



# Phoenix Learning Centre

## HEALTH AND SAFETY POLICY

**April 2024** *(Last Review April 2024)*

This document details the organisation and arrangements required to maintain and continuously improve Phoenix Learning Centre LTD's health and safety management system.

The Aim of the Policy is to:

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from Phoenix Learning Centre LTD's budget
- Ensuring that risk assessments are made and recorded of all activities including those off-site which could constitute a significant risk to the health and safety of employees or other persons
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken
- Reporting to the DfE/EFA/LA any hazards which the establishment is unable to rectify from its own budget and seeking appropriate funding to address the issue
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with
- Promoting high standards of health and safety within the establishment
- Active and reactive monitoring of health and safety matters within Phoenix Learning Centre LTD including health and safety inspection reports and accident reports.

**The responsibilities and duties for the health and safety team within the scope of this policy are allocated as follows:**

- Policies and procedures with regard to health, safety and welfare matters within Phoenix Learning Centre LTD are established in writing, and approved by management, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from the LA, are brought to the attention of management.

- Regular reviews of the safe performance of all departments of Phoenix Learning Centre LTD are undertaken with appropriate action when necessary, and are reported to the Governing Body.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.
- Adequate first aid provision is made for staff and pupils and other persons, whilst on Phoenix Learning Centre LTD premises and when working away from Phoenix Learning Centre LTD, in accordance with relevant guidance.
- Training needs are identified and arrangements are made for those needs to be met.
- All parts of the premises are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and all purchased equipment is safely installed.
- Any unsafe items which are reported to the Site Manager and any item which constitutes a health and safety hazard is taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

**Management will also support by:**

- Monitoring of health and safety by inspecting the area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

## **Teaching Staff**

Staff timetabled to oversee classes have the following responsibilities to assist management:

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms and other areas of Phoenix Learning Centre LTD whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used.
- To make recommendations to the management regarding the safety of equipment or tools, in particular any equipment or machinery, which is potentially dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

## **All employees have a general duty under the Health and Safety at Work Act 1974 to:**

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

## **Communication**

Documentation will be held electronically and in a hard copy format which will be made accessible to staff members.

## **Competence**

Phoenix Learning Centre LTD has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

Staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

## **Risk Assessments**

Job and specific risk assessments will be carried out by staff in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

## **Measuring Health and Safety Performance Active Monitoring**

Our management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

### **Reactive Monitoring**

The management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and record relevant findings.

### **Reviewing Health and Safety Performance**

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The health and safety performance will be reviewed by the management team on a regular basis.

## **Auditing/Inspecting Health and Safety Performance**

Health and safety auditing/inspecting will be carried out on a regular basis by management.

## **Accident Reporting Procedures**

In accordance with the accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms/books.

Copies of these forms are available from the office.

A local accident book is located at the front desk and is used to record all minor incidents to pupils; any more significant incidents must also be reported to management.

Accident reports will be monitored for trends and a report made to the Governors, as necessary.

Serious or significant incidents will be recorded on forms.

For any pupil who receives a bump to the head, a form will be sent home with the child.

Parents will be informed of injuries to the face, prior to the parents collecting their child.

Management will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

## **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR

Incidents resulting in a child or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.

Phoenix Learning Centre LTD will still be required to keep a record of all over three day injuries – this will be recorded on Phoenix Learning Centre LTD's accident/incident form.

Management will be responsible for notifying any RIDDOR reportable injuries.

### **Contractors**

All contractors used by Phoenix Learning Centre LTD shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the front desk where they will be asked to sign the visitors' book. Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

### **Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall be informed of the risks and provided with break periods.

### **Educational Visits**

Educational visits are activities arranged by or on behalf of Phoenix Learning Centre LTD, and which take place outside the premises. Staff believe that off-site activities can supplement and enrich the curriculum by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

The aim of our off-site visits is to:

- Enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our pupils than could not be provided on the site alone.
- Promote the independence of our pupils as learners to enable them to grow and to develop in new learning environments.
- The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

### **Residential Activities**

Pupils may have the opportunity to take part in a residential visit.

Management will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at Phoenix Learning Centre LTD.

