

# Derby Skillbuild

## Health and Safety Policy and Procedure

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|---------|----------------------------------|---------------|----------------|
| 1       | Neal Brown<br>Head of Operations | November 2020 | September 2021 |
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### Introduction

The Board are responsible for the annual review of the Health and Safety Policy and Codes of Practice and the effectiveness of this policy.

It is the policy of Derby Skillbuild to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide a healthy and safe working environment. It is our duty as an employer to protect the health, safety and welfare of their employees and other people who might be affected by their business.

The provider's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Derby Skillbuild is committed to ensuring the health, safety and welfare of staff, learners, and members of the public, visitors, and the disabled.

### Main Objectives:

- Derby Skillbuild must comply with relevant legislation
- To identify hazards as part of a formal assessment activity and as they may arise
- To assess risks for all areas of the site and its activities
- To monitor and risk assess all outdoor and offsite activities
- To ensure staff, learners and visitors are safe and can move around the site without hazards
- The Health and Safety Policy will be continually monitored and reviewed annually
- The designated health and safety lead will have the responsibility to monitor and the reporting of hazards to the management team who will direct these reports to the board of trustees

## Emergency Procedures

All staff must be aware of the emergency procedures for a:

- Fire evacuation
- Accident and First Aid – Staff should be aware of who the first aider is and their location so they are accessible at all
- Bomb threat – Staff will receive appropriate training

staff and students should not interfere or misuse any safety equipment which is designed to be used within an emergency. Equipment unless otherwise stated should be kept in a safe, secure location.

## Fire Safety

It is the Skillbuild's policy to protect all persons on its premises from the hazards of fire by ensuring safe premises and systems of work as far as are reasonably practicable. A written risk assessment in accordance with the Fire Precautions (Workplace) Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 will be kept up to date. The Centre Manager will ensure:

- There is an effective fire warning system and that it is regularly maintained
- There is safe means to escape in the event of a fire
- Fire equipment is maintained on a regular basis
- Compulsory training for all employees, contract and voluntary workers in fire safety;
- One drill is undertaken six weekly
- Risk Assessments are carried out on a regular basis

## Emergency Evacuation Procedure

All employees and learners should familiarise themselves with the sound of the fire alarm and location of emergency exits.

Do not run and stop at any point to collect belongings.

Doors should be closed on exit in an attempt to contain the fire

Procedure:

1. If you discover a fire, activate the nearest fire alarm break glass point.
2. Inform staff who will call 999.
3. If the fire is isolated and has not spread from its point of origin, attempt to extinguish the fire by using the correct fire extinguisher – ONLY IF YOU HAVE BEEN TRAINED IN ITS SAFE USE. DO NOT PUT YOURSELF AT RISK.
4. Tutors on hearing the alarm should take the student register and lead the students from the building in an orderly manner, using the nearest fire exit.
5. The head of operations, on hearing the alarm will take the volunteer and visitors' signing in/out book and leave the building. They will take them to the assembly point and conduct roll call.

6. The head of operations and the designated Fire Marshall will carry out a trawl of the building, checking rooms and toilet areas to ensure all rooms have been evacuated, closing all doors behind them on their way out to safety.

7. Do not re-enter the building for any reason until instructed by the Head of operations that it is safe to do so. To assist in accurate accounting all members of staff must sign in and out when leaving the building on business. Failure to undertake this responsibility, this matter will be discussed between the head of operations and the member of staff. In the event of a fire drill, staff will be notified on the day. The above procedure should be followed.

#### First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. The Health and Safety (First Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard. It is important that any injury that occurs whilst at work is recorded. An employee who is injured should follow the steps below:

#### Minor Injuries

- Seek attention from the first-aider.
- Record incident in the Accident Book. If no further medical treatment is required:
- When the injury has been dealt with, the first-aider should be informed of the circumstances in which the injury occurred.
- These should be recorded in the Accident Book.

