bodies for example local Environmental Health Departments, Fire Safety and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Director.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Head teacher as delegated to the Safety Officer.

SPECIALIST ADVISORY BODIES

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Organisation.

FIRST AID

It is the policy of the Organisation to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs. All staff will be trained in first aid.

FIRE

The Organisation is responsible for ensuring that staff receive adequate fire training, and that nominated fire wardens are designated in. In addition, the Organisation will nominate a Fire Officer (this may be someone external to the Organisation) to report and advise on the standard of fire safety in the Organisation's premises and the standard of fire training of its staff. Randar Education use Rise Fire Safety Limited.

FOOD HYGIENE

Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or

other unexplained and possibly food related incidents must be reported to the Safety Officer. All staff will be trained in food hygiene.

NON-SMOKING/VAPING ON ORGANISATION PREMISES

The Organisation has agreed that there will be no smoking/vaping in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations (COSHH) require the Organisation to identify those substances which are in use, and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Organisation must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. New employees who regularly use VDUs will be required to undergo sight screening. Young people who access any IT will be closely monitored and appropriate safety filters will be implemented on all devices. E-Safety and further training will be given to all young people and staff to promote safety online.

CONTROL OF WORKING TIME

The Organisation is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Organisation for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or

other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

INDUCTION, SUPERVISION AND TRAINING

All employees and volunteers are provided with information and training relevant to their roles. Relevant health & safety information is provided during induction (see Induction checklist) and discussed in supervision. Line managers must ensure all staff and volunteers undertake induction relevant to their position and area of work.

Specific health and safety training is available for all managers to ensure they are aware of management arrangements including policies, procedures and processes.

Other training and courses are available through the H&S Team including Fire Warden and Food Safety Level 2.

PEOPLE WORKING ON ORGANISATION PREMISES NOT EMPLOYED BY THE ORGANISATION

Persons working in the Organisation premises who are employed by other organisations are expected to follow Organisation Health and Safety Policies about the safety of Organisation employees, their own personal safety (and that of other parties such as the public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly, seconded Organisation employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

All service/work activities, including support functions at office bases, must be risk assessed, and appropriate action taken to eliminate risks or reduce them to an acceptable level. The primary responsibility for risk assessments lies with managers. Records of risk assessments demonstrate compliance with health & safety law and must be available for sharing across the organisation. All risk assessments are reviewed annually or whenever an incident or change of circumstances prompts an immediate review. Randar Education risk assessment policy and guidance procedures are available on request within the centre.

VISITORS AND MEMBERS OF THE PUBLIC

The Organisation wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Organisation establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform the Education Outreach Manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Maintenance of Equipment

All equipment and machinery in organisation will be maintained in accordance with the manufacturer's instructions. In addition, all equipment and machinery should be maintained in accordance with the maintenance schedule prepared by the specific department. This maintenance schedule must comply with all relevant regulations and appropriate codes of practice.

Electrical Equipment

Pupils should be made aware of the dangers of electricity, appropriate risk assessment and safe working arrangements. A notice depicting the procedure to be taken after electric shock should be prominently displayed in an appropriate place.

Staff must take all possible precautions to reduce the risk of accidents caused by electric shock. Permanently installed equipment should be connected through a dedicated isolator switch and be adequately earthed.

All portable appliances will be regularly inspected by a competent person in compliance with relevant requirements.

Lone Working

Potentially dangerous activities must not be undertaken when working alone.

Personal safety is of paramount importance. If there are any doubts about the task to be performed, then the task should be postponed until other staff members are available. If lone working is to be undertaken, a colleague must know where the member of staff is and when they are likely to return. Arrangements must be made for regular contact to be made. Organisations should be explicit about arrangements for lone working further advice is available from an HSE document "Working Alone in Safety"

Routine Accidents such as Small Cuts, Bruises and Other Minor Injuries

Staff are encouraged to use protective gloves when dealing with these injuries to protect both patient and first aider from the transmission of blood borne disease.

Serious Injuries such as broken Bones, Eye Injury, Deep Cuts etc

Staff should contact the local Doctor or the local hospital. Depending on the seriousness of an injury the Doctor/hospital should be contacted immediately. Where doubt exists staff should err on the side of caution. On no account should an organisation pupil with a suspected serious injury or head injury be sent home unaccompanied or accompanied only by a pupil.

Accident Report Forms

There are two types of accident report forms, one for staff and visitors and the other for young people. Accident record books are held with its Fire logs and the person in charge of the workplace etc is responsible for ensuring that the Accident Book/Fire Log is kept in good condition and is accessible to employees. The completion of the Accident Book is the responsibility of the injured employee or someone acting on their behalf.

Medication in Organisation

Young people are not permitted to bring any medication to organisation in organisation bags etc. If a young person needs to take a short course of medication (e.g. antibiotics) parents should endeavour to manage the doses so that they are taken out with the course of an organisation day. If a young person needs to take medication on a prolonged routine basis (throughout the course of a term or a session) then arrangements will be made to allow this to happen. It is preferable that a young person should self-administer medication under supervision by an adult but there may be some instances when the medication will be administered by organisation staff.

In the case of prolonged routine medication as described above parents should ensure that they contact Randar Education in advance so that the appropriate forms can be filled in before the medication arrives in organisation.

There are specific arrangements for children who suffer from asthma and all parents of all pupils who have inhalers will be required to fill out the appropriate forms.

In the cases of pupils who have Epi-pens or certain other medications protocols will be drawn up by health professionals and organisation staff will always adhere to these protocols.

Organisation Security

Specific arrangements are in place to promote the security of the organisation:

There is one main entrance which reduces the number of public entrances to organisation.

All staff and visitors will be expected to wear identification badges.

Randar Education has a security system which includes alarmed doors.

All visitors must report to the organisation office, sign in and out.

Outdoor Education

All outdoor activities will be risk assessed and include high staff ratios. Any external outdoor activities will require consent forms to be completed by the parent/carer and guardian.

CONTRACTORS

The Organisation wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Organisation's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Organisation's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, an Organisation Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Organisation's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether to invite the Contractor to tender again.

Particulars the organisation's arrangements to safeguard and promote the welfare of pupils at the organisation and how those arrangements have regard to guidance issued by the Secretary of State

Insurance

In accordance with the Employers' Liability (Compulsory Insurance) Act 1969 and Employers' Liability (Compulsory Insurance) Regulations 1998, Randar Education recognises its obligation

to take out and maintain insurance cover against bodily injury or disease sustained by employees arising out of and in the course of employment.

Randar Education has made provision for Employers Liability Insurance and Public and Products

It is a statutory offence not to display the Certificate of Employers' Liability Insurance at the premises.