



Go Fish Education

Health and Safety Policy

Responsibilities

Kerry Brown has responsibility for the Health and Safety of students at Go Fish Education.

Students should be safe at Go Fish Education and when undertaking off site activities. The risk management to keep them safe should be proportionate to the nature of the activities.

At Go Fish Education, our Health and Safety policy:

- sets out the roles and responsibilities within risk management processes
- the mechanisms to control risk
- specific control measures that need to be implemented

Kerry and Dylan Brown will continuously risk assess and update it to reduce and reflect new risks.

The risk assessment will cover the risks to the health and safety of employees and of persons (including students) who are not employees of the school.

The risk assessment will be reviewed if:

- there is any reason to suspect that it is no longer valid
- there has been a significant change in related matters

At Go Fish Education we will record significant findings of the assessment and identify any group of employees identified by it as being especially at risk.

Every health and safety policy is separated into 4 elements:

- Plan – leaders should set the direction for effective health and safety management
- Do – introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
- Check – monitoring and reporting
- Act – a formal management review of health and safety performance

1. All staff and employees of Go Fish Education are committed to a safety management approach to Health and Safety, and thereby to an organised, well informed and proactive approach to all health and safety and welfare related issues. All activities will be planned and executed with a systematic approach, which includes an element of 'context sensitive' risk assessment and, where necessary, control measures will be put in place to reduce/eliminate to a safe level any foreseen risks.
2. It is the policy of Go Fish Education to operate at all times in a manner which ensures so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught.
3. All staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, students, contractors and visitors and to observe the health and safety requirements relevant to their activities.
4. A suitable assessment of all foreseeable hazards and risks to staff, students and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.
5. Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety. If required, specialist advice will be sought at the earliest opportunity from the Local Authority Education Health & Safety Officer, Building Surveyors or other specialist advisers, such as the local Fire Officer.
6. All staff are requested to support Go Fish Education in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.
7. A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.

GENERAL

Go Fish Education recognises the need to promote health and safety in order to achieve improved standards and safe methods of work.

It is Go Fish Education's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also Go Fish Education's

responsibility, as far as is reasonably practicable, to extend this protection to students and members of the general public from foreseeable risks.

It is important that all staff within the Go Fish Education and other persons who may visit or use any area of the Go Fish Education, must adopt the following standards of working:

- a) To work safely and efficiently.
- b) Not to misuse any machine or substance.
- c) To use the approved protective clothing and equipment.
- d) To report any defect in any machine, accessory or electrical cabling.
- e) To comply with all instructions issued for their safety and to adhere to correct procedures, including the use of safety equipment and protective clothing.
- f) To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work.

ORGANISATION

Go Fish Education recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the organisation.

A summary of responsibilities and hence the organisation and accountability are as follows:

To ensure that the policy for Health, Safety and Welfare is effectively implemented and understood at all levels. The policy must be regularly monitored and revised as necessary and effectively controlled. There is a legal obligation to ensure that the safety policy is implemented at all levels.

Kerry Brown is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the organisation.

In order for this to be achieved, all staff must:

- a) Ensure that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers, etc) are aware of the contents of the health and safety policy and all safe working practices.
- b) If deemed necessary, appointing one or more members of staff undertaking specific duties in relation to health and safety.
- c) Ensuring that risk assessments are carried out on any activity that has significant associated hazards. Where significant risks are identified, appropriate measures and/or working practices be introduced to reduce/eliminate such hazards.
- d) Actively encouraging the participation in health and safety and welfare matters of all students.
- e) Establishing and reviewing safe working practices for activities under their control.

- f) Exercising effective supervision of students and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting, etc and carrying them out as necessary.
- a) Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- b) Setting an example by personally following safe working practices.
- c) Ensuring that, where necessary, the appropriate effective clothing, guards, etc are available, in good condition and are used. All electrical equipment be visually checked before use.
- d) Reporting to Kerry Brown any defects in equipment or identified inadequacies in procedures. (Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair' until repaired or replaced).
- e) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons, e.g. the use of equipment in technology lessons.

