



Health and Safety Policy

1. Introduction

Purpose and Scope

The purpose of this policy is to establish clear guidelines and procedures to ensure the health and safety of all participants engaged in activities organised by Willow Tree Community Classroom. This policy applies to all staff, learners, volunteers, and any third parties involved in off-site educational activities.

Legal Framework

This policy is underpinned by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, which place a duty on employers to ensure the health and safety of all employees and others affected by their activities. Other relevant legislations and guidelines include the Department for Education's (DfE) recommendations for educational visits.

2. Roles and Responsibilities

Staff

Staff members are responsible for following this policy and ensuring that all health and safety procedures are observed during all activities. They must receive adequate training on risk assessment and emergency response procedures tailored to specific activities undertaken.

Learners

Learners are required to adhere to all safety instructions provided by the staff and make use of any safety equipment provided to them during activities.

Parents

Parents must be informed of and understand the health and safety measures implemented by Willow Tree for all activities. They should support Willow Tree in enforcing these measures with their children.



3. Planning and Preparation

Risk Assessment

Comprehensive risk assessments must be conducted prior to sessions. These assessments will identify any potential hazards and determine the necessary preventative measures to mitigate those risks. DfE guidelines on conducting risk assessments must be adhered to.

Staff Training

All staff involved in overseeing or conducting activities must receive training which includes, but is not limited to, risk management, first aid, and emergency procedures relevant to the specific activities.

Resources and Equipment

Appropriate resources and equipment required for each specific activity must be identified and provided. Regular checks and maintenance of this equipment must be conducted to ensure their safety and functioning.

4. Implementation

Activity Procedures

Clear and specific procedures for conducting activities must be established. These should address learner-to-staff ratios, emergency procedures, and communication channels during the activity.

Emergency Procedures

Emergency procedures must be established and communicated to all participants. This includes detailed plans for medical emergencies, lost children protocols, and steps for handling other unforeseen situations.

5. Communication

Informing Parents and Carers

Information must be provided to parents/carers regarding health and safety procedures and the steps taken in different safety scenarios.



Pupil Preparation

Pupils must be prepared and briefed about the activity in advance by staff and parents/carers. They should be aware of safety practices, behavioural expectations, and the importance of adhering to instructions.

6. Monitoring and Review

Regular Policy Review

This policy should be regularly reviewed and updated, at least annually or following any major off-site activity, to ensure that it remains compliant with current laws and best practices.

Incident Reporting and Analysis

A system for incident reporting should be in place to capture details of any accidents or near misses during activities. These reports should be used to review and enhance future practices and policies.

7. Appendices

Sample Risk Assessment Forms

Templates and examples of risk assessment forms used by Willow Tree for educational activities should be available.

This comprehensive framework is designed to ensure the safety and well-being of all participants during educational activities conducted within Willow Tree Community Classroom sessions. Regular updates and strict adherence to the guidelines established herein are crucial to maintaining a safe learning environment for all involved.