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HEALTH AND SAFETY POLICY

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Elite Mentors

HEALTH AND SAFETY Policy

Date Published: 12 September 2025

Review date: 12 September 2027

INTRODUCTION

Elite Mentors is fully committed to providing a safe, healthy, and secure environment for all learners, staff, visitors, and contractors. We recognise our duty of care under relevant health and safety legislation and strive to ensure that all activities are carried out in a manner that minimises risk and promotes wellbeing. Through effective risk assessment, clear procedures, and shared responsibility, Elite Mentors aims to maintain high standards of health and safety across all areas of our provision.

POLICY STATEMENT

This policy applies to all staff, learners, visitors, and other users of **Elite Mentors'** premises. It outlines how the Director, Head of Centre, and staff fulfil their responsibilities under the **Health and Safety at Work etc. Act 1974**.

The Management Team is committed to ensuring the health, safety, and welfare of everyone involved with the Centre. Our key objectives are to:

- Take all reasonable steps to protect the health, safety, and welfare of learners, staff, visitors, and participants in Centre activities and trips.
- Establish, implement, and maintain safe working practices and procedures for staff and learners.
- Ensure that Centre buildings, facilities, and equipment are safe, well-maintained, and fit for use.
- Promote safety awareness through appropriate training and guidance for staff, learners, and volunteers.
- Develop and maintain clear procedures to be followed in the event of fire or other emergencies.
- Investigate accidents and incidents thoroughly and take measures to prevent their recurrence.

This policy reflects our commitment to maintaining a safe and secure environment, where health and safety considerations are an integral part of all Centre activities.

ROLES AND RESPONSIBILITIES

At **Elite Mentors**, clear roles and responsibilities are established to ensure the effective management of health and safety across the Centre.

Director / Head of Centre

The Director / Head of Centre has overall responsibility for the Centre and will:

- Set health and safety policy and provide strategic guidance.
- Monitor, review, and evaluate all health and safety issues.
- Allocate adequate resources to maintain a safe environment.
- Ensure plant, equipment, and systems of work are safe.
- Provide necessary training, information, instruction, induction, and supervision for staff and learners.
- Maintain the premises in a safe condition and without significant risks.
- Ensure a safe, healthy working environment and adequate welfare facilities.
- Take an active interest in all health and safety matters.
- Regularly review and monitor the effectiveness of the health and safety policy.

ACCIDENTS AND INCIDENT REPORTING

At **Elite Mentors**, all accidents, incidents, and near-misses must be reported promptly to ensure the safety of everyone on the premises and to help prevent future occurrences.

- **Recording Procedure:**

All accidents and incidents are recorded in the Centre's **Incident and Accident Books**. Staff must complete these records as soon as possible after the event.

- **Information to Include:**

Each record should include:

- Name of the injured person
- Date and time of the incident
- Location of the incident
- Details of the injury or incident
- Name of the first aider or staff member attending
- Treatment or action taken
- Any follow-up required

- **Treatment Slips:**

When a child receives first aid, a **treatment slip** is issued to inform parents or carers of the incident and any care provided.

- **Investigation:**

Significant incidents will be investigated by senior staff to determine the cause and prevent recurrence. Reports may also be used for internal review or, if necessary, for legal or regulatory purposes.

- **Compliance:**

All staff are expected to follow this reporting procedure and co-operate fully to ensure accurate and timely documentation.

This system ensures transparency, accountability, and continuous improvement in health and safety practices at Elite Mentors.

ADMINISTRATION OF MEDICINES

At **Elite Mentors**, the safe administration of medicines is a key part of our duty of care. The following procedures are in place:

- **Parental Consent:** Medication will only be administered to a pupil when a **parental consent form** has been completed.
- **Designated Staff:** Each pupil's medication is administered by a **nominated staff member**, and accurate records of administration are maintained.
- **Prescription Requirement:** Medicines are only given during Centre hours if **prescribed by a GP or relevant medical professional**.
- **Storage:** All medicines are stored securely in a **locked cupboard** within the Centre office.
- **Exceptions:** Asthma inhalers and epinephrine auto-injectors ("EpiPens") may be stored in appropriate, accessible locations, out of reach of other pupils, following discussion with parents.
- **Minimising Doses:** Only the necessary doses are administered during Centre hours (e.g., if antibiotics require four doses per day, typically only the lunchtime dose will be given at Centre).

ASBESTOS

- All staff are made aware of the **location of any asbestos** within the Centre.
- Contractors are required to **review the asbestos register** and sign to confirm they have seen it before beginning any work on site.

CONTROL OF HAZARDOUS SUBSTANCES

- The use of hazardous substances within the Centre is **kept to a minimum**.
- The **Health and Safety Officer**, with support from senior management, will conduct **COSHH (Control of Substances Hazardous to Health) assessments** for all hazardous substances used on site.
- Appropriate **procedures and control measures** will be implemented, enforced, and adequately funded to ensure safe use.

These measures ensure that medicines, hazardous substances, and asbestos are managed safely, reducing risks to staff, pupils, and visitors.

EDUCATIONAL VISITS

At **Elite Mentors**, all off-site educational visits and trips are carefully planned to ensure the health, safety, and welfare of all participants.

- **Risk Assessment:** Every trip is subject to a **thorough risk assessment** prior to departure. This identifies potential hazards, evaluates the level of risk, and outlines control measures to minimise danger.
- **Health and Safety Records:** Copies of all risk assessments and related safety documentation are **maintained in the Health and Safety Folder** for reference and audit purposes.

ELECTRICAL TESTING

At **Elite Mentors**, the safety of electrical equipment is a priority.

