



Rebuilding Confidence. Restoring Futures.

Health and Safety Policy

(including Fire Evacuation Plan)

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Sage Education Provision Ltd

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Introduction

It is the policy of Sage Education Provision to ensure, so far as reasonably practicable, the health and safety of all staff, whether full-time, part-time, or independent contractors, volunteers, all students attending our programmes, and all others who may be affected by their undertakings and to comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant legislation as appropriate.

In addition to this policy statement, Sage Education Provision will be responsible for developing and undertaking risk assessments and safety procedures that are required to undertake its day-to-day operational requirements.

Policy Aims

The principle aims of this statement is to ensure practical steps are taken to secure the above and adopt the following:

- establish and maintain a safe and healthy environment;
- establish and maintain safe working procedures;
- ensure the provision of sufficient information, instruction, and supervision;
- maintain a safe and healthy place of work and safe access and exit from it;
- formulate effective procedures for us in case of fire, medical and other emergencies.

Roles and Responsibilities

Sage Education Provision has a duty to ensure that premises and people are healthy and safe.

The Health and Safety Officer has the day-to-day responsibility for all those involved in accessing and delivering our services. The Health and Safety Officer is Gemma Fulcher, gemma@sageeducationprovision.com

The Health and Safety Officer will ensure the overall implementation of this policy and will provide the information, instruction, training, and supervision at all levels necessary to ensure that staff and students are competent to undertake their work activities and that all staff, students, and others are made aware of any related hazards and the measures to be taken to protect against them and given adequate information on relevant hazards to any persons whose health and safety might be affected by them.

Health & Safety Officer Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances
- To ensure that employee responsibilities regarding health and safety are understood.
- To include health and safety issues in the service improvement plan, if necessary.
- To carry out regular health and safety inspections at working locations before the commencement of activity and take remedial action as appropriate.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices.
- To ensure that emergency evacuation procedures are in place and tested where needed.
- To ensure that adequate first aid provision is available and kept up to date.
- To monitor and review all health and safety policies and procedures.
- To be the focal point for day-to-day references on health and safety and will provide advice or indicate sources of advice to both staff and students.
- Co-ordinates the implementation of the approved safety procedures in service.

- Maintains contact with outside agencies able to offer expert advice.
- Will make or arrange inspection of premises (which take place at least 3 times per year), places of work and working practices on a regular basis.
- To review weekly and termly the provision of first aid in the service.
- Will recommend necessary changes and improvements in the service through day to day overview and management of all Health and Safety procedures.
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by us.
- Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.

Staff Responsibilities

- All staff, volunteers, and contractors will be informed of their responsibilities regarding Health and Safety through their induction.
- Exercise effective supervision of the students and to know the emergency procedures and to carry them out.
- Know and apply the emergency procedures in respect of fire and first aid where required and in line with the premises they are working in.
- Know the special safety measures to be adopted in their own teaching areas and to ensure they are applied.
- Give clear instructions and warnings as often as necessary.
- Follow safe working procedures personally. This includes but is not limited to protocols for fire and first aid.

Student Responsibilities

- Observe all safety rules of the service and the instructions of all staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Visitor Responsibilities

Any person visiting our locations, for whatever reason, is required to be accompanied at all times by a person knowledgeable adequately trained in the health and safety protocols in place at the location.

Activities

The Health and Safety Officer will ensure that risk assessments are undertaken and cover all aspects of internal and external activities that take place.

Significant findings of all risk assessments will be reported, and appropriate actions taken to all relevant staff, contractors and visitors who may be affected.

All risk assessments will be reviewed on an annual basis or at such time that this is deemed necessary.

Medication

The responsibility for students taking medicines and medication as part of a course of treatment remains with the parents.

At our locations, students are responsible for carrying and delivering their own emergency medication, e.g. asthma inhalers and auto-injectors.

Parents must inform Sage Education Provision of any medication students bring with them. Any requirements for medication and agreed protocols for administering any medication must be agreed prior to students starting.

Staff, contractors and volunteers must follow the agreed procedure on the student's risk assessment related to all aspects of medication and its administration.

All queries related to medication should be referred to the Health and Safety Officer, Gemma Fulcher.

First Aid

At least one member of staff holding an up to date first aid certification will be present when young people are present and will have adequate first aid supplies.

First Aid should not be administered by staff unless they have completed training and are certified to administer first aid.

The Health and Safety Officer will support staff and liaise with the parents/carers and all relevant stakeholders as required.

Fire and Emergency Procedures

The Health and Safety Officer will:

- carry out a fire risk assessment of the premises and review it regularly
- tell staff about the risks identified
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide staff information, fire safety instruction and training

It is essential that staff familiarise themselves with the fire and emergency policies at the provision. There will be at least termly fire drills to allow staff and pupils to familiarise themselves with the fire alarm and procedures to follow.

Fire Procedure

On discovering a fire raise the alarm by setting off the fire alarm. Then call dial 999 for the fire brigade. Your location is Sage Education Provision, 19C Longhill Road, March, Cambridgeshire PE150BL.

Only attempt to fight the fire if it is safe to do so. Use an appropriate fire extinguisher. Do not use water on electrical or flammable liquid fires.

