



# Prime8 Education

## Health & Safety

At Prime8 Education we recognise our duties under current Health and Safety Legislation and comply with the terms of the Health and Safety at Work Act 1974. We will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. The Management are aware of their responsibilities to ensure that they take all reasonable precautions to ensure the safety, health and welfare of those that are likely to be affected by the operation of our service. This Policy is in conjunction with the Aggression and Violence Policy and Risk Assessment.

Prime8 Education recognises its duty to make regular assessment of the hazards and risks created in the course of the business.

We also recognise our duty so far as is reasonably practicable:

- To meet our legal obligations to maintain safe and healthy working conditions
- To provide adequate control of the health and safety risks so identified
- To ensure that employees, students, volunteers and others are adequately informed of the identified risks and where appropriate receive instruction and supervision
- To ensure that all workers are competent to do their work and to give them appropriate training
- To safeguard the environment from the effect of any of the establishment's activities
- To monitor and risk assess all outdoor activities
- To prevent accidents and cases of work-related ill health
- To actively manage and supervise health and safety in both settings and in the community
- To seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy
- The health and safety designated member of staff will have responsibility for reporting hazards and risks, in response to those identified by members of staff. This person will also be authorised to take immediate action where this is deemed necessary for the welfare of staff, students and others.
- To provide the resources required to make this policy and our Health and Safety arrangements effective
- The Prime8 Health and Safety policy will be continually monitored and updated when changes in the scale and nature of operations occur

We also recognise;

- Our duty to co-operate and work with the other professionals when they come onto our premises, to do work for our students, to ensure the Health and Safety of everyone at work

All health and safety reviews are carried out by nominated trained staff employed by Prime8 Education.

### **Emergencies**

DO

- Make sure you know the emergency procedures, e.g. fire, accident, etc. and the location of your nearest first aiders. (See Emergency Plan & First Aid Policy)
- follow instructions.

DO NOT

- Interfere with or misuse any items or materials provided for dealing with emergencies.
- Attempt to deal with a fire before sounding the alarm.
- Put yourself at risk.

### **Accidents, Incidents and Health Problems**

DO

- Report all accidents, incidents to management.
- Contact the nearest first aider if necessary.
- Inform management of any medical condition that may put your health and safety at risk, or which might necessitate specialised first aid/medical treatment.

**Signing in and out:** Visitors should sign-in when they arrive and sign out when they leave on the appropriate form. It is necessary to know who is in the building so that they can be accounted for in the event of a need to evacuate the building.

**Work Outside Normal Hours:** Additional risks arise when working outside normal hours, e.g., the reduced availability of first aiders and other assistance. Students who wish to work outside normal hours must have permission from a member of staff (this will only happen in extraordinary situations); Staff who wish to work outside normal hours should make this intention known to management. (See Staff Code of Conduct for guidance on this).

### **Field Work**

DO

- Follow advice and guidance from tutors
- Risk assess each outing and that the correct ratio between student and teacher is correct.
- Ensure that all health and safety measures are considered;

DO NOT

- Put yourself at risk.

## **Fire**

DO

- Store flammable materials in the correct manner.

DO NOT

- Leave electrical fires on when leaving the room.
- Block fire exit doors.

## **Electricity**

Electric shock can burn, and faulty electrical equipment can cause fires.

DO

- Unplug equipment from the supply socket before altering or modifying connections or apparatus.
- Keep electrical equipment away from water.
- Report damage to wires or equipment immediately.
- Switch off and unplug all electrical equipment when not in use.
- Ensure all electrical appliances are PAT/EES tested.

DO NOT

- Work with wet hands or stand on damp surfaces when using electrical equipment.
- Overload supply sockets.
- Use equipment that has not got a current inspection/test label.

## **Hazardous Substances**

Many products, e.g. glue, paints, solvents, are labelled with warning signs to indicate that they can be dangerous if mishandled.

DO

- Follow instructions.
- Observe all hazard warnings on containers.
- Avoid contact with substances.

DO NOT

- Remove substances from the workplace.
- Mix substances unless you are following instructions and are certain that it is safe to do so.

## **Fire Safety**

It is the provisions policy to protect all persons on its premises from the hazards of fire by ensuring safe premises and systems of work as far as is reasonably practicable.

