



Health and Safety Policy & Procedure June 2020

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1. Introduction

This policy explains how Kindi Education recognises and meets its responsibility to ensure, as far as is reasonably practicable, the health, safety and welfare of its team members, participants and visitors, as well as maintain a safe and healthy environment in which to work and learn.

The purpose of this policy and procedure is to:

- detail how Kindi Education seeks to provide a safe, secure, and healthy working environment
- ensure controls of health and safety risks arising from Kindi Education's work activities so that it can prevent accidents and cases of work-related ill-health

This policy statement applies to anyone engaged in the organisation including employees, volunteers and freelancers engaged in all Kindi Education supported or directed activities ("our team").

2. Policy Statement

Kindi Education believes that the adoption of safe methods of work and good practice by all individuals can ensure everyone's health and safety. It will take all reasonably practicable steps to identify and reduce hazards to a minimum.

Kindi Education acknowledges its legal duty to ensure the health, safety, welfare and environmental well-being of its team members and others who may be affected by the organisation's activities. This includes all participants, visitors, contractors, and those using its facilities or taking part in its activities.

It is through the planned and systematic approach to the implementation of its Health and Safety Policy and the commitment to meet all the requirements set out in this Health & Safety Policy that Kindi Education will actively promote the safety and health of its team members and participants.

Kindi Education aims to:

- ensure that health & safety is embedded into all its activities and that effective health & safety management systems are put in place
- ensure that suitable risk assessments and controls are put in place to minimise risk and to prevent accidents and cases of work-related ill health
- maintain all places of work under its control in a condition that is safe and without risk to health, as far as is reasonably practicable, including safe access and clear entrances and exits
- consult its employees on matters affecting their health & safety
- promote a positive health & safety culture where employees and their representatives can raise health & safety issues and are empowered to work safely
- provide information, instruction, and supervision for employees to enable them to do their work safely
- ensure all employees are competent in carrying out their tasks, and are given adequate training
- ensure that the provision and maintenance of machinery and equipment and associated sets of procedures for their use (sometimes called their systems of work) are, as far as is reasonably practicable, safe and without risk to health. These will be inspected/certified in line with UK legislation

- ensure that, as far as is reasonably practicable, there are no risks to health and safety in the acquisition, use, handling, storage, transport and disposal of articles, substances, materials, and equipment
- provide an environment in which team members can work without fear of violence, intimidation, or threats; and
- regularly review its health & safety performance by monitoring and auditing.

Kindi Education seeks to balance security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

3. Responsibility for Implementation

The Managing Director is responsible for ensuring that mechanisms and procedures are in place for health, safety, and well-being. The Managing Director will receive regular reports to enable them, in collaboration with the team, to prioritise resources for health, safety and well-being issues. This policy and related documentation are reviewed and updated on an annual basis.

Any accidents reportable to the Health & Safety Executive under the revised [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR 2013\)](#) will be completed by the Managing Director.

While the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of the team for the relevant activity. Those leading delivery of activities are directly responsible to the Managing Director for the application of the health and safety procedures and arrangements.

The successful implementation of this policy requires total commitment at all levels. Every team member will be made aware of this statement. Kindi Education's team members are responsible for:

- Taking reasonable care for the health & safety of themselves and of other people who may be affected by their acts and/or omissions.
- Co-operating fully with their line manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with or misusing any equipment, safety devices etc. provided in the interest of health and safety.
- Reporting promptly, in the first instance, to their line manager or responsible person any accidents, injury, significant near miss, hazards, incident of violence and aggression or cases of work-related ill-health.
- Reporting to the relevant line manager any defects, hazards, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others.
- Labelling any defective equipment to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training (as directed) and undertaking their work activities in accordance with any health and safety training provided to them.

4. Statement of General Policies

4.1. Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace

Kindi Education will:

- Ensure that all accommodation units, academic facilities and leased sports facilities adhere to health and safety guidelines by visiting and meeting facility providers before activities commence.
- Check that there are no objects, facilities or services in premises accessed that could cause accidents and/or harm. This includes, but is not limited to, en-suite accommodation, communal accommodation areas, classrooms, activity spaces and sports facilities. Checks will include:
 - window safety
 - bathroom safety (slippage)
 - water temperatures
 - electricity power points and portable materials (PAT testing)
 - location of fire alarms and materials
 - laundry room appliances, etc.

