



Health and Safety Policy

To be Reviewed in September
2025

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1. Introduction

The company aims to provide a safe and healthy working and learning environment for staff, pupils and visitors at all times and recognises and adheres to *The Health and Safety at Work Act 1974 and Risk Assessments: The Management of Health and Safety at Work Regulations 1999*. As a result, we recognise that it is our duty to manage our provision in such a way as to ensure, so far as is reasonably practicable, that anybody at the company is not exposed to risks to their health and safety. We accept that we have a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the company premises and believe that the prevention of accidents, injury or loss is essential to the efficient operation of the company and is part of the effective education of our pupils

2. Key Responsibilities

Ultimate responsibility for ensuring that all aspects of the Company 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 Head of Centre, Matthew Hatton.

All employees, pupils and visitors must:

- Cooperate with the Head of Centre on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns immediately.

Health and safety is reviewed every full term by the schools' health and safety lead, Matthew Hatton, and this policy is reviewed as per our policy review cycle.

3. Premises Management

The T3 Company takes responsibility for the usual aspects of the premises and therefore our fire alarms, fire safety equipment, fire drills, portable appliance testing (PAT), hot and cold-water supply, plumbing, drainage, waste disposal, electricity and lighting, physical buildings maintenance, maintenance of the lift, security of the building including electronically secure doors and internal and external cleaning.

4. Health and Safety Key Points

- Any problems found with equipment or any damage to the building or its contents should be reported immediately to the Head of centre
- The T3 company is limited in its use of hazardous substances for on-site activities with the exception of some products used in technology and art (for example adhesives, paints) and bleach and other agents for cleaning. All are securely stored in an area clearly identified and accessible only to specific employees. Where necessary we will seek advice from HSE regarding the Control of Substances Hazardous to Health (COSHH) should the situation arise where we are aware that hazardous substances have been brought inadvertently onto the premises
- The health and safety law poster is displayed. Matthew Hatton is available to answer questions on t3tutoringstaff@gmail.com regarding health and safety and further information can be found on www.hse.gov.uk
- Supervision of pupils both on-site and off-site will be overseen and monitored by The company staff
- The Head of centre or Deputy will provide a health and safety induction for new employees and volunteers as part of the standard staff induction to ensure that everyone is properly equipped to carry out their tasks in a safe and proper manner
- Staff training, including that focused on areas of health and safety (health and hygiene for example), will occur throughout the academic year
- For first aid, accidents and administration of medication, please see our First Aid and Medication Policy
- A system of active monitoring by reviewing the premises on a regular basis, indicating any health and safety issues associated with the premises is undertaken by Matthew Hatton every term and any issues are rectified quickly.
- The T3 Company conducts a thorough investigation of any accident involving employees, students and/or visitors which occur on the premises and it is a requirement that all employees assist with this if necessary
- The Head of Centre is responsible for following up work-related causes of sickness absence and for acting on investigation findings to prevent recurrences of work related sickness absences

- Employees, pupils, contractors and visitors are expected to conduct themselves safely while on the premises, therefore no running in or around the premises, all work tools to be safely stored. This is as far as is practicable where pupils are concerned
- The building is cleaned daily but it is the responsibility of all employees to keep work areas and rooms in a clean and tidy condition
- All employees are responsible for cleaning up any spillages on the floor which they have caused. In the case of spillage caused by pupils and visitors, a member of staff should be contacted as soon as possible. Where there are spillages of blood and bodily fluids, a First Aider or any staff member present will arrange for the area to be immediately cordoned off and out of bounds to all pupils, staff and visitors until the area has been thoroughly cleansed and disinfected
- The Head of Centre will carry out daily checks for obstructions to corridors, fire exits, fire points or any area where there is a need for emergency access. Where resolution cannot be immediately implemented, findings and a plan of action will be drawn up to be implemented quickly
- Head of Centre will ensure that all employees, pupils and visitors are made aware to store all items in the correct location (for example food, cleaning materials and paint)
- The T3 Tutoring recognises that Personal Protective Equipment is required for employees doing specific jobs but currently the only need for this is the use of rubber gloves for medium-level cleaning of the building by contracted cleaners
- All employees who are aware that a colleague, pupil or visitor to the premises is under the influence of alcohol or illegal drugs (e.g. cannabis, cocaine, heroin and any non-prescribed medication such as amphetamines) must inform the Head of Centre immediately
- Disciplinary action will be taken if an employee attends work under the influence of alcohol or illegal drugs. Disciplinary action may well be taken if an employee fails to disclose any permanent or temporary condition caused by medicines or has an illness that could affect the health and safety of employees, pupils or others on the premises
- During their term of employment, it is the employee's responsibility to inform the Head of Centre of any condition or prescribed medication which could affect their work. Prior to employment commencing, the administrator will provide the appropriate medical forms
- Parents/carers must inform the Head of Centre at the interview stage of any medication prescribed for their children which could affect their learning and general interaction with others, and also any low-level sensory impairment.
- Pupils are not permitted to wear jewellery, aside from a single stud in each ear, due to health and safety risks.

- The Head of Centre undertakes checks of the internal/external areas of the building and commissions maintenance work, including electrical/plumbing/ building work.
- All maintenance activities commissioned by The T3 Company are carried out by trained, qualified and competent workers.
- As part of design technology sessions, pupils are sometimes required to prepare hot and cold food in their cooking sessions. The T3 company has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food and therefore all staff working with food in this context must complete Food Hygiene Safety training, maintain high standards of personal hygiene and refrain from handling food when they or anyone at home are suffering from an infectious disease or have symptoms such as ulcers, cuts or rashes, diarrhoea, eye, ear or throat infections

5. Visitors and Contractors

- All contractors attending to complete works within the tutoring building must agree the date, time and nature of the works in advance with the Head of Centre. They must sign-in at the main reception. On the rare occasion that work overrun or emergency works need to occur during the school day, all contractors must be supervised at all times whilst on the premises with access to children.
- All other visitors must sign-in at the main reception and wear a visitor's badge. Visitors will be accompanied at all times and never be left unsupervised with access to children.

