

“Unlocking the undiscovered potential in every child!”

Health and Safety Policy

50-50 SYNC

Policy Date: January 2025

Next Review: January 2026

50-50 SYNC CIC

CIC NUMBER 07865156

31 RUTTERS CLOSE, WEST DRAYTON, UB7 9AL

Info@5050sync.com - 0333 500 50 50

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1. Aims

Our provision aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the provision site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in provisions](#) 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 Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[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 Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The provision follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Governing Board and Lead Director

Ultimate responsibility for ensuring that all aspects of the Independent Provision Standards relating to premises and accommodation are met lies with the proprietor. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Lead Director and 50-50 SYNC provision LAB Manager.

The Governing Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the provision premises.

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The provision as the employer, also has a duty to:

- Assess the risks to staff and others affected by provision activities to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Ensuring there is enough staff to safely supervise pupils

3.2 Lead Director/LAB Manager

The Lead Director and LAB Manager are responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring that the provision building and premises are safe and regularly inspected
- Providing adequate training for provision staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

3.3 Health and safety lead

The nominated health and safety lead is the Health and Safety Governor

3.4 Staff

Provision staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the provision on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parent/carers are responsible for following the provision health and safety advice, on-site and offsite, and for reporting any health and safety incidents to a member of staff.

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3.6 Contractors

Contractors will agree health and safety practices with the Lead Director before starting work. Before work begins, the Contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

Slough Mencap are responsible for the security of the site, in and out of provision hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Lead Directors and LAB Manager are the key holders as well for the site. They will respond to any emergency on the provision site or off-site activities.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire risk assessment of the premises will be reviewed regularly by an approved agent.

Emergency evacuations are practised at least once a term at the centre.

The fire alarm, is a loud bell and/or announcement of that it is a fire alarm and that staff and students should evacuate the building.

Fire alarm testing will take place by designated staff.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points as identified in their Centre
- LA Tutors will take a register of students, which will then be checked against the attendance register of that day
- The LAB Leader will take a register of all staff
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter

The provision will have special arrangements in place for the evacuation of people with mobility needs within each Centre and the Centre's fire risk assessments will also pay particular attention to those with disabilities.

Where appropriate, staff will have completed or access to PEEPs for any students and/or staff with mobility needs within their Centre and Fire Wardens and/or Fire Marshalls will be aware of the action to take, should evacuation due to a fire be needed.

A fire safety checklist is used on the site.

6. COSHH

Provisions are required to control hazardous substances, which can take many forms, including:

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Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germes that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Lead Directors and/or LAB Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information with limited, supervised student access.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

A water risk assessment is completed annually by a designated company at the provision site. Records for the provision are kept at Slough Mencap. Their Office staff are responsible for ensuring that the identified operational controls are conducted and recorded in the provision's water log book

This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, etc.

6.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the provision and the action to take if they suspect they have disturbed it

Arrangements are in place to ensure that Contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

The Centre has an Asbestos Register available for review.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the provision site

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7. 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
When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
Any potential hazards will be reported to the Office Manager immediately
Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
Only trained staff members can check plugs
Where necessary, a portable appliance test (PAT) will be carried out by a competent person/company on an annual basis
All isolators switches are clearly marked to identify their machine
Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

Staff are taught how to carry out and set up PE equipment safely and efficiently and check that equipment is safe to use

7.3 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)

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

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Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

Lone workers whose duties are considered high risk are equipped with a mobile phone which they can use if and when they are in a situation that they feel vulnerable in. Staff are also trained on how to use these devices.

The lone worker will ensure that they are medically fit to work alone.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The CEO and Site Manager at Slough Mencap retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals 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.

The provision will ensure that proper mechanical aids and lifting equipment are available in provision, and that staff are trained in how to use them safely.

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- 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

11. Off-site visits

When taking pupils off the provision premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them

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- All off-site visits are appropriately staffed
- All offsite visits are approved by the referring organisation Lead Director and where appropriate, the Governing body
- Staff will take a provision mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents’ contact details
- There will always be at least one first aider on provision trips and visits

12. 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 staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line LAB manager and/or Lead Director immediately. This applies to violence from pupils, visitors or other staff.

Any incidents should be reported on the Incident data base and where necessary reported to the police.

13. Smoking

Smoking is not permitted anywhere on the provision premises.

14. Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. Spills Kits are available in all Centres.

14.1 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.

14.2 Coughing and sneezing

Cover mouth and nose with a tissue.

Wash hands after using or disposing of tissues.

Spitting is discouraged.

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14.3 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 (for example, nappy or pad changing).

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

14.4 Cleaning of the environment

Clean the environment frequently and thoroughly.

14.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions.

Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Make spillage kits available for blood spills.

14.6 Laundry

Wash laundry in a separate dedicated facility.

Wash soiled linen separately and at the hottest wash the fabric will tolerate.

Wear personal protective clothing when handling soiled linen.

Bag children's soiled clothing to be sent home, never rinse by hand.

14.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy.

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

14.8 Animals

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 pupils when playing with animals.

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

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14.9 Pupils vulnerable to infection

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

14.10 Exclusion periods for infectious diseases

The provision will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 3. Infectious diseases

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

15. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the provision 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 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.

16. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the provision for responding to individual concerns and monitoring staff workloads.

The provision offers support and would direct staff to counselling organisations.

17. Accident reporting

17.1 Accident record book

An accident report will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it, be this staff or student. Accident books are located in the First Aid rooms. As much detail as possible will be supplied when reporting an accident.

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Information about injuries will also be kept in the student’s educational record.

Records held in the first aid and accident book will be retained by the provision 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.

17.2 Reporting to the Health and Safety Executive

The Lead Director 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 Lead Director will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to the provision may include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Near misses are also recorded on Incident reports

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

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17.3 Notifying parents

The Lead Director or LAB Manager will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

17.4 Reporting to Ofsted and child protection agencies

The Lead Director will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the provision's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Safeguarding Lead will also notify the appropriate local CP/Safeguarding agencies of any serious accident or injury to, or the death of, a pupil while in the provision's care.

18. Training

Provision staff are provided with health and safety training as part of their induction process.

Provision staff work with pupils with special educational needs (SEN) and are given Safeguarding, Prevent and Team Teach training annually, along with other relevant twilight training sessions.

19. Monitoring

This policy will be reviewed by the Lead Director/Proprietor every 2 years in consultation with the Health and safety Governor. At every review, the policy will be approved by the Lead Director and Governing Board.

20. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan