

## Health and Safety Policy

### Purpose

The purpose of this Health and Safety Policy is to ensure that Next Steps Ed provides a safe and healthy environment for all students, staff, visitors, and stakeholders. This policy demonstrates our commitment to complying with all relevant health and safety legislation, promoting a culture of safety, and reducing risks to prevent accidents, injuries, and ill health.

### Scope

This policy applies to all activities, premises, and individuals under the responsibility of Next Steps Ed, including students, staff, contractors, volunteers, and visitors.

This covers:

- Educational and operational activities conducted on-site and off-site.
- The identification, assessment, and management of risks associated with the organization's operations.
- Emergency procedures, including fire safety, first aid, and evacuation.
- The provision of training, resources, and support to ensure compliance with health and safety standards.

At Next Steps Ed, we recognise our responsibility to regularly assess and manage the hazards and risks associated with our operations.

We are committed, as far as reasonably practicable, to:

- Meet our legal obligations to maintain safe and healthy working conditions.
- Adequately control the health and safety risks identified.
- Ensure that employees, students, volunteers, and others are fully informed of the identified risks and receive appropriate instruction and supervision when necessary.
- Ensure that all workers are competent to perform their duties by providing relevant training.
- Safeguard the environment from the potential effects of our activities.
- Monitor and assess all outdoor activities for safety.
- Prevent accidents and work-related illnesses.
- Actively manage and supervise health and safety in both educational settings and the community.
- Strive for continuous improvement in our health and safety practices through regular (at least annual) reviews and updates to this policy.
- Assign a designated health and safety staff member responsible for reporting hazards and risks, including taking immediate action where necessary to protect staff, students, and others.
- Provide the necessary resources to ensure the effectiveness of this policy and our overall health and safety arrangements.

- Continuously monitor and update our Health and Safety policy, particularly when changes in operations occur.

Additionally, we recognise our duty to cooperate with external professionals working on our premises, ensuring their activities align with our health and safety standards, thereby maintaining the safety of everyone involved.

All health and safety reviews are carried out by trained, nominated staff employed by Next Steps Ed to ensure that we are upholding the highest safety standards.

#### **Nominated Health & Safety Staff: Olivia Campbell**

### **Health & Safety Maintenance**

NSE is committed to ensuring that all facilities, equipment, and resources are maintained to the highest standards to create a safe and secure environment for students, staff, and visitors.

#### **Classrooms & Corridors:**

- Regular inspections will be conducted to identify and address potential hazards in classrooms & corridors and other areas.
- Maintenance issues, such as broken fixtures, damaged flooring, or faulty lighting, must be reported immediately to the Site Manager and logged for prompt repair.

#### **Safety Equipment:**

- Fire alarms, extinguishers, emergency lighting, and other safety systems will be inspected and tested according to statutory requirements.
- Any defective safety equipment must be reported, repaired, or replaced without delay.

#### **Electrical and Mechanical Systems:**

- All electrical appliances, wiring, and mechanical systems will undergo regular servicing and PAT (Portable Appliance Testing) checks.
- Only qualified personnel are permitted to carry out repairs or maintenance on electrical and mechanical systems.

#### **Cleaning and Hygiene:**

- Cleaning schedules will be maintained to uphold hygiene standards and prevent risks associated with spillages, waste, and hazardous materials.
- Any health risks (e.g., mold, pests, or leaks) must be addressed immediately.

#### **Monitoring and Record-Keeping:**

- Maintenance records, including inspections and repairs, will be documented and stored securely.

- Regular reviews will be conducted to ensure compliance with health and safety regulations and identify areas for improvement.

### **Water Testing for Legionnaires' Disease**

- Weekly water temperature testing in accordance with the UK Health and Safety Executive (HSE) guidelines for the control of Legionella bacteria, as outlined in **L8 Approved Code of Practice (ACOP)** and **HSG274 Part 2**.
- Hot Water Should reach at least **50°C within one minute**
- Cold Water Should remain below **20°C within two minutes**
- Any water temperature readings that fall outside the required range must be reported immediately.

## **What to do in an emergency?**

### **DO**

- Make sure you know the emergency procedures, e.g. fire, accident, etc. and the location of your nearest first aiders.
- Follow instructions.

### **DO NOT**

- Interfere with or misuse any items or materials provided for dealing with emergencies.
- Attempt to deal with a fire before sounding the alarm.
- Put yourself at risk.

## **Accidents, Incidents and Health Problems**

### **DO**

- Report all accidents, incidents to management.
- Contact the nearest first aider if necessary.
- Inform management of any medical condition that may put your health and safety at risk, or which might necessitate specialised first aid/medical treatment.

**Signing in and out:** Visitors should sign-in when they arrive and sign out when they leave on the appropriate form. It is necessary to know who is in the building so that they can be accounted for in the event of a need to evacuate the building.

**Work Outside Normal Hours:** Additional risks arise when working outside normal hours, e.g., the reduced availability of first aiders and other assistance. Students who wish to work outside normal hours must have permission from a member of staff (this will only happen in extraordinary situations); Staff who wish to work outside normal hours should make this intention known to management.

## **Field Work**

**DO**

- Follow advice and guidance from tutors
- Risk assess each outing and that the correct ratio between student and teacher is correct.
- Ensure that all health and safety measures are considered;

**DO NOT**

- Put yourself at risk.

## Fire

**DO**

- Store flammable materials in the correct manner.

**DO NOT**

- Leave electrical fires on when leaving the room.
- Block fire exit doors.

## Electricity

Electric shock can burn, and faulty electrical equipment can cause fires.

**DO**

- Unplug equipment from the supply socket before altering or modifying connections or apparatus.
- Keep electrical equipment away from water.
- Report damage to wires or equipment immediately.
- Switch off and unplug all electrical equipment when not in use.
- Ensure all electrical appliances are PAT/EES tested.