Exit the building by the nearest available exit. Close all doors and windows as you leave. Do not stop to collect belongings. Do not re-enter the building until instructed to do so by the Senior Fire Officer or Fire Warden.

Go immediately to the assembly point and report to the Fire Warden. The Assembly Point is Adjacent the side footpath gate at the main entrance.

Disabled people should be assisted to leave the building, as per their Personal Emergency Evacuation Plan (PEEP). See Appendix 1 for a template PEEP.

Accident Reporting

All accidents, incidents, or near misses, no matter how minor, involving staff, contractors, students, volunteers, visitors, or any other person involved in our activities must be reported and recorded.

Any such incidents must be reported in the first instance at the time of occurrence to the Health and Safety Officer.

All such incidents or near misses must then be recorded on the Accident Reporting Form, see Appendix 2.

Lone Working

The provision aims to ensure, as far as is reasonably practicable, that staff who work alone are not exposed to risks to their health and safety by identifying these risks and implementing safe working practices to manage them.

For this policy, a lone worker is a person who works for some or all of their time by themselves without direct or close supervision. Lone working is generally permissible provided:

- Work can be solely undertaken by one unaided person
- There are arrangements for the lone worker to call for help if necessary
- The employee has sufficient knowledge, experience or expertise

Lone working may occur during normal working hours at an isolated location within the provision or on home visits or when working outside of normal business hours which includes provision holiday periods.

Procedures

The Director will ensure that staff who work alone are identified, the risks are assessed, and steps taken to avoid or control risks where necessary. This will include the following:

- Discussing and agreeing lone working arrangements with lone worker which will include considering potential risks and measures to control them
- Taking steps to ensure risks are removed where possible, or putting in place control measures
- Providing instruction, training and supervision
- Reviewing risk assessments periodically or when there has been a significant change in working practice.

Staff who work alone will, in consultation with their manager, consider all potential risks and are required to follow specific safety precautions put in place to prevent harm. They shall take care of themselves, and others affected by their work and cooperate with managers in

meeting their obligations. Any problems met whilst lone working will be reported to their manager immediately.

Account will be taken of the work to be carried out and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Situations where people work alone will be identified and the following confirmed:

- Lone working is appropriate for the task
- The workplace does not present any special risks to the lone worker
- There is a safe way in and out of the school
- Equipment, substances and objects can be handled by one person
- There is low risk of violence and/or aggression
- Staff are aware to report any violent incidents which should occur
- Staff have sufficient experience to work alone
- It is acknowledged that certain individuals are at more risk than others e.g. if they are young, pregnant, disabled, have a health condition or are a trainee. In these instances, employees will not work alone
- If English is not the lone workers first language, suitable arrangements are in place to ensure clear communications, especially in an emergency. If this cannot be arranged, employees will not work alone
- The person is medically fit and suitable to work alone
- Training has been undertaken to ensure competency in safety matters

Some tasks may always be inappropriate for lone working. There are tasks where a second person is needed to provide assistance and support or where a person gets into difficulty may be unable to call for help.

Risk assessment will help decide the right level of supervision required for a job.

Monitoring

Consideration has been given as to how the lone worker will be monitored/supervised. The extent of supervision required will depend on the risks involved and the ability of the lone worker to identify and handle health and safety issues. Procedures to monitor lone workers have been put in place and may include one or more of the following:

- Director/Manager to periodically visit or otherwise contact lone worker
- Maintaining regular contact with lone worker using either a telephone, email or radio
- Systems being in place if contact is not maintained. This includes visiting the site or contacting a spouse (pre-arranged)
- Checks that lone worker has returned to their base or home on completion of a task
- Considering what happens if a person becomes ill, has an accident, or there is an emergency

Risk Assessment

All lone working will need to be risk assessed and a risk assessment template can be found in Appendix 3.

Consultation with Employees

Sage Education Provisions is committed to consult with staff members on all aspects of Health and Safety and will undertake the following:

- consulting with and involving our staff and students in matters relating to their own Health and Safety and ensuring reasonable adjustments are in place as necessary;
- ensuring that Health & Safety information is provided as part of the induction process;
- ensuring that staff are fully aware of control measures and emergency procedures that are in place; effective; properly used; monitored and maintained.

Induction training will cover matters of Health and Safety and training for individual staff members will be identified, arranged and monitored by the Health and Safety Officer.

All staff should, however, take responsibility for drawing to the attention of the management team any additional training needs they may have in relation to Health and Safety matters.

Appendix 1 - Personal Emergency Evacuation Plan (PEEP)

Background

Under current fire safety legislation, it is the responsibility of the person(s) having responsibility for the building to provide a fire safety risk assessment. Contained within the risk assessment is an emergency evacuation plan which considers all people who are likely to be in the building, including disabled people, and details of how that plan will be implemented.

Aim

The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided during an emergency, with the necessary information to be able to manage their escape from the building. This will also provide the departments concerned with the necessary information to ensure that the correct level of assistance is always available.

Responsibilities

It is the responsibility of the staff in an area that may have disabled or people unable to evacuate unaided to ensure a safe means of escape is established and planned for. Overall responsibility for this is with the Director to ensure that procedures are in place.

