



Safe Systems Policy

1. Risk Assessments and Safe Systems of Work at First Class Education

Thorough Risk Assessments: We will conduct comprehensive risk assessments for all operational areas to identify potential hazards and determine effective control measures.

Ongoing Reviews: These risk assessments will be documented, regularly reviewed, and updated to reflect any changes in our operations or environment.

2. Staff Training and Awareness

Comprehensive Training: All staff, tutors, and volunteers will receive initial and regular refresher training on health and safety procedures, including first aid, emergency responses, and proper use of equipment.

Clear Communication: Training will include clear guidance on our internal safety procedures and how to recognize and address potential hazards promptly.

3. Emergency Procedures and First Aid

Established Emergency Protocols: We will develop and implement clear emergency procedures for situations such as fire, accidents, or other unforeseen events. This includes detailed evacuation plans and the use of designated safe areas.

First Aid Preparedness: First aid kits will be readily available at all locations, and staff will be trained in basic first aid. Regular drills will help ensure that everyone is prepared to respond in an emergency.

4. Ensuring a Safe Environment

Venue Compliance: For enrichment days, all chosen venues will be evaluated to ensure they meet UK safety standards and will be registered as an additional Ofsted premises prior to any work dates commencing. We will verify that facilities are well-maintained, accessible, and equipped with necessary safety features.

Equipment Maintenance: All equipment and materials used in our sessions will be regularly inspected and maintained to prevent any risks to the children and staff.

5. Record Keeping and Continuous Improvement

Detailed Documentation: We will keep detailed records of all risk assessments, staff training, incidents, and any corrective actions taken. This documentation helps us monitor compliance and provides evidence during inspections.

Regular Policy Reviews: Our health and safety policies will be reviewed periodically to ensure they remain current with UK legislation and best practices. Feedback from staff and stakeholders will be used to drive improvements.

6. Compliance Monitoring and Liaison

Designated Health and Safety Officer: A dedicated officer will oversee all health and safety matters, ensuring that our practices meet the standards set by the Health and Safety Executive (HSE) and other relevant authorities.

Regular Audits: Scheduled audits and internal inspections will help identify any areas for improvement, ensuring ongoing adherence to the Health and Safety at Work Act 1974 and related regulations.

This structured approach not only meets the legal requirements but also reflects our commitment to providing a secure and nurturing environment for our children and a safe workplace for our team.