- **Portable Appliance Testing (PAT):** All portable electrical equipment used within the Centre is **inspected and tested annually** to ensure it is safe to use.
- **Record Keeping:** Results of all inspections and tests are **recorded and maintained** for reference and compliance purposes.
- **Defective Equipment:** Any item found to be faulty or unsafe is **immediately removed from use** until it has been repaired or replaced.

This ensures that all electrical equipment remains safe for staff, learners, and visitors, reducing the risk of electrical accidents or hazards.

FIRE SAFETY & EVACUATION OF THE BUILDING

At **Elite Mentors**, fire safety is a key priority, and clear procedures are in place to ensure the safe evacuation of all occupants in the event of a fire.

- **Fire Exits:** All fire exits are clearly marked with appropriate **signage**.
- **Evacuation Plans:** **Exit routes** are displayed by the door of each classroom for easy reference.
- **Fire Drills:** A **fire drill** is conducted **once per term** in coordination with the local Fire Department/Agency. All drills are documented.
- **Reporting:** Evacuation times and any issues encountered during drills are reported to the **Head of Centre** for review and improvement.
- **Fire Extinguishers:** All fire extinguishers are **checked annually** by the Fire Department/Agency to ensure they are in proper working order.
- **Policy and Risk Assessment:** A separate **Fire Safety Policy** and **Fire Risk Assessment** have been produced and are maintained to comply with legal and safety requirements.

These measures ensure that staff, learners, and visitors are aware of evacuation procedures and that the Centre is prepared to respond safely and efficiently in the event of a fire.

FIRST AID PROVISION

At **Elite Mentors**, first aid provision is carefully planned to ensure the safety and well-being of all learners, staff, and visitors.

- **First Aid Risk Assessment:** The Centre has conducted a **First Aid Needs Assessment** to determine the required number of trained first aiders and the appropriate locations and quantity of first aid kits.
- **Portable First Aid Kits:** **Portable first aid kits** are taken on all educational visits to ensure first aid is available off-site.
- **Qualified First Aiders on Trips:** Where the risk assessment identifies a need, a **qualified first aider** will accompany the trip to provide immediate care if required.

These measures ensure that first aid support is available at all times, both on-site and during Centre activities or trips.

FOOD TECHNOLOGY

At **Elite Mentors**, safety in food technology activities is a priority, particularly for younger learners.

- **Use of Equipment:** Cooking equipment, including ovens and hobs, **will only be used** when **fire precautions are in place** and a **suitable risk assessment** has been completed.
- **Task Appropriateness:** Staff must ensure that all cooking tasks are **suitable for the age and ability** of the pupils involved.
- **Close Supervision:** Activities with higher risk, such as **handling hot ovens or hobs**, will be conducted under **close staff supervision** to prevent accidents and ensure safe practice.

These procedures ensure that pupils can safely engage in cooking activities while learning essential skills.

MANUAL HANDLING

At **Elite Mentors**, safe manual handling practices are essential to prevent injury for both staff and pupils.

- **Safe Lifting:** Pupils and staff must **only lift equipment or furniture within their own individual capability**. Assistance should be sought for heavier or awkward items.
- **Training: Manual handling training** will be provided to relevant staff members. This includes guidance on **safe lifting techniques**, and, where necessary, instruction on **how to lift or support pupils safely**.

These measures help reduce the risk of injury and promote safe practices throughout the Centre.

RISK ASSESSMENT

At **Elite Mentors**, risk assessment is a key part of maintaining a safe environment for staff, pupils, and visitors.

- **Comprehensive Coverage:** The Centre maintains a **full set of risk assessments** covering:
 - Curriculum-based activities
 - Off-site Centre visits
 - The running and maintenance of Centre buildings and grounds
- **Staff Awareness and Compliance:** The management team ensures that **all relevant staff are aware of the risk assessments** applicable to their role and monitors compliance with the control measures specified.
- **Review Schedule:** All risk assessments are **reviewed annually**, except for off-site trip risk assessments, which are **reviewed before each trip**.

SLIPS, TRIPS, AND FALLS

- The potential for slips, trips, and falls has been **assessed**, and effective control measures are in place.
- These include:
 - Safe working procedures for **mopping and cleaning floors**
 - Use of **absorbent floor mats** near entrances
 - **Regular inspections** to identify and remove hazards

SUPERVISION OF PUPILS

- Staff will **promote sensible and safe behaviour** among all pupils.
- Any **dangerous or risky behaviour** will be addressed according to Centre rules.
- Pupils are only permitted in classrooms **under adult supervision**.
- **Cloakrooms and toilet areas** will be appropriately supervised during busy times to ensure safety.

These measures ensure that potential risks are proactively managed and that pupils are consistently supervised in a safe environment.

TRAINING

At **Elite Mentors**, ensuring that staff are properly trained in health and safety is essential for maintaining a safe environment.

- **Annual Review:** Health and safety training needs are **assessed during each staff member's annual review** to ensure they have the skills and knowledge required for their role.
- **Risk Assessment:** Additional training needs may be identified **through the risk assessment process**, ensuring staff are equipped to manage specific hazards or tasks safely.

This approach ensures that all staff receive relevant, up-to-date training to support a safe and compliant Centre environment.

WORKING AT HEIGHT

At **Elite Mentors**, staff are provided with guidance and training to ensure safety when working at height, particularly when putting up classroom or Centre displays.

- **In-House Training:** Teaching and support staff receive **appropriate in-house training** on safe practices for working at height.
- **Use of Equipment:** Staff must use **appropriate access equipment** such as step ladders or kick stools.
- **Footwear: Flat shoes** must be worn to reduce the risk of slips or falls.
- **Prohibited Practices:** Staff **must not climb on furniture** to reach higher areas.

These procedures ensure that display activities are carried out safely, minimising the risk of accidents or injury.

END OF POLICY