UK Schooling Health and Safety Policy
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UK Schooling Health and Safety Police

Purpose

UK Schooling is committed to ensuring the health and safety of our staff and students and to providing a safe environment for both learning and living through regular assessments of the risks at our premises and those which may arise during excursions.

Scope of the policy

UK Schooling has a duty to maintain safe and healthy working and learning conditions for our staff and students, UK Schooling is therefore responsible for:

1) Assessing risks to health and safety and identifying ways to overcome them
2) Providing and maintaining a healthy and safe place to work and study, including maintaining appropriate emergency exits and procedures in the event of an emergency
3) Providing information, instruction and training in safe working methods and procedures including when working with equipment to ensure there is no unnecessary risks to health and safety in these
4) Ensuring that equipment has all necessary safety devices installed and that equipment is properly maintained
5) Regularly monitoring and reviewing the management of health and safety and implementing any necessary changes to ensure this management is sufficient and all risks minimised

Relevant legislation

- Health and Safety at Work Act 1974 (HAS) including Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Act 2002 (COSHH)
- Children's Act 2004
- All amendments to the aforementioned legislation

Members of staff responsible for health and safety management

1) The Company Director has overall responsibility for health and safety and the operation for this policy. The Company Director is responsible for:
    a. Implementing this policy and ensuring it is continually reviewed
    b. Ensuring safety inspections are carried out
    c. Ensuring legal requirements are met (e.g. notifying any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013)
    d. Ensuring that necessary health and safety risk assessments are undertaken regularly, and any recommendations are recorded and implemented
2) Whilst the Company Director has overall responsibility for health and safety management, it is noted that:
    a. All Senior Members of Staff, in particular the Course Director, should also participate in ensuring this policy is effectively implemented during the day-to-day running of the camp
    b. All Members of Staff have a duty to look after their own and others' health and safety. Further, all Members of Staff have a duty under common law and in accordance with the UK Schooling Safeguarding Policy to take care of students in the same way that a prudent parent would.
    c. All Members of Staff have a duty to report to either the Company Director or Course Director any potential hazards they come across during their time at the camp. These reports should be made immediately and in writing.

Risk assessments

1) Health and Safety law requires the employer to assess the risks to health and safety. This does not require UK Schooling Management to draw up a risk assessment for every individual activity, provided there is a common sense and reasonable approach and risk assessment in place.
2) Risk assessments must be drawn up in writing and any amendments thereto incorporated in writing immediately and communicated to the relevant members of staff or students

Health and Safety Core Principles and Measures

1) All studying and residential areas should be kept clean and orderly. Rooms must be kept in an orderly fashion, so that cleaning staff are able to fulfil their duties and to avoid hazards.

2) Facilities, equipment and furnishings should be regularly checked by all Members of Staff on duty and any defective or damaged equipment should be reported immediately to the Course Director or Company Director, who will liaise with the site staff to ensure the hazard is removed.
3) All fire exit doors must be kept unlocked and free from obstruction
4) Heavy equipment should be clearly labelled, stored in a secure and easily-accessible location and should not be accessed by a single individual if this appears dangerous. The site porters should be contacted to help with the movement of any heavy objects
5) Trip hazards should be removed as soon as possible and any spillages should be cleared up immediately by a Member of Staff and a notice (caution wet surface sign) placed immediately
6) Any dangerous electronics or sockets should be reported immediately both to the Course Director or Company Director and to the site porters. This may include, for example, light sockets that are found without a bulb, trailing electric power cables and leads
7) Students should be supervised if using pointed tools such as scissors or compasses and these should be kept by the teachers
8) The use of aerosol sprays should be avoided
9) Good lighting should be ensured at all times to avoid the risk of slips and trips. Any defective lights should be reported immediately to the Course Director or Company Director and simultaneously to the site porters
10) Any person present on the site who is not a member of UK Schooling or site staff and is not wearing a lanyard should be immediately reported to the site porters who are responsible for security
11) Rubbish should be disposed of correctly. If it is noticed that rubbish hasn't been collected overnight, this should be reported immediately to the site porters

Other Specific Hazards

There are a number of other specific hazards that apply to the Summer Camp. In order to minimise or eliminate the risks posed by these hazards, the following measures have been put in place:

- Allergic reactions: students' allergies are noted on the general registration sheet which will be entrusted to a Member of Staff during mealtimes. Members of Staff should check that the student has their epi-pen or any other medication on them before eating. The catering team will also have been alerted to any allergies.
- Misuse of cutlery and crockery: Members of Staff are expected to be extremely vigilant during mealtimes to prevent any accidents or injuries that may occur due to the misuse of crockery. The necessary disciplinary measures must be taken for students who intentionally misuse crockery.
- Choking on food: any incidents of choking will be dealt with by the First Aider present at the time in accordance with the First Aid measures outlined below
- Sporting accidents: Activity Leaders must be especially vigilant when organising sporting activities to minimise the risk of sustaining injury. A First Aider must be present onsite during all sporting activities.
- Road crossing: Members of Staff must accompany all students when crossing the road and a designated crossing points wherever possible, even if this entails walking further. Students should not cross the road unless it is safe to do so and Members of Staff should block the roads at either side to allow students to cross safely
- Access to kitchens: the kitchens will be closed and all potentially hazardous equipment removed prior to the camp
- Taking of photographs without consent: the only person on the camp authorised to take photos of others is the designated photographer, or the person designated on that day. No other Member of Staff should take photos of students. If a student is found taking an image of another student or member of staff without their consent they will be asked to delete the image immediately and may have their device confiscated if necessary.
- Missing student: every precaution will be taken to ensure that students do not going missing, in particular when on excursions, by ensuring sufficient supervision and staff to student ratios and ensuring that students are provided with the necessary emergency phone numbers to contact if they get lost. Free unsupervised time during excursions shall only be granted within safe spaces (such as museums) and only if the Company Director and Course Director deem appropriate on the given day. Regular registration will take place. If a student does go missing, the Missing Student Policy as outlined within the UK Schooling Safeguarding Policy shall be implemented immediately.

