
Health & Safety – Policy and Procedure and Student Risk Assessment

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Responsibility:

Hayley White (DSL) has overall responsibility for the implementation of the Health and Safety at Work Act 1974 to ensure that, as far as is reasonably practicable, the health, safety and welfare of staff, students and visitors are not put at risk and that everyone is kept safe.

We ensure that the policy is widely communicated to all staff, parents/carers and learners at Induction and annually and that its effectiveness is monitored continuously. Everyone attending the centre is reminded of their individual obligation to Health and Safety to not put themselves or any other member of the centre at risk.

Where this might be accidental behaviour through lack of thought the individual is made aware of this so as not to repeat the incident. Where the behaviour is intentional, disciplinary procedures will follow. We approach health and safety in a systematic way, by:

- identifying potential risks and hazards
- deciding who might be affected
- identifying the current measures in place
- identifying any further measures needed
- identifying who is responsible within a time frame
- being aware of any improvements that are needed on an ongoing and annual basis to enable the centre to be a safe one for all its' users.

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

First Aid and Medication:

Dee Malam is the Nominated First Aid person responsible for ensuring the Regulations are implemented and for identifying training needs. The First Aid box is located in the classroom.

Hayley White and Dave Spicer are also nominated first aiders. Any accident is reported in our ‘Accident’ book with one copy given to the individual and one kept on record. The parent/carer and provider are notified.

Only prescribed medication is permitted to be brought onto the Isle Study Centre site and will be stored securely and administered as per the instructions on the prescription. Paracetamol can be made available should parental consent be given on the Parental Consent Form.

Food Hygiene

All food is stored in the fridge in our kitchen area. Drinking water and tea and coffee making facilities are available.

Smoking & Vaping:

There will be no smoking or vaping in any buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

Visitors and members of the public:

All Visitors will visit on a pre-arranged basis, show their identification prior to entry and wear their ID at all times. Visitors are asked to sign our Visitor Book on arrival and departure.

Health and Safety Policy Statement:

Statement	Responsibility	Action/Arrangement
Take all reasonable steps to prevent accidents and injuries	Dee Malam Staff Students	Observation ongoing throughout the school day Ensure no hazards exist and if found remove/address immediately Ensure all attending are aware of their surroundings and other people Ensure should any member pose a risk or threat that the situation is dealt with immediately Complete Accident form as necessary
Provide information and training to all members at the centre	Dee Malam	Induction for students Consent Form for Students signed by parent/carer Induction for staff Additional training if the need is identified
Emergency procedures, evacuation	Dee Malam	Included in induction for staff and students. Fire extinguishers are located in the hall. Our Evacuation procedure: <ul style="list-style-type: none"> On hearing the fire alarm leave the building via the emergency exit

		<ul style="list-style-type: none"> • Follow Fire Emergency Exit signs • Congregate at the front of the building at the fire assembly point • Call 999 • No person is permitted to re-enter the building <p>Health & Safety Poster displayed in hall Weekly testing of fire alarm Termly Fire Evacuation practice is carried out Prestige Safety Services Report completed annually Fire Risk Training for staff</p>
Health and Safety Poster	Dee Malam	Located in hall
First Aid Box	Dee Malam	Located in the kitchen Use appropriate first aid Accident Book
Appointed First Aid Person	Dee Malam Hayley White Dave Spicer	Responsible for: <ul style="list-style-type: none"> • First aid box and ensuring replacements • Carrying out first aid • Calling of emergency services if needed • Notifying parents/carers of incident
Student behaviour	Dee Malam	See Risk Assessment, Student Code of Contact, Behaviour Policy
Monitoring Health, Safety, Risk and Hazards	Dee Malam	Annual review of: <ul style="list-style-type: none"> • Health and Safety: incidents and outcomes • Risk / Hazards: incidents and outcomes • Fire Safety inspection annually • Analysis of Health & Safety and Risk Assessment documentation • Any recommendations are included in Annual Self-Assessment

Risk Assessment:

This policy helps us to assess our legal obligations associated with any risk at Isle Study Centre Ltd in accordance with our duties under the Management of Health and Safety at Work Regulations 1999.

