

## Health and Safety Policy – Publication July 2020

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This policy was written in July 2020 and will be updated annually. If national guidance changes or any other issues arise mid-year this policy will be updated and amended.

HEALTH AND SAFETY POLICY STATEMENT From Director

### **This policy applies to Progression 4Work and all Hubs / schools in situation**

The Directors of Progression 4Work recognise and accept that under the Health & Safety at Work etc. Act 1974 (“The Act”) and in particular the Management of Health & Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the policy of the Directors and company through a risk management approach, to meet its responsibilities under the Act, Regulations and approved Codes of Practice, and all other regulatory requirements and it will therefore take appropriate steps to:

1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery; safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangement for the welfare of all employees and pupils.
2. Provide all employees with the information, instruction, training and supervision that they require to perform tasks in a safe and capable manner and recognise a managed risk.
3. Develop risk awareness amongst all pupils so they are able to contribute to recognising and managing risk.

4. Provide and maintain a safe environment for all visitors to Progression 4Work, bearing in mind that these visitors may not be aware of all the risks arising from their use of Progression 4Work facilities.
5. Manage risks to all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards and endeavour to prevent personal injury and ill health to all employees, pupils and others.
6. Consult and cooperate with partners working with Progression 4Work in delivering its services to ensure that foreseeable health, safety, and welfare risks arising from such workings are suitably and sufficiently managed.
7. Consult and communicate with employees on health and safety matters through the Directors of Progression 4Work and health and safety committee.
8. Continually improve the standards of health and safety at Progression 4Work in line with good practice models by a regime of training, provision of guidance, review, and audits.
9. Ensure that detailed procedures and guidance for implementing the aims of this policy statements are publicised, made available to all Progression 4Work employees and can be used as a practical working document.
10. Keep this policy statement and the detailed health and safety procedures and guidance on the health and safety section of the Hub under regular review in line with changing safety practices and currently legislation.

Progression 4Work is determined that good standards of health, safety, welfare and risk management are achieved across the board. Progression 4Work requires all their establishments to implement health and safety improvement plan with the guidance and support of Progression 4Work Health and Safety advisers and attain the recommended standards set out in all current legislation.

## 1. General Policy Statement

The Directors of Progression 2 work believe that the health and safety of persons within the organisation is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and that of others. In the special circumstances of our organisation it is also important that adults recognise their additional responsibility for modelling safe practice for vulnerable young people. It is our intention to prevent accidents and occupational ill health and, where possible, eliminate hazards in the workplace. Where this is not possible, these risks will be adequately managed.

It is the intent of the Directors of the Organisation to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training, and supervision is provided to ensure that staff can carry out their work safely.

The Directors will ensure that others who are affected by our activities are not subjected to risks to their own health and safety. This will include student, visitors, parents, volunteers, and contractors and to the best of our ability, anyone who offers our students outreach support and work experience.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the organisation. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Alongside the responsibilities of the Directors are the responsibilities of each person to reflect on good practice (e.g. risk assessments) and contribute to the development of safe routines. The Directors will also undertake to ensure compliance with all relevant legislative and other guidance. In order to achieve this it is the responsibility of everyone to challenge directly any behaviour or practice which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken so that the occurrence is unlikely to occur again.

The Directors will ensure that adequate resources are identified for health and safety.

The Directors believe that health and safety standards will be maintained only with the co-operation of all staff, students, and visitors to the organisation. We require all staff to comply fully with this policy. In addition, we will ensure that all student, visitors, and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Directors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

**2. Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

### **2.1 The Directors**

- The Directors in their role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, student, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974. In order to discharge this responsibility, they will:
- Ensure that all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information. The Directors will also ensure that the organisation's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and student are aware of and comply with its contents;
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the Organisation as outlined within policy and guidance.
- Ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities, and resources to allow the organisation to meet both its legal and moral obligations with respect to health, safety and welfare.