S/he will:

- Ensure that risk assessments are completed.
- Support management in their decisions on approval.
- Organise related staff training.
- Verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and use approved coach companies.
- Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).
- Appropriate child car seats must be used if a private car is being used on a regular basis and not in an emergency situation.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the OEAP national guidance. All off-site activities must take place in accordance with the guidance given.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of management before any commitment is made on behalf of Phoenix Learning Centre LTD. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, management will seek the by informing the Local Authority (Emergency Planning Department) before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Risk Assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. Management will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to between 10 and 15 pupils in Years 4 to 6;
- 1 adult to 6 pupils in Years 1 to 3;

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits.

The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (for children aged three and over in early years settings either 1:8 or 1:13 in early year's settings and 1:30 in infant classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is SAGED:

- Staffing requirements – Trained? Experienced? Competent? Ratios?
- Activity characteristics – Specialist? Insurance Issues? Licensable?
- Group characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- Environmental conditions – Like Last Time? Impact of Weather? Water Levels?
- Distance from support mechanisms in place at the home base – Transport? Residential?



Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases. A risk assessment must also cover transport to and from the venue. A copy of the completed risk assessment will be given to the Head Teacher, the Governing Body, and the educational visits co-ordinator, and all adults supervising the trip.

### Transport

The costing of off-site activities should include any of the following that apply:

- Transport.
- Entrance fees.
- Insurance.
- Provision of any special resources or equipment.
- Costs related to adult helpers.
- Any refreshments Phoenix Learning Centre LTD has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit. Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys, and double-checking that each driver has been subject to the normal checks.

Phoenix Learning Centre LTD makes a charge to parents if their children are transported by means of transport provided by Phoenix Learning Centre LTD. The charge covers the expenses of the journey only. We do not make any profit from this.

### **Communication with Parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit.

For local visits parents will sign an annual permission form to cover all short visits within the local community throughout the academic year.

Visits which are outside the local community (including residential) parents will be required to provide specific consent for these activities.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through Phoenix Learning Centre LTD prospectus and letters sent home about intended visits.

## **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be Phoenix Learning Centre LTD number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves Phoenix Learning Centre LTD, staff should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of Phoenix Learning Centre LTD, the party leader should discuss with the management team the possibility of excluding that pupil from the activity.

More detailed guidance on procedures and requirements can be obtained from National Guidance for Off-site Visits <http://oeapng.info/>

## **Group Leaders' Planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities: <http://oeapng.info/>

They should consult National Guidance documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan Visit Plan

The visit plan for intended educational visits must include the following:

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable) and Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and Head Teacher
- Medical questionnaire returns
- First-aid boxes

## **First Aid and Medication**

First aid boxes are located:  
In Kitchen

Management will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

### **First Aiders:**

Phoenix Learning Centre LTD has sufficient numbers of first aiders (including Initial First Aid at Work and paediatric).

A list of first aiders is displayed in the office.

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.

Management will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

### **Transport to Hospital:**

If the first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### **Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

At Phoenix Learning Centre LTD we believe that it is in the child's best interests to be in education for as much time as possible and that the need to take medication (including asthma medication), should not be a barrier to accessing education. We have therefore updated our policies in line with current national and local guidelines. There is no legal obligation for staff to administer medications. You will however find that most staff are more than happy to administer medication, provided that parents have complied with this guidance.

If your child needs to take any medication e.g. antibiotics; Paracetamol and throat lozenges etc. parents will be required to complete a parental consent form. The child will not be allowed to take his/her medication without this.

A suitably qualified adult will administer the medication and complete a 'record of medication given' form.

If the parent wishes their child to self-manage their own medicine then a parental consent form must be completed, children will not be allowed to take their medicine without this.

We will administer prescribed and non-prescribed medication. Medicines will be kept in the office.

Pupils will not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

### **Pupils with Complex Health/Long Term Needs**

Phoenix Learning Centre LTD will formulate a written healthcare plan in consultation with parents. It is anticipated Phoenix Learning Centre LTD and parents will work in partnership to promote the management of the child's condition.

Staff will under-go specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

### **Asthma Medication**

Immediate access to reliever medicines is essential; this medication will be kept at the front desk.

