



Arrangements & Procedures for Health, Safety and Welfare

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EmpowerEd: Health and Safety Policy

EmpowerEd is committed to ensuring the highest levels of health and safety in its tuition centres. This policy outlines the procedures and arrangements in place to minimise risks, protect staff, students, and visitors, and comply with all relevant legal and regulatory requirements.

1. Accident Reporting, Recording & Investigation

- All accidents, incidents, and near misses must be reported immediately to the line manager, following the agreed procedures.
- Staff will complete the appropriate accident/incident forms, ensuring that all necessary details are recorded, including the nature of the accident, who was involved, and the severity.
- Serious accidents will be investigated by the Management Team, with staff expected to assist in these investigations. The ultimate responsibility for accident reporting and investigation lies with the Management Team, which will ensure appropriate corrective actions are taken to prevent recurrence.

2. Contractors and Site Safety

- The Centre Manager is responsible for the induction of contractors, ensuring that they are fully informed of the health and safety policies, emergency procedures, and any potential site hazards.
- A Hazard Exchange Form must be completed and signed by both the Centre Manager and the contractor before any work begins.
- Regular checks and liaison meetings will be arranged for long-term contractors, and risk assessments will be drawn up for any work that could pose a risk to health and safety. These will be continuously monitored.
- Where possible, contractors will always be scheduled to work when the centre is closed to students.

3. Curriculum Safety

- Teaching and support staff are responsible for ensuring the safety of pupils during all curriculum activities.
- Risk assessments are in place for each curriculum activity, including specific assessments for online safety. All staff must follow these protocols rigorously to safeguard students.
- Regular checks will be conducted to ensure that curriculum safety procedures are up to date and effective.

4. Drugs & Medications

- EmpowerEd has a First Aid and Medication protocol, which ensures that any medication administered to students is done so in a safe, controlled, and discreet manner.

- All medication must be properly stored and administered by trained staff only.

5. Electrical Equipment (Fixed & Portable)

- Regular visual inspections and checks of all electrical equipment (both fixed and portable) must be conducted to ensure their safe use.
- Staff must be aware of the procedure for reporting any defective equipment immediately.

6. Fire Precautions & Procedures

- The Centre Manager is responsible for conducting a fire risk assessment at least annually or when there are significant changes to the premises.
- Regular fire drills will be held in all centres to ensure staff and students are familiar with evacuation procedures. The Safeguarding and Compliance Manager will monitor these processes.
- Clear fire exits, extinguishers, and fire alarms must be in place and inspected regularly.

7. First Aid

- At least one staff member in each centre must be fully trained and certified in First Aid.
- First aid boxes are strategically located throughout the centre and must be kept fully stocked. All staff are responsible for restocking any items they use.
- The Centre Manager is responsible for ensuring emergency services (ambulances, etc.) are called when necessary and will coordinate the safe and efficient transportation of injured individuals to the hospital, if required.

8. Housekeeping, Cleaning & Waste Disposal

- The tuition centres are cleaned regularly, ensuring that all classrooms and communal areas are free of hazards. Cleaners attend when the centre is closed to students.
- Bins are emptied daily, and any broken items (e.g., glass) are carefully disposed of following safety guidelines.
- Any spills or hazards that occur during the day will be dealt with immediately by the nearest available staff member to prevent accidents.

9. Lone Working

- Lone working is strongly discouraged but may be necessary in exceptional circumstances. Staff must notify their line manager when working alone and ensure they have access to a mobile phone for emergencies. Please refer to wider company policies.
- Lone workers must lock all outer doors to prevent unauthorised access to the building. Regular contact with a colleague should be maintained during lone working periods.

10. Reporting Defects

- Staff, students, and visitors are encouraged to report any health and safety concerns or defects immediately to their line manager or the Compliance and Safeguarding Manager.
- Minor issues will be addressed by the Centre Manager, while more serious concerns requiring external contractors will be handled by the Operations Team.
- In cases where an area is deemed unsafe, staff and students will be relocated until repairs or appropriate measures have been implemented to ensure safety.

11. Risk Assessments

- The Centre Manager, in conjunction with the Senior Leadership Team and the Compliance and Safeguarding Manager, will conduct regular risk assessments for all activities and environments.
- All staff will be informed of these risk assessments and have access to them as necessary.

12. Smoking

- EmpowerEd operates a No-Smoking Policy across all its premises. Smoking is strictly prohibited within the centre and on-site grounds, this includes vaping and e-cigarettes.
- Staff who wish to smoke must leave the premises and the site to do so.

13. Supervision of Pupils

- Students must never be left unsupervised during sessions. Staff are responsible for the safety and well-being of the students in their care at all times.
- All staff involved in supervision must have an enhanced DBS check and comply with the centre's safer recruitment policy.

14. Violence to Staff and School Security

- EmpowerEd is committed to preventing and addressing any form of violence or aggression towards staff or students.
- Robust security measures are in place, including controlled access to buildings, CCTV surveillance, and incident reporting procedures.
- Any concerns regarding potential threats to safety or security must be reported immediately to the Centre Manager or the Compliance and Safeguarding Manager for action.

Monitoring and Review

This Health and Safety Policy will be reviewed annually or as required by changes in legislation, significant incidents, or updates in best practices. All staff will be informed of any updates and are expected to adhere to the policies outlined to maintain a safe and secure environment at all EmpowerEd tuition centres.