All staff must conform with responsibilities as specified.

EMPLOYEES

All employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects to Kerry Brown.

All employees will be given access to the Go Fish Education's Health and Safety document and are asked to make themselves familiar with all documents relating to Health and Safety within Go Fish Education.

ASSESSING AND MANAGING RISKS

Risk assessments identify measures to control risks during school activities. Health and safety law requires the school to assess risks and put in place proportionate control measures. The law also requires it to record details of risk assessments, the measures taken to reduce these risks and expected outcomes.

Risk Assessments at Go Fish Education identify:

- the hazards
- how people might be harmed by them
- what they have in place to control risk

Go Fish Education had the following risk assessment which are live and used as a 'working document'.

- Go Fish Education trips - to date we have not facilitated any trips and so there is not a risk assessment yet
- Go Fish Education transport
- Go Fish Education home tuition
- Go Fish Education on site
- Go Fish Education online learning
- Go Fish Education lone working
- Go Fish Education equipment

FIRE AND EMERGENCY PROCEDURES

- a) Fire drills must be carried out at least twice a year to enable everyone to become familiar with the evacuation procedure.
- b) Line-up points have been designated and a diagram displaying them is in each room.
- c) If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher, also switching off power supplies from the mains.
- d) At all times fire exit doors must be unobstructed. All exit doors must be unlocked whilst there are people in the building.
- e) Exits must be clearly identified.
- f) All visitors spending a length of time in the Go Fish Education must be made aware of arrangements in the case of fire.

IF YOU DISCOVER A FIRE:

THE PRIMARY CONCERN IS THE PROTECTION OF LIFE. THE SAFETY OF THE CHILDREN AND OTHER ADULTS ON THE PREMISES MUST BE ENSURED BEFORE THE PROTECTION OF PROPERTY.

CARRY OUT ANY PREVIOUSLY ARRANGED DUTIES TO BE DONE IN THE EVENT OF FIRE OR GO TO THE NEAREST LINE-UP POINT.

IT IS THE RESPONSIBILITY OF KERRY BROWN TO CALL THE FIRE BRIGADE BY DIALLING 999.

ACTION ON HEARING THE FIRE ALARM

Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out.

Proceed to the line-up point.

Everyone should walk quickly, but do not run.

Keep quiet.

Do not stop or return for any clothing, belongings or books.

Registers will be taken.

Access must be clear for the fire brigade.

SMOKING

Go Fish Education operates a complete smoking ban.

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported to Kerry Brown immediately.

FIRST AID

1. Dylan Brown is our First Aider.
2. All teaching staff act in loco parentis during the time that the Go Fish Education is open for children.
3. A First Aid kit is available in the classroom.

All injuries, whether staff, pupil or visitor, must be entered in the Accident Book.

Accident Books are kept at Go Fish Education.

All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen. These must be reported to the Local Authority Safety Officer and followed up with written report.

No attempt to move an injured person should be made until appropriate examination and assessment has been completed.

CUTS AND PUNCTURE WOUNDS

Free bleeding should be encouraged and the part washed with running water and then dressed if required.

ACCIDENTS

1. All accidents must be reported to Dylan Brown and entered in the accident book in the Medical Room. Dylan Brown will make enquiries as to appropriate supervision and

organisation or use of materials.

IMMEDIATE ACTION

1. Necessary medical attention must be given as a first priority and the safety of all ensured.
2. Parents/guardians or next of kin must be contacted as soon as possible. If parents cannot be contacted or are unable to cope, where possible the Go Fish Education will provide an escort.
3. An ambulance should be called for anyone requiring hospital treatment.
4. Staff should not use their own cars unless their insurance policy specifically permits this use.

PARENTAL CONSENT

The written approval of parents must be obtained when there is a significant risk of injury before children participate in any activity. This will also be required for any outings, trips.

