



HEALTH & SAFETY POLICY

Person responsible Julie Harrison

Introduction

Health and Safety is an important consideration of Harrison Allen. Harrison Allen will take all reasonable steps to provide a safe and caring environment for staff, students and visitors. All personal data/information will be held in the strictest confidence in line with appropriate legislation.

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and each other
- Ensure as far as is reasonably preventable that all work areas are safe

NOTE: SMOKING IS NOT PERMITTED ANYWHERE ON THE PREMISES OF HARRISON ALLEN

A yearly review will be carried out by Julie Harrison in January and another appointed member of staff to monitor the health and safety of the relevant part of the building.

Equipment

- Any equipment and resources should be used in safety and for its intended purpose only. Defective equipment should be taken out of use and labeled appropriately.
- All electrical equipment was PAT tested in October 2017. The microwave failed the test and has been removed from the premises. A new microwave has been purchased and PAT tested.
- No second hand equipment can be introduced without agreement
- Any hazardous substances are to be kept locked in appropriate storage areas
- A CoSHH assessment has been carried out and it was found that there is no potential for exposure to substances that might be hazardous to health. The gas cooker is out of bounds to students except under supervision
- Goggles will be provided for any teaching situations when hazardous materials are used, as will any protective clothing, including gloves. Shoes must be worn when any experiments are undertaken on site
- All computers are password protected. Students are not permitted to log onto the internet unsupervised.

First Aid

- Health and Accidents

Staff are expected to take reasonable action as responsible adults to deal with injuries etc, that sustain individuals until, if necessary, professional medical treatment can be received

Harrison Allen has two trained First Aiders (Nicola Smith and Karen Abbott)

A properly stocked First Aid Box is kept on the shelf in the kitchen

- Medications

Each person maintains responsibility for his or her own medication. Where necessary medicines may be appropriately labeled and stored safely in the fridge in the kitchen. Staff should be aware if children are able to use inhalers.

Fire/Evacuation

On hearing the smoke alarm a member of the office will contact the fire brigade (Call 112 or 999 020 8555 1200 ext. 37601 (for non-emergency situations) or ext. 54845 (to request a home fire safety visit).

After closing all the doors and checking that all windows are closed, everyone will walk down the stairs and exit via the front door and assemble on the pavement outside number 13 Earlsfield Road. If this exit is deemed a hazard, an alternative exit is via the garden door and assemble at the far end of the garden.

Two fire extinguishers are located on the landing. A fire blanket is located in the kitchen on the back of the bathroom door. Smoke alarms are located in the hallway on each of the three floors of the house. The fire extinguishers, the three smoke alarms and the carbon monoxide alarm should be checked every month by the office staff.

All visitors to Harrison Allen must sign in and out of the Visitor's Book. All students are escorted in and out of the building, before and after a lesson.

Risk Assessment for Tutors and Students

Risk assessment information for a pupil's behaviour and location of tuition is first sought from the home institution. Relevant information is shared on a need to know basis with those participating in lessons and liaising with relevant agencies and institutions. If it is thought necessary to seek amplification of information (also for one-off occasions) this will be undertaken and confirmed before the start date of tuition.

Risk Assessment for Office

The Risk Assessment for the office at 13 Earlsfield Road was updated on 4 April 2017

Off Site Visits

- Visits undertaken of an educational nature must be authorized and agreed in advance
- Agreement will be sought from the home institution and where appropriate confirmed by the parent/carer.

- Information about the trip, such as timing, location, transport method will be received by Harrison Allen prior to the visit happening (and kept as part of the student's record)
- Students who are transported to and from Harrison Allen by LEA designated travel arrangements are the responsibility of the LEA. At the end of each such lesson, all students (irrespective of age) will be delivered to the transport provided.
- Concerns/complaints about these transport arrangements will be conveyed to the LEA

Reviewed April 2018