



SENSES Learning Hub

HEALTH AND SAFETY POLICY

Created: 20.03.24

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Dawn Oughtibridge (Director)

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John Fox (Director)

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All staff members have a responsibility for health and safety at SENSES Learning Hub and will ensure that the following arrangements are effectively implemented and maintained:

Accident and near miss reporting

Investigation and Notification

All injury accidents to all on site, however minor, are reported, recorded in the accident book with individual accident reports removed and securely stored in compliance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. Employees are encouraged to report near misses.

All accidents, irrespective of whether injury results and near misses are investigated, the depth of which is determined by the severity or potential severity of injury, to establish cause and to avoid recurrence.

Work related accidents that result in death, major injury (specified injury) or absence from work for seven or more days (not including the day of the accident) or any instance of a specified work related illness or dangerous occurrence are reported to the enforcing authority as required by RIDDOR 1995 (as amended) and using the current HSE reporting arrangements.

RIDDOR records will be retained in accordance with the applicable legal requirements. Where an incident is reportable under RIDDOR, the required report will be made within the applicable statutory timescale.

The term “specified injury” replaces the former “major injury” terminology used in RIDDOR.

Control of Substances Hazardous to Health (COSHH)

Assessments are made of any substances that are used, processed, manufactured, produced or given off that may be hazardous to health. Current Safety Data Sheets (SDS) are held for all proprietary brands, which may be hazardous to health. Safety Data Sheets are used to inform, but do not replace, the COSHH risk assessment.

Formal risk assessments have been undertaken and suitable controls implemented in accordance with the hierarchy of control. Risk assessments are reviewed annually and sooner where there is reason to suspect that the assessment is no longer valid, where there has been a significant change, or following an incident, near miss or other relevant information.

The use and storage of proprietary products is always in accordance with manufacturers'/suppliers' instructions, legal requirements or best practice.

Where five or more employees are employed, significant findings of COSHH assessments will be recorded and made available as required.

Driving

Work related road safety has been identified as a potential risk to all. Nominated drivers have their driving licenses checked at least annually.

Employees permitted to use their own vehicles for outings/trips are required to: have their driving license checked and validated with DVLA; provide evidence that their vehicle is taxed and roadworthy (a current MOT certificate for vehicles over three years old); and, that their private motor insurance is extended to include the business use of the policyholder or their employer.

The vehicle must be suitable and maintained in a safe and roadworthy condition.

All employees who may drive their own vehicle for outings/trips have a duty to disclose all driving disqualifications or convictions to the Directors.

Work-related journeys will be appropriately planned and risks associated with fatigue, journey time, weather, road conditions, distractions and the suitability of the driver and vehicle will be considered. Staff must not drive when they are unfit to do so.

Electrical Safety

The fixed electrical installation and wiring at SENSES Learning Hub is inspected and tested in accordance with the Electricity at Work Regulations 1989 and BS 7671, as applicable.

All electrical faults and hazards are reported and arrangements made to have the fault or hazard safely dealt with.

Portable electrical appliances are visually examined by the operator before use and examined and tested at intervals determined by risk assessment and taking account of the type of equipment, its use and the environment in which it is used by a competent person.

Portable appliance testing will not automatically be carried out annually where a different inspection and testing frequency is more appropriate; the frequency will be risk-based and supported by relevant guidance and manufacturer recommendations.

Emergency Procedures

Emergency procedures have been devised in respect of fire, bomb threats, collapse or imminent collapse of buildings, flood, storm and intruder. Fire action notices are displayed.

Fire evacuation drills are undertaken at appropriate regular intervals, including at least once during each academic term where reasonably practicable, and records maintained.



Emergency arrangements will take account of the needs of children, staff, visitors and anyone who may require additional assistance during an emergency. Emergency procedures will be reviewed following significant changes, incidents, exercises or where deficiencies are identified.

Equipment

All equipment provided is:

- Suitable for its purpose and are subject to regular maintenance and periodic inspection;
- Used by persons provided with information instruction and training in its safe use.
- Inspected at suitable intervals where required, with the frequency of inspection determined by risk assessment, manufacturer recommendations and the conditions in which the equipment is used;
- Removed from use where it is identified as unsafe, defective or otherwise unsuitable until the necessary remedial action has been completed.

Work equipment will be managed in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER), where applicable.

Fire Prevention and Control

Fire risk assessments have been undertaken for SENSES Learning Hub and are periodically reviewed.

Fire Emergency Plans, which consider the findings of the fire risk assessment have been developed and are implemented.

External contractors undertake maintenance of detection and alarm systems, and fire extinguishing devices.

Fire risk assessments will be recorded, regularly reviewed and updated where necessary. They will identify fire hazards, people at risk, appropriate control measures, emergency arrangements, evacuation arrangements and the needs of vulnerable persons.

Fire safety arrangements will be maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005, as amended, and applicable current government guidance.

First Aid



An assessment of first aid requirements has been made and a suitable number of first aiders appointed and trained for SENSES Learning Hub.

First-aid boxes are provided and maintained with adequate supplies.

The first-aid needs assessment will consider the nature of the work, workplace hazards, workforce size and working patterns, staff absences, previous accidents, travelling or lone workers and the needs of non-employees, including students and visitors.

Where appropriate, consideration will also be given to mental health needs and the risk of life-threatening bleeding when determining first-aid provision.

First aiders will be trained by a competent training provider and training will be kept in date. First-aid equipment will be checked regularly and replenished following use.

General Working Environment

Environment provided by SENSES Learning Hub has suitable and sufficient facilities, with adequate heating, lighting, ventilation, sanitation and washing facilities, workspace, work equipment, glazing, doors and gates, drinking water, suitable vessels for drinking and meals.

The workplace will be maintained in a condition that is safe and without risks to health, including appropriate arrangements for cleanliness, temperature, ventilation, lighting, space, welfare facilities and safe access and egress.

Hazard Spotting

Hazards identified during routine daily inspections or raised by employees are reported, assessed where necessary and arrangements introduced for their control.

Risk assessments are reviewed and amended as required.

Actions when completed are signed off.

Accidents, near misses, complaints or other information indicating that existing control measures may no longer be effective will also be considered when reviewing risk assessments.

Infection Prevention and Control

SENSES Learning Hub follows national guidance published by the UK Health Security Agency (UKHSA) in response to infection control issues.



Staff and students are encouraged to follow good hygiene practice.

SENSES Learning Hub will follow current UKHSA guidance on health protection and infection prevention and control in children and young people's settings, including guidance relating to exclusion periods, infectious diseases, outbreak management, hygiene and vaccination where applicable.

The previous reference to Public Health England (PHE) has been updated because Public Health England no longer exists; UKHSA is now the relevant national public health body for this guidance.

New Employees and Visitors

New employees including trainees and temporary employees are given health and safety induction training on their first day of work.

The training includes general health and safety awareness; first aid arrangements; fire precautions; emergency procedures; SENSES Learning Hub and employee responsibilities; and the significant findings of any risk assessments of hazards to which they may be exposed.

Visitors are either accompanied at all times or allocated to a named member of staff who is responsible for their safety and well-being while they are on the premises.

Visitors to SENSES Learning Hub during school hours will be accompanied at all times, those who are in contact with children are required to provide an enhanced DBS certificate.

DBS requirements for visitors, contractors and other individuals will be determined in accordance with SENSES Learning Hub's safeguarding and safer recruitment arrangements and the nature of the individual's role and contact with children.

An enhanced DBS certificate will not automatically be required solely because an individual is a visitor; the appropriate safeguarding and vetting requirements will be determined according to the circumstances.

Personal Protective Equipment

The circumstances in which PPE is to be used and the type(s) of PPE appropriate to those circumstances is determined by risk assessments which are reviewed periodically or when circumstances change.

SENSES Learning Hub provides a range of personal protective equipment (PPE) for use by members of staff and students when undertaking certain tasks or working in certain areas.



It is recognised that the provision of such equipment is the last line of defence against injury or ill-health and that it is to be used in addition to higher level risk control measures which may not fully control the risk.

Staff and students who are required to use PPE are provided with appropriate information, instruction and training to enable effective use, care and storage of such equipment.

Where PPE is required following a risk assessment, it will be provided free of charge to workers to whom the Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022, apply.

PPE will be suitable for the task and user, compatible where more than one item is required, properly maintained and stored, and replaced when necessary.

The requirements relating to PPE also extend to relevant limb (b) workers where the 2022 amendments apply.

Record Keeping

Records or copies of records relating to health, safety or fire management are retained.

Records will be retained securely and for appropriate periods in accordance with applicable legislation, regulatory requirements and SENSES Learning Hub's data protection and records-management arrangements.

Personal information contained within health, safety, accident, medical or other records will be handled in accordance with the UK GDPR and Data Protection Act 2018.

Risk Assessments

A procedure for ongoing proactive hazard identification, risk assessment and determination of necessary controls has been developed and implemented.