EPILEPSY

1. If a person with epilepsy suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly and to closely monitor their condition. If the person suffers an injury during the seizure, then immediate first aid should be given.
2. If the fit is violent and/or prolonged, medical help should be sought, or ambulance called, as well as contacting parents, or partners in the case of adults. Guidance given via Health Care Plan for individual students.
3. All staff are to be informed of children who are epileptic and are to be aware of action to be taken.
4. If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought – **Call 999**.
5. Parents or guardians to be contacted as soon as possible.

Infections in children and young people settings

Infections are common and for most people the risk of severe disease is low. Infections can be acquired at home or in the community and brought into settings or acquired and spread within the setting.

Infections are caused by micro-organisms such as bacteria, viruses, fungi, and parasites, otherwise known as germs. Germs are everywhere and most do not cause infection and can even be beneficial. However, some germs can cause infections⁽¹⁾ when they get into the wrong place, which can result in symptoms such as fever and sickness.

How infections spread

It is important to understand how germs are spread and actions that can be taken to break the chain of infection.

The mode of transmission is a term used to describe how germs are spread from person to person. There are different ways that this can happen. The precautions that can be taken to reduce transmission depend on the mode of transmission.

Airborne or droplet spread

Respiratory infections can spread easily between people. Sneezing, coughing, singing, and talking may spread respiratory droplets (aerosols) from an infected person to someone close by. Airborne infections can spread without necessarily having close contact with another person via small respiratory particles. Droplets from the mouth or nose may also contaminate hands, cups, toys, or other items and spread to those who may use or touch them, particularly if they then touch their nose or mouth. These can penetrate deep into the lungs (respiratory system). Examples of infections that are spread in this way are the common cold, coronavirus (COVID-19), influenza, and whooping cough.

Measures can be taken to prevent and control airborne spread infections. These include precautions such as [ventilation](#), to prevent respiratory particles from spreading where there is no close contact between people; and droplet precautions, such as [respiratory hygiene](#), which can prevent droplets from transferring from the respiratory tract of one person directly to the eyes, nose and mouth of others.

Preventing the spread of respiratory infections requires everyone in the setting to adopt good respiratory hygiene behaviours.

Direct contact spread

Some infections can be spread by direct contact with the infected area to another person's body, or via contact with a contaminated surface. This is the most common route of cross-infection from one person to another (transmission of infection).

Examples of infections of the skin, mouth and eye that are spread in this way are [scabies](#), [headlice](#), [ringworm](#) and [impetigo](#).

Gastro-intestinal infections can spread from person to person when infected faeces or vomit are transferred to the mouth either directly or from contaminated food, water, or objects such as toys, door handles or toilet flush handles. Examples of infections spread in this way include [hepatitis A](#), [Shiga Toxin-producing Escherichia Coli \(STEC\)](#), and [norovirus](#).

Blood borne viruses are viruses that some people carry in their blood and can be spread from one person to another by contact with infected blood or body fluids, for example,

while attending to a bleeding person or injury with a used needle. Examples of infections spread in this way are [hepatitis B](#) and human immunodeficiency virus (HIV).

Measures can be taken to prevent and control infections that spread via direct contact with a person or indirectly from the person's immediate environment (including equipment). This includes precautions such as [cleaning](#) and [safe management of the environment](#).

Groups at higher risk from infection

For most people, the risk from common infections is low and few will become seriously unwell. There are some groups of people who are either at higher risk of contracting an infection, or at risk of more severe illness or other consequences because of contracting the infection.

A small number of people have impaired immune defence mechanisms in their bodies either because of a medical condition or due to treatment they are receiving (known as immunosuppressed). People who are immunosuppressed may have a reduced ability to fight infections and other diseases.

Most people in this group will be under the care of a hospital specialist and will have received advice on the risks to them and when to seek medical advice. People in this group should continue to attend their education or childcare setting unless advised otherwise by their clinician.

What to do if there is an outbreak

- encouraging all people who are unwell not to attend Go Fish Education the setting or remain separate from others
- ensure all eligible groups are enabled and supported to take up the offer of [immunisation programmes](#) including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent [cleaning](#) and [hand hygiene](#)
- requesting that parents, carers or students inform the setting of a diagnosis of any infectious disease
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During an outbreak or incident, when there are either several cases, or indications of more serious disease, additional measures may be required.