- Nominate a Health and Safety Representative
- To consider information, statistics and reports relating to health and safety matters
- To consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.
- Report on health and safety matters with respect to the organisation buildings and grounds are prepared.
- Safety procedures are developed and adhered to for operations carried out within the organisation by their staff and by outside contractors under their control. In particular they must ensure work complies with the construction (Design and Management) Regulations.
- Maintain records of hazards identified on site by staff are kept, along with the remedial action taken and when.
- When liaising with contractors, assume the duties as outlined in 'staff liaising with contractors' and 'members of staff' below.
- Routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- The provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments.
- All accidents within the area of responsibility are recorded in line with the organisation policy.
- Ensure that premises safety inspections are undertaken.
- Attend to defect reports and recommendations from the Directors, staff, Health and Safety Co-ordinator.
- Ensure that all portable electrical equipment is tested on an annual basis.
- Ensure all accidents within the area of responsibility are recorded in line with the organisation policy.
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

## **2.2 Senior Leadership Team with Director support**

The Directors have overall responsibility for safety, policy, organisation, and arrangements throughout the Organisation and will:

- provide liaison with the Inspectors: DfE and the Health and Safety Executive (HSE) with regards to safety aspects.

- Budget for health and safety matters.
- Review the Health and Safety Policy annually or and when significant changes occur within the organisation.
- Develop, introduce, maintain, and review safety management procedures to ensure the Organisation complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling.
- Nominate specific staff with designated safety roles, e.g. Health and Safety Co-Ordinator, Site Co-ordinator, throughout the organisation.
- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments.
- Ensure health and safety issues associated with major building projects are complied with.
- Ensure that incidents, near misses and dangerous occurrences are reported using the organisation's reporting system, minor injuries form or hazard reporting system, as appropriate.
- To monitor incident trends to identify methods of reducing accidents.
- To ensure the necessary records are maintained relating to accidents associated with the work of the Organisation.
- Report on health and safety matters including buildings and safety management to the Landlord or appropriate body.
- Safety procedures are developed and adhered to for operations carried out within the Organisation by staff and by outside contractors.
- Ensure, in conjunction with Senior Leadership Team, that health and safety is considered as an integral part of the curriculum and lesson planning.
- Ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
- Ensure that health and safety is considered as an integral part of teaching.
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety Policy, Organisation Policies or health and safety legislation.
- Ensure that premises inspections are carried out.

- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation.
- Ensure that emergency procedures and fire evacuation practices are in place within the Organisation.
- Investigate and advise on hazards and precautions.
- Have a general oversight of health and first aid matters.
- Ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire evacuation), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities.
- To monitor student health records prior to entry and to report/advise Student Attendance and Welfare of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy).
- Ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
  - First aid.
  - Fire and emergency evacuation.
  - Risk assessments, including fire, display screen equipment, manual handling, substances, and general risk assessments.

The Head of School will assume these duties in the absence of the Directors and have the authority to make and implement decisions throughout the organisation at any level if there is:

- immediate danger
- dangerous practice
- breach of the law.

### **2.3 Health & Safety Co-ordinator Head of School**

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Directors throughout the organisation and in particular, will

- Report safety matters to the Directors and support the Directors in producing any reports.
- Assist with inspections and safety audits.
- Investigate and advise on hazards and precautions.

- Develop and establish emergency procedures and organise fire evacuation practices within the organisation.
- Have a general oversight of health and first aid matters;?
- Make recommendations to the Directors for matters requiring immediate attention, e.g. safety reports.
- Make recommendations to the Directors on matters of safety policy in compliance with new and modified legislation.
- Publicise safety matters.
- Liaise with outside bodies concerned with safety and health.
- Monitor accidents to identify trends and introduce methods of reducing accidents.
- Ensure adequate numbers of staff are trained in first aid procedures and administering medicines.

#### **2.4 The Educational Visits Co-ordinator will:**

- Be involved in educational visit management in order to ensure that the Organisation's Offsite Activities and Educational Visits, Regulations and Guidelines are followed.
- Work with visit leaders to ensure that the aims of the educational visit are achievable and in line with those of the Organisation.
- After discussion with the Directors to approve the proposal to undertake trips out of the UK
- Confirm that adequate risk assessments have been carried out.
- Support the Directors in the management of and evaluation of educational visits.
- Confirm the leadership of the visit group is appropriate, including the accompanying staff and volunteers.
- Undertake regular Off-Site Visit Co-Ordinator approved training

#### **2.5 Teachers**

Each Teacher or TA is responsible to Senior Leadership for the provision of safe working conditions for staff and students and in particular will:

- Prepare reports on safety matters for the Directors or Health and Safety Co-Ordinator.
- Nominate, in conjunction with their manager, teachers responsible for classrooms, laboratories and workshops and the associated equipment.



