



Health & Safety Policy

The health and safety of all staff and young people are of fundamental importance. Productive Learning UK Limited will provide a safe and secure working and learning environment for everyone. Productive Learning UK Limited accepts its responsibility to comply with the requirements of the Health and Safety at Work Act 1974 and other subordinate legislation.

Productive Learning UK Limited will ensure resources are available for the purposes of:

- Securing the health and safety of persons at work.
- Protecting persons other than those at work from risks arising out of, and/or in connection with any company activities.
- Providing arrangements for effective consultation on health and safety matters.

Young people will be taught about health and safety processes to equip them with the skills, knowledge, and behavioural understanding to enable them to; be healthy, stay safe, enjoy learning and to achieve.

Our statement of general policy is:

- To provide adequate control of all health and safety risks arising from all work based and learning activities.
- To consult with employees, both employed and volunteer, or carers/guardians in attendance, on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To provide information, instruction and supervision for employees, both employed and volunteer, or carers/guardians in attendance.
- To ensure all employees, both employed and volunteer, are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy annually.
- To record near miss incidents and learn from them to reduce further risks.

Responsibilities:

Overall and final responsibility for Health and Safety is that of the Company Director(s).

Day to day responsibility for ensuring this policy is enforced in practice is delegated to Managers, employees (both employed and volunteer) and, accompanying carers/guardians.

Nicholas Morris, Director, is responsible for ensuring that all named persons who have responsibility for Health and Safety has an appropriate qualification and that training is regularly reviewed and updated where necessary.

All employees, volunteers, carers/guardians are required to:

- Co-operate with supervising staff and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety, or the health and safety of those in their care.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate manager of the company.

Risk Assessments:

Risk assessments will be undertaken by all employees, both employed or volunteer, who work at Productive Learning UK Limited premises.

All findings of the risk assessments must be reported to Nicholas Morris.

Action required to remove and/or control risks will be approved by the Director and the Director will be responsible for ensuring that any action required is implemented.

Risk Assessments will be reviewed annually or when any work activity changes, whichever is soonest, by an Independent Health & Safety Consultant. The Independent Health & Safety Consultant will check that any implemented actions have removed and /or reduced the risks where identified.

Risks assessments will be completed for each young person in attendance at Productive Learning UK Limited, and the assessment will be retained securely whilst each young person remains on the register for Productive Learning UK Limited.

All risk assessments for a young person will be reviewed at least once a term, or sooner if any new information which affects their health and safety is brought to the attention of Productive Learning UK Limited.

Consultation with Employees, volunteers, and carers/guardians:

Nicholas Morris is the named Health & Safety Representative of Productive Learning UK Limited. Consultation with employees, volunteers, and carers/guardians will take place via meetings, held monthly and will be held either virtually, or in person. Minutes of these meetings will be taken and circulated to all relevant parties and held centrally by Productive Learning UK Limited. These will be reviewed during the annual Health & Safety audit by an Independent Health & Safety Consultant.

Safe Working Environment:

Every effort will be made to ensure a safe working and learning environment that is free of hazards. A safe and healthy working environment is the responsibility of all. Health and safety issues of any description should be brought to the attention of the Director, or Safeguarding Lead. Productive Learning UK Limited is committed to ensuring that any concerns are acted upon swiftly.

- Equipment:** All issues relating to equipment, furniture, personal protective equipment, building fabric etc. should be reported to the Director/Manager on site immediately. Any hazards that are identified will be addressed within 48 hours.
- First Aid:** All employees, employed and volunteers will hold a valid First Aid certificate. First aid kit will be available and audited annually. All accidents requiring first aid treatment will be recorded and the records held centrally at Productive Learning UK Limited. These will be audited annually by the Independent Health & Safety Consultant.
- Fire:** Fire evacuation procedures must be adhered to by following all signage and processes for evacuation. When arriving at the premises of Productive Learning UK Limited, all employees, employed and volunteer, carers/guardians and young people, must sign the Visitors Form/Fire Register. When leaving the premises, the same form must be completed indicating the time of departure.
- Lone working:** Employees, employed and volunteers, must avoid lone working where possible. If this is unavoidable then the Lone Working Policy must be adhered to, and a risk assessment must be in place.
- Insurance:** All professional insurances relating to the business of Productive Learning UK Limited will be kept up to date and valid certification displayed on all information boards.
- DBS Checks:** All employees, employed and volunteer, must hold a valid enhanced DBS certificate. A copy of this will be retained by Productive Learning UK Limited centrally for reference/audit purposes. Any changes to DBS status must be confirmed to the Director and Safeguarding Lead as soon as the change is known to the individual employee or volunteer.

Training and Awareness:

A copy of this Health & Safety Policy is to be given to all employees, employed and volunteer, and to carers/guardians and any utilised Contractors.

Productive Learning UK Limited is committed to raising awareness of all health and safety issues through formal training sessions, for example, induction training, staff development, and during any staff or service user meetings.

Reporting Procedures:

All forms relating to the following items are available from the Director of Productive Learning UK Limited:

- Risk Assessment Form.
- Accident Form.
- Incident Form.
- Near Miss Form.
- Visitors Form/Fire Evacuation Register.

These forms, once completed, are held centrally at Productive Learning UK Limited, and once completed are held purely for the purposes of audit, investigation, or insurance claims. These forms may be viewed by individuals under the terms of a Subject Access Request (SAR), in writing, and will be responded to within five working days of the SAR being received.

Policy Review:

This policy will be reviewed regularly in line with legislative updates, and in any event not less than annually.



Nicholas Morris
Director – Productive Learning UK Limited