**DO NOT**

- Work with wet hands or stand on damp surfaces when using electrical equipment.
- Overload supply sockets.
- Use equipment that has not got a current inspection/test label.

## Hazardous Substances

Many products, e.g. glue, paints, solvents, are labelled with warning signs to indicate that they can be dangerous if mishandled.

**DO**

- Follow instructions.
- Observe all hazard warnings on containers.
- Avoid contact with substances.

**DO NOT**

- Remove substances from the workplace.

- Mix substances unless you are following instructions and are certain that it is safe to do so.

## Fire Safety

It is the provisions policy to protect all persons on its premises from the hazards of fire by ensuring safe premises and systems of work as far as is reasonably practicable.

Next Steps Ed will operate in accordance with statutory duties and ensure that there are clearly defined managerial responsibilities for fire safety within both bases by ensuring: -

- There is an adequate fire warning system which is maintained.
- A safe means of escape.
- Next Steps Ed maintain fire fighting equipment on an annual basis.
- Training for all employees, contract and voluntary workers in fire safety.
- Risk assessments are carried out on a regular basis

## Premises Management

Next Steps Ed ensures that all premises are safe, suitable, and well-maintained for their intended use.

Regular premises inspections are carried out by the Site Manager and recorded in the Health and Safety Log.

Any defects or hazards are logged, risk assessed, and remedied promptly.

Accessibility and environmental standards are reviewed annually to ensure compliance with current regulations.

## Risk Assessments

Comprehensive risk assessments are carried out for all on-site and off-site activities, including classroom activities, trips, and use of equipment.

Assessments are reviewed termly and whenever significant changes occur.

The Health & Safety Lead ensures all staff are trained to identify and report hazards.

All risk assessments are logged and stored securely for audit and inspection.

## Emergency Evacuation Procedure:

- All staff and students should familiarise themselves with the sound of the fire alarms and emergency exits.
- Do not run or stop to collect belongings.
- It is important that all doors are closed to contain the fire and where possible windows should be closed.
- Evacuation should take via the nearest available fire exit

**See Fire Safety Policy for further details.**

### Procedure:

1. If you discover a fire, shout 'FIRE', inform staff and other students of the fire.
2. Inform Staff or an appropriate person who will call 999.
3. If the fire has not spread from its point of origin only staff will, if safe, attempt to extinguish the fire by using the correct fire extinguisher – **ONLY IF YOU HAVE BEEN TRAINED IN ITS SAFE USE. DO NOT PUT YOURSELF AT RISK.**
4. Staff on hearing the alarm should lead the students from the building in an orderly manner, using the nearest fire exit.
5. Staff are responsible for ensuring their students are vacated to safety and should leave the building in an orderly manner.
6. Staff on hearing the alarm will take the volunteer and visitors' signing in/out book and leave the building. She/he will take them to the assembly point and conduct roll call.
7. Management will carry out a trawl of the building, checking rooms and toilet areas to ensure all rooms have been evacuated, closing all doors behind them on their way out to safety.
8. Do not re-enter the building for any reason until instructed by a member of SLT or Director that it is safe to do so.

**Post Fire/ Fire Drill:**

The Safeguarding Officer is responsible for coordinating the head count and advising the Emergency services of any unaccounted people.

Only re-enter the building on the advice of the Fire Officer.

In the event of a fire drill, staff will be notified on the day.

The above procedure should be followed.

**For further detail, see the Fire Risk Assessment and Fire Safety Policy.**

**First Aid – In conjunction with First Aid Needs Assessment and First Aid Policy:**

The Health and Safety (First-Aid) Regulations 2013 require employers to make an assessment of their first aid needs and provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. According to the Act 1981, "First-Aid" is defined as:

- In cases where a person will need help from a medical practitioner or nurse, treatment for preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

**The Regulations place two main duties on employers:**

- The duty to make provision for first-aid and such equipment and facilities as are adequate in the circumstances to give first-aid to an employee who is injured at work (the amount and type of equipment will vary depending on the nature of the work) and provide two persons capable of rendering first-aid to injured employees.
- The duty to inform employees of first-aid arrangements by ensuring they are made aware of the location of first-aid equipment and the identities of people qualified or competent to render first-aid in case of injury. This will be done by posting notices on Next Steps Ed notice boards stating which personnel are first aid trained and the location of first-aid kits.

### **Employees Responsibilities:**

It is important that any injury that occurs whilst at work is recorded. Any employee who is injured should therefore follow the steps below:

#### **Minor Injuries -**

- Seek attention from the first aider.
- Record incident in the Accident Book.

***If no further medical treatment is required*** first aider should be informed of the circumstances in which the injury occurred.

***If further medical treatment is required*** this should be sought as soon as possible. - At the earliest convenience, the first aider should be informed of the circumstances in which the injury occurred. - These should be recorded in the Accident Book - Other members of staff who witness such an injury should also report their observations to the first aider; - Witnesses may be asked to make a statement of their observations.

If the injured party is in hospital for more than 24 hours or if the injured party is off work for more than three days the Health and Safety officer must be notified. These records will be monitored by the first aider and any recurrent problem will be brought to the attention of the Health and Safety representative.

**Conclusion:** To help achieve the objectives and ensure that staff recognise their duties under health and safety legislation whilst at work, Next Steps Ed will also inform staff of their duty to take reasonable care for themselves and for others who might be affected by their activities. This is explained as part of the Induction Process.

**This policy is reviewed annually or following any changes to DfE or HSE guidance, or significant incidents.**

**Policy Review Date:** October 2026

**Policy Approved By:** Mica Smith - Director