6. Fire Safety

The T3 Tutoring Company aims to provide a safe working and learning environment for staff, pupils and visitors at all times and recognises and adheres to guidance & legislation identified in *HM Government's fire safety risk assessment (educational premises) 2006*, *The Regulatory Reform (Fire Safety) Order 2005*, *The Health and Safety at Work Act 1974* and *Risk Assessments: The Management of Health and Safety at Work Regulations 1999*. We take fire safety extremely seriously and invest significant time and money in ensuring that the prevention of fire and the safe evacuation of buildings in the unlikely event of a fire are effective.

7. General Fire Safety Guidelines for The T3 Tutoring Company



- Fire safety procedures for evacuation are displayed on walls around the building (where appropriate). These are always up-to-date and identify fire marshals.
- Fire extinguishers are available as widely as possible but are safely stored (but accessible by all staff) so as to remain in working order.
- Signage (including illuminated exit signage) as required by law, is fully in place identifying exit routes, uses of fire extinguishers and fire alarm panels
- Fire alarm tests are undertaken weekly externally and logged
- Fire extinguishers are maintained on an annual basis
- All staff are fire safety trained on an annual basis including on the use of fire extinguishers; new staff are trained as part of their induction
- Fire evacuation drills are undertaken on a termly basis, timed and logged
- Fire blankets and associated guidance are available and displayed in cooking areas
- PAT testing is conducted on all electrical equipment annually and staff are not allowed to use personal electrical equipment on our premises (for example, phone chargers)
- Portable heaters and multi-plug adaptors are preferably not used on the premises. But where they have to be, they are disconnected from the power source when not in use, not left operating when the sites are closed.
- All building works are subject to building control regulations and therefore approval by fire safety officers
- Everybody is required to sign in on entry to the premises, and sign out when leaving and it is our responsibility to ensure they do so. Children's attendance is monitored using a daily register in the case of a fire or other emergency evacuation
- The T3 staff ensure that visitors to the premises are made aware of emergency exits (and whether or not there is a planned fire evacuation that day) and are asked to sign in/out
- In the event of an emergency evacuation, Head of Centre is responsible for collecting the visitors' book and paper registers/staff sign-in report

8. Emergency Evacuation Plan



The person responsible for fire brigade liaison is the Head of Centre. In his absence, the Deputy will fulfil the role. Our trained fire marshals are named on our fire evacuation posters throughout the building. In the event of fire marshals being absent from work, morning briefings always identify deputies. Fire extinguishers, fire blankets and associated guidance are available and displayed throughout the building. Fire alarm tests and maintenance, whole building fire risk assessments and evacuation procedures are all set and arranged by the Head of Centre.

9. Action on Discovery of a Fire

- Sound the alarm using the nearest fire alarm call point
- Only attempt to tackle small fires if confident to do so
- Leave the building by the nearest fire exit and as directed by the fire marshal
- Do not re-enter the building
- Report to the assembly point
- Senior leader or fire marshal to call fire brigade by mobile phone after leaving the building
- Senior leader or fire marshal liaises with the fire brigade on their arrival
- Nobody must put themselves at risk by returning to the site of a fire

10. Action on Hearing Alarms

- Leave the building by the **nearest** exit
- Do not re-enter the building
- Report to the assembly point
- Senior leader or fire marshal to call fire brigade by mobile phone after leaving the building
- Senior leader liaises with the fire brigade on their arrival

11. Visitors

- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary.

12. Assembly Point and Exit Door

- Our assembly point is the Memorial Garden (Mems)
- Should the fire prevent access to this assembly point, an alternative assembly point is in front of the Elwick club
- We have two fire exits, our main entrance/exit (which we aim to always use for evacuations if accessible) and the exit in the kitchen

13. Evacuation Procedures

- All staff are to lead pupils quickly and sensibly out of classrooms and to the main entrance/exit, to our assembly point. Pupils and staff must not collect belongings
- Fire Marshals are responsible for ensuring the safe evacuation of everybody and to then check that specified areas of the building are clear of people and doors closed. Names of fire marshals are identified on fire evacuation posters around the building.
- In the event of the fire preventing exiting using our main fire exit, the second exit is via the kitchen. Staff and pupils can then access the assembly point.
- A member of the leadership team will conduct a cross-check of students, staff and visitors' presence. Fire marshals will confirm the building is clear and the Head of Centre will be informed if anybody is missing. If there are concerns, the senior leader/fire marshal will liaise with the fire brigade
- Nobody will re-enter the building until we are told that it is safe to do so by the fire brigade, or in the case of a false alarm, the Head of Centre.

14. Asbestos Management

None found.

OUR RESPONSIBILITIES WITH REGARD TO THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 2013

The T3 Company is legally required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR)* to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents where a child or visitor is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- Any organised activity (on or off the premises)
- The way an activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

Accidents involving staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- Certain cases of work-related disease - therefore those that a doctor notifies the provision of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (for example near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

For more information please see <http://www.hse.gov.uk/riddor/index.htm>.

15. Policy Review Cycle

This policy and all policies at T3 Tutoring will be reviewed and updated by the leadership team as per our policy review.