Dee Malam is responsible for ensuring risk assessments are complete, monitored, recorded and reviewed. During the day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from: the Study Centre’s environment, both indoors and outdoors; all surfaces, both indoors and outdoors; all equipment used by students or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify Dee Malam and ensure that a record is made and that any necessary action is taken. On identification of any risks/hazards we will ensure that we do everything reasonably practicable to ensure we protect people at the centre from harm.

Identification of Risk/Hazard	Who?	Current measures to control risk	Further control measures needed	Who is responsible?	When?
Student Safeguarding	Students Staff Visitors	2 members of staff are present at all times Staff have Enhanced DBS checks Staff are referenced Staff have experience in Alternative Provision Staff complete a detailed induction Staff are provided with a Staff Handbook 3-month induction to ensure suitability for the role Annual Appraisal CPD Visitors admitted only with ID Student Induction signed to confirm agreement to our standards and safeguarding Parental consent forms Parents/carers invited to view all policies and procedures	Monitor that all current measures are in place and fully operational. NSPCC Safer Recruitment Visitor Book	Hayley White is our Designated Safeguarding Lead Deputy Designated Safeguarding Lead is Dee Malam	Prior to employment or placement and ongoing
Student behaviour	Student Staff Visitors	Student Code of Conduct Student Induction Parental Consent Form <i>Behaviour Policy</i> (inc Exclusion and re-enforcement of positive behaviour) Staff Training Staff/Student ratio	Observation Monitoring Immediate action if student posing a serious risk to others Enforcement of sanctions	Dee Malam	Ongoing Termly Annually

Slips and Trips	Students, Staff, Visitors	Ensure we do whatever is reasonably practicable to remove any hazards which would cause slips/trips Maintain vigilance and observation	Observation throughout the day	Dee Malam	Ongoing
Animals	Students, Staff, Visitors	Students receive full briefing on how to care for animals Appropriate handling/dealing with animals is demonstrated Students initial contact with animals is observed closely Students are observed with animals Students are not left alone with animals	Observation and close monitoring Inappropriate behaviour addressed immediately so as not to endanger the young person, the staff or the animal/s	Dee Malam	Ongoing
Flammable materials	Students, Staff, Visitors	Two small sofas	Observation of any wear and tear and if necessary, replace	Dee Malam	Annually
Fire	Students, staff, visitors	Full fire safety briefing and fire evacuation procedure given to all at Isle Study Centre Ltd	Weekly testing of fire alarm Termly fire evacuation procedure NOTE: ALL students included	Dee Malam	Ongoing Annually
Gas and Electrical Safety	Staff, students, visitors	Annual gas safety and electrical safety checks are carried out by reputable companies and certificates filed with this policy	PAT testing annually Electric testing annually Gas safety annually	Dee Malam	

Specific Off-Site Risks and Hazards:

Identification of Risk/Hazard	Who?	Current measures to control risk	Further control measures needed	Who is responsible?	When?
Safeguarding during travel	Staff and students	Ensure transportation is safe: Safe driving that adheres to speed limits Seatbelts are worn Car is roadworthy – MOT, road tax, serviced Ensure appropriate car insurance	Copy of staff car insurance policy Verbal questioning	Hayley White	Annually Ongoing <i>SEE SPECIFIC RISK ASSESSMENT</i>
Transport to and from centre	Students	Verbal questioning of students regarding their driver	Checks with the taxi company, driver/s and student/s	Dee Malam	Ongoing As above
Trips out	Staff and students	Plan and assess the venue prior to visit. Consent given by parent/carer Team meeting prior to visit Meeting with students prior to visit to advise of any risks/behaviour expectations Obtain risk assessment of venue if appropriate Produce risk assessment in advance of visit in necessary	Risk assessment for visit if necessary Amend visit if necessary Cancel visit if risk is deemed too great	Dee Malam	Ongoing Prior to visit After visit review
Road safety	Staff and students	Assess road safety awareness Remain vigilant when crossing roads	Road safety awareness training in-house	Dee Malam	During trips away from the centre



Student Risk Assessment Form:

This form below is to be completed for each individual student:

Student Name: _____

Student Age: _____

Date of Completion: _____

Staff overseeing assessment: _____

Review to be made: _____

Identification of Risk/Hazard	Who?	Current measures to control risk	Further control measures needed	Who is responsible?	When?