If further medical treatment is required:

- This should be sought as soon as possible.
- At the earliest convenience, the first-aider should be informed of the circumstances in which the injury occurred.
- These should be recorded in the digital Accident Book
- Other members of staff who witness such an injury should also report their observations to the first-aider;
- Witnesses may be asked to make a statement of their observations.

All injuries should be report my telephone to the learners parent and a copy of the accident form sent to the parent via email.

These records will be monitored by the first-aider and the head of operations and any recurrent problem will be brought to the attention of the Health and Safety Officer.

The first aid attendant's name and location must be clearly denoted on or near the first aid boxes.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors, and brought to the attention of all new employees at their induction stage. Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work

away from the school's premises. Accidents, Incidences, Near Misses and Health Problems Terminology

- ☐ accident: an event that results in injury or ill health;
- ☐ incident: a near miss: an event that, while not causing harm, has the potential to cause injury or ill health. (In this guidance, the term near miss will be taken to include dangerous occurrences);
- ☐ undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health, eg untrained nurses handling heavy patients.
- ☐ major injury/ill health: (as defined in RIDDOR, Schedule 1), including fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- ☐ serious injury/ill health: where the person affected is unfit to carry out his or her normal work for more than three consecutive days;
- ☐ minor injury: all other injuries, where the injured person is unfit for his or her normal work for less than three days;

Procedures

- ☐ All accidents, incidences and near misses should be reported to your line manager
- ☐ Contact the on-duty first aider
- ☐ Note the names of the people, equipment involved and the names of the witnesses;
- ☐ Report the adverse event to the person responsible for health and safety who will decide what further action (if any) is needed.

SESN – Health and Safety Policy – 2020-2021

Visitors

Volunteers and any other visitor should sign-in when they arrive at the earliest convenient time (and provided with the necessary lanyard) and sign out when they leave on the visitors form. It is necessary to keep a record of who is in the building so that they can be accounted for in the event of a need to evacuate the building. Visitors should be escorted around the building at all times so in the event of a health and safety issue or an emergency the member of staff can act accordingly. Visitors should also wear visitor badges at all time, so they can be identified amongst staff and students.

Hazardous Areas and Substances

Any persons using the school should be aware of the hazardous areas and be made clear on the safety signs located around the site.

- ☐ Only authorised staff with the relevant training should enter hazardous areas.
- ☐ Machinery and hazardous materials such as cleaning chemicals, solvents, paints etc should only be used by qualified personnel only. A risk assessment should be carried out for the use of machinery and cleaning chemicals at all times
- ☐ All staff should undertake health and safety training to understand the hazardous labels to have an understanding of what risks are involved
- ☐ Staff should not use any chemicals without the relevant training.
- ☐ Staff should not remove any chemicals and substances from the workplace

Control of Substances Hazardous to Health (COSHH)

The requirements of the COSHH Regulations 2004 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used in order to minimise any associated risk. There will be regular assessments and monitoring to ensure this is achieved. No new substances will be introduced into the workplace until the information regarding possible hazards and necessary precautions to be observed have been fully evaluated by a competent person.

Risk Assessment

Employers have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm. We will provide employees with information about the risks and how employees are protected, instructed and trained on how to deal with the risks.

A risk assessment is identifying sensible measures to control the risks within our place of work.

- ☐ a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc
- ☐ the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date.

The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations. Employees' personal electrical apparatus is not to be on the school's premises without prior permission and electrical inspection.

**Manual Handling** Where manual handling activities cannot be eliminated, detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability will be carried out. Ensure, wherever possible, that loads including those loads delivered from outside the Company are marked with sufficient information to facilitate safe handling. Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided. Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.

**SESN – Health and Safety Policy – 2020-2021 Smoking** Smoking is not permitted in any part of the premises, including all outside areas. This extends to e-cigarettes and any other artificial apparatus and smoking paraphernalia. Where staff wish to smoke in their personal time should do so off site, away from the premises.