- Notify the Health and Safety Co-ordinator of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage.
- Ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified.
- Instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice
- Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out.
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis.
- Ensure all accidents within the section are recorded in line with organisation policy and investigate reports of accidents and dangerous occurrences in his/her designated areas.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Identify staff training and development requirements with reference to health and safety.
- Attend to defect reports and recommendations from the Directors and the Health and Safety Co-ordinator.
- Circulate publicity relating to safety matters to staff within their control.
- Be responsible for the immediate safety of the students in their classroom,
- Tidy their classrooms at the end of each day to facilitate cleanliness and maintain a high standard with respect to health and safety issues.
- Undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally.
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required.
- Ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary.
- Ensure that clear instructions and warnings are given to students verbally as often as necessary.
- Establish routines for issuing, checking and securing equipment used in lessons, i.e. items counted out and counted back in. Investigate

immediately, with support where necessary, should any equipment be missing.

- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed.
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is regularly tested.
- Report defects and make recommendations to their line manager where necessary.
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded.

## **2.6 Teaching Assistants**

- The technicians/teaching assistants are immediately responsible to the teacher whilst the class is in session or to their direct line manager.
- Additionally, the technicians/ teaching assistants will:
- Follow safe working procedures personally.
- Be familiar with the general and particular safety rules that apply to his/her area of work.
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed.
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis.
- Report defects to his/her line manager.
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the organisation policy.

## **2.7 Student Attendance and Welfare**

Student Attendance and Welfare Senior Leaders are responsible for supporting health and welfare issues within the Organisation and in particular will:

- Be responsible for attending to and monitoring student illness/injury and to refer students to their own doctor or hospital as appropriate.
- Maintain the organisation medical equipment.
- Monitor student health records prior to entry and to report/advise Progress Leaders/Head of Inclusion of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy).
- Assist in the monitoring of first aid equipment and boxes on Organisation site.

- Assist in the development and health promotion activities at the Organisation.
- Ensure the necessary records are maintained relating to accidents associated with the work of the organisation.

## **2.8 Work Experience Co-ordinator Mrs J. Varley/Amy Roberts**

The Work Experience Co-ordinator (or person responsible for work experience) is responsible for developing procedures to ensure that students, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will:

- Ensure that all work placement providers are assessed prior to use for the first time.
- Ensure arrangements are in place to comply with the current legal requirements.
- Assist in the assessment of placements where there are particular causes of concern.
- Ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by students unless proof of training/competence is available, this will be covered within the initial risk assessment.
- Ensure the employer reports any accidents involving any student on their premises directly to DSL and Work Experience Director J. Varley, also that this is entered into their Accident Logbook.

## **2.9 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the Organisation should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Site Manager for them to rectify.

Staff must ensure that contractors arriving at site report to Reception and a nominated person ensures that the contractors are informed of any hazards on the organisation site.

## **2.10 Members of Staff**

Each member of staff is responsible for his or her personal safety and that of other persons in the organisation by the proper observation of organisation rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the organisation).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.: 'It shall be the duty of every employee while at work

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work, and,
- As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'.

## 2.11 Students

Each student is responsible for his/her personal safety and that of their fellow students by proper observation of organisation rules and procedures.

Each student will:

- Observe standards of dress and behaviour appropriate to the working situation.
- Heed warnings and observe rules and routines and ask for such warnings and rules where they are not made obvious.
- Not wilfully misuse, neglect or damage equipment provided for safety.

## 3. Health and Safety Committee (if required)

If a Health and safety committee is required within the organisation (for supporting an emergency situation) this will be comprised of:

- ✓ Directors
- ✓ Hub Manager/Head Teacher/Head of AP
- ✓ Health and Safety Co-ordinator
- ✓ Site Manager if appointed

- ✓ One student (invited for specific input as and when appropriate)

#### 4. Crisis Management

- A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.
- A separate Crisis Management Plan has been developed by the organisation.

##### 4.1 Crisis Management Team:

- ✓ The Directors.
- ✓ Hub Manager/Head Teacher/Head of AP
- ✓ Health and Safety Co-ordinator.

