

Health and Safety

Test Teach follows the Health and Safety at Work Act 1974 and its subsequent regulations and understands its responsibility to provide a safe place for its staff, pupils, parents, guardians and visitors.

Test Teach staff are responsible for:

- Maintaining a safe working environment
- Reporting any hazards or potential hazards
- Taking reasonable care of their own health and safety and the safety of others
- Not putting the health and safety of themselves or others in danger by their actions
- Reporting all accidents and incidents which have caused injury or damage to themselves or others or may do in future

Test Teach staff understand their responsibility to adhere to safe practices. Should a member of staff identify a hazard, they should attempt to deal with it immediately wherever possible. If it is not possible to deal with the hazard immediately, the staff member should:

- Ensure no one is able to access the hazard
- Inform a senior member of staff who will ensure the hazard is correctly dealt with.

The Head of Operations will ensure that:

- A regular Health and Safety policy review is carried out
- Staff understand and follow health and safety procedures
- Staff receive information on health and safety matters and training where necessary
- All accidents, incidents and illnesses are recorded and reported including informing Ofsted, Child protection agencies, Health and Safety Executive under RIDDOR (reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995) as appropriate
- A review takes place of all reported accidents, injuries and dangerous occurrences so that preventative measures can be taken
- The risk assessment is up to date and relevant
- Fire risk assessments are carried out by premise staff
- The first aid box is complete and not expired

Test Teach staff will check before the start of each session to make sure the class rooms are safe and deal with any hazards if it is safe to do so. If it is not safe to do so, the hazard must be reported to the Centre Director and recorded on an incident form.

Uncollected Child

Test Teach operates an open access policy. Where a parent or guardian has given prior written consent, their child may leave the premises unaccompanied.

Where no prior written consent has been provided to Test Teach, pupils must be collected by their parent, guardian or another nominated responsible adult at the end of the pupil's class. The pupils will not leave class before the end of the session and dismissal of the class by the teacher unless permission has been given by a parent or guardian prior to the class starting.

In the event that a pupil has not been collected at the end of their class, every effort will be made to contact the pupil's parent or guardian. Repeated calls will be made, if no contact can be made, the emergency contacts will be phoned. After one hour, if no contact has been made with a parent, guardian or emergency contact then Test Teach will phone children's social care who will decide the next steps.

There must be a minimum of two Test Teach staff members on site until the child is collected.

Fire Evacuation

Fire risk assessments are carried out by the Head of Operations and/or premises management. Emergency exits and routes are visually checked before each session by premises management to ensure they are clear of obstructions.

Fire extinguishers are checked and maintained every six months by the premise's management.

In the event of a fire alarm activation or practice fire drill the most senior Test Teach staff in each room will be responsible for the smooth evacuation of the pupils in their class. Fire evacuation procedures will be practiced every term and recorded by the premise's management in their fire drill log.

First Aid

The Head of Operations is responsible for ensuring that contents of the first aid boxes are checked and kept replenished every term. First aid boxes are kept in the administration room at each centre.

There will always be a qualified first aider on site while classes are in progress. They can be identified by the colour of their name card holders worn around their neck. If they are first aid qualified, their name card holder will be green.

Security

When Test Teach is operating on the premises, access to the building is monitored.

Access to teaching areas is only given to people known to the staff or by prior appointment and all visitors are accompanied by a staff member at all times.

Equal Opportunities Policy

Test Teach believe all pupils and adults are individuals and have an equal right to be listened to and valued. We are committed to ensuring all pupils have the opportunity to reach their full potential regardless of their race, gender, disability, age, religion or sexual orientation.

1. You must not unlawfully discriminate against or harass other people including current and former pupils, staff member, job applicants, clients, customers, suppliers and visitors. This applies in and outside the workplace
2. The following forms of discrimination are prohibited under this policy and are unlawful:
 - Direct discrimination: treating someone less favourably because of a protected characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
 - Harassment: this includes sexual harassment and other unwanted conduct related to a protected characteristic which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
 - Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
 - Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Admissions

At Test Teach, we treat children, families, visitors and staff with respect and aim for them to feel welcome. We run a waiting list which operates on a first come, first served basis together with availability.

We endeavour to welcome children with additional needs or disabilities and would consider spaces on an individual basis. Test Teach will assess and consider whether a pupil's needs can be fully met before making a decision. No pupil will be accepted if we believe that we cannot provide the adequate care and support required.

Manual Handling

Manual handling is defined as the transporting of a load including lifting, putting down, pushing, carrying or moving thereof. It is not possible to eliminate manual handling, however, using the correct procedure should minimise risk of injury. All manual handling tasks should be assessed and decisions made as to what risks are involved and how those risks can be minimised or removed.

Before lifting or moving objects, staff should think, assess and plan. Staff should:

- Evaluate how the task will be completed including how you will lift and move the object
- Ensure that your health allows you to undertake the task. Pregnant women and Staff with health conditions may be unable to lift/move loads and be more at risk of injury
- Think about the weight and center of gravity
- Ensure you can grip the weight safely and see where you are going
- Think about whether you can lift the load on your own or if you need assistance
- When there is more than one person lifting the load, ensure that all parties involved are aware of how the load will be lifted, agree who will lead and give instructions
- Check your route for hazards such as; slippery floors or objects left out before lifting/moving
- Ensure you are wearing clothing which will not restrict your abilities to carry a load
- Where possible, reduce the size and weight of the load, for example, separating it into smaller compartments
- Consider a resting stage when you are carrying loads over a longer distance

Preparing to lift an object:

Stand with your feet apart and your leading leg forward. Ensure your weight is distributed evenly over both legs. The heaviest part of the load should be nearest to you and you should be close to the load.

When lifting an object, ensure:

- You are using the correct posture
- You are bending your knees slowly and keeping your back straight
- Your chin is tucked in
- You have a good grip and are leaning slightly forward if necessary
- You try to grip the load from the base
- You bring the weight to waist height and keep the shoulders level avoiding twisting from the hips

Moving the object:

- Move your feet ensuring the load is kept close to you
- Move slowly and carefully ensuring that you can see as you go
- Place the load down carefully following the lifting procedure in reverse

- Ensure you are careful of your fingers and toes as you place the load down
- Ensure the load is in a safe and secure position when it is down
- Finally, if you have had any difficulties or injuries, these must be reported immediately to the Test Teach Health and Safety Officer.