The procedure of hazard identification and risk assessment takes account of routine and non-routine activities, activities of all persons (employees, students and visitors) having access to the premises; human behaviour, capabilities and other human factors; and, the infrastructure, equipment and materials within the workplace of premises.

The significant findings of risk assessments are communicated to those who might be affected by them and copies of the assessments retained.

Risk assessments are periodically reviewed, annually or more frequently in light of changes in personnel, processes, infrastructure, equipment or materials.



Risk assessments will also be reviewed following accidents, near misses, incidents, complaints or other evidence that existing control measures may no longer be effective.

Where SENSES Learning Hub employs five or more people, significant findings of risk assessments will be recorded.

Risk assessments will consider the risks to employees, students, visitors, contractors and any other persons who may be affected by SENSES Learning Hub's activities.

Safeguarding (Refer to Safeguarding Policy)

SENSES Learning Hub recognises that the welfare of the pupil is paramount and takes seriously its responsibility to safeguard and promote the welfare of the students in its care.

SENSES Learning Hub is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

A specific policy on Safeguarding and Child protection has been written, approved, published and is maintained under annual review.

All health and safety arrangements will be implemented alongside SENSES Learning Hub's safeguarding and child protection arrangements. Where a health and safety matter may also present a safeguarding concern, the Safeguarding and Child Protection Policy and relevant reporting procedures will be followed.

School Trips

Risk assessments are undertaken where required and any identified controls implemented.

Staffing levels are carefully considered and means of communicating, first aid kit, first aiders and details of students' specific medical needs together with parents' contact details held.

Risk assessments will take account of the destination, activities, transport, supervision arrangements, individual student needs, medical needs, behaviour and safeguarding considerations, weather and any other reasonably foreseeable risks.

Where appropriate, emergency contact arrangements and contingency arrangements will be established before the trip.

Smoking and Vaping

SENSES Learning Hub operates a strict smoke and vape free policy.



Smoking is prohibited in enclosed workplaces and work vehicles in accordance with the Health Act 2006 and Smoke-free (Premises and Enforcement) Regulations 2006.

SENSES Learning Hub also prohibits the use of e-cigarettes and vapes on its premises and during work activities, including school trips and outings.

The prohibition on vaping is a SENSES Learning Hub policy requirement; unlike smoking, vaping is not generally prohibited by the statutory smoke-free legislation.

Training

SENSES Learning Hub is committed to ensuring that all members of staff receive adequate and proper training in issues of health and safety.

Qualifications of all new starters are checked, references are taken up, on-the-job training is provided and the new employee closely supervised until they are considered competent to work unsupervised.

Periodic refresher training is provided to all staff through training days and e-learning.

Training will be appropriate to the individual's role, responsibilities and level of competence and will be refreshed where necessary following changes to legislation, equipment, working practices, risk assessments or identified training needs.

Staff will not be permitted to undertake tasks requiring specific competence until they have received appropriate information, instruction, training and supervision.

Violence or Threatening Situations

Risks are assessed and to assist members of staff in dealing with violent or threatening behaviour appropriate instruction and training may be provided.

Risk assessments will consider work-related violence, including physical violence, threatening behaviour, verbal abuse and other behaviour that may place workers at risk.

Where risks are identified, appropriate control measures, instruction, training and reporting arrangements will be implemented. Incidents will be recorded and reviewed to identify opportunities to prevent recurrence.

Walkways and Stairs

Walkways and stairs are kept in a good state of repair free from storage or obstruction.



Suitable and sufficient lighting of walkways and stairs is provided and maintained at all times.

Walkways, stairs and access/egress routes will be inspected regularly and any defects, obstructions or hazards will be dealt with promptly.

Waste Arrangements

The control of waste is conducted in compliance with current legislation.

Waste will be stored, handled, transferred and disposed of in accordance with the applicable waste legislation and the waste duty of care under the Environmental Protection Act 1990.

Particularly hazardous or toxic waste materials will be formally notified to the local authorities and/or appointed contractor and treated as an identified waste under the Controlled Waste Regulations 1992.

Hazardous waste will be appropriately identified, segregated, stored and transferred to an appropriately authorised waste carrier or facility where required. Relevant waste transfer and consignment documentation will be retained as required by law.

SENSES Learning Hub will ensure that waste is only transferred to appropriately authorised persons or businesses and that reasonable checks are made to ensure compliance with the duty of care.

Review Log

Review date	Completed by who
18.08.25	John Fox and Dawn Oughtibridge
05.08.26	John Fox and Dawn Oughtibridge