



Health and Safety Policy for Learning Grove Education

1. Introduction:

Learning Grove Education is committed to providing a safe and healthy environment for all students, staff, visitors, and contractors. We recognise our moral and legal responsibilities to ensure, so far as is reasonably practicable, the health, safety, and welfare of everyone on our premises or involved in our activities.

2. Statement of Intent:

Learning Grove Education will strive to:

- Provide and maintain a safe and healthy working environment.
- Provide and maintain safe access to and egress from the premises.
- Ensure the safe handling, storage, and use of articles and substances.
- Provide adequate training and information to staff and students to enable them to work safely and competently.
- Maintain all equipment in a safe condition and ensure it is regularly inspected and tested.
- Prevent accidents and work-related ill health.
- Consult with staff and students on health and safety matters.
- Review and update this policy regularly.

3. Responsibilities:

- **Cheryl Cooper:** Has overall responsibility for health and safety at Learning Grove Education.
- **Samantha Glenn:** Is responsible for assisting Cheryl Cooper in implementing this policy.
- **All Staff:**
 - All staff have day-to-day responsibility for ensuring this policy is put into practice.
 - All staff must provide adequate supervision to ensure the safe systems of work are being followed.
 - Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
 - Cooperate in fulfilling their health and safety duties.
 - Not endanger themselves or others by their acts or omissions.
 - Report any health and safety concerns or hazards immediately to Cheryl Cooper or Samantha Glenn.



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- **Students:**

- Students have a responsibility to take reasonable care for their own health and safety and that of others.
- Cooperate with staff in following health and safety rules and procedures.
- Not intentionally or recklessly interfere with anything provided for their safety or the safety of others.
- Report any health and safety concerns to a member of staff.

- **Visitors and Contractors:**

- Visitors and contractors have a responsibility to comply with Learning Grove Education's health and safety rules and procedures.
- Take reasonable care for their own health and safety and that of others.
- Report any health and safety concerns to a member of staff.
- All contractors and visitors entering the premises are required to sign in and wear a visitors' badge.
- They are alerted to important health and safety information.

4. Arrangements:

Learning Grove Education will implement the following arrangements to ensure health and safety:

- **Risk Assessments:** Regular risk assessments will be carried out for all activities, locations, and equipment. These assessments will identify hazards and implement control measures to minimise risks.
- **Safe Systems of Work:** Safe systems of work will be developed and implemented for all high-risk activities.
- **Training:** All staff will receive appropriate health and safety training, including induction training, job-specific training, and refresher training.
- **Emergency Procedures:** Emergency procedures will be in place for dealing with accidents, fires, and other emergencies. These procedures will be regularly reviewed and practiced. Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary. Fire evacuation procedures will be practised regularly, staff and students informed of the procedures at induction.
- **Accident Reporting:** All accidents and near misses will be reported and investigated. Records will be kept of all incidents and shared with those required (i.e. parents, school and the site).
- **First Aid:** Adequate first aid provision will be available, including trained first aiders and first aid kits.
- **Fire Safety:** Fire safety measures will be in place, including fire alarms, fire extinguishers, and escape routes. Regular fire drills will be conducted.
- **Equipment Maintenance:** All equipment will be regularly inspected and maintained to ensure it is safe to use.



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- **Personal Protective Equipment (PPE):** Appropriate PPE will be provided and used where necessary.
- **Health and Safety Communication:** Health and safety information will be communicated to staff and students through various means, including notices, meetings, and training sessions.
- **Consultation:** Learning Grove Education will consult with staff and students on health and safety matters. Providing regular and detailed talks before activities to remind everyone of expectations.
- **Contractor Management:** A system will be in place for managing contractors working on the premises to ensure their work is carried out safely.
- **Off-site Activities:** Risk assessments and appropriate safety measures will be in place for all off-site activities, including for transport if required.
- **Forest School Specific Considerations:** Given the nature of Forest School activities, specific attention will be given to risks associated with:
 - Weather conditions (e.g., extreme heat, cold, wind).
 - Terrain and natural hazards (e.g., uneven ground, fallen trees, poisonous plants, wildlife).
 - Fire lighting and use of tools.
 - Water activities.
 - Student supervision ratios.
- **Defects:** Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to Cheryl Cooper or Samantha Glenn. Defects involving the site will be reported to the site manager to be rectified.

5. Abusive parents/adults on site:

In the event of an abusive parent/adult make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room or space that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident form should be completed.

6. Suspected weapons on site:

In the event of it being suspected that a pupil is carrying a weapon as a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police. In exceptional



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circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

7. Lone working:

Staff should always complete a signing out record if leaving the premises. Please see Lone working policy.

8. Storage of hazardous materials or medication:

Such materials will be stored in a locked cabinet only accessible by staff.

Only medication prescribed by a doctor or provided with written permission (such as paracetamol) by parents/carers can be given and used under staff supervision. Medication will not be kept onsite overnight and will be sent home with students each day. It is the parents/carers responsibility to ensure that medication is sent in each day if required. Students must hand it in to staff upon arrival unless it is emergency medication such as an epipen or inhaler.

9. Monitoring and Review:

The effectiveness of this policy will be monitored regularly through inspections, audits, and reviews. The policy will be reviewed annually or more frequently if there are changes in legislation or best practice.

10. Contact Details:

- Cheryl Cooper - learninggroveeducation@gmail.com

This policy is subject to change and will be reviewed regularly.