

## **Health and Safety Policy**

### **1. The purpose and scope of this policy**

The purpose of this policy is:

- To ensure the health, safety and welfare of staff working for Ely Classrooms
- To ensure the health, safety and welfare of learners at Ely Classrooms
- To ensure the health, safety and welfare of visitors to Ely Classrooms

This policy applies to all staff, learners and visitors at the Ely Classrooms centre 4 Station Road, Haddenham, Ely, Cambridgeshire, CB6 3XD

### **2. Legal framework**

Ely Classrooms places the highest priority on the health, safety and welfare of anyone interacting with its activities. Ely Classrooms accepts its responsibility to comply with the requirements of the Health and Safety at Work Act 1974 and other subordinate legislation.

### **3. Supporting documents:**

This policy should be read alongside our organisational policies, procedures, guidance and other related documents:

- Fire safety policy and evacuation procedures
- Health and safety policy statement
- Learner code of conduct
- Medication policy
- Safeguarding policy and procedures
- Staff code of conduct
- Staff induction and Quality Assurance
- Whistleblowing policy

### **4. Responsibilities:**

The person with overall responsibility for Health and Safety is Allison Puranik (Director).

All employees, volunteers and visitors have a responsibility to:

- Take reasonable care of their own health and safety
- Not interfere with anything provided to safeguard health and safety
- Co-operate with the Director on health and safety matters
- Comply with all company policies and procedures relating to health and safety
- Report all health and safety concerns to the Director in a timely manner

All learners have a responsibility to:

- Behave in a way that does not put themselves or others at risk
- Not interfere with anything provided to safeguard health and safety
- Comply with health and safety instructions given by staff
- Ask if unsure whether an action is safe and permitted

## **5. Risk assessments**

A comprehensive health and safety risk assessment has been conducted. This risk assessment will be reviewed annually or whenever there is a significant change to the company's activities. Where risks to health and safety are identified, measures will be put in place to mitigate risks to acceptable levels.

The following specific risk assessments will also be undertaken and reviewed regularly:

- E-safety
- Fire
- Safeguarding
- Individual learner risk assessments

## **6. Behaviour**

Learners attending the centre are required to behave in a safe and orderly manner. All learners will be required to act in accordance with the learner code of conduct.

An individual risk assessment for each learner will be undertaken before they begin to attend the centre. Any potential risks to the health and safety of themselves or others will be carefully considered carefully.

## **7. Electricity**

An Electrical Installation Condition Report (EICR) will be commissioned at the commencement Of Ely Classrooms tenancy and every five years thereafter. Remedial work will be commissioned on any elements of the system assessed as C1 or C2.

Portable appliances will be visually inspected before use; damaged cables will be repaired or replaced before use. If an appliance shows signs of physical damage, it will not be used.

## **8. Fire**

The 'responsible person' responsible for ensuring compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is: Allison Puranik (Director)

The 'competent person' responsible for implementing preventative and protective measures as required by Regulatory Reform (Fire Safety) Order 2005 is: Allison Puranik (Director)

The 'responsible person' and the 'competent person' will undertake training before assuming responsibility for compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

A fire risk assessment will be carried out by the 'responsible person' upon commencement of Ely Classrooms tenancy at a venue and will be reviewed every six months or whenever there is a significant change to the company's activities.

Full details of Ely Classrooms fire safety processes and procedures can be found in the Fire Safety Policy Statement, the Fire Risk Assessment and Emergency Evacuation Procedure.

## **9. First Aid**

The following members of staff have undertaken first aid training (One Day Emergency First Aid at Work):

Allison Puranik, Maxine Oliver-Holmes, Krystal Sturman, Hannah Blount.

A first aid kit stocked in accordance with First Aid guidelines and the centre accident book are located in the office filing cabinet. Any accidents requiring first aid (or near misses that would have required first aid) will be recorded in the centre accident book.

A qualified first aider (with up to date certification) will be present whenever the centre is open to learners or whenever staff are required to be on the premises. The first aider will administer first aid as required.

First aid provision will be regularly reviewed.

### **10. Food hygiene**

Minimal food and drink preparation will take place on the premises. Kitchen appliances consist of a kettle and a fridge. Learners will be offered hot and cold drinks, pre-packaged snacks and fruit. Learners are welcome to bring in their own food and store it in the kitchen area or fridge.

### **11. Gas**

There is no gas supply to the units occupied by Ely Classrooms

### **12. Medication**

Ely Classrooms Medication Policy set out the arrangements for staff and learners regarding the storage, taking and administering of medication during the centre's opening hours.

### **14. Mental health**

Ely Classrooms is committed to promoting good mental health among its learners and Staff. The promotion of and education in good mental health is embedded in all provision at Ely Classrooms. We aim to empower our learners to manage their mental health effectively and to become self-aware and confident. Practices are regularly reviewed and continuous professional development undertaken by staff.

### **15. Safeguarding**

Ely Classrooms is committed to safeguarding the welfare of children and young people. Full details of Ely Classrooms Safeguarding policies and procedures can be found in the Safeguarding Policy Statement and the documentation listed therein.

### **16. Policy review**

This policy will be reviewed annually or whenever there is a significant change to the company's activities.

Last review: 07/10/24

Next review due by: 7/10/25

Actions required after any updates:

- Upload to staff shared area
- Inform staff in writing
- Upload to publicly accessible folder
- Inform parents/carers
- Update company policy record