##### 4.2 Function of the Crisis Management Team:

- To act as the decision-making authority for the management of an incident.
- To develop the procedures and practices to be used for handling emergency situations and communicating these to all staff of the Organisation.
- To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans. Reference must be made to the Crisis Plan and Lockdown Plan.
- To assess the nature, degree, and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## 5. General Emergency Procedures

- The summoning of emergency services is via the office reception and the Directors.
- Out of organisation hours, please contact emergency services by dialling 999 and the on-duty member of the Senior Leadership team.
- In the event of a major disaster the Crisis Management Team must be alerted.

## 6. Fire Procedures (also see Emergency Evacuation Procedures)

- The signal for evacuation will be the continuous ringing of the fire alarm. Always evacuate the organisation if the fire alarm sounds – assume every alarm could be for real.
- Never re-enter the building while the alarm is still sounding and only after the fire officer has confirmed it is safe to do so.
- On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.
- Everyone must walk swiftly – not run – and take no belongings with them.
- When outside the building assemble the students at the assembly point. Check that all students/visitors/volunteers are accounted for.
- The Senior Leadership Team will take the registers. The Senior Leadership Team will take the visitors book.
- staff must report to the senior member of staff whether all their students /visitors /volunteers, etc are safely out of the building.
- Teachers must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Directors, to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape route at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.
- The Directors will organise practice fire evacuations as appropriate, but at least once every term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Directors.

- The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premise's inspection. Any faults must be reported to the Directors for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Directors will ensure that these notices are displayed in a prominent position as part of the premise's inspection.
- Any student with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Co-ordinator, if the class teacher identify a particular problem.
- A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## 7. Bomb Incident and Lockdown Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Directors will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, students, visitors, by an appropriate means.

Please see Lockdown Policy. Located on digital library and within file in Head Teachers Office.

### 7.1 Bomb Incident

Any member of staff who receives information regarding a bomb on-site must immediately inform the Directors or a member of the Senior Leadership Team in their absence.

Please see the Bomb Threat Policy. Hard copy in Policy file in Head Teachers office, and also located on digital library.

### 7.2 Lockdown Incident

Any member of staff who receives information or sees any person/s that may require the organisation to go into potential lockdown must immediately inform the Directors or a member of the Senior Leadership Team in their absence

A Lockdown plan is in place and a copy is within file based in Head Teachers office, and also located on digital library.

## 8. First Aid Procedure

There will be sufficient staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

First aid boxes are kept around the organisation. The company provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes.

Student medication will be signed in and kept in the Medicine Safe in the locked medicine cupboard, within the medical room. This is kept secure at all times.

Parents will be expected to inform the organisation if their child has an allergy and a list of any such children will be kept and details disseminated to staff as appropriate.

All injuries which come to staff attention, no matter how slight, should be recorded on the relevant form.

In case of doubt as to whether a child's parent should be immediately alerted, contact Head of School or Director.

Always err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a student to hospital. In these cases, the student will be accompanied by a member of staff.

A Managing Medication and First Aid Policy is available

## 9. Accident Recording

In the event of an accident the following procedure must be followed:

- Render inoperative any equipment involved in the accident.
- Summon assistance.



- If the injury is of a minor nature, ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- If the injury is of a major nature, then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- If the injured is mobile, then he/she should be taken for emergency treatment to the Hospital. The Directors or a member of the Organisation Leadership Team is responsible for arranging for a member of staff to transport the student/staff to hospital.

No student may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

- Stay with the injured person and return with them; or
- Stay with the injured person until the parent/guardian arrives at the hospital and return to organisation.
- All staff must report any accident (or near misses) involving themselves or visitors/volunteers. Details of this are recorded to the reporting system. Student accidents, depending on the severity will be reported.
- Specified categories of incidents are reportable to the HSE and these will be undertaken by the Organisation Provider supporting the Organisation on H&S matters.
- All accidents will be investigated to prevent re-occurrence. The Health and Safety Coordinator will monitor the accidents to identify trends.

## 10. Health Issues

### 10.1 Smoking

To reduce the risk to health from passive smoking, there is a No Smoking Policy anywhere on the organisation site. This includes e-cigarettes.

### 10.2 Alcohol and Drug Abuse

- Staff under the influence of alcohol or drugs will be excluded from work and will be subject to disciplinary procedures.
- If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long-term solution. For help contact your Doctor.

- Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager, so that additional arrangements may be made to safeguard you while at work.

