



## **Health and Safety Policy**

## Introduction

This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation are listed below.

The Health and Safety at Work Act 1974  
The Health and Safety (First Aid) Regulations 1981  
The Electricity at Work Regulations 1989  
The Workplace (Health Safety and Welfare) Regulations 1992  
The Manual Handling Operations Regulations 1992  
The Health and Safety (Display Screen Equipment) Regulations 1992  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
The Provision and Use of Work Equipment Regulations 1998  
The Management of Health and Safety at Work Regulations 1999  
The Education (School Premises) Regulations 1999  
The Control of Substances Hazardous to Health Regulations 2002  
The Control of Asbestos at Work Regulations 2006  
The construction (Design and Management) Regulations 2007

Teenage Works, will comply with the legal requirements as a minimum and will strive towards continual improvement.

The Company is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the building, grounds, equipment and any other facilities provided by or associated with the Company.

The Company will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and governing body cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

The Director, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others personal safety, and in any of the Company's activities, both on and off site.

## General Guidelines

It is the duty and policy of the Director so far as reasonable and practicable to:

- Make itself familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to the Academies, in particular the Management of Health and Safety at work regulations 1992.
- Establish and maintain a safe and healthy environment throughout the setting.
- Establish and maintain safe working procedures among staff, students and other users.
- Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the Company.
- Ensure that any outside agency working on construction within the setting provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate discharge their responsibilities with regards the Construction Design and Management regulations (CDM) 2007.
- Ensure that all staff and students receive information, instruction and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.
- Make sure that any health and safety training requirements are met.
- Ensure that all staff and students have a safe place to work including means of safe entry and exit.
- Ensure all necessary safety and protective equipment, together with appropriate instruction and guidance is available to all users.
- Ensure effective procedures are in place in case of fire and for evacuating the premises.
- Ensure accident and emergency procedures are in place.
- Practice safe emergency evacuation procedures at least once per term and the results to be recorded.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (statutory and advisory).
- Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.

- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.
- Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.
- The Director will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
- Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm. To make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision.

The Director has responsibility for the day to day health and safety conditions for all staff, students, visitors and anyone else using the premises whilst engaged on business.

## **Staff responsibility**

The staff will support the Director and will be responsible for the implementation and operation of the Company's health and safety policy and in helping other members of staff, students and others to comply with its regulations. As part of their day to day duties they will:

- Assist the Director with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the setting.
- Carry out risk assessments of teaching practices and activities including equipment and substances. That any general advice on safety matters given by the Authority and other relevant bodies in relation to the Company are implemented, that this will be translated into written safe methods of working practice and every department is informed.
- Inform students, staff and visitors as to their own personal safety and makes sure they are aware of the Health and Safety procedures in place.
- Investigate any specific Health and Safety issue which has been identified in regard to the provision and implement any recommended or remedial action reasonably required.
- Perform regular Health and Safety inspections within their area of responsibility as required by the Director or as necessary by law.
- Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.
- Ensure appropriate equipment including fire appliances and first aid are provided and readily available in all areas of the setting where required.

- Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used stored and labelled.
- Ensure any signage in relation to Health and Safety is clear and up to date and that everyone is able to understand the label and instructions.
- Attend regular training to ensure that they are as up to date and informed of existing and any new requirements in regard to Health and Safety.

All staff are responsible for the Health and Safety arrangements in relation to the site, staff, students and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at work act 1974 and any other safety legislation and codes of practice which are relevant to the work of which they do.

They should:

- Exercise effective supervision over all those they are responsible for.
- Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.
- Ensure any equipment, tools or materials used are appropriately used and that it complies with any Health and Safety directives required.
- Familiarise themselves with the Company's Health and Safety policy and any relevant safety regulations.
- Ensure all equipment, tools and materials and or any protective equipment and safety devises are in good order and used appropriately.
- Report any defects and faults with any tools and materials and or any protective equipment and safety devises to the appropriate Health and Safety person.
- Report accidents irrespective of any injuries to the Director or designated Health and Safety person and that the report is logged.
- Attend training and awareness courses in regard of Health and Safety.
- Ensure all emergency fire fighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

## **Safety Education**

- The DCSF has published guidance on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.
- One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- This DCSF guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

## Health & Safety Arrangements

### Fire Safety

- Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
- The Companies evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested regularly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

### Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the Companies accident report form. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Director will ensure that the Health and Safety Executive is informed of reportable incidents.