Prime8 will operate in accordance with statutory duties and ensure that there are clearly defined managerial responsibilities for fire safety within both bases by ensuring: -

- There is an adequate fire warning system which is maintained.
- A safe means of escape.
- Prime8 maintain firefighting equipment on an annual basis.
- Training for all employees, contract and voluntary workers in fire safety.
- Risk assessments are carried out on a regular basis.

### **Emergency Evacuation Procedure:**

- All staff and students should familiarise themselves with the sound of the fire alarms and emergency exits.
- Do not run or stop to collect belongings.
- It is important that all doors are closed to contain the fire and where possible windows should be closed.
- Evacuation should take via the nearest available fire exit.

See Fire Safety Policy for further details.

Procedure:

1. If you discover a fire, shout 'FIRE', inform staff and other students of the fire.
2. Inform Staff or an appropriate person who will call 999.
3. If the fire has not spread from its point of origin only staff will, if safe, attempt to extinguish the fire by using the correct fire extinguisher – ONLY IF YOU HAVE BEEN TRAINED IN ITS SAFE USE. DO NOT PUT YOURSELF AT RISK.
4. Staff on hearing the alarm should take lead the students from the building in an orderly manner, using the nearest fire exit.
5. Staff are responsible for ensuring their students are vacated to safety and should leave the building in an orderly manner.
6. Staff on hearing the alarm will take the volunteer and visitors' signing in/out book and leave the building. She/he will take them to the assembly point and conduct roll call.
7. Management will carry out a trawl of the building, checking rooms and toilet areas to ensure all rooms have been evacuated, closing all doors behind them on their way out to safety.
8. Do not re-enter the building for any reason until instructed by Base Manager or Director that it is safe to do so.

### **Post Fire/ Fire Drill:**

The safeguarding Officer is responsible for coordinating the head count and advising the Emergency services of any unaccounted people. Only re-enter the building on the advice of the Fire Officer.

In the event of a fire drill, staff will be notified on the day. The above procedure should be followed.

*For further detail, see the Fire Risk Assessment and Fire Safety Policy*

### **First Aid – In conjunction with First Aid Needs Assessment and First Aid Policy:**

The Health and Safety (First-Aid) Regulations 2013 require employers to make an assessment of their first aid needs and provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. According to the Act 1981, “First-Aid” is defined as: -

- In cases where a person will need help from a medical practitioner or nurse, treatment for preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

### **The Regulations place two main duties on employers:**

- The duty to make provision for first-aid and such equipment and facilities as are adequate in the circumstances to give first-aid to an employee who is injured at work (the amount and type of equipment will vary depending on the nature of the work) and provide two persons capable of rendering first-aid to injured employees.
- The duty to inform employees of first-aid arrangements by ensuring they are made aware of the location of first-aid equipment and the identities of people qualified or competent to render first-aid in case of injury. This will be done by posting notices on Prime8 notice boards stating which personnel are first aid trained and the location of first-aid kits.

### **Employees Responsibilities:**

It is important that any injury that occurs whilst at work is recorded. Any employee who is injured should therefore follow the steps below:

Minor Injuries - Seek attention from the first aider. - Record incident in the Accident Book. If no further medical treatment is required first aider should be informed of the circumstances in which the injury occurred.

If further medical treatment is required: - This should be sought as soon as possible. - At the earliest convenience, the first aider should be informed of the circumstances in which the injury occurred. - These should be recorded in the Accident Book - Other members of staff who witness



such an injury should also report their observations to the first aider; - Witnesses may be asked to make a statement of their observations.

If the injured party is in hospital for more than 24 hours or if the injured party is off work for more than three days the Health and Safety officer must be notified. These records will be monitored by the first aider and any recurrent problem will be brought to the attention of the Health and Safety representative.

*For further detail, see the First Aid Needs Assessment and First Aid & Medical Conditions Policy*

**Conclusion:**

To help achieve the objectives and ensure that staff recognise their duties under health and safety legislation whilst at work, Prime8 will also inform staff of their duty to take reasonable care for themselves and for others who might be affected by their activities. This is explained as part of the Induction Process.

Date of Completion	1.9.25	Signed:  Debbie Crookes (Tutor)
Date of Ratification	1.9.2025	Signed:  Julie Townsend (Director)
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