Parents are asked to provide 2 inhalers which are clearly labelled with the child's name and class. One will be kept in the front desk and one held as a spare in the office.

Parents will be asked to complete an Asthma UK school Asthma card.

Phoenix Learning Centre LTD would ask that parents keep us informed of any changes to asthma medication.

### **Fire Evacuation and other Emergency Procedures**

Management is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the office and reviewed on an annual basis.

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes

### **Fire Instructions**

These documents are made available to all staff

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

## Fire Drills

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

If You Find A Fire Or One Is Reported To You:

Staff discovering a fire or other emergency for which the buildings should be evacuated, should activate the alarm using the nearest available break glass call point and proceed to the evacuation point.

## Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- On Hearing the Fire Alarm:
- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing bell.
- The Site Manager will check the fire panel and determine which zone area the alarm has been activated from.
- Office staff will summon the emergency services (DIAL 999) as necessary.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the assembly point.

## Assembly Point – Front of Premises

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
- A calm orderly exit is essential Walk quickly – DO NOT RUN or stop to collect belongings
- On arrival at the assembly area, pupils must stand in their year groups while staff check their registers (registers brought out by office staff)
- Registers, visitors' book etc. will be taken out to the assembly point by the office staff. The result of this check must be reported to a senior member of staff as soon as it is completed.
- The senior member of staff will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/ senior member of staff.

- If the building cannot be reoccupied following an evacuation, Emergency Plan procedures will be implemented.
- In the event of a bomb threat follow the evacuation procedures as above.

## GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

### Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

A PEEP will be implemented as and when required for staff and pupils within Phoenix Learning Centre LTD.

### Visual Disability

People with a visual disability will usually require the assistance of one person.

### Hearing Disability

People with a hearing disability should be escorted out of the building by staff. In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

## **Inspection/Maintenance of Emergency Equipment**

### Testing of the fire alarm system

Fire alarm call points will be tested monthly and a record kept in the fire log book. Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

## **Inspection of Firefighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all fire fighting equipment.

Weekly checks are carried out to ensure that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

## **Emergency Lighting**

These systems will be checked for operation monthly in-house by the Site Manager and annually by an approved competent contractor.

## **Green Door Release Boxes**

These are not present in the current setting due to At Home learning being from residential premises.

## **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

## **Flammable and Hazardous Substances**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

The nominated person responsible for substances hazardous to health will be the Site Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

## **Health and Safety Information and Training**

The Health and Safety Law poster is displayed around the building.

Health and safety induction training will be provided and documented for all new employees.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

## **Legionella**

Phoenix Learning Centre LTD complies with advice on the potential risks from legionella as identified in guidance from the HSE.

## **Lettings/Shared use of premises**

Lettings are managed by Phoenix Learning Centre LTD following Walsall Council guidance

Phoenix Learning Centre LTD will ensure all organisations using the premises are aware of the following and have their own procedures etc. in place.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

#### Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Headteacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by management for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of Phoenix Learning Centre LTD.

#### **Controls**

Staff should seek the permission to work alone in the building outside of normal hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation. Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact management e.g. text message, the staff member must receive a response before lone working.

Staff should not enter Phoenix Learning Centre LTD premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of Phoenix Learning Centre LTD not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Phoenix Learning Centre LTD respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of management any aspect of work related risks.



Management will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

### **Mobile Phones/Communication Technology**

During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent'.

Except in urgent or exceptional situations, mobile phone use is not permitted during Phoenix Learning Centre LTD day, while on playground duty.

Should staff need to take photographs whilst on Phoenix Learning Centre LTD site, they should seek managements approval in advance and must utilise Phoenix Learning Centre LTD's own photographic equipment.

Disciplinary measures can and will be taken, should staff be deemed to have used social networking sites inappropriately. Contravening The Data Protection Act, bringing Phoenix Learning Centre LTD into disrepute, disclosing information about Phoenix Learning Centre LTD and/or its' personnel constitute inappropriate use.

### **Pupils**

Phoenix Learning Centre LTD recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians may request that their children bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions.

### **Moving and Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

### **Premises and Work Equipment**

Regular inspection and testing of equipment is conducted by appropriate bodies according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by Phoenix Learning Centre LTD office staff.

All staff are required to report any problems found with plant/equipment to management. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a 'Gas Safe' registered contractor.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

Major fixed wiring circuits will be checked at least once every five years.

Internal and External play equipment

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

The P.E. equipment will be inspected on an annual basis by an approved inspector of P.E.

### **Smoking**

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes.

### **General Risk Assessments**

The risk assessments (for all activities, teaching and non-teaching and premises) will be co-ordinated by staff.

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

### **Pregnant and Nursing Mothers Assessments**

Any risk assessment under-taken for pregnant and nursing mothers (staff) should be completed by following the guidance by the HSE.

Risk assessments must be reviewed on a regular basis and conducted with the expectant mother or nursing mother.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by a relevant staff member using the relevant codes of practice and model risk assessments developed by national bodies.

### **Security**

Safety of our pupils, staff and visitors to Phoenix Learning Centre LTD is of paramount concern to our whole school community.

### **Entry to School for Visitors/Staff**

The reception area is clearly marked and directs the visitors to the front entrance.

Visitors are able to wait in the foyer but prevented from going further.

Visitors who are admitted into Phoenix Learning Centre LTD are asked to sign the visitors' book.

### **Care of ICT Equipment**

As far as reasonably practicable the ICT equipment is secured within the classroom.

## **Security of Data**

"Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data."

Networked Computers:

- Accessed by personal passwords.
- Password gives pupils and staff different access levels.
- Network Manager only has access to management files.
- Sheffield Academy manage the back-up system.

Other data protection issues:

- Printed material is disposed of by shredding.
- Parents are informed of data kept in school and its use through the Fair Processing Notice.
- Personal data is not disclosed over the telephone.
- Disaster recovery plan in place.
- School anti-virus software is updated regularly.

## **Stress/Wellbeing**

Phoenix Learning Centre LTD is committed to promoting high levels of health and well-being, and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. Systems are in place within Phoenix Learning Centre LTD for responding to individual concerns and monitoring staff workloads.

- Regular Performance Management Reviews.
- Mentoring for all staff.
- Open door policy.
- Whole school coaching system in place.
- A staff member has been nominated as the well-being coordinator.
- Philosophy of valuing the well-being of all staff including support for family commitments (in accordance with management policies).

## **Sun Protection**

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

What is the Sun-Smart Campaign?

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

### **Vehicles on Site**

Vehicular access is at the front of the premises.

### **Violence**

Phoenix Learning Centre LTD will not tolerate violent behaviour from parents, visitors or others who enter Phoenix Learning Centre LTD.

Phoenix Learning Centre LTD has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for Phoenix Learning Centre LTD.

Prevention:

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation, staff should be aware of their stance and tone of voice etc.

Procedure to Follow:

- Staff remain calm and non-confrontational.
- Staff to call on a colleague to try to help calm the situation.
- If the situation worsens staff must ask the parent/carer to leave the building to calm down.
- If they refuse to leave staff remind that it is a school and as such they cannot allow the children or other staff to witness any aggressive behaviour.
- If they do not leave, and you feel the situation warrants it, ask another member of staff who is away from the situation to call the police, 999.
- The incident will be recorded; as soon as possible and within 24 hours, and an investigation will follow to decide on the course of action to take.

### **Volunteers in School**

We define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of Phoenix Learning Centre LTD. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

Phoenix Learning Centre LTD values volunteers and the contribution that they make to the sustained success of Phoenix Learning Centre LTD. We hope that the association will be a mutually beneficial partnership between Phoenix Learning

Centre LTD and the volunteer; that the benefits to be gained by Phoenix Learning Centre LTD in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

Volunteers who work at Phoenix Learning Centre LTD will be given an induction process which aims to enable them to become familiar with Phoenix Learning Centre LTD staff and their roles, how their role fits into this, principles and procedures unique to Phoenix Learning Centre LTD and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day, if not before. If the volunteer Phoenix Learning Centre LTD will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

### **Complaints and Grievances**

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, management will investigate the matter with a view to resolution.

### **Working at height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.