

## Health and Safety Policy

A safe working and learning environment is essential. Teach Major is committed to promoting measures which ensure the health and safety of children and staff. Under Section 7 of the Health and Safety at Work Act 1974, all learners and personnel have a legal responsibility to take all reasonable precautions to avoid accidents and injuries to themselves and to others.

### Objectives

In order to promote health and safety, Teach Major strives to:

- Providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health
- Preventing accidents and cases of work-related ill health and safety hazards arising from work activities via effective risk identification, assessment and implementation of control measures
- Implementing regular emergency and evacuation procedures in case of a significant incident
- Protecting the health and safety and welfare of individuals and vulnerable learners via systematic risk management
- To ensure the policy is easily accessed and this will be sent out on booking of courses and terms and conditions via our online booking.
- Engaging with learners, personnel and any related third parties, to provide providing relevant information, instruction, training and supervision, as is necessary to ensure health and safety
- Providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments
- Complying with statutory regulation on health and safety and welfare of learners, personnel and any related third parties

### Risk Assessment Procedures

Teach Major ensures that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all courses/programmes.

All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance. All recorded risk assessments are made available to all relevant staff who must ensure that all control and/or recovery measures plans are complied with and related actions recorded.

Where tutors/assessors identify additional risks which were not previously identifies, or where a current risk assessment is not in place risk assessment must be conducted.

### Fire Safety

All staff at site are made aware of the fire safety procedure for each site, they are also informed of the evacuation point. This information is also passed onto all children at the site.

### First Aid Procedure

Please contact the office to find out who our first aiders are.

For specific camp activities, Teach Major has their own first aid box which will be brought to any premises that Teach Major is assigned to. We have accident and injury forms available on each premises that we work on. One copy is made for the parent/carer and one is made for our internal records.

### Accident Reporting

In the case of an injury, following appropriate care for the injured individual, the practitioner in charge of the event must inform the nominated person the manager on duty and the parent/guardian. They are also responsible for completing the accident and injury form.

This form should be forwarded immediately via the quickest route to enable details to be recorded and any actions noted.

Please note that certain premises might also have their own recording procedures which will also need to be followed.