**Drugs and Alcohol** The school's policy on alcohol is intended to be a positive approach to maintenance of the highest standards of safety in the workplace. It is also intended to benefit the Health and Safety of each individual. Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from their line manager. This information will be treated in the strictest confidence.

- ☐ Employees must not attend work whilst under the influence of alcohol or drugs.
- ☐ Employees must not consume alcohol or drugs on the premises.
- ☐ Employees must not return to work after lunch breaks under the influence of alcohol or drugs.

**Employees** The Health and Safety at Work etc. Act 1974 states that everyone has a responsibility for safety. It is important that everyone appreciate the extent of their responsibilities, namely that they:

- ☐ Shall make themselves familiar with the Health and Safety Policy and procedures of the School and the area in which they are employed and shall be familiar with sections of the policy and procedures which directly affect their particular activities.
- ☐ Shall accept individual responsibilities to take all reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and to cooperate with the school so far as is necessary to enable it to comply with its statutory duties.
- ☐ Shall report any incidences or dangerous occurrences with or without injury to their line manager or supervisor.
- ☐ Conform to all instructions, written or oral, given to ensure their personal safety and the safety of others.
- ☐ Will attend training courses that provide up to date health and safety requirements
- ☐ Shall maintain equipment in good condition and report any faults or defects to their line manager

**SESN – Health and Safety Policy – 2020-2021 Centre Manager's Responsibility** It is the Centre Manager's responsibility for achieving the objectives of the Health and Safety Policy and that all statutory law, regulations and approved codes of practice are strictly adhered to. The Centre Manager will also:

- ☐ Ensure that they themselves and the school's employees fully understand and undertake their responsibilities regarding health and safety and that all are fully trained to undertake their responsibilities
- ☐ Promote the implementation of the Health and Safety Policy
- ☐ Learners are inducted in health and safety awareness requirements and their responsibilities before undertaking work experience.
- ☐ Seek to eliminate potential accident situations
- ☐ Any matter brought to their attention by any person is given prompt and appropriate attention.
- ☐ The accident reporting system is monitored regularly
- ☐ As appropriate, correct protective clothing will be requested/made available to all persons under their control.
- ☐ Ensure that risk assessment are carried out and adequate control measures are in place and maintained
- ☐ Conform to statutory duties and introduce effective procedures to report

accidents and identify and eliminate hazards ☒ Provide such information, instruction, training and supervision as may be necessary to ensure the health, safety and welfare of those under their control. ☒ Ensure that regular fire evacuation drills are conducted; fire fighting equipment is made available and accessible. Fire alarms tested and that all employees are aware of the emergency procedures. ☒ Specialist advice is sought on any health and safety at work matter for which clarification or assistance is required. ☒ Liaise with The Board of any issues and recommendations that they feel necessary, which are likely to impact on the school's Health and Safety Policy and statutory requirements Contractors The contractor has responsibilities under health and safety law. It is the responsibility of the contractor/subcontractor to ensure that their employees adhere to, and co-operate with, legislative and the organisation's rules in regards to their Health and Safety whilst working on school premises. If the contract involves the maintenance of equipment or machinery, refurbishment of a building or any other such work then sufficient risk assessments must be approved by the Centre Manager before any work commences. SESN – Health and Safety Policy – 2020-2021 Violation of procedures Deliberate failure to follow the rules, cutting corners to save time or effort, based on the belief that the rules are too restrictive and are not enforced anyway will be seen as a disciplinary offence. To prevent violation of procedures ongoing training will be enforced with simple practical rules, routine supervision and monitoring of performance. Arrangements SESN and George Johnson Education Centre will maintain access to the Health and Safety Policy and all staff will be provided with a copy of the policy within the induction as part of their initial health and safety training. All relevant risk assessments and safe working procedures will be reviewed after an adverse event in line with Management of Health and Safety at Work Regulations 1999 regulation 3(3).5

Approved Name: Neal Brown Signed: \_\_\_\_\_ HO