- Punting: students who are unable to swim (as declared on the Parental Consent Form) will be provided with a life jacket for punting. Students and Members of Staff will be required to listen to a safety talk from the punting company before being able to embark on the punt.

Safeguarding

- If there is an immediate health and safety concern related to safeguarding, the UK Schooling Safeguarding Policy will be implemented immediately by the Safeguarding Officer. Students will be informed about the number to call in the event of a welfare concern and this information will be displayed throughout the camp. Members of Staff also have a duty to report any health and safety concerns relating to safeguarding immediately in line with both the Staff Code of Conduct, the UK Schooling Whistleblowing Policy and the Safeguarding Policy.
- Staff to student ratios: UK Schooling will ensure a strict implementation of staff to student ratios of 1:18 overnight and 1:14 during the day and for excursions. This is a conservative ratio and efforts to reduce it should be made where possible. This ratio is in force to minimise the possibility of harm to students.
- In addition to the Safeguarding Policy, all Members of Staff are required to read the UK Schooling Radicalisation and Extremism Prevention Policy as incorporated within the Safeguarding Policy as well as the Radicalisation and Extremism Prevention Risk Assessment. This will contribute to minimising the risk of students becoming radicalised during the running of the camp.
- For safeguarding purposes, students shall be allowed to lock their rooms and a Member of Staff must not enter alone. If there is a concern regarding the health and safety of a student, for example, they have not reported to registration and do not respond to a knocking at the door, a minimum of two Members of Staff may be required, with the permission of the Company Director, to obtain a key to the room and to enter in order to ensure that no harm has occurred to the student.

First Aid

1) A First Aider must be present with the group at all times. This means that if the group is split, with one half off site on excursions and the other half onsite for lessons, a minimum of two First Aiders must be working at any one time
2) First Aid boxes will be located in suitable places throughout the site including in the UK Schooling temporary office. On excursions, the First Aider will be required to carry a First Aid kit with them at all times
3) Any incidents of injury, harm or illness should be reported to the First Aider immediately and then to the Course Director or Company Director if this person is not the First Aider
4) All incidents must be recorded in the incident book located in the temporary UK Schooling office

Fire Safety

1) Information regarding fire exits, fire evacuation routes and emergency assembly points and fire safety will be provided to students and Members of Staff upon arrival and explained during the induction meeting on the first evening
2) The use of extension cables within residential rooms is strictly prohibited
3) In the event of a fire, all student shall be accompanied by the Member of Staff responsible for them at that point to the assembly area, remaining calm, walking quickly and leaving all belongings
4) Members of Staff should try and close windows and doors as they go, but should not lose time doing so.
5) No Member of Staff or Student should go back into the building once they have exited
6) Registers will be taken at the assembly point

Security

1) The site porters will be responsible for monitoring the security of the site
2) It is of paramount importance that every student, member of staff and visitor wears their lanyard at all times
3) Non-residential staff must not only sign in at the temporary UK Schooling office but also at the porter's lodge
4) No visitors are permitted to enter the site without having signed the UK Schooling Visitor and Visiting Speaker Policy; parents/guardians who may be collecting their children of an evening, should wait at the porter's lodge and not enter the camp site. Parents/guardians must sign their children out and in if taking them offsite of an evening or at the weekend

5) CCTV is in place at the site to protect the health and safety of everyone, by attending or working on the camp, you accept this
6) If any Member of Staff notices someone on the camp site who is neither a member of UK Schooling staff or a member of the site staff, they should report this immediately to the site porters
7) When staff enter the college, they must be sure that they are not followed my anyone
8) When entering locked accommodation blocks, Members of Staff and students should make sure that any automatic locking doors are closed behind them

General Guidelines for Health and Safety

1) Everyone has a duty to ensure the health and safety of others
2) If anything looks dangerous, this should be reported to the Course Director/Company Director and the site porters immediately and in writing
3) Common sense

Related documents: Student Code of Conduct, Student Behaviour and Discipline Policy, Policy, Parental Consent Form, Data Protection Policy, Privacy Notice, Complaints Policy and Procedure, Assessment Policy, Safeguarding Policy, Whistleblowing Policy, Radicalisation and Extremism Prevention Policy, Staff Handbook (including Whistleblowing Policy and Staff Code of Conduct), appropriate risk assessments

Reviewed on: 21/03/2023

Next review: 21/03/2024

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.

Appendix A: Staff Sign In/Out Sheet

Staff Name	Date	Time In	Time Out	Signature

Phone: +44(0)7885836487 / +44(0)1273978868
Email: admin@ukschooling.co.uk

Appendix B: Student Sign In/Out Sheet (when accompanied by a parent/guardian)

Student Name	Date	Time In	Time Out	Parent/Guardian Signature	Member of Staff Signature (by signing here you accept that you have been authorised to do so by the Course Director or Company Director after the latter has received a letter of request from the parent/guardian in question and has granted their express approval for the student to be signed out.

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Appendix C: Student Accident/Incident Report

Name of student:	
Date/time:	
Location of accident/incident:	
Description of accident/incident:	
Treatment given:	
Head injury:	The student sustained an injury to the head and has been treated appropriately. They have shown signs of: ☐Dizziness ☐Drowsiness ☐Nausea/Sickness ☐Headache ☐Loss of vision ☐Unconsciousness
First Aider/Member of Staff to whom the accident/incident was reported:	
Signature of the First Aider/Member of Staff	

Other information if necessary:	
Parents/guardians informed:	