

ep.education Health & Safety Policy

Overview:

ep.education considers your health, safety and welfare to be a very important part of your assignment, and whilst you are working as a reliever, we want to ensure you and your colleagues are safe at work.

Schools, centres & settings must provide a safe and healthy workplace for you and permanent staff through undertaking regular health & safety inspections.

Your Obligations:

You are required to read the school, centre or settings Health & Safety policy when you arrive for your first assignment. If you have any concerns, you must promptly raise these with the school, centre or setting's Health & Safety officer & contact your EP recruiter.

Two additional forms are accessible from our website for reporting hazards:

- Hazard Reporting Flowchart
- Hazard Assessment Flowchart

Your workplace includes anywhere you're expected to perform your job and you need to:

- Follow all safety requirements for your tasks and ensure your own health and safety

- Report hazardous and other incidents involving staff or students, so that our client can investigate and manage them
- Report any unsafe premises, practices, gear or inadequate safety information so these can be rectified and harm avoided
- Avoid causing harm to another person through, e.g. your own tiredness, stress, or risk-taking. If you're tired or stressed, you need to tell our client alongside alerting your recruiter at EP
- Not undertake work which is unsafe or which involves unsafe practices
- Make yourself aware and follow the client's workplace health & safety practices and procedures, including reporting of work-related accidents, illness and injuries and hazards

The school, centre or settings' Health & Safety Obligations

As part of our client's obligations under the Health & Safety Act, the school, centre or setting must monitor and record near-misses, accidents and illnesses experienced while on their premises. ep.education must also be informed of any near misses, accidents or illnesses experienced whilst EP relievers are on premises.

They need to ensure that:

- Procedures are in place for dealing with emergencies
- The environment is clean and hygienic

- The environment is well-lit so staff can work and move about safely
- The environment is well-ventilated, and atmospheric conditions such as temperature and humidity arising from work are controlled
- Any work equipment, machinery, or tools anyone might use are arranged, designed, made and maintained so they're safe to use
- Employees aren't exposed to hazards when dealing with, using or transporting anything at, or near, a worksite under your control
- Employees have clear information about all hazardous work they do, are given protective clothing and equipment if required, and are adequately supervised or trained
- Safe drinking water is provided and facilities for first-aid and sickness, washing, and changing clothes if needed by the work
- If you are seated, you will need good seats and desks, and those who stand will need a reasonable resting area
- Eating areas must be available, reasonably sheltered and comfortable and separated from any work plant, materials, atmospheric contaminants, dirt, noise, or any other hazard.

Safety with Students:

- In schools, make sure you are not alone with a student in a room (leave doors open, etc)

- In ECE, if you are alone with students, always demonstrate care and responsibility
- Use staff toilets as a preference
- Keep workspaces clean and tidy as you go
- Work from the same level as the children
- Maintain an awareness of child wellbeing – let us know if you have any concerns about a child (schools, centres & settings will have clear protocols in place to deal with such situations)
- It is your responsibility to let ep.education know about any health issues that may affect your ability to effectively fulfil your obligations in a safe manner
- In ECE, use discretion and have flexibility when changing nappies to ensure the children's dignity and right to privacy is respected. Wear protective gloves when changing nappies
- Do not leave a child unattended on a change table and use a changing mat / fresh towel on floor for older or heavier children

I have read and understand the intent and obligations of the Health & Safety policy details above and I fully accept it. I also agree to abide by EP and their client's Health & Safety rules and policies.

Signed:

Date: