



## Major Oak Education: Health and Safety Policy (Including First Aid)

### Policy Statement

**Date Reviewed:** 26/05/2019

Major Oak Education key priority is to minimise the risk of accidents and ill health. We do not wish any of our employees or any other person to suffer as the result of our activities or work processes. To this end, we intend to comply rigorously with all Health and Safety legislation, Codes of Practice, best guidance and work methods available, in accordance with the Health and Safety at Work Act 1974.

**Legislation** requires that, as an employer, we prepare a statement of General Policy with respect to the Health and Safety of our employees together with details of the organisation and arrangements that we have set up to carry out that policy. Therefore, we provide, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
  - ensure all employees are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions;
- review and revise this policy as necessary at regular intervals.

We also ensure, so far as is reasonably practicable, that the way we carry out our work does not affect the Health and Safety of persons who are not our employees.

We remind our employees, of our duty to look after your own Health and Safety to ensure that you do not endanger others and that you must co-operate with us, as your employer, in meeting our legal obligations.



## Health & Safety Policy Procedure Responsibilities:

The overall and final responsibility for health and safety rests with the Directors of Major Oak Education. Employees' Responsibility It is the duty of all employees to take all reasonable care for the health and safety of themselves, colleagues and students. They must also co-operate with senior members of staff and other employees in fulfilling our objectives and statutory duties by:

- Familiarising themselves with the Health and Safety Policy and the practices appropriate to their place of work.
- Co-operate with their line managers and the Programme Manager on health and safety matters.
- Not interfere or remove anything that has been provided to safeguard their health and safety.
- Report all health and safety concerns to the Programme Manager.
- If a student notices a health and safety problem they should inform the Programme Manager.

### Risk Assessments

Risk Assessments are carried out by Major Oak Education, host universities and delivery partners. Risk assessments are located in Programme Folder. Any actions required to remove or control the identified risk are agreed by Major Oak Education Directors and should be implemented in a timely manner. Risk assessments are reviewed annually or when the work activity or work location changes whichever is soonest. If any machinery, equipment or substance could potentially harm anyone on the premises, a risk assessment will be carried out and clear procedures laid down for the use of the item. The manufacturer's guidance should be followed at all times. All potential hazards should be brought to the attention of anyone who may come into contact with them. All employees are responsible for highlighting and solving potential health and safety risks. If anyone spots anything that they believe poses a risk to an employee or student they must contact the Programme Manager as soon as possible.

### Accidents, Incidents and First Aid First Aid Policy/Procedures Aims

It is Major Oak Education's policy to ensure that the host university has adequate, safe and effective First Aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor. This policy complies with the Health and Safety (First Aid) Regulations 1981. It is our policy to have at least 1 trained first aider at our summer programmes. Legally there is no set limit for the number of first aiders that are required but based on the nature and size of our programme, the level of risk present in the Acorn Academy programme we aim to have at least one first aider present at all times allowing us to fulfil our First Aid policy.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students. Qualified First Aiders are able to recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called.

All first aiders have attended an approved first aid course and undertake refresher courses, when required.



### **Review**

This policy is reviewed on an annual basis or as when necessary.

### **First Aid Boxes**

Each First Aid Box is kept in the Programme Office for the duration of the programme. On the inside of the First Aid boxes there is a contents sheet. The boxes are fully stocked prior to the start of the Acorn Academy Summer programme. All qualified First Aiders are responsible for replenishing the First Aid boxes and ensuring that it contains all necessary equipment.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial **999** for the emergency services in the event of a medical emergency before implementing the terms of this policy. If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other first aiders if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary. In the rare case that no first aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department. If in any doubt always seek medical advice.

### **What to do if a student is unwell**

If a student feels unwell during the programme, the teacher / Acorn Academy staff should consult a member of the Programme Co-ordinating team immediately.

### **Procedure in the event of an accident or injury**

If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. First Aiders will also be called for. In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

### **Ambulances**

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any students is accompanied in the ambulance if necessary, or followed to the hospital, by a member of staff (and parent if present) while staff try to contact the designated emergency contact person.

When appropriate or if asked to by the casualty, we will contact their next of kin. Emergency contacts for students are recorded in the Programme Folder.

### **First aid offsite Off-site**

When students travel offsite for organised tours and activities, they will be accompanied by a member of Major Oak Education staff who will take first aid equipment. Any incident of first aid treatment must be reported and entered into the Incident/Accident Register on return to the camp programme.



### **Details on students**

The Programme Manager will be responsible for reviewing students' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a student's functioning to First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a student or other members of the programme.