These could include:

- considering communications to raise awareness among parents or carers and students (ensuring this is accessible for those who speak other languages or with lower levels of literacy)
- reinforcing key messages amongst children and young people, including the importance of hand and respiratory hygiene measures

When people should stay away from the setting

People who are showing [the symptoms of an infectious disease](#) or have been diagnosed by a health professional or diagnostic test should be advised to stay away from their setting for the minimum period recommended, if required, and until well enough.

See guidance for specific infectious diseases to find out [if, and how long, people should be advised to stay away](#).

If a parent or carer insists on a child with symptoms attending the setting, where they have a confirmed or suspected case of an infectious illness, you can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection.

HYGIENE

1. Staff and students must wash their hands with warm, soapy water and use disposable towels before handling food.
2. All foodstuffs should be stored in suitable containers in clean cupboards and refrigerators out of the reach of vermin, flies, etc.
3. Food waste disposal bins must be emptied daily or immediately after cookery sessions.

EQUIPMENT AND MATERIALS

Correcting Fluids

1. Only staff may use correcting fluids such as Tippex, as such fluids are toxic.
2. Children are not allowed to bring their own correcting fluid to Go Fish Education. Staff are asked to watch for children who might do so.

Marker Pens

1. Pens that are mainly water based should be used.
2. When other pens are used, these should only be used by staff – and in a well ventilated room.
3. Staff should ensure that pens suit the board for which they are intended.

Headphones

Headphones with an impedance of from 400 to 1000 ohms are recommended as anything lower can damage ears.

Pen Tops

Pens supplied to children should be fitted with safety tops. If children bring their own pens, they should be advised to dispose of tops which are not of the safe type. Staff need to be vigilant about this, as there have been several accidents and deaths due to children putting pen tops in their mouths.

Kettles

Kettles should not be used in classrooms or activity areas except where an isolated and protected area specifically for the purpose is made.

ELECTRICAL EQUIPMENT

Extension Cables

Those with multi-sockets may be used for computers and music keyboards. They may only be used elsewhere as a temporary measure.

CHECKLIST FOR ELECTRICAL EQUIPMENT

Use a 3 amp fuse on:

- ◆ Radio or Television
- ◆ Tape Recorder
- ◆ Refrigerator

Use a 13 amp fuse on:

- ◆ Iron
- ◆ Vacuum Cleaner
- ◆ Kettle
- ◆ Toaster
- ◆ Polisher
- ◆ Microwave Cooker

- ◆ Convector Heater
- ◆ OHP and Projector
- ◆ Photocopier

Inventory

All electric equipment details should be entered in the inventory.

All equipment should be regularly tested and labelled by an electrical technician undertaking the test.

Any defective equipment should be marked 'UNSAFE – DO NOT USE'.

There should be a stock of plugs and fuses on hand in preparation for inspection.

PRINTING AND REPROGRAPHICS

The relevant machines are:

Printer/Photocopier – kept in Classroom.

1. Fluids/solvents must be stored in suitable containers in a separate cupboard.
2. Any impregnated rags must be disposed of immediately.

OFFSITE ACTIVITIES

A note of consent must be received from the parent/guardian before a child may take part in out of Go Fish Education activities. A risk assessment must also take place. (*See out of Go Fish Education activities policy*)

EQUIPMENT

Any defects or damage should be reported immediately.

VIOLENCE TO STAFF

1. If any staff is subjected to any aggression on Go Fish Education premises, they must inform the Kerry Brown immediately.
2. Staff are asked to keep written accounts of such episodes.
3. Appropriate steps will be taken by the Kerry Brown to deal with such situations.

How do we know if children feel safe?

Students will be given the opportunity to discuss where and when they feel safe or unsafe at Go Fish Education including transport and offsite activities. This will be facilitated half termly, in line with monitoring progress and attendance and personalised so that the individual student can voice their concerns and priorities.

Parents and Carers will also be given the opportunity to voice any concerns they may have or noted about their child's education.

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