### 10.3 Staff Wellbeing

- Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive, they can lead to stress.
- People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation, and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.
- If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Directors will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.
- Workloads and stressors will be monitored on an on-going basis.

### 10.4 Expectant Mothers

- Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.
- Many women work while they are pregnant and many returns to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

## Procedure

- Staff (full and part-time) are required to inform their Line Manager as soon as possible and in writing when pregnancy has been confirmed.
- The Senior Leadership Team will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## 10.5 Communicable Diseases

- From time to time infectious diseases will occur amongst students and staff. Infectious diseases are more common amongst organisation-aged children.
- Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection.

Refer to DfE guidance <https://www.gov.uk/government/publications/health-protection-in-organisations-and-otherchildcare-facilities>

## 11. Risk Assessments and Guidance Notes

Specific risk assessments are required for activities involving fire, manual handling and substances while more general risk assessments must be completed for those activities where specific assessments have not been carried out. Although risk assessments relating to most activities of the organisation will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by The Director in the Office

The following staff will complete risk assessments for the areas highlighted below:

Who	What Trips
Headteacher/Director or offsite visit coordinator	All trips

Headteacher	All Curriculum areas and related activities
Director Phil Varley	All Health and Safety related activities

Areas of work or activities that are deemed to be more hazardous will have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make themselves aware of the contents of those relating to their area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education are available either in organisation or by accessing on the Web. All new and existing staff should be aware of the contents relevant to them. Risk assessment proformas are available for staff to access on the intranet and staff drives.

The Organisation has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

### 11.1 Departmental Health and Safety Policies

The Head of School is responsible for drawing up and maintaining policies for Health and Safety within Departments. These policies will be consistent with the organisation policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and held by the Head of School and the Health and Safety Co-ordinator.

## 12. Specific Hazards

Organisations are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to the organisation are detailed below along with the safe procedures put in place to manage the risk.

### 12.1 Asbestos

The organisation will where appropriate have an asbestos survey completed for the premises. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. The Directors

have been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in organisation.

## **12.2 Legionella**

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the Directors / Head of School

## **12.3 Display Screen Equipment (DSE)**

- An audit of all staff will be undertaken to identify those staff who would be considered as DSE 'users. Those staff should complete the Workstation Self-Assessment Checklist. DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.
- The optician's fee for the eyesight test will be reimbursed by the organisation up to a maximum reimbursement of £25. The standard letter must be completed by the employee prior to the eye test and taken to the optician. The employee must return the completed form to their line manager after the test. If the optician confirms that the member of staff requires new visual correction specifically for work with DSE, the organisation will pay a contribution towards the costs. It should be noted that staff who already wear glasses may or may not need special glasses for display screen work.

## **12.4 Electrical Equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. The electrical equipment must be PAT tested to show it is safe. Any student or volunteer who handles electrical appliances must do so under the supervision of the member of staff who so directs them.
- If there is any doubt about the safety of the equipment it must not be used. Any potential hazards will be reported to The Head of School immediately.

- The Directors must be made aware of and approve the use of any item being brought into organisations by a member of staff, volunteer, or a student. The Directors must be aware of and approve the arrangements for temporary electrical extensions required for drama productions or Christmas decorations.

## **12.5 Machinery and Equipment**

- Maintenance schedules for machinery and equipment are in place to ensure that all equipment is safe.
- Where manufacturer's instructions are not available the Head of School will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions.

## **12.6 Moving and Handling**

- All equipment must be moved safely. Large pieces of equipment must only be moved by people who have received training.
- The Directors and Head of School will be responsible for undertaking risk assessments for moving and handling tasks.
- Moving and Handling activities carried out by students will be the responsibility of the teacher or member of staff supervising the task.
- Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment, or furniture, please either ask for help or do not undertake the activity. If equipment or files are overhead height, then stepladders or a step up should be used.
- Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

## **12.7 Work at Height**

- All work at height must be carefully planned and organised to ensure that it is carried out safely. Chairs, furniture, or other fixtures must not be used to work at height or to access it.
- The Director and Head of School are responsible for undertaking risk assessments for work at height tasks.
- Work at height is only carried out by staff who are competent for the work involved.

- Staff that are expected to use ladders or stepladders more than four rungs high will require training.
- Staff should contact the Director or Head of School if any work at height is necessary over four rungs high.

