

Health and Safety Policy



Frobel Education's Executive Board oversee policy and procedure for its educational services:



Last Reviewed: August 2026
By: Executive Board
Date of next review: August 2027

At Frobel Education, we recognise the importance of establishing a safe and healthy environment and that it is a statutory requirement.

The purpose of this policy is to fulfil our statutory obligations, and help further our aim to provide a secure, safe, healthy and stimulating environment for all learners, staff, visitors and other users of the premises.

We believe that achieving and maintaining high standards of safety and prevention of accidents and hazards will require every member of our community to contribute, be aware of and accept their respective responsibilities.

Our policy deals with those aspects over which the Heads of Centre, Governing Body for Adult Education, Management Committee for Health and Safety, Health and Safety Central Services, and Executive Board, have control and covers safety associated with the building structure, plant and fixed equipment.

Aims

The organisation will take all reasonable practical steps to ensure the health and safety at work of its employees, learners and other users of our premises. The aim of the policy is to:

- provide a safe working/learning environment
- safe systems of work
- safe plant and equipment
- adequate information, instruction, training and supervision to ensure health and safety at work.
- adequate first aid facilities
- safe storage of all inherently dangerous materials and substances
- effective procedures for the evacuation of the building in the event of an emergency.

Responsibilities

The maintenance of a healthy and safe organisation is the shared responsibility of the whole community.

More specifically:

The Executive Board will:

- Decide policy
- Give strategic guidance
- Develop a culture of safety throughout the organisation.
- Ensure relevant staff have access to appropriate training.
- Provide and maintain a working environment that is safe, without risk to health and adequate as regards to welfare facilities for staff, learners and other supervising adults.
- Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the organisation, for the safe use of machinery, equipment and substances.
- Maintain a close interest in all health and safety matters in so far as they affect activities in the premises under the control of the organisation.

Health and Safety Management Committee

- Monitor and review health and safety issues at the Premises
- Report to the Executive Board and Governing Body for Adult Education on matters of H and S at the end of each term and for RIDOR incidents, as soon as possible.
- Monitor standards and compliance for staff training
- Ensure adequate resources for health and safety are available.
- Report to the CEO and Central Services any defects and hazards that are brought to their notice.
- Report accidents and incidents of violence to the Premises, Health, Safety and Security in the Management Committee Health and Safety Termly report to the Executive Board.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Executive Board and reporting findings in the Management Committee Health and Safety Termly report to the Executive Board.
- Meet with the CEO and EHT on a weekly basis to manage site issues.
- Report to the CEO and Central Services any defects and hazards that are brought to their notice.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practical to.
- Provide plant, equipment and systems of work, which are safe and without risks to health.
- Plan for ensuring safety and absence of risks to health about the use, handling, storage and transport of articles and substances.
- Develop safety awareness and provide adequate training, information, instruction and supervision to enable all staff employed in the organisation and learners to perform their work safely and efficiently.
- Maintain the premises in a condition that is safe and without risks to health, and the maintenance of access to and from the premises.

Heads of Centre

- Report to the CEO and Central Services any defects and hazards that are brought to their notice.
- Be responsible for the day-to-day implementation of the organisation's safety policy and procedures.
- Report accidents and incidents of violence to the Premises, Health, Safety and Security through Central Services.
- Promote the development and maintenance of sound safety, health and welfare practices.
- Ensure that s/he is familiar with the organisation's Health and Safety Policy.
- Conduct a termly health and safety survey with the Health and Safety Committee.
- Conduct a half-termly site check with the Health and Safety Committee.
- Meet with Central Services on a weekly basis to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the CEO and Central Services any defects and hazards that are brought to notice.
- Ensure that everything received from suppliers (for direct organisation use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly and record in the organisation record book. The books are to be kept in the Front Office.
- Inform the Health and Safety Management Committee whenever contractors are due to enter the organisation to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

All Staff will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practical, that their learning base or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practical, that learners use equipment safely.
- Report situations which may present a serious or imminent danger to Heads and Central Services.
- Report any defects and hazards to Central Services through recording in the file in the organisation Office.
- Report any concerns of abuse to learners to the DSL/child protection officer.
- Complete an 'Accident / Injury' form, available from in the organisation office, in the event of a significant accident or incident of violence.
- Complete the Inclusion Folder in the Main Office to inform all staff of any learners with medical needs or who may need specific handling, to ensure the health and safety of learners or staff. Supply staff are asked to familiarise themselves with this.