### First Aid

- First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- A DCSF good practice guide, Guidance on First Aid has been written to provide advice on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which provisions may find helpful when undertaking a risk assessment.
- The Director should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held where necessary, following guidance. These supplies should be checked on a regular basis by a qualified first-aider.

## Equipment

- The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
  - fume cupboards
  - all electrical appliances

When new equipment is purchased, it is the responsibility of the Director to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations.

## Housekeeping

The Director and staff will monitor the cleaning standards of the setting.

The Director and staff will monitor the efficiency of the waste collection service.

## Visits

Educational trips and visits must be organised in accordance with the Company's "Off Site Procedures".

## Minibuses (not relevant as at March 2018)

Users of minibuses must be aware of and observe the following requirements:

- drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
- where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;
- when a charge is being made to passengers, the minibus permit must be displayed in the vehicle;

- internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Company will decide upon the repairer to be used);
- Only one person per seat is to be carried.
- Seat belts are to be worn by all passengers and the driver at all times.
- The driver at the time when an offence was committed is responsible for the payment of fines incurred.
- A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the relevant person.
- The driver will follow the EU Driver's Hours Rules with regards to rest periods and hours of driving (see below).

### EU Driver's Hours Rules

Definition of a rest break - Any period that a driver is freely able to dispose of his time, when not working during employment or carrying out other work, for a period of at least 1 hour.

- Daily driving limits not to exceed 10 hours (and applies to time spent at the wheel actually driving).
- Daily duty limit of 16 hours (including rest breaks).
- Maximum continuous driving time of either 5.5 hours followed by a break of 30 minutes; or 8.5 hours (to include a break of 45 minutes) followed by a 30 minutes break.
- Minimum rest period of 10 hours between working days, which can be reduced to 8.5 on not more than 3 days per week.
- Minimum period of 24 hours rest is required between any two consecutive weeks.

### Visitors to Teenage Works

- All visitors to the Company will sign in at the reception. Visitors will be collected from reception by the member of staff concerned.
- Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.



- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought.

## **Security**

- All staff should be conscious of all aspects of the security of people and property.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.
- Staff will be required to wear their Identity Badges at all times.

## **Training**

The Company will ensure that any new members of staff or visitors will be given appropriate training so that all relevant Health and Safety matters are drawn to their attention at the earliest possible stage of their induction.

## **Students**

All students are expected to be aware of the setting's surroundings and to exercise personal precautions to mitigate any possible injury to themselves and others around them. To observe the safety rules of the Company especially any instructions from teaching staff in the event of an emergency.

## **Corona Virus Update**

Please see Child Protection Policy 2020 and full re-opening risk assessment available on our website and as a hard copy where necessary, if you require these policies in a different language contact Teenage Works.

## **Construction and Maintenance Work**

- Where construction or maintenance work is being carried out on site the Director will agree with contractors or service providers that appropriate Health and Safety plans are in place
- Contractors or Service Providers will be made aware of the Health and Safety policy in place at the setting and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of

Teenage Works and Contractor/Service Provider before any works commence to confirm specific Health, Safety and Welfare issues applying the works to be carried out.

## **Review**

The Director will review this policy statement annually and update, modify or amend it as considers necessary to ensure the Health and Safety welfare of all individuals using the setting.

The Director will ensure that risk assessments and related procedures are reviewed annually or sooner, especially if after an incident or accident.

The Governing body and Director will implement all and any Health and Safety precautions required by law and those advised procedures required by Local Government.

## **Monitoring, Evaluation and Review**

The Director will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the setting.

**Adopted Teenage Works on** .....

**Director** .....

**Review date** .....