### **Procedure in the event of contact with blood or other bodily fluids**

The following precautions should be carried out to avoid the risk of infection:

1. Cover any cuts and grazes on their own skin with a waterproof dressing;
2. Wear suitable disposable gloves when dealing with blood or other bodily fluids;
3. Use suitable eye protection and a disposable apron where splashing may occur;
4. Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
5. Wash hands after every procedure. If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
  1. Wash splashes off skin with soap and running water;
  2. Wash splashes out of eyes with tap water or an eye wash bottle;
  3. Wash splashes out of nose or mouth with tap water, taking care not to swallow the water.

### **Reporting Accidents and Illness**

The First Aider should complete a record of first aid provision in the Incident/Accident Register. All injuries, accidents and illnesses, however minor, must be reported to the Programme Manager and they are responsible for ensuring that the incident/accident registers are filled in correctly and that parents and HSE are kept informed as necessary. What happened to the injured or ill person immediately afterwards should also be recorded.

### **Incident/Accident report form**

The First Aider will fill in an accident report form for every accident/illness that occurs on or off the programme site if in connection with the Major Oak Education programme. All incidents must be logged in the incident/accident register and report form, which is located in Programme Office. The following details must be logged: the name of the injured person, the type of injury, when the injury occurred and how, the name of the person in charge at the time of the injury and the treatment given. This will be kept confidentially by Major Oak Education. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

### **Reporting to Parents In the event of accident or injury**

Parents must be informed as soon as practicable (for students under the age of 18). The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Programme Manager. Emergency contacts for students are recorded in the Programme Folder.



### **Reporting to the Health and Safety Executive (HSE)**

Major Oak Education is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) please see [www.hse.gov.uk/report/report/report.htm#online](http://www.hse.gov.uk/report/report/report.htm#online). Fatal and specified injuries can be reported on **0845 300 9923** (Monday to Friday 8.30am and 5pm). The list of specified injuries in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalping (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### **General Fire Safety Procedures**

All University of Nottingham classrooms and public areas have clear notices describing the correct action to take in the event of a fire. Site plans, floor plans and fire evacuation procedures for our Summer Programmes are held within the Programme Folder. In the event of a fire, the fire alarm must be sounded, and the fire service called. The Programme Manager and Programme Co-ordinator will assume the role of Fire Marshall in the Major Oak Education Summer Programmes. The premises must be evacuated as quickly as possible via the pre-planned escape routes. Teachers are responsible for their own students and should escort all students as quickly as possible to the designated assembly point. Once safely outside, the teacher of each class must check the register to ensure all students have been evacuated. The teachers must report their findings to the Programme Manager. The Fire Marshall is responsible for checking that all staff are present and safe. The Fire Marshall is also responsible for noting that all areas of the building are clear following reports by designated members of staff. Fire Escape Routes Access to escape routes should be kept clear and unobstructed at all times. All staff are responsible for maintaining escape routes and reporting any defects or obstructions.



**Raising the Alarm If you should discover a fire – please take the following action.**

*This should be discussed with staff/students and leaders at the introduction talk:*

- If a student discovers a fire he or she should raise the alarm and alert the nearest member of staff he alarm by operating the nearest fire alarm, and follow the procedures outlined below.
- If you should discover a fire raise the alarm immediately by operating the nearest fire alarm call point and by shouting, 'FIRE'.
- Call the Fire Service by dialling 999.
- Only if it is safe to do so and you are not putting yourself at risk and keeping your exit clear use a fire extinguisher.

**Evacuation Procedure On Hearing the Alarm: Leave the building immediately.**

- Do not stop to collect personal possessions.
- Walk do not run.
- Exit the building silently.
- If you are the last to leave a room, close all windows and doors behind you. Teachers in charge of classrooms will ensure: That the students remain in his/her presence during the evacuation and assembly.
- That their areas are cleared of staff and students. They will also check the toilet areas on the floor that they are teaching.
- Ensure that they have the class registers.
- All staff will usher students out of the building and assemble at the muster point.
- A roll call will be then be taken.

**Routes of Escape :** If the fire alarm sounds, all staff and students should leave the building via the nearest exit.

**Roll call arrangements:** At the assembly point, teachers in charge of students will take a roll call of all students as soon as possible. Report any absentees to the Fire Marshall who will liaise with the fire service.

Any missing people will be identified at this point.

**Fire Fighting Equipment:** Extinguishers are located throughout the building

**Signage:** Know where the fire action notices are in the building and make sure you know what they say.

**Visitors:** If a staff member is in the company of a visitor at the time of the alarm it is the responsibility of that staff member to ensure the safe evacuation of that individual from the building. All visitors are required to sign in at reception.

