



# HEALTH AND SAFETY POLICY

Seaside Learning Ltd

May 2024

# Health and Safety Policy

## Our Commitment

At Seaside Learning we prioritize the well-being and safeguarding of all children, youth, staff, and visitors.

As an organisation we are committed to creating a secure environment for those we engage with. This includes ensuring that our staff are well-informed about potential health and safety risks, as well as the protocols we have established to address these challenges.

- Policies and Procedures are reviewed annually or as deemed necessary
- Activity risk assessments, Venue risk assessments are carried out by the Director who has undertaken Health and Safety training

## This Document

- Defines the roles and responsibilities of individuals within our organisation
- Applies to all individuals associated with Seaside Learning, including staff, and volunteers
- Supports our goals as an organisation
- Is based on current laws, governmental guidance, and best practices. The references to these documents can be found at the end of this policy
- Provides relevant contact information at the end of the policy

## Responsibilities

All Seaside Learning staff have a legal responsibility to take care of the health and safety of themselves and others who may be affected by their actions or omissions and to co-operate with the Director on health and safety issues. Staff should not interfere with anything provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this policy.

## Roles and Responsibilities

### Seaside Learning Director

The Director will ensure sufficient funds are set aside with which to operate safe systems of work and will, as far as possible, ensure that Seaside Learning, and its systems of work, are safe and with the lowest achievable levels of risk to health.

They will have oversight and scrutinise the health and safety policy and ensure it is reviewed annually as a minimum or more promptly if there is a significant organisational change within the company or any significant incident takes place leading to an actual injury or near miss. Should any changes to policy be required, the Director will ensure that this information is clearly and promptly communicated to staff. The Director will ensure all staff have sufficient Health and Safety training.

### The Health and Safety Officer

The Health and Safety Officer will ensure that this policy is clearly written and promotes a positive attitude towards safety in staff and young people. They will have sufficient experience, knowledge and training to perform the tasks required of them. They will know where to seek out and be able to act on specialist advice where necessary.

They should ensure that clear procedures are in place to assess any significant risks and to ensure that safe systems of work are implemented. They will ensure that this policy is clearly communicated to all the relevant people, including staff, young people, their parents/carers, stakeholders and visitors. They should ensure that all staff are provided with adequate information, instruction and training on health and safety issues, by promoting awareness of this policy and the need for all staff to have an understanding of and take responsibility for health and safety matters.

They will ensure that emergency procedures are in place and are known to staff.

### **All Seaside Learning Staff**

All Seaside Learning staff will maintain all equipment they are responsible for in a safe condition. They will ensure that they only use equipment which they are competent to use or have been trained to use. They will not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare.

They will take reasonable care for the health and safety of themselves and others in undertaking their work, co-operating with the Seaside Learning Director and Health and Safety Officer on all matters relating to health and safety. They will plan all activities with a systematic approach, including a risk assessment and, where necessary, introducing control measures to reduce or eliminate any risks to safety.

Staff will set an example by personally following safe working practices. They will fully implement and also communicate health and safety procedures to young people at a level appropriate for their requirements. If necessary, they will seek information on any special safety measures that need to be adopted in their own working / learning areas and ensure that they are adhered to.

Staff will issue clear and consistent instructions to the young people they are working with and encourage the young people to take responsibility for their health and safety and that of others to the limit of their capability.

Staff must report any serious or immediate danger immediately to the Health and Safety Officer and, if they are not available, to the Seaside Learning Director. They must also report any shortcomings in the arrangements for health and safety immediately to the Health and Safety Officer. They are expected to understand that their duty to act responsibly on health and safety issues is required by the Health and Safety at Work Act.

They must know and apply emergency procedures in respect of fire, first aid and other emergencies.

Staff will be expected to maintain flexibility to support the health and safety requirements of the organisation. eg. if additional staff are needed for coverage following an incident, staff may be asked to stay longer, while those off duty may be contacted and asked to come in as additional support.

### **Volunteers**

Volunteers and work experience persons have a responsibility to act in accordance with Seaside Learning policies and procedures for health and safety and to report any incident or concerns to a member of staff immediately. Volunteers are also expected to act only under the supervision of a qualified member of staff.