A written record of any concerns and evidence of mitigating action will be kept.

- Review any catering contractors (where appropriate) to ensure that they have in place a food hygiene management system and competent health and safety advice. This may include whether they are registered with the Local Authority (District/Borough Council); whether staff have Food Hygiene Certificates and that staff training is regularly provided.
- Conduct an appropriate risk assessment where a team member notifies the company of pregnancy, returns to work after giving birth or continues breastfeeding. Appropriate action will be taken to protect the mother and baby whilst at work.

4.2. Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work

Kindi Education will:

- Provide the necessary health & safety training and fire/emergency evacuation training to all team members prior to delivery of activity.
- Make available written guidelines on health & safety and fire/emergency evacuation procedures for the relevant facilities they are working within (for classrooms, communal areas, accommodation blocks etc.).

4.3. Complete and follow established risk assessments for activities and facilities

Kindi Education will:

- Adopt a risk assessment process and template as a standard for risk assessments of facilities and activities. The purpose of the assessments is to identify beforehand the foreseeable hazards and control measures which need to be taken to comply with safe working practice and, through doing this, ensure that Kindi Education meets its legal requirements.
- Carry out individual risk assessments on facilities and activities to identify any potential hazards and adopt specific mitigation measures to minimise risks.
- Ensure that risk assessments are reviewed periodically or where there is a change in circumstances; including an accident, an incident, change of personnel, building works or other events which suggest that the current procedures or control measures are not working.
- Include the author and date of the responsible team member on all risk assessments. The Managing Director will regularly review risk assessments.

- Identify potential risky behaviours and where necessary complete individual risk assessments and behaviour plans for participants, with details of appropriate control measures to be complied with. Risky behaviours include, but are not limited to, violence towards team members, use of drugs or alcohol, risk of unauthorised absenteeism, arson or dangerous use of materials or significant challenging behaviour.

4.4. Maintain safe and healthy working conditions, provide and maintain machinery and equipment and ensure safe storage/use of substances

Kindi Education will:

- Conduct regularly scheduled inspections to ensure that communal areas, accommodation units, classrooms and sports facilities continue to be safe and healthy spaces (i.e. no spillages, obstructions, dangers etc.).
- Inspect and test all portable appliances by a competent person on an at least a two-yearly basis (PAT test). The competent person will produce an inventory of such tests which will be stored.
- Purchase all work equipment from reputable suppliers. Before purchase, the following considerations will be given:
 - The installation requirements
 - The suitability for purpose
 - The positioning and or storage of the equipment
 - Maintenance requirements (contracts and repairs)
 - Training and use of the equipment.
- Ensure that team members do not use new items of work equipment until appropriate training has been given. Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge. All team members will be expected to wear the PPE when operating the equipment.
- Ensure that tidying and cleaning of all communal and education facilities occurs daily (in conjunction with the relevant facility provider).
- Carry out risk assessments in the unlikely event of purchasing and using hazardous substances. It will adopt a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. The Director must be aware of any COSHH substances held and develop a control/monitoring system.
- Risk assess any activities that involve significant manual handling tasks and provide additional training for staff where appropriate.

4.5. Meet duties for first aid and deal with medical issues

Kindi Education will:

- Require relevant team members to have the necessary first aid training before any activity so that they can respond to any injury.
- Provide adequate first aid materials proportionate to the facility or activities
- Seek to follow the facilities guidance produced by Public Health England where it becomes aware of a risk of infectious disease.
- Seek to accommodate participants with medical needs wherever practicable in line with [Supporting Pupils at School with Medical Conditions](#) guidance produced by the English Department for Education. In general, for children or adults at risk, Kindi Education will not allow these participants to carry any medicines during its activities (apart from asthma pumps, blood glucose testing meters and adrenaline pens which should be always be readily available to children and not locked away). All medication brought into Kindi Education's activities must be prescribed, stored by team members, and clearly labelled with the individual's name and the dosage required. Where a prescribed medicine is required, this should be taken with a Kindi Education team member.

