

HEALTH AND SAFETY POLICY STATEMENT

Created by: Nick Brett Managing Director

1.1.1 Invent Learning Limited has established this health and safety policy to ensure the health, safety and welfare at work of all employees and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by Invent Learning.

1.1.2 In Pursuance of this policy, Invent Learning will act to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe equipment
- Ensure safe handling and use of substances;
- Provide information, instructions and supervision for employees;
- Ensure all employees are competent to do their tasks and give the adequate training;
- Prevent accidents and cases of work-related ill health; maintain safe and health working conditions;
- Review and revise this policy as necessary at regular intervals;

RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety rests with the Managing Director, Nick Brett

2.2 Day to day responsibility for ensuring that this policy is put in to practice is delegated to Nick Brett

2.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility	When
Nick Brett – Managing Director	Risk Assessments	Termly
	Premises	Daily
	Equipment	Weekly
	Staff Welfare	Weekly
	Welfare of service users	Weekly
	Safeguarding and Child Protection	Daily
	Staff Vehicles	Termly

2.4 All employees and service users are required to:

- Co-operate with supervisors and managers on health and safety matters:
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person, as detailed in the policy.

HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES

- 3.1 Risk assessments will initially be undertaken by Nick Brett who may ask another staff member to review their effectiveness
- 3.2 The findings of the risk assessment will be reported to Nick Brett
- 3.3 Actions required to remove /control risks will be approved by Nick Brett
- 3.4 Nick Brett will be responsible for ensuring the action required is implemented.
- 3.5 Nick Brett will check that the implemented actions have removed or reduced the risk.
- 3.6 Assessments will be reviewed annually or termly if the work activity changes, whichever is soonest.

CONSULTATION WITH EMPLOYEES

- 4.1 Employee representative is Centre Manager.

EQUIPMENT

- 5.1 Nick Brett will be responsible for ensuring effective maintenance procedures are drawn up.
- 5.2 Nick Brett will be responsible for ensuring that all identified maintenance is implemented.
- 5.3 Any problems with equipment should be reported to Nick Brett
- 5.4 Nick Brett will check and ensure that any new equipment meets health and safety standards before it is purchased or used.

SAFE HANDLING AND USE OF SUBSTANCES

- 6.1 Nick Brett will be responsible for identifying all substances which need a COSHH assessment.
- 6.2 Nick Brett will be responsible for undertaking COSHH assessments
- 6.3 Nick Brett will be responsible for ensuring that all actions identified in the assessment are implemented.
- 6.4 Nick Brett will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- 6.5 Nick Brett will check that all new substances are checked before purchase
- 6.6 Assessments reviewed annually or when work activity changes, whichever comes first.
- 6.7 Nick Brett will be responsible for providing staff training with regards to COSHH assessments and safe handling.
- 6.8 Nick Brett will be responsible for ensuring safe handling procedures are adhered to.

INFORMATION, INSTRUCTION, SUPERVISION

- 7.1 The health and safety law poster is displayed in our premises, Health and Safety Law leaflets are issued by Nick Brett
- 7.2 Supervision of young workers/trainees, students, service users will be arranged/undertaken/monitored by Nick Brett
- 7.3 Nick Brett is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

COMPETENCY FOR TASK AND TRAINING

- 8.1 Induction training will be provided for all employees by Nick Brett or another nominated staff member.
- 8.2 Job Specific training will be provided by Nick Brett or another nominated staff member.
- 8.3 Training Records kept securely at 30 King Street Whetstone by Nick Brett
- 8.4 Training will be identified, arranged and monitored by Nick Brett or another nominated staff member.

ACCIDENTS, FIRST AID AT WORK - RELATED HEALTH

- 9.1 Health surveillance will be arranged by Nick Brett.
- 9.2 Health surveillance records will be kept by Nick Brett.
- 9.3 The first-aid box(es) is/are kept in each premises, and in each employee's kit bag.
- 9.4 The appointed person(s)/first aider(s) is/are Nick Brett however all employees will be given first aid training.
- 9.5 All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept on the shared drive of the company's IT system.
- 9.6 Nick Brett is responsible for reporting injuries, diseases and dangerous occurrences to the enforcing authority.

MONITORING

- 10.1 To check working conditions and ensure safe working practices are being followed Invent Learning will have regular inspections by LEBC.
- 10.2 Nick Brett is responsible for investigating accidents.
- 10.3 Nick Brett is responsible for investigating work-related causes of sickness absence.
- 10.4 Nick Brett is responsible for acting on investigation findings to prevent a recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

- 11.1 Nick Brett is responsible for ensuring the fire risk assessment is undertaken and implemented.

- 11.2 Escape routes are checked by Nick Brett, or another nominated member of staff every month.
- 11.3 Fire extinguishers are maintained and checked by Nick Brett or another nominated member of staff every month.
- 11.4 Alarms are tested every month.
- 11.5 Emergency evacuation will be tested every 6 months.