The Admin Staff will:

- Report to Central Services any defects and hazards that are brought to their notice.
- Liaise with Central Services when organising health and safety works.
- Report to the Finance Committee on any financial implications for health and safety issues.
- Meet with the Heads of Centre on a weekly basis to manage site issues.
- Ensure persons booking the organisation for a letting will be sent a copy of the Health and Safety Policy.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their curriculum areas.

The Break and Lunch Duty Staff with the Admin staff will:

- Report any health and safety concerns at lunchtime to Central Services.
- Organise first aid cover at lunchtime.
- Send out medical alert questionnaires to parents in September, and compile a organisation list to be held by staff. Supply staff are asked to familiarise themselves with the form.
- Ensure 'Accident / Injury' forms are completed for any serious incidents and passed to Central Services.

Learners are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the organisation and the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the organisation in any health and safety matters reported to them.

ARRANGEMENTS**Accidents and Injury Reporting**

- Any learner complaining of illness or who has been injured is sent to the Main Office for the qualified First Aiders to inspect and, where appropriate, treat.
- All incidents, ailments and treatment are reported in the accident book.
- More serious accidents or incidents of violence are recorded on 'Record of concern' forms obtainable from the Main Office.
- Parents are contacted if there are any doubts over the health or welfare of a child.
- In the event of a serious incident an ambulance is called, and a member of staff accompanies the learner to hospital. Parents and/or next of kin are asked to go immediately to the hospital. It may be appropriate to transport a learner to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff, should ensure they have specific cover from their insurance company.
- If a staff member is concerned about the welfare of a learner, they should contact the Main Office immediately. If an injury has been sustained, the learner should not be moved.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the Main Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

- Our trained First Aiders administer medicines for chronic or long-term conditions.
- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.
- Parents give written consent to authorise First Aiders to administer prescribed medication to a child.
- Medication for asthma is stored in an unlocked cupboard in the Main Office. Learners are supervised by a First Aider when taking their asthma medication.

First Aid Provision

The Head of Centre is responsible for ensuring that there is an adequate number of qualified First Aiders.

Their names are displayed in all learning bases, passages, and main office.

First Aid is administered in a quiet area away from everyone.

First Aid boxes are in the medical room, office, and kitchen.

Portable First Aid kits are taken on educational visits and are available from the Main Office.

An appointed staff member will ensure the maintenance of the contents of the first aid boxes and other supplies.

All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an EpiPen.

Head Injuries

- Parents are informed of a head injury to a child by letter. The letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by phone if they have concerns about the injury to a child.

Head Lice

- If eggs are noticed in a child's hair a letter is sent home informing the learner's parents.
- A general letter is sent to the parents of all learners or learners directly if there is a case of head lice in the centre.
- If live lice are noticed in a child's hair the parents are contacted by telephone and asked to collect him/her from class.

HIV

- No person must treat a learner who is bleeding, without protective gloves.
- Protective gloves are stored in the Main Office and Staffroom.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

Communication of Information to Users of the Premises

Any persons booking accommodation at the organisation will receive a copy of this Health and Safety Policy from the Admin Office.

Control of Hazardous Substances

The Head of Centre completes a COSHH assessment sheet for substances in organisation, compiling and maintaining a list giving details of these substances. This is reported and a copy given to Health and Safety Management Committee. The MC subsequently reports on COSHH in their termly report to the EB.

Cooking

- Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the organisation are inspected and checked annually and will be marked to show the date of the test. This is recorded on the Termly Report to the H and S Management Committee and a record of the paper work kept in the Management Committee folder.

Evacuation of the Building

- Fire exits are clearly labelled.
- Plans showing exit routes are displayed by the door of each learning base.
- Fire bells and fire doors are tested weekly by the Head of Centre.
- A fire drill is practised once a term and reported to the Health and Safety Management Committee.
- Fire extinguishers and smoke alarms are checked regularly and serviced annually.

Hot Drinks

Staff should ensure that they only transport hot drinks around organisation when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of learners are moving around organisation. If a member of staff has a hot drink in the learning base, he should ensure that a learner cannot reach it and that it is in a safe position.

Manual Handling

Learners, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

Movement Around Organisation

- Learners should walk around organisation in single file and stand in single file when waiting.
- No learners should remain unsupervised in learning bases.

