

Arka Learning Health and Safety Policy

Policy last updated: July 2025

Next update: July 2026

Introduction and Aims

This policy applies to all Arka Learning settings. Where specific processes relate only to Ofsted-registered centres, this is clearly indicated. At present, Arka Learning High Wycombe is registered on the Ofsted Voluntary Childcare Register. All other settings are not currently Ofsted-registered.

Delivering safe and secure environments for our students, staff, franchisees and customers is an essential part of Arka Learning's mission. Children attending Arka Learning centres must feel safe and staff and franchisees must be able to manage risk to ensure their health and safety.

This policy seeks to ensure we have processes in place to:

- Ensure our learning centre environments are safe for all
- Provide our employees and franchisees with a safe and comfortable working environment
- Detail responsibilities for health and safety processes and procedures

This policy must be read by all staff and franchisees as part of their induction alongside mandatory Health and Safety training. It should be read in conjunction with the following policies and procedures:

- Safeguarding Policy
- Staff and Franchisee Code of Conduct
- Infection Control
- Procedure for Arrival and Departure of Children
- Ofsted Notification Policy (if the setting is Ofsted registered)
- Medication Policy

This policy has been developed with reference to the following HM Government publications:

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Health and Safety: Responsibilities and Duties for Schools (2022)

Responsibility for Health and Safety

- Overall and final responsibility for health and safety lies with Arka Learning Directors.
- Day-to-day responsibility for ensuring this policy is put into practice lies with the Centre Manager for each centre.
- In the absence of a Centre Manager responsibility lies with the Assistant Managers who are on site.
- All employees are expected to take responsibility for health and safety and should:
 - co-operate with supervisors and managers on health and safety matters;
 - take reasonable care of their own health and safety;

- report all health and safety concerns to their line manager; and
- Not smoke in or around the centre including in the wider setting or whilst wearing Arka Learning uniform.

Arrangements for Health and Safety

Centre Risk Assessments & Monitoring

Centre risk assessments, including fire risk assessments, should be completed using our standard template. Risk assessments should be carried out:

- When a new centre opens
- If anything substantial changes

Centre Managers (and in their absence Assistant Managers) are responsible for ensuring that all action points are implemented. Company Directors will be responsible for checking that all action points have been implemented.

Centre Managers, or in their absence Assistant Managers, are responsible for ongoing monitoring of risks, including undertaking the following:

- Daily walk round of centre upon opening to check the centre is safe and secure
- Investigate any accidents, near misses or work-related causes of sickness in the centre
- Record and report any accidents, near misses or work-related causes of sickness to company Directors
- Implement measures to prevent recurrence of accidents, near misses or work-related causes of sickness

Training

All centre staff are to be given centre specific induction training on the health and safety requirements of their centre. Training will include but not be limited to:

- Centre security and ensuring safe arrival and departure of students
- Fire safety
- First aid and emergency health procedures
- Overall safety of the centre environment

Consultation and Review

Staff and franchisees are encouraged to feedback and report on health and safety on an ongoing basis. Best practice arising from staff and franchisee feedback and updated risk assessments should be shared across the organisation. After any incident or accident, a review should take place detailing any staff or franchisee training needs and/ or any changes to policies or procedures which have become apparent following the incident.

First Aid & A Child Becoming Sick

The following measures are in place to ensure the safety of students, staff and franchisees:

- Centre Managers and Assistant Managers must all have received suitable first aid training (including paediatric first aid) before starting their roles; and
- each centre should have a first aid kit on site to be maintained by the Centre Manager or the premises operator.

In the event of a medical emergency the following process should be followed:

- Centre Manager or Assistant Manager (who will be qualified in first aid) to be informed immediately.
- Assess the child's needs and treat as appropriate. The child's membership details should be checked for any medical details.
- If required immediately call 999 to request an ambulance. Within shopping centres also call the emergency contact number so they can assist with managing the emergency, including ensuring paramedics can reach the centre as quickly as possible.
- Contact the parent or guardian to inform them of the situation, including whether the emergency services have been called or if they need to collect the child.
- Where possible parents should be contacted before any medication is given unless written permission has already been given.
- When the child is collected fully inform the parent of the symptoms, action taken and any treatment given.
- If the child has been given medicine (including if the child has self-administered medication) the Centre Manager or Assistant Manager must complete a Medicine Administration form with a copy given to the parent or guardian.
- If an ambulance has been called, a report must be written and submitted to Head Office as soon as possible and certainly within 24 hours of the incident occurring in line with the procedure below.

Accident and incident reporting

If the setting is Ofsted registered, significant incidents should be reported to Ofsted in line with the Ofsted Notification Policy. Other incidents or accidents deemed to be serious or significant by the Centre Manager must be reported to Head Office.

Following the incident, when the child has left the centre, and within 2 hours of the incident concluding, the Centre Manager should ensure a full report is provided to Head Office. For Ofsted registered settings, Ofsted will be notified by Head Office in the following situations:

- anything that requires resuscitation
- when a child is admitted to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- loss of consciousness

- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

A written report must be submitted to head office electronically as soon as possible to include:

- Details of the incident or accident including contact with parents
- Details of the review meeting to take place with staff (following the meeting, a further update must be submitted with action points)
- Any staff training and/ or any changes to policies or procedures required as a result of the incident or accident

Fire Safety and Evacuation

All centres have their own evacuation plan. Centre Managers are responsible for ensuring staff are familiar with the evacuation plan and receive training on fire safety as part of their induction and then annually following this. Centre Managers must conduct fire drills on a regular basis. These must be recorded and reviewed.

Fire Safety and Evacuation notices must be displayed in the centre. In the event of a fire evacuation being required, staff must take responsibility for their group and lead them to the assembly point. Personal belongings should be left in the centre.

The Centre Manager is responsible for decision-making around contacting parents, children returning to the centre and closure of the centre following an evacuation, at all times following the advice of the Fire Service. Staff must be aware of children with Additional Educational Needs during a fire evacuation and provide them with extra support as needed.

Our approach to fire safety entails the following steps. For locations that are managed and operated by the premises (e.g. where we rent a room on an ad hoc basis these will be ordinarily be done by the operator of that location).

- Fire risk assessment to be created at opening of centre and if there are any substantial changes
- Evacuation and fire emergency plan developed in conjunction with the specific location requirements (as appropriate)
- Weekly alarm testing and fire extinguisher inspection
- Monthly fire safety check recorded as per our fire safety checklist
- Full fire alarm, fire extinguisher and emergency lighting test every 6 months by external contractor
- Fire drills every 6 months
- Annual boiler service (where applicable) by external contractor
- PAT testing every two years by external contractor
- 5 yearly electrical test (EICR) by external contractor