



Green Shoots

EDUCATION SUPPORT

Health and Safety Policy

Updated August 2023

Policy Statement

It is the policy of Green Shoots Education Support to ensure, so far as reasonably practicable, the health and safety of children and their families who are receiving our services, and to comply with Health and Safety Legislation.

Responsibility for Health and Safety

Ann Drewitt, on behalf of Green Shoots Education Support, has responsibility for Health and Safety.

Most recent First Aid Training completed 25th April 2022 (expires 24th April 2025)

Arrangements for Health and Safety

- Children and young people will be supervised at all times while in our care.
- Work may be carried out in the client's home if appropriate, or at another suitable premises such as a school, community centre or public building, where a health and safety assessment will already be in place.
- We will ensure that we familiarise ourselves with the emergency procedures in respect of fire and first aid for the location in which we are working.
- Our First Aid training will be kept up to date and an emergency first aid kit will be available at all times.

Parental responsibilities

- For children under the age of 7, parents are expected to remain on site or close by for the duration of any assessment or tutoring sessions.
- For children over the age of 7, parents who leave the immediate area are expected to be available to return to their child directly if requested.
- Before a child is left unattended, parents must complete an Emergency Medical Consent Form informing us of any relevant medical conditions and consenting to medical treatment being initiated in the event of an emergency.
- Parents are expected to bring to the session, any emergency medications such as inhalers, epi-pens which could be needed in an emergency.
- Parents are expected to administer medication as part of a course of treatment, should this be necessary during a session.

In the event of an accident or emergency

- In the event of an accident, however minor, the child or young person will be comforted and reassured while the extent of any injuries is assessed.
- First aid will be performed to the level of my training.
- Parents will be contacted as soon as possible and asked to return to their child if necessary.
- If the injury is serious or life-threatening then the emergency services will be contacted immediately and the child accompanied to hospital if necessary.
- Accident reporting procedures will be completed in line with the premises at which the accident occurred.

In the event of an emergency evacuation

- Should we be required to evacuate the premises at which we are working, children will be accompanied from the premises using the safest and nearest exit available.

- We will walk calmly to avoid any accidents and assemble at the agreed assembly point (if it is safe to do so) or somewhere away from danger.
- A mobile phone with emergency contact details will be carried if safe to do so.
- Children will be comforted and reassured and parents will be contacted and asked to return to their children as soon as possible.
- Any instructions given by the emergency services will be followed.