### **12.8 Housekeeping**

- The risk of injury within the workplace is most likely to be caused by the more mundane hazards because of poor housekeeping.
- Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom.
- It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.
- The Head of School will undertake an inspection whilst opening the organisation each morning to ensure that communal areas are free from trip hazards, etc. They will report all hazards, obstructions, defects or maintenance requirements to the Health and Safety Coordinator.
- It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.
- The organisation will be cleaned as per the cleaning schedule and will be monitored by the Head of School.
- All waste will be disposed of according to appropriate health and safety guidelines.

### **12.9 Violence at Work**

- All staff must report to their line manager/Directors any incident of aggression or violence (or near misses) directed to themselves from any source.
- All incidents of violence will be reported via the Organisation's incident reporting system.

### **12.10 Lone Working**

- It is recognised that within the organisation there are posts where staff are required to work alone even for a short period of time.
- It is the Directors / Head of Schools responsibility to undertake a risk assessment of all risks associated with lone working on the organisation site.

- Staff, who are identified as lone workers will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with working alone.

### **12.11 Off-site Visits**

The organisation has separate guidance and procedures for Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the organisation's procedures on Off-site Visits.

### **12.12 Work Experience Placements**

The organisation has guidance on the arranging of work experience placements. As specific legislation applies to young workers including students on work experience, it is essential that the organisation's work experience guidance is followed.

Work which is delivered away from our Hub must be flexible, varied and needs led by the young people it supports.

Staff should meet to plan regularly, and the frequency of meetings should also be flexible. They are essential to the effective working of the team and ensuring the health and safety of the workers and young people involved in the activity. Health and safety should be routinely discussed and good practice shared to encourage improved working practices.

Briefings prior to leaving for a session which address issues left over from the previous session and any new ones and a debrief on return from should be routine.

Space and time should be available at the end of a session for workers to discuss the work, both in terms of what has been achieved and their feelings about what they have done.

A Risk Assessment is a careful examination of what could cause harm to people in order to ensure sufficient precautions are being taken to minimise risk of it happening.

A risk assessment is made up of five simple steps:

- Identify the hazards (and the risks associated with them).
- Decide who is at risk and in what way.



- Investigate the precautions currently in place and identify what else could / should be done to reduce the risk.
- List the risks which need further precautions or are subject to specific restrictions.
- Record all this and brief those at risk on the contents of the risk assessment.

This process of informing people is vital and important in a legal context where a risk has been deemed to have been accepted by those involved in the work.

In considering safety it is important to differentiate between hazards and risks.

- A hazard is a situation or set of circumstances, whether in the form of human activity or health hazard, that could cause harm to people.
- A risk is the probability that someone will be harmed by a hazard. Routes to be walked or areas of work used by outreach workers should be within local authority buildings such as a library.
  - Pre mapped. Workers should normally follow established routes and ensure they are familiar with the routes before starting street-based activities or work experience
  - Risk assessed during both evenings and daytimes on the days and times the routes will be followed by workers.

The risk assessments for each area should be available to all staff at any time and changes should be made, as necessary. Flexibility will be necessary at times as young people will not always be on the same street. If there are significant changes, there should be a person at the end of a phone to whom these changes can be conveyed.

When a hazard or problem is experienced whilst on the route, a review of it should take place and, if necessary, alterations made to address the newly identified risk.

### **12.13 Hazardous Substances**

- Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Directors and Head of School

- Any substance used in the organisation must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.
- A record of the arrangements currently in force will be maintained by the Health and Safety Co- Ordinator. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.
- Any colleague unsure of their position in relation to COSHH may consult the Health and Safety Co-ordinator or Head of School.

### **12.15 Pressure Systems**

All pressure vessel systems in the organisation will be listed on the inventories of the departments concerned.

All pressure vessel systems in the organisation will be subject to annual inspection by appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Health and Safety Co-ordinator and must be consulted prior to any inspection.

### **12.16 Noise at Work**

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the Organisation. Common sense and courtesy by all members of staff, students and visitors to the organisation will prevent problems arising.

Any member of staff detecting a potential problem will report immediately to The Health and Safety Co-ordinator or Head of School

### **12.17 Lettings**

If the organisation is let, the Directors must be satisfied that the hiring organisation must use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

## **13. Use of Minibuses and Other Vehicles**

The Guidelines for Minibus Operation apply to all minibuses and other large passenger carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on organisation business.

