



EALING ALTERNATIVE PROVISION

HEALTH AND SAFETY POLICY

2024/2025

STATEMENT OF INTENT

The primary objective is to provide and maintain a safe and healthy working environment in which teaching and learning can flourish. To this end we promote health and safety awareness at every level, and give a high profile to health and safety issues across EAP.

The Management Committee and the Head/SLT+ at EAP take their health and safety responsibilities seriously. Staff and pupils are provided with such information, training, supervision and support, as is necessary for them to carry out their work safely and to minimise the opportunities for accidents and occupational ill health.

STAFF RECRUITMENT

All EAP employees are recruited following LA guidelines and all are subject to DBS in line with statutory requirements. Checking list 99 is standard procedure. There is a designated member of the administration team who has DBS training and updates and monitors the Single Central Record.

SAFETY POLICY

The Head Teacher EAP and SLT are responsible for implementing and monitoring the Council and Site Safety Policies on a day to day basis.

RISK ASSESSMENT

All members of staff have health and safety duties and responsibilities and are responsible for ensuring that they comply with the requirements of the Health & Safety Policies of both the Study Centre and the Local Authority in a safe manner. All defects and hazards are reported to administrators for works instructions agreed by SLT. Incidents requiring medical attention are noted in the accident book.

PREMISES

The day to day responsibility for the premises lies with the site manager who reports directly to the SLT.

SITE SECURITY

Visitors can only gain access to the site via secure intercom at the pedestrian gate . Access is granted by the administrator(s).. Entry to the main building reception area can only be accessed through secure intercom which is controlled by administrator(s). All visitors must sign in at the reception area and are issued with a "Visitor" badge. . Regular visitors and other users of the premises (e.g. delivery men from specific companies) should be required to observe the safety rules of the site.

All visitors must leave by the main reception exit and sign out indicating the time.

EAP is equipped with CCTV. The system is maintained by the site manager

The EAP Safety Schools Police Officer is available for consultation on any areas relating to site security.

SAFETY INSPECTIONS

SLT and the safety representatives will jointly inspect the site regularly, i.e. in the first week of each school term. Any major items identified will be notified to Property Ealing. The Education Safety Committee (Schools) deals with the health and safety issues relating to schools which cannot be resolved at site level.

ELECTRICAL SAFETY

For specific requirements the SLT and the safety representatives will refer to the Guidance Note GS23 Electrical Safety in Schools. All portable electrical equipment will be tested regularly by a competent person and records kept of test results and action taken.

ACCIDENTS and INCIDENTS

The SLT are responsible to the Director of Children's Services and the EAP Management Committee for maintaining a safe working environment and for reporting any accidents or dangerous incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Details of all on site accidents and dangerous occurrences will be reported using an Accident Form TC376 and sent to the Safety Office as soon as possible. All assaults will be recorded on form TC 327 and sent to the Safety Office. All accidents and assaults as defined by RIDDOR will be reported to the Safety Office on 0208 758 8102 and to the HSE on 0208 235 8000 by telephone within 24 hours and on Forms TC376/TC327 within 10 days. Every accident will also be recorded in the Accident Book B1 510. The Safety Representative will be given any necessary information.

FIRST AID

Employees will receive all the training necessary to ensure that they are able to do their jobs safely. It is the duty of the SLT with the support of the Safety Representatives to ensure that no employee is required to work in a working environment which is unsafe or unhealthy. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. Designated Staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence.

Supplies of first aid materials will be held in the administrators' office. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity to a level deemed as serious.

LONE WORKING

All employees working off site will carry out a risk assessment in conjunction with SLT, prior to their first visit to the named location. Mobile phones are provided for any employees required to work off site.

CONTRACTORS-PERMIT TO WORK SYSTEM

The Council has adopted a system known as the "permit to work" system, to ensure that all contractors comply with all relevant Health and Safety regulations. The SLT or Safety Representative will, if necessary discuss with any contractors health and safety arrangements prior to the work commencing. All contractors are commissioned through the Local Authority.

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS

Only permitted substances will be used on EAP premises.
Any COSHH assessments required will be provided by the Local Authority Safety Officer.

EMERGENCY EVACUATION

The SLT will ensure that all members of staff are fully conversant with procedures for the safe and speedy evacuation of EAP (see Fire Drill) and with the locations for reassembling outside and away from the building, in the event of fire or other emergency.

FIRE

Fire Evacuation notices are clearly displayed in all rooms, see Appendix IV. Designated Fire Exit doors are clearly marked. Fire alarms are regularly checked in accordance with instructions from the Fire Officer.

Evacuation procedures are written and available to all staff. These will be kept up to date. Procedures are practised every half term and are recorded in the Fire Log Book which is kept by the Safety Representative

Fire alarm points and systems including detection systems, emergency lights and fire fighting equipment are inspected, tested and maintained. Records of weekly testing of fire alarm points, six-monthly testing of emergency lights and annual inspection of fire fighting equipment and testing of fire alarm systems as appropriate are kept in the Fire Log Book, which is kept by the Safety Representative.

Fire exit routes are kept freely accessible and clear of obstructions.
Fire doors are not to be propped open.

POLICY FOR THE ELIMINATION OF SMOKING/PASSIVE SMOKING ON COUNCIL PREMISES

All sites are designated NO SMOKING areas with signage on entry to the site. Staff may only smoke beyond the gates of EAP and extra vigilance should be taken to ensure that they do not do so when pupils are in the immediate vicinity.

AIDS and HIV

The Council has a policy on AIDS and HIV and the SLT will ensure that it is complied with. The SLT will consider risks to personal safety and encourage appropriate responses. Council guidelines on this are available from the Safety Office.

THE LOCAL AUTHORITY SAFETY OFFICE

The Safety Office can advise on all Health and Safety matters and can supply staff with available Council Policies and Codes of Practice. Regulation Advice arising out of EU Directives are available from the Safety Office.

MONITORING AND REVIEW

This Policy Document will be available to all employees at EAP. The Policy will be reviewed, added to or modified from time to time. It will be supplemented in appropriate cases by further statements relating to the work of particular departments and by Codes of Practice. The Local Authority issue Safety Information on the Ealing Grid for Learning (EGfL). It is the responsibility of the SLT, to keep up-to-date with any relevant Codes of Practice or guidance notes that are issued by the Local Authority and to distribute this to all staff.

Reviewed: Sept 2024

