

Health & Safety Policy and Procedures

Policy Objective

These general policies and procedures outline and promote standards of health and safety throughout Churchill House Summer Centres and the Churchill House Non-Summer Groups in Ramsgate.

General Statement

The management of Churchill House will take such steps as are reasonably practicable to meet the school's health and safety objectives, which include:

- undertaking risk assessments of our activities and premises and implementing safe systems of work as a result
- maintaining the workplace in a safe condition, including safe access and providing adequate facilities and arrangements for welfare at work
- the provision of suitable equipment that is properly maintained with suitable safety devices installed, where applicable
- minimising the use of hazardous and dangerous substances and implementing suitable controls in connection with the use, handling, storage, and transport of such articles
- the provision of information, instructions, training and supervision as is necessary to ensure the health and safety at work of our employees and other persons
- maintaining arrangements for emergency response including fire and medical emergencies
- investigating all incidents of injury and work-related ill-health
- consulting with staff on health and safety matters

Overall and final responsibility for Health & Safety is that of Rex Stickland, Director.

Local responsibility for implementing this policy at the Churchill House Summer Centres is delegated to the Centre Manager; while at the Churchill House Main School in Ramsgate this responsibility falls to the Director.

Health and Safety Policy Statements and Procedures

Policy and Responsibility	Action/Arrangements/Procedure
Ensure set up H&S procedures within the centre and school <ul style="list-style-type: none"> • Centre Manager (overall responsibility) • Director (School) • Activity Manager (all procedures relating to activities, excursions and transfers) • Director of Studies (Teaching, staff room and office) 	<p>H&S point (First aid kit, H&S folder) to be set up on arrival in centre office.</p> <p>H&S signage to be put up around school. H&S poster to be installed in staff room, including First Aider information.</p> <p>Welfare board and relevant information to be set up and visible to all school participants (according to guidelines provided by Head Office)</p> <p>Office, staff room, classrooms and activity spaces to be set up in a safe way and monitored.</p>

<p>Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from general work</p> <ul style="list-style-type: none"> • Centre Manager/Director • All line managers 	<p>Relevant risk assessments completed on arrival and actions arising from those risk assessments implemented. Risk assessments to be reviewed if circumstances change.</p> <p>Safe working conditions to be checked regularly.</p> <p>Substances hazardous to health to be kept to a minimum or eradicated if possible. Must be monitored closely by appointed staff members.</p>
<p>Engage and consult with staff on day-to-day basis on H&S conditions and provide advice and supervision on occupational health</p> <ul style="list-style-type: none"> • Centre Manager (overall responsibility)/Director • All line managers 	<p>All staff receive H&S induction and information about H&S, including access to risk assessments.</p> <p>Staff to be consulted on H&S regularly and involved in the regular review of risk assessments</p> <p>Staff questions/issues about H&S should be raised with their line manager or the Centre Manager. If unsatisfied with the response they should contact the H&C representative: Sarah Adjani</p>
<p>Prevent accidents and work-related ill health in teaching areas</p> <ul style="list-style-type: none"> • Director of Studies 	<p>All work areas to be checked for potential hazards on arrival and daily thereafter.</p> <p>IT workstations to be set up as comfortably as possible.</p> <p>Staff Handbook and inductions give information/advice on H&S</p>
<p>Safety in transport (excursions and transfers) - road or rail</p> <ul style="list-style-type: none"> • Activity Manager/Social Coordinator • Head Office to book transport with licensed/insured providers 	<p>Excursion risk assessments and emergency procedures to be read/understood by all staff.</p> <p>Procedures relating to managing coach transport to be always followed, including active supervision by staff on the excursion/transfer.</p> <p>Adequate staffing/adult supervision to be provided for all transport.</p>
<p>Prevent accidents/injury during on-site activities and excursions/local visits</p> <ul style="list-style-type: none"> • Activity Manager/Social Coordinator • Staff leading activities 	<p>Suitable Risk Assessments to be in place for all activities and staff to be consulted/informed on all potential risks and preventative measures.</p> <p>Students to be actively supervised by a suitable number of responsible adults.</p>
<p>Ensure safety in accommodation</p> <ul style="list-style-type: none"> • Centre Manager/Accommodations Manager • All residential staff must actively support the CM 	<p>All staff and students must be given an induction to the building they are staying in to include evacuation procedure, local safety issues, Out of Bounds (OoB) areas, security and house rules.</p> <p>All staff and students encouraged to adopt a healthy attitude to safety and security.</p> <p>Staff to report potential hazards and report to CM/venue immediately they are seen.</p>

	<p>A suitable student supervision regime to be put in place after risk assessing the property. All residential staff to actively support this supervision policy.</p> <p>Students must not be allowed into any building where there is no responsible adult supervision.</p> <p>Duty of care is applicable at all times, and staff are to be vigilant and responsive to any concerns including when not on duty.</p> <p>On induction, students are informed to report any medication that bring onsite, this must be kept in a safe place monitored by a responsible adult.</p>
<p>Ensure security on and off campus</p> <ul style="list-style-type: none"> Centre Manager, liaising with venue management 	<p>Security to be part of staff and student inductions, including campus tour and OoB areas, entry/exit and identification procedures (lanyards).</p> <p>Any incidents or concerns must be reported to the CM who will coordinate with venue management where appropriate.</p>
<p>Address and resolve venue-related issues e.g. structures, catering, facilities, fire prevention, housekeeping</p> <ul style="list-style-type: none"> The venue management/staff Centre Manager to liaise with the venue 	<p>The venue is responsible for the management of all facilities including accommodation, catering, sports facilities, grounds</p> <p>Application of venue policies/procedures to be agreed with venue management.</p> <p>Venue to ensure that 3rd parties on site are accompanied and that works do not endanger staff/students, liaising with CM as necessary.</p> <p>Any concerns to be reported to CM to liaise with venue staff.</p>
<p>Ensure Fire Safety</p> <ul style="list-style-type: none"> Centre Manager (Overall responsibility plus accommodation areas) DOS (teaching areas) AM (Activities areas) 	<p>Fire safety equipment certificated to be collected from venue on arrival</p> <p>Fire drills to be carried out in all accommodation and teaching buildings according to company policy.</p> <p>All students/staff/GLs must be shown assembly points and told procedures during induction.</p>
<p>Prompt Health & Safety Reporting</p> <ul style="list-style-type: none"> Centre Manager Director 	<p>All incidents to be reported to HO.</p> <p>Decisions on RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) by H&S Representative: Sarah Adjani</p>

Policy/Procedure Review

Churchill House Health & Safety Policy and Procedures are to be reviewed annually

Policy last reviewed by: Kash Izydorczyk Last review date: 26.08.2025