Eligibility to Drive – All drivers must:

- Any member of staff holds a full current driving licence.
- be authorised by the Directors/Head of School to drive any minibus.
- have passed appropriate minibus driver training and assessment.

Drivers of vehicles on the organisation site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 10 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motorcycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify Directors or Head of School of any faults identified with the minibus or own cars if used for work. Guidance notes on what to do in case of an accident are kept in the glove compartment of the vehicle.

#### 14. Administration of Medicines (see also medicines policy)

The organisation has a separate policy on the arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

Organisation staff may administer medicines as long as 2 members of staff are present (preferably with the trained administer), and they follow the medicine label and have notified the relevant member of staff so that the student record is updated. For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered. A second person watching the administer must sign to say they have witnessed the administration and this was carried out correctly.

The smallest practicable dose should be brought into organisation in individual original containers, which should be clearly labelled with the student's name and dosage instructions, together with expiry dates, and batch numbers.

Student medication will be signed in and kept in the Medicine Safe in the medical room. This is kept secure at all times.

#### 15. Training and Information

A training needs analysis will be undertaken by the Directors, in conjunction with the Head of School to identify any mandatory health and safety training required for members of staff and this will be regularly reviewed. The Directors will ensure that staff are released for this training.

All members of staff will receive a health and safety induction when they commence employment with the organisation and the induction will include specific elements of this policy being brought to their attention. The Directors will:

- inform staff of any changes in the policy.
- assess the training requirements of the staff and integrate those needs onto the organisation development plan to inform governors.
- assess the training needs of new members of staff.
- Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

## 16. Monitoring Health and Safety

Health and safety standards must be monitored by the senior leadership team in conjunction with the organisation Directors the following:

- the Senior Leadership Team will include health and safety as part of the agenda of their regular meetings.
- the Directors will conduct an annual premises inspection with the health and safety co- Ordinator and/or Head of School
- the Directors' annual report

### Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed a health and safety audit will take place at least every 4 years. The action points identified through the audit will be shared with Lead Governors for Health and Safety and agreed what action is necessary.

## 17. Visitors

The Directors accept the responsibility for health and safety of visitors to the organisation, including contractors.

All visitors to the organisation will be asked to sign in at the organisation office and sign out when they leave and are required to wear a badge

All staff accepting of visitors will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

## 18. Health and Safety Policy Review

The Organisation acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The Organisation will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.

### Appendix 1

#### Accident, Hazard and Faulty Equipment Reporting

If you identify a hazard or an unsafe piece of equipment/system of work you should report it in the first instance to your line manager, the Health & Safety Coordinator Director depending on the hazard.

The following hazards are examples. These are not an exhaustive list.

- If the hazard is an unsafe piece of equipment/system, then you MUST inform your line manager immediately. The equipment/system should be isolated, and a note clearly put on the equipment to say that it must not be used under any circumstances.
- If the hazard is a spillage then you should contact the Senior Leadership Team IMMEDIATELY informing them of what the spillage is and where, so that they can contact the cleaners and ensure this is cleaned up straight away.
- If the hazard is blocking corridors then you must contact the Senior Leadership Team IMMEDIATELY informing them where the blockage is, so that this can be cleared.
- If the hazard is electrical cabling then you MUST ensure that all staff and students are aware of the potential hazard by highlighting the area or you must cover the cables with correct cable covering so that all access is safe.

If in any doubt you should take steps to isolate the equipment and report to senior leadership

Policy Written: June 2020

Policy Updated: Covid-19 August 2020

Signed:

A handwritten signature in black ink, appearing to read 'J. Varley', written in a cursive style.

Johanne Varley – Managing Director

Review date: July 24

Overarching Responsibility of all areas mentioned below = Johanne Varley & Philip Varley

Overall Responsibility of Managing Premises = Gina Henley-Johnson (Head of AP)  
(Includes staff illness, cover arrangements)

Responsibility of Managing Premises = All Staff

Overall Responsibility of Health & Safety to Staff & Students = Philip Varley  
(Includes reviewing risk assessments and implementing any measures to ensure that safety is maintained for wider opening)

Responsibility of Health & Safety to Staff & Students = All Staff

Overall Responsibility of KCSIE – Gina Henley-Johnson (Head of AP and DSL)

Responsibility of KCSIE – All Staff