On Site Vehicle Movements

- Car parking is separate to the organisation grounds.
- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance. They can only gain access by contacting a member of staff to open the gate for them.

Playground

- Staff actively encourage learners to play safely and discourage fighting or other rough games.
- Two members of staff supervise the playground during playtime.

Pregnant Workers and Nursing Mothers

The Health and Safety Central Services will carry out a risk assessment. Appropriate action will be taken to ensure she is not exposed to any significant risks.

Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

Security

- All Staff must ensure that the main door to the centre is shut always except for when it is manned by a member of staff between 4pm am to 4.30pm.
- All staff must ensure that the door in the foyer leading to the Organisation floors and Staffroom is closed at all times.
- Visitors and Parents must buzz the intercom on the main door and staff must view before allowing access to the premises.

Site Inspections

- The Head of Centre inspects the site as part of his daily routine.
- Urgent matters are referred to Central Services and actioned ASAP.
- More routine matters are discussed at the weekly premises meeting between the Head of Centre and Central Services and actioned accordingly.
- The H and S Management Committee and Central Services inspect the site on a half-termly basis.
- The H and S Management Committee conduct a termly health and safety survey and report back to the EB.
- H and S Central Services conduct Risk Assessments on an annual basis or as and when necessary. These are reported to the H and S Management Committee
- All significant matters are reported to Central Services and are included in the termly written report for the EB (Executive Board).

Slips, Trips and Falls

- It is unrealistic to expect learners never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Head of Centre or Head of School and Central Services.
- Learning bases are equipped with cable mats on overhead projector cables to prevent trips.

Supervision of Learners

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety always.
- No learner should be left unsupervised.
- Staff should be in the learning base when learners come into class in the morning.
- The same duty of care applies when staff supervise learners in after organisation clubs.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- Other staff on duty should inform supply staff of their duties regarding supervision.

Transporting Learners

Parental consent must be sought before transporting any learners and staff to any organisation visits or off-site activities.

Working at Height

- Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- Stepladders are in the store room.

Working during the evening

Staff sometimes stay late at organisation. Staff should alert Central Services that they are staying late (after 9pm) and are not allowed to stay on the premises on their own.

RISK ASSESSMENT PROCEDURE

- Think of possible hazards. A hazard is anything that has the potential to cause harm e.g. a physical condition which can make the organisation unsafe, such as a slippery floor; unsafe acts e.g. rushing, horseplay, taking shortcuts. Unsafe omissions such as the failure to follow safe systems or wear protective equipment can also be termed hazards.
- Decide who might be affected and how.
- Evaluate the level of risk and consider preventive measures. Risk is the likelihood, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
- Discuss with organisation staff/parents/carers/and student as appropriate.
- Formulate into a written plan.
- Put measures into practice.
- Review and revise as necessary

Hazard Identification:

Identify all the hazards relevant to the activity.

Specific hazards should be assessed on a separate risk assessment form and cross referenced with this document. Possible hazards may include:

Manual handling operations, display screen equipment, lifting and handling of learners, hazardous substances and some locations beyond the organisation.

Other hazards to consider include slipping/tripping hazards, electricity, noise, dust, temperature extremes, fire/explosion, portable tools, machinery, pressure systems, compressed gases, work at height, confined areas, lone-working, out-of-hours working, irregular or unusual activities such as maintenance or repair work.

Risk Evaluation:

Evaluate the risks (low / medium / high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

Risk Control:

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows: -

- Avoid the hazard - can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard
- Procedural controls – can the procedure be altered to avoid or reduce the risk?
- Can the individual be removed / distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Student management – make sure you and your staff are aware of each student's needs
- Setting management – such as the monitoring of exits and entrances.
- Additional staff – can an additional person be utilised to avoid or reduce the risk?
- Personal Protective Equipment - consider the value of using such things as gloves, over garments or a hat.
- Emergency procedures – have contingencies in the event of things going wrong such as an accident, incident or fire
- Health surveillance – are your staff or learners physically able or sufficiently fit to engage in the planned activity.

Monitor the control measures that have been identified to ensure that they are effective and implemented correctly.

Recording the Findings:

Record the significant hazards and conclusions using the appropriate risk assessment form.

Assessment Review:

The assessment must be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment must be reviewed if there are any significant changes to the activity such as different students or staff, new procedures, substances or equipment.