Writing the PEEP

From the information gathered in the questionnaire, (appendix 2) a Personal Emergency Evacuation Plan (PEEP), (appendix 3) should be formulated. Advice and support for writing the PEEP will be provided by Sarah Amor, SENDCo.

If assistance with an escape is required, the extent of such assistance should be identified in the PEEP i.e., the number of assistants and the methods to be used.

Evacuation in an Emergency

- Temporary Refuges - A refuge is a designated temporary safe space where people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.
- Safe Routes - a PEEP should contain details of the escape route(s) the person might be expected to use.
- Clear unobstructed gangways and floor layouts should be considered at the planning stage.
- A copy of the PEEP should be forwarded to the Health and Safety Officer for filing with other risk assessments.

Deaf and Hearing-Impaired persons

Generally, most deaf people working alongside hearing colleagues / students will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

Blind and Partially Sighted persons

Both staff and students should be offered orientation training and, where applicable, this must include alternative ways out of the building.

Emergency Evacuation Questionnaire

This questionnaire is intended to be completed by disabled persons to aid in the development of a Personal Emergency Evacuation Plan.

Once developed the Plan will be the intended means of escape in the event of an emergency (including drills).

Name: _____

Location

1. Where are you based for most of the time?

2. Do you routinely use more than one location in this building?

YES NO

Awareness of Emergency Evacuation Procedures

3. Are you aware of the emergency evacuation procedures?

YES NO

4. Do you require written emergency evacuation procedures:

YES NO

- 4a. Do you require written emergency procedures to be supported by BSL (British Sign Language) interpretation?

YES NO

- 4b. Do you require the emergency evacuation procedures to be in Braille?

YES NO

- 4c. Do you require the emergency evacuation procedure to be audio recorded?

YES NO

- 4d. Do you require the emergency evacuation procedures to be in large print?

YES NO

5. Are the signs which mark emergency routes and exits clear enough for you?

YES NO

Emergency Alarm

6. Can you hear the fire alarm?

YES NO DO NOT KNOW

7. Could you raise the alarm if you discovered a fire?

YES NO DO NOT KNOW

Assistance

8. Do you need assistance to get out in an emergency?

YES NO DO NOT KNOW

If NO, please go to Question 12

9. Is anyone designated to assist you to get out in an emergency?

YES NO DO NOT KNOW

If NO, please go to Question 11. If YES give name(s) and location(s)

Getting Out

10. Can you move quickly in the event of an emergency?

YES NO DO NOT KNOW

11. Do you find stairs difficult to use?

YES NO DO NOT KNOW

12. Are you a wheelchair user?

YES NO

Thank you for completing this questionnaire.

The information you have given us will help us to meet any needs for information or assistance you may have.

Personal Emergency Evacuation Plan For

Name: _____

Awareness of Procedure

I am informed of a fire emergency requiring evacuation by:

existing alarm system visual alarm system

Other (please specify) _____

Designated Assistance

The following people have been designated to give me assistance to get out of the building in an emergency.

Name: _____

Contact details: _____

Methods of Assistance e.g.: methods of guidance, etc.

Evacuation Procedure A step-by-step account beginning from the first alarm

Safe Routes

Signature:

Date:

Review date:

Appendix 2 – Accident Reporting Form



ACCIDENT DETAILS

Date and time of the Accident : _____

Location of the Accident : _____

Describe the Accident : _____

Details of the witnesses, if any : _____

PERSON(S) INVOLVED

Name(s) : _____

Job title(s) : _____

Nature and extend of injuries : _____

INCIDENT CATEGORY

Select the appropriate category for the Accident:

- Slip, Trip, or Fall
- Equipment or Machinery related
- Vehicle or Transportation related
- Struck by Object
- Caught in/between Objects
- Electrical Incident
- Other (specify) : _____

ACCIDENT DESCRIPTION

Provide a detailed description of how the accident occurred : _____

IMMEDIATE ACTIONS TAKEN

Describe the immediate actions taken to address the accident and provide assistance : _____

CONTRIBUTING FACTORS

Were there any contributing factors to the Accident? If yes, select the relevant factors:

- Unsafe Work Practices
- Lack of Training
- Equipment Failure
- Environmental Conditions
- Communication breakdown
- Other (specify) : _____

INVESTIGATION:

Will a further investigation be conducted? : YES NO

If yes, specify the person(s) responsible for the investigation : _____

Provide any additional details or instructions for the investigation : _____

PREVENTIVE MEASURES

What preventive measures can be implemented to avoid similar Accidents in the future? : _____

ADDITIONAL COMMENTS

Is there any additional information or comments you would like to include? : _____

REPORT FILTER

Name : _____

Job Title / Role : _____

Contact Details : _____

Appendix 3 – Lone Working Risk Assessment

RISK ASSESSMENT FOR:	LONE WORKING working in the provision alone / in isolated locations	
Provision: Sage Education Provision	Assessment by:	Date:
1st Review Date Due :	Manager Approval:	Date:



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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW:	COMMENTS:			
DATE OF REVIEW:	COMMENTS:			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