This is the statement of general policy and arrangements for:		Invent Learning
Nicholas Brett		has overall and final responsibility for health and safety
Nicholas Brett		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Nicholas Brett, Director.	Ensure that all activity risk assessments are up to date and that all staff comply with the guidance on each of the assessments.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Nicholas Brett, Director	On-site training and regular meetings will ensure that staff are aware of all safety guidance and comply with them. All staff undergo safeguarding training and basic health and safety housekeeping training will be undertaken during induction. CPD is conducted with staff on a regular basis providing an opportunity for needs based training. Pupils are reviewed regularly by individual tutors. E-training and external training is available to all the Provision family and can be accessed through the administration system. All staff training is tracked to ensure safety training levels monitored and maintained.

Implement procedures that provide an e-safe environment.	Nicholas Brett, Director	Software and relevant filters will be installed and monitored regularly by vetted external personnel. All parents or carers will be provided with the e-safety policy which, in addition, agreement to policy will be signed by the students. Staff will be responsible for being aware of the e-safety policy and will be given initial training as well as updating of training as relevant. Students will be monitored when using ICT equipment and will not be left unsupervised at any time whilst using ICT equipment.
Engage and consult with employees on day-to-day health and safety conditions	Nicholas Brett, Director	Nick to ensure that there has been no breach of health and safety issues on a day to day basis. Nick will pass on all relevant information to the staff in person or via an email as appropriate. Nick to ensure that in the absence of Nick that the actions are carried out.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Nicholas Brett, Director,	A pre appointed evacuation point has been assigned and upon induction all students are made aware of this. In addition, the emergency evacuation procedure for all external visits is explained to each student prior to embarking on each activity.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Nicholas Brett, Director.	All trip hazards will be reduced to the lowest possible level. Any unavoidable hazard will be well signed where possible. Any accidents will be correctly recorded and reported in accordance with Government Health and safety for schools policy (see where accident book held below). All hazardous materials are stored in such a way that will not present a risk to any Provision user
Health and safety law poster is displayed at (location)	Staff room	
First-aid box is located:	All Kitchen Areas	
Accident book is located:	All Kitchen Areas	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed e.g. on spills.	All staff	From now on	
Keys could be used to break into property.	All centre users	Ensure safekeeping of keys. Do not allow procedures to be viewed by centre visitors/ users.		NB, all Staff		
Unwelcome visitors could enter, students and staff not being able to get out.	Students and staff	Ensure safekeeping of keys. Do not allow procedures to be viewed by centre visitors/ users. Use of booking in system for all people of the premises.	Ensure spare keys are always available when site being used. Use secure electronic access.	NB, all Staff	23.08.20	23.08.20
Danger of burns and scalds.	Students and staff	Care to be taken when making hot drinks. Staff to support students. Hot drinks & food only to be eaten at the table. No hot drinks on the sofa.	Use safety cups with lids	All staff	From now on	11.11.21
Burns and Scalds.	Students and staff	Staff to be responsible for switching electric radiators on and off all bases. Care to be taken when seating near radiators.	Regulate through thermostat.	All staff	23.08.20	23.08.20

Falling from chair causing injury. Being hit by thrown chair	Students	Care to be taken when using chairs. Not to be tilted, thrown, taken outside or stacked unsafely	React to individual positive action plans to prevent trigger points	Supervising Instructors	23.08.20	23.08.20
Injury – trapped finger	Students	Care to be taken not to trap fingers when moving tables. Tables not to be taken outside or to be sat upon.		Supervising Instructors		
Injury from being hit by equipment.	Students and staff	Care to be taken when using the pool cues, sports equipment or any other loose equipment of any description. Don't allow students to carry equipment away from play area. Ensure that all equipment is limited to being used for intended purpose.	React to individual positive action plans to prevent trigger points.	Supervising Instructors	23.08.20	23.08.20
Injury from dropping equipment. Injury from cuts using knives etc. Losing fingers etc. Scalds and burns from hot pans and other equipment.	Students	Extra care to be taken in this area when the cooker/grill/oven/fryer etc is in use. Extra care when using ALL kitchen equipment.	Kitchen must only ever be used in the presence of adults.	Supervising Instructors	23.08.20	23.08.20

Risk of food poisoning	Students or staff	All students must be supervised in kitchen area by staff. Hands to be washed and apron to be worn.	Health and safety certificates in relation to food hygiene to be in place. All food dates should be clearly visible and monitored. All out of date food to be disposed of.	Supervising Instructors	23.08.20	23.08.20
Injury from internet crime. Meeting strangers out of the safe environment.	Students	Students to be supervised at all times by staff when using the internet.	Filters should be installed and parental restrictions in place for all computers used by students.	Supervising Instructors	23.08.20	23.08.20
Trip and falling over classroom equipment, computer leads etc.	Students	Students to be supervised by staff when in the classroom. All equipment should be stored correctly.		Supervising Instructors and all staff on site	23.08.20	23.08.20
Risk of tripping and falling.	Students	Students are not allowed out of the building without supervision. Areas are all secured to minimise the chance of students leaving independently.	All equipment outside should be of a good safe standard and its use supervised.	Supervising Instructors and all staff on site	23.08.20	23.08.20