## Young People

Young People will be reminded that they are expected to take personal responsibility for the health and safety of themselves and others to the limit of their ability. Follow all the health and safety rules and instructions from staff especially when given in an emergency. Use safely and not wilfully misuse, neglect or interfere with things provided for their health and safety. All young people and parents will be reminded of this section of the policy by way of ongoing discussions with Staff.

## Code of Safe Conduct

At Venues: All staff will:

- Follow all health and safety rules and signs, fire precautions and emergency procedures as laid down in the venue's policies and procedures.
- Will familiarise themselves with the venue's accident and incident reporting procedures and complete these as necessary. All entries made in the venue's accident/ incident reporting book should be followed up with parents/carers and school.
- Report all accidents, near misses, potential hazards and damage immediately to the referring manager and make a recording in the accident book and the client's file. This includes: any slips and trips on existing or new hazards;
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after;
- Staff should not interfere with or misuse anything provided for the health and safety of other users of the venues.
- Staff should not act in a way that could endanger themselves or others; they will not play practical jokes.
- Will keep the work area tidy and clear of obstructions, will not leave things lying around; clean up any spilt liquids, tracks from rain etc. immediately;
- Staff will not attempt to lift or carry heavy objects unless they completes further manual handling training.
- Staff will not overreach; will not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition.

## Accidents, Incidents and First Aid

In the event of an incident, staff are expected to assess and respond immediately, either themselves if qualified and able or seeking the appropriate help. The First Aid policy outlines the procedures in full.

First aid boxes will be carried by staff when working with young people.

The contents of the kits will be checked on a termly basis and the checklist is signed and dated by the person checking the kit. For further information please see the First Aid Policy.

All staff are required to report all accidents, incidents and work-related causes of sickness absence to the Health and Safety Officer in accordance with HSE Accident reporting guidelines. All accidents are to be recorded and then passed to the Health and Safety Officer for recording in the accident book. Near misses should also be reported on an incident form to allow for review of work practices and risk assessments. If possible, this should be done in writing.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed by The Health and Safety Officer. They will also inform SEN caseworkers, Social Workers, Health Care Team member as appropriate of any serious injury/accidents

## Control of hazardous substances (COSHH)

All substances that may be considered hazardous to health will be COSHH assessed. Risk assessments for use of paint, glue and other creative materials are updated annually. A copy of the health and safety data sheet and COSHH assessment will be available via the Director. Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE). Staff must not use any hazardous chemical unless prior permission has been sought and a COSHH assessment has been completed.

## Violence/Challenging Behaviour

Seaside Learning operates for children and young people with SEN and/or Social Emotional and Mental Health. Due to the nature of our young people all staff are aware and have experience in dealing with potential outbursts. All incidents of verbal and physical abuse will be recorded internally in the young person's records. Where continued regular outbursts/threats of violence or physical aggression is shown, which is above normal range for that particular young person, is recorded then the individual Risk Assessment for that young person will be updated and any additional procedures will be put in place for them to assist them with self-regulation and minimise risk to other young people and staff. Training needs are reviewed regularly through staff supervision and provided where additional knowledge and support is required to deal with such challenging behaviour.

## Lone Working

Seaside Learning conducts one on one tutoring. In case of an emergency staff have their phones with contact numbers for the client logged in it. For more information please check our Lone Worker Policy found on our website <https://www.seasidelearning.co.uk/>

## Monitoring, Evaluation and Review

The effectiveness of the health and safety policy will be measured via the following:

- Feedback from our young people, finding the degree to which they feel safe and happy
- Feedback from our fellow professionals and parents, finding the degree to which they feel their young people are safe and happy
- Feedback from staff
- Record of incidents reported to the Health and Safety Officer
- Formal review of incidents reported to the Health and Safety Officer

## Contact Details

Seaside Learning Director: James Lumber [info@seasidelearning.co.uk](mailto:info@seasidelearning.co.uk)

Health and Safety Officer: James Lumber [info@seasidelearning.co.uk](mailto:info@seasidelearning.co.uk)

## Nearest Hospitals

Poole Hospital NHS Foundation Trust: Longfleet Road, Poole, Dorset BH15 2JB

The Royal Bournemouth Hospital: Castle Lane East, Bournemouth, BH7 7DW

## Referenced documents and links

[Health and Safety at Work etc. Act 1974](#)

[The Management of Health and Safety at Work Regulations 1999](#)

[RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)