

Reviewed: January 2026

Next Review Date: January 2027

Review By: Oleksiy Omelchuk – Director

Policy Purpose and Scope

Education Experts Ltd are committed to ensuring the health, safety, and welfare of our internal employees and the "work seekers" (temporary workers) we place. We aim to comply with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Responsibilities

- **Management:** Ensuring sufficient resources, training, and equipment are provided to maintain a safe environment.
- **Employees:** Taking reasonable care of their own safety and that of others, and reporting any hazards immediately.
- **Work Seekers:** Adhering to the H&S policies of the "Client" (the school/college) where they are placed.

Arrangements

- **Risk Assessments:** Regular reviews of risks for office-based staff and vetting the safety standards of client schools.
- **Training:** Providing H&S inductions for internal staff and ensuring candidates are aware of school-specific safety protocols (e.g., safeguarding and fire safety).

Risk Assessments to be Undertaken

Risk Assessment 1: Internal Office Staff

Scope: Activities within the recruitment agency office.

Hazard	Who is at Risk?	Control Measures
Display Screen Equipment (DSE)	Consultants / Admin	Provide adjustable chairs, monitors at eye level, and encourage regular breaks to prevent eye strain/back pain.
Slips, Trips, and Falls	All Staff / Visitors	Maintain a "clear desk" policy; ensure cables are tucked away; keep walkways free of boxes/files.

Work-Related Stress	Recruitment Staff	Regular 1-to-1s to manage high-volume periods; encourage use of annual leave; provide access to mental health support.
Fire Safety	All Staff	Annual fire warden training; weekly alarm tests; clearly marked exits.

Risk Assessment 2: Work Seekers (Education Candidates)

Scope: Temporary staff placed in schools, nurseries, or colleges.

Hazard	Who is at Risk?	Control Measures
Physical Intervention / Challenging Behaviour	Teachers / TAs	Ensure candidates are "Team-Teach" or "MAPA" trained if placed in SEN environments. Candidates must read the school's Behaviour Policy.
Safeguarding / Child Protection	Candidates / Pupils	Mandatory "Safeguarding in Education" training and enhanced DBS checks prior to placement. Clear "Low Level Concern" reporting procedures.
Environmental Hazards (e.g. Science/PE)	Specialist Teachers	Ensure candidates have relevant qualifications to handle equipment. Clients (schools) must provide a local site induction on arrival.
Communicable Diseases	All Placed Staff	Adhere to current Public Health England guidelines; ensure candidates do not attend work if symptomatic.

Manual Handling for SEN Placements

For staff working in SEN settings, manual handling often involves "animate loads" (supporting or moving pupils) which requires a specialized approach.

- **Training and Competency:** Candidates placed in SEN roles must provide evidence of accredited moving and handling training (e.g., [Team-Teach](#) or local authority approved courses) before undertaking such tasks.
- **Risk Management (The TILE Principle):** We instruct all candidates to assess every manual handling task using the **TILE** acronym:
 - **Task:** Does it involve twisting, stooping, or long carrying distances?
 - **Individual Capability:** Is the staff member physically able to perform the task?
 - **Load (Pupil):** Is the pupil unpredictable, heavy, or uncooperative?
 - **Environment:** Are there space restrictions, poor lighting, or slippery floors?
- **School-Level Compliance:** Candidates are strictly prohibited from using hoists or specialist equipment unless they have received a specific site induction and have read the pupil's individual **Moving and Handling Plan**.

Risk Assessment: SEN-Specific Activities

Hazard	Who is at Risk?	Control Measures
Manual Handling of Pupils (e.g., toileting, transfers)	Staff / Pupils	Mandatory Training: Verify certifications prior to placement. Pupil Plans: Staff must follow the school's specific Moving and Handling Plans . Use two people for all hoist operations.
Physical Assault / Injury (Challenging Behaviour)	Staff	De-escalation: Candidates must be trained in positive handling. Reporting: All incidents must be recorded in the school's "Bound Book" and reported to the agency immediately.
Medical/Personal Care	Staff / Pupils	Intimate Care Policy: Candidates must follow the school's policy, typically requiring a second staff member nearby. Protective equipment (aprons/gloves) must be provided by the school.