- Ensure that in these instances, and where deemed necessary, responsibility for safety is clearly defined within individual care plans and that each person involved with participants with medical needs is aware of what is expected of them. Close co-operation between Kindi Education, parents/guardians, health professionals and other agencies will help provide a suitable supportive environment for participants with medical conditions.

4.6. Implement emergency procedures and evacuation in case of fire or other significant incidents

Kindi Education will:

- Review the established fire evacuation procedures of any facilities being used and ensure that they are fit for purpose. This may include:
 - Confirming a working and clear fire alarm system
 - Ensuring the fire log is kept up to date with entries for fire alarm checks and fire door checks
 - Emergency lighting checks
 - Fire extinguisher and blanket checks (location, date, last test)
 - Any contractor visits or false alarms
 - Mechanisms for raising concern
 - Reviewing arrangements put in place for evacuating disabled people (i.e. a personal emergency evacuation plan known as PEEP).
- Comply with any fire evacuation drill procedures (include fire register) of the facilities being used.
- Train team members in emergency and fire evacuation procedures and ensure that all team members understand their individual roles during any emergency or fire evacuation. This will be done in conjunction with any accommodation and facility provider.
- Ensure that written fire and emergency evacuation procedures are also provided to all team members.
- Inform participants of emergency/fire evacuation procedures in individual classrooms and spaces used for individual activities.

4.7. Engage and consult with team members

Kindi Education will:

- Endeavour to promote a culture of co-operation, trust and mutual respect and ensure that good management practices are put in place
- Ensure that team members have access to competent advice.
- Ensure that team members can raise Health & Safety concerns or hazards with a member of the leadership team and/or Managing Director.
- Regularly engage with team members by email and during team meetings regarding any health & safety updates.
- Conduct regularly scheduled inspections to ensure that communal areas, accommodation units, classrooms and sports facilities adhere to health and safety (i.e. no spillages, obstructions, dangers, fire risks etc.).

4.8. Engage and consult with participants

Kindi Education will:

- Ensure that all health & safety and fire evacuation instructions are also provided to participants as activities commence.
- Ensure that participants know how to report any health or safety concern.

Annex A: Risk Assessment Guidance

This procedure is for team members responsible for undertaking risk assessments for Kindi Education.

What is a risk assessment?

Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

A risk assessment is an examination of the elements of the activity or event that could potentially harm people. By assessing the potential risks, the assessment will help you decide what precautions to take, whether they are adequate or whether you should do more to prevent them. **“Risk”** is the chance of harm, no matter how big or small the potential harm.

Hazards can occur in areas such as:

- Safeguarding
- Health and Safety
- Security
- Fire Safety
- Site Security
- School Trips
- Critical incidents

When should a risk assessment be undertaken?

A risk assessment within Kindi Education should be undertaken for:

- any facilities being used
- any activities taking place
- any trips or visits taking place

If a venue or host organisation (e.g. a company, university or school) is undertaking its own risk assessment for an event or activity involving Kindi Education, please ask to see this and review it (following Kindi Education’s requirements). This will ensure that the host organisation has covered all angles, including taking guests into account etc. If you notice that there are additional risks which haven’t been identified by the host organisation, please use Kindi Education’s own Risk Assessment Form to identify and document these risks.

How do I do a risk assessment?

Risk assessments should be completed **prior** to the use of any facility or before any event/activity takes place.

1. Identify the hazards

- Divide your work into manageable categories considering:
 - Location
 - Activities
 - Equipment
 - People
 - Chemical – paint solvents/exhaust fumes
 - Biological – bacteria
 - Physical – noise/vibration
 - Psychological – occupational stress

2. Decide who might be harmed

- This includes team members, participants, or members of the public. Identify how they might be harmed - i.e. what type of injury or ill health might occur?

