



# Heroes Centre LTD

## Safe Working Practices

## POLICY

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POLICY CREATED BY MR. S. GHALIB

# Safe Working Practices Policy

## 1. Introduction

At Heroes Centre Limited, we are committed to providing a safe and secure environment for all children, staff, and visitors. This Safe Working Practices Policy outlines our approach to ensuring the health, safety, and well-being of everyone involved in our educational programs, both face-to-face and online.

## 2. Scope

This policy applies to all staff members, volunteers, contractors, and visitors working or participating in any activities organised by Heroes Centre Limited, including but not limited to tuition sessions, childcare services, after school groups, holiday programs, and home education programs.

## 3. Responsibilities

### 3.1. Management Responsibility:

- The management team is responsible for ensuring that all necessary measures are in place to maintain a safe working environment.
- They will provide adequate resources and training to staff members to fulfill their roles safely and effectively.
- Regular reviews of this policy and associated procedures will be conducted to ensure they remain current and effective.

### 3.2. Staff Responsibility:

- All staff members are responsible for adhering to the guidelines and procedures outlined in this policy.
- They must report any hazards, incidents, or concerns regarding health and safety to their line manager immediately.
- Staff should actively participate in training sessions to enhance their understanding of safe working practices.

## 4. Health and Safety Procedures

### 4.1. Risk Assessment:

- A comprehensive risk assessment will be conducted regularly to identify potential hazards and risks associated with our activities.
- Measures will be implemented to mitigate these risks, and controls will be regularly reviewed and updated as necessary.

#### 4.2. Hygiene Practices:

- Staff members are required to maintain high standards of personal hygiene, including regular handwashing and sanitizing.
- Cleaning schedules will be implemented for all facilities, equipment, and frequently touched surfaces to minimize the risk of infection.

#### 4.3. First Aid:

- Adequate first aid provisions will be available on-site, and designated staff members will be trained in first aid procedures.
- All incidents requiring first aid intervention will be documented, and appropriate follow-up actions will be taken.

#### 4.4. Online Safety:

- Staff members engaging in online activities with children must adhere to our online safety guidelines.
- Personal information of staff and students should be protected, and appropriate measures should be taken to ensure online sessions are conducted in a secure manner.

### 5. Emergency Procedures

#### 5.1. Fire Safety:

- Fire evacuation procedures will be clearly communicated to all staff members and visitors.
- Regular fire drills will be conducted to ensure everyone is familiar with the evacuation process.

#### 5.2. Emergency Contacts:

- Emergency contact details for staff members, students, and parents/guardians will be maintained and readily accessible.
- Staff members should be aware of the appropriate actions to take in the event of an emergency situation.

### 6. Training and Communication

#### 6.1. Training:

- All staff members will receive training on health and safety procedures relevant to their roles.
- Training sessions will be conducted regularly to update staff on any changes to policies or procedures.

#### 6.2. Communication:

- This policy will be communicated to all staff members, volunteers, contractors, and visitors.
- Any updates or amendments to the policy will be promptly communicated to relevant parties.

### 7. Compliance and Review

#### 7.1. Compliance:

- All staff members are expected to comply with the provisions outlined in this policy.

- Failure to adhere to these guidelines may result in disciplinary action.

#### 7.2. Review:

- This policy will be reviewed annually or as necessary to ensure it remains current and effective.
- Feedback from staff members, students, and parents/guardians will be taken into consideration during the review process.

#### 8. Conclusion

At Heroes Centre Limited, the safety and well-being of our staff and students are of utmost importance. By adhering to the principles outlined in this Safe Working Practices Policy, we aim to create a secure environment where everyone can thrive and achieve their full potential.