



## **Head of the Class Ltd Health and Safety Policies & Procedures**

The following document details health and safety policies and procedures specific to the Head of the Class' Tuition Centres.

### **Responsibilities**

1. Overall responsibility for Health and Safety is that of Managing Director.
2. The day-to-day responsibility of insuring this policy is put into practice is delegated to the Managing Director.
3. In the absence of Managing Director day-to day responsibility will be delegated to either of the Assistant Manager.
4. All staff are personally responsible for health and safety within the Centre and should:
  - a. Co-operate with the Managing Director/Assistant Manager on health and safety matters.
  - b. Take reasonable care of their own health and safety and that of the student in their care.
  - c. Not interfere with anything provided to safeguard their health and safety and that of the students in their care.
  - d. Report any concerns over health and safety to the Managing Director.

### **Health and Safety Risks Assessments**

1. The Managing Director will carry out regular risk assessments of the Centre.
2. The findings of the risk assessments will be reported directly to the Managing Director.
3. The Managing Director will approve any action required to remove or control a risk.
4. The Managing Director will be responsible for ensuring that all actions are implemented.
5. The Managing Director will check that the implemented actions have removed and/or controlled the risk.
6. Risk assessments will be reviewed annually or when work activities change, whichever ever occurs first.

### **Informing staff of Health and Safety**

The Managing Director will consult with staff when they complete their Induction Health & Safety training.

### **Safe Plant and Equipment:**

1. The Managing Director will be responsible for identifying all equipment needing maintenance.



2. The Managing Director will be responsible for ensuring effective maintenance procedures are drawn up.
3. The Managing Director will be responsible for ensuring all identified maintenance is implemented.
4. Any problems found with equipment should be reported to the Managing Director .
5. The purchaser will check that any new equipment meets health and safety standards before it is purchased.

## **Safe handling, storage and use of substances**

1. The Managing Director will be responsible for identifying all substances used at the centre, which require a COSHH assessment (Chemicals or Substances Hazardous to Health).
2. The Managing Director will be responsible for undertaking COSHH assessments.
3. The Managing Director will be responsible for ensuring that all actions identified in the assessments are implemented.
4. The Managing Director will be responsible for ensuring that all relevant staffs are informed about COSHH assessments.
5. All purchasers will check that new substances can be used safely before they are purchased.
6. Cleaning products will be stored in a cool environment in a locked cupboard and or shelf out of reach of student.
7. Assessments will be reviewed annually or when work activities change, whichever is sooner.

## **Information, Instruction and Supervision**

1. The Health and Safety Law poster is displayed on the Centre office wall.
2. Health and Safety advice is available from the Managing Director and the Managing Director.
3. Supervision of part-time staff and/or trainees will be arranged, undertaken and monitored by the Managing Director.
4. The Managing Director is responsible for ensuring that staff working at locations under the control of other employers are given relevant health and safety information.

## **Health and Safety training**

1. The Managing Director will provide health & safety training to all staff working at the Centre.
2. The Managing Director will arrange any job specific training as required.
3. Specific job training requirements.
4. All full-time staff to be trained in first aid.



# Head of the Class

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5. Staff training records will be kept at the Centre and updated by the Managing Director.
6. The Managing Director will identify, arrange and monitor any training requirements.

## Accidents & First Aid

1. The first aid box is kept in the Centre's office, and it includes a replenishment log.
2. The Managers will attend first aid training as well as liaising with Tesco's/library Appointed First Aiders (where applicable).
3. All accidents are recorded in the Accident Folder which is kept in the Centre office and is updated by the Managing Director and the Assistant Managers.
4. The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences (RIDDOR) to HSE and to the enforcing authority (Ofsted/Care Inspectorate).

## Monitoring

1. A daily check of the Centre will be carried out by the Managing Director or Assistant Manager.
2. The Managing Director is responsible for investigating accidents.
3. The Managing Director is responsible for investigating work related causes of sickness.
4. The Managing Director is responsible for acting on investigation to prevent recurrence.

## Emergency Procedures

1. The Managing Director is responsible for ensuring the Annual Fire Risk Assessment is undertaken and implemented. This will be in conjunction with Tesco's/library where applicable.
2. The Managing Director is responsible for checking escape routes. Where based inside a supermarket, they will also be checked by a Tesco's/library representative.
3. Fire extinguishers are checked weekly, and maintained and serviced by owners/landlords of the premises on an annual basis.
4. Fire Alarms are tested weekly and Emergency Lighting is tested on a monthly basis. Both are recorded in the Fire Log, unless they are conducted by Premises' direct owners/landlord, Shopping Centre or Supermarket management.

## Explore operates a strictly No Smoking Policy

Serious H&S incidents must be written up in an Incident or Accident Report in pen and reported centrally to the Head of Ofsted, Safeguarding & Compliance. Records should always be made in pen so they cannot be edited or erased.