

ROUTES

REACHING OUTCOMES USING TAILORED EDUCATION & SKILLS

HEALTH & SAFETY POLICY 2024

Approved by:	Mr Daniel Luford (Director) Mr Nick Lyons (Director)	Date: 01/04/23
Last reviewed on:	Interim Review 31/03/24 by Nick Lyons (Director)	
Next review due by:	31/03/25 (reviews may take place in response to safeguarding concerns)	

Introduction

It is the policy of Routes Learning to comply with the terms of the Health and Safety at Work etc. Act 1974, subsequent legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of the Company is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace.

All Tutors will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.

The Company recognises and accepts the duty to protect the health and safety of staff, sub-contracted staff and the young people they are working with. All tutors working off site will be responsible for the health and safety of the sessions they are running. This will include ensuring the young person is safe and following health and safety rules of any establishment they are visiting.

While management will do all they can to ensure the health and safety of its Tutors, it is recognised that health and safety at work is the responsibility of every individual associated with the Company. It is the duty of each Tutor to take reasonable care of their own and other people's welfare and report any situation which may pose a threat to the well-being of any other person.

Directors will provide every Tutor with the training necessary to carry out their tasks safely. However, if a Tutor is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is their duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well-being of him or herself or any other person.

The Company will make available such finances and resources as are deemed reasonable to implement this policy.

All injuries, however small, sustained by a person at work must be reported to the Health and Safety Officer (Nick Lyons) . Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. All incidents and accidents/near misses will be recorded on the correct reporting systems i.e. incidents form and accident form.

This Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months.

Aims

The aims of Routes Learning Ltd are;

- To deliver education in a safe and well-maintained space (library, Learning Hub, School or potentially in the home environment)
- Establish and maintain safe working procedures amongst tutors and the young people they are supporting
- Have robust procedures in place in case of emergencies

Legislation

Where appropriate, the contents of some of this policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Roles and responsibilities

Directors

The Directors have overall responsibility for health and safety, in particular:

- Ensuring that adequate resources are available to implement the health and safety policy
- Monitoring the effectiveness of the health and safety policy

- Reviewing the policy annually
- Allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme.
- Ensuring that health and safety responsibilities are clearly communicated to Tutors
- Ensuring that there are appropriate documented structures for the discussion of health and safety matters, e.g. staff meetings, CPD etc
- Investigating and where necessary, taking action in respect of any health and safety issue highlighted by Tutors.
- Investigating all accidents that occur in their areas of responsibility.

Tutors

Each Tutor is responsible for the effective management of health and safety within his or her own area or function. In particular this includes:

- Ensuring that safe systems of work are implemented
- Monitoring premises (e.g. an awareness of emergency exits within community spaces such as libraries) and work equipment, reporting faults where necessary
- Identifying and reporting health and safety related problems with issues
- Identifying training needs
- Investigating and reporting accidents and incidents
- Risk assessments to be in place for all activities, Tutors will dynamically risk assess

Young person

Young person responsible for following the Tutor's health and safety advice and (where appropriate) for reporting any health and safety incidents to a member of staff.

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Lone working

Lone working may include;

- Direct contact with young person in home, or community setting
- Travel to and from young person location (see risk assessment for transportation of young people)

All sub-contracted staff at Routes Learning have their own Public Liability Insurance as well as business insurance on their vehicle.

Please refer to our Lone Working Policy for further information.

Manual handling

It is up to individual to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load
- Take the more direct route that is clear from obstruction and is as flat as possible
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our sub-contracted staff.

All sub-contracted staff will report any incidents of aggression or violence (or near misses) directed at themselves to The Directors of Routes Learning. This applies to violence from pupils and parents/ primary carers.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage sub-contracted staff and young people to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Animal

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise Young People when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

Pupils vulnerable to infection

Some medical conditions make Young People vulnerable to infections that would rarely be serious in most children. Routes Learning will normally have been made aware of such vulnerable children. These Young People are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these Young People to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

Routes Learning will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any staff member or young person notifies the company that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure
- Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Occupational stress

At Routes Learning, we are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment. We recognise the potential challenges of supporting Young People who are accessing Alternative Provision.

Systems are in place for responding to individual concerns and monitoring staff workloads. Regular team meetings are held and supervision is built into staff support plans.

Accident reporting

Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff who deals with it
- As much detail as possible will be supplied when reporting an accident
- Records held in the accident book will be retained by the company for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

Reporting to the Health and Safety Executive

The Health and Safety Officer (Nick Lyons) will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Officer (Nick Lyons) will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident

Notifying parents/carers or school

- The Tutor will inform parents/carers and/or schools of any accident or injury sustained by a Young Person, and any treatment given, on the same day, or as soon as reasonably practicable. They will also inform the Health and Safety Officer for Routes Learning.

Training

All sub contracted staff are provided with health and safety training as part of their induction process.