3. Evaluate the risks

- Consider how likely it is that each hazard will occur, potential severity and what control measures you already have in place.
- Consider the control measures already in place. Have these control measures removed the hazard altogether or reduced the risk so that harm is unlikely?
- If the hazard has not been adequately controlled, what further actions are required? Involve relevant team members, so that you can be sure what you propose to do will work in practice.
- When considering how to reduce risk of hazards, apply the principles below, if possible, in the following order:

Principle to reduce risk	Example actions
	If you had an arts and crafts activity planned, you may have initially intended to use hot glue guns and scalpels.
1. Try a less risky option	Use Pritt Stick and scissors where possible
2. Prevent access to the hazard	Only allow team members to load the glue gun Count out scalpels and record who has them; do not give them to individuals with recent poor behaviour
3. Organise work to reduce exposure to the hazard	Only allow the glue gun and scalpels to be used on one table in the room under team member supervision
4. Issue personal protective equipment (e.g. clothing, footwear, goggles etc)	Provide goggles to those using the glue gun Give cutting boards and rulers for scalpel use
5. Provide welfare facilities	Have first aid box to hand and washing facilities

4. Record your findings

- Record on the risk assessment form with the relevant ratings.
- Record what controls and precautions are needed.

5. Review and revise your assessment if necessary

- For any further actions required, the name of the person responsible for actioning the task should be recorded along with the projected completion date, with the actual completion date recorded in the completed column.

6. Communicate the risk assessment to your team prior to the event/activity taking place.

Kindi Education Risk Ratings

Potential severity of consequences				
Score	Descriptor	Domain		
		Physical/ psychological harm	Business Activity	Reputational
1	Negligible	Minimal injury requiring no/minimal intervention or treatment. First Aid not required.	Insignificant cost increase/ schedule slippage No or minimal impact or breach of policies or guidance	Insignificant amount of concern from key stakeholders
2	Minor	Minor injury or illness, requiring minor intervention. Basic First Aid required. Unlikely to be RIDDOR reportable.	Manageable change to how activities can be delivered. Potential for some additional costs or change to schedule Some impact or breach of policies or guidance	Rumours with potential for concern amongst key partners Issues raised on social media channels
3	Moderate	Moderate injury requiring some clinical intervention. A RIDDOR reportable incident.	Key activities not delivered. Additional costs and significant change to schedule Material breach of policies or guidance	Local or specialist media coverage Multiple issues raised on social media channels with some traction
4	Major	Serious injury; likely to require hospitalisation. Will require time off work and support	All activities pause Significant single or multiple material breaches in statutory duty	National media coverage and significant adverse impact
5	Extreme	Very serious injury with longer term effects or leading to death	All activities cease Multiple material breaches in statutory duty with high likelihood of enforcement action and prosecution	Sustained national media coverage with major loss of public confidence.

Likelihood of Occurrence		
Score	Descriptor	Frequency
1	Rare	This will probably never happen/ recur
2	Unlikely	Do not expect it to happen / recur but it is possible it may do so
3	Possible	Might happen or recur occasionally
4	Likely	Will probably happen/ recur but it is not a persistent issue
5	Almost Certain	Will undoubtedly happen/ recur, possibly frequently

Risk Rating Matrix					
Likelihood of Occurrence	Potential Severity of Consequences				
	Negligible	Minor	Moderate	Major	Extreme
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

Level of Risk		
Score	Descriptor	Frequency
1-2	Trivial	Maintain existing measures
3-9	Tolerable	Review existing measures and do what is reasonably practical to improve
10-15	Medium Risk	Improve control measures and take action as needed to reduce risk. Seek advice from management
16-20	High Risk	Consider stopping activity. Do not start task without major interventions. Must have approval from the Managing Director
25	Extreme	Do not proceed

Care should be taken when using these risk ratings as hazards of low severity and high likelihood will receive the same risk value as hazards with high severity and low likelihood. Although the risk values may be the same, the response to these different hazards in terms of priority for control measures may be very different. Always ensure that the control measures are appropriate for the hazard and the basis of the risk rating.