

Hythe House Education

Health & Safety Policy and Procedures

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SECTION A – STATEMENT OF INTENT

Hythe House Education HEALTH & SAFETY POLICY

General Statement of Intent

The Proprietors of Hythe House Education declare their commitment to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for their employees and to ensure that their work does not adversely affect the health and safety of others. This is in accordance with the Health & Safety at Work Act 1974.

This commitment extends to providing adequate resources and training to implement this Policy.

The Proprietors accept that they have responsibilities for the health and safety of all employees, young people, contractors and visitors on any of the company premises and whilst engaged in off site activities.

The Proprietors will regularly review this Policy and will ensure amendment in circumstances of changed conditions at the premises and new or changed legislation.

Details regarding the organisation and arrangements for the implementation of this Policy as well as the monitoring and review arrangements are contained in the Health & Safety Procedures document.

Copies of this policy will be brought to staff's attention annually.

Signed: Date:

Robert Duffy

SECTION B - ORGANISATION

B1. SITE RESPONSIBILITIES

The overall responsibility at Hythe House Education for health and safety at work is that of the Proprietors, delegated to Robert Duffy.

All staff are responsible for day to day health and safety matters and should make any concerns known to Robert Duffy.

B2. PROPRIETORS RESPONSIBILITY

1. Ensuring that the company has a Health and Safety Policy Statement;
2. Reviewing it at least once a year;
3. Checking that the Health and Safety requirements are actually implemented e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken. This will be a requirement on members of staff who have been given delegated responsibility to report in writing on a regular basis;
4. Ensuring that all staff have access to a copy of the Policy Statement and the relevant supporting documents. New staff should be made aware of this document as part of their induction.
5. Undertaking Risk Assessments and recording items of significance; (this is a statutory requirement under Regulation 3 of the Management of Health and Safety At Work Regulations 1999 and should be reviewed annually);
6. Carrying out regular health and safety inspections (at least twice a year) and reducing the risks to health and safety as appropriate;
7. Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
8. Ensuring that emergency evacuation procedures are in place;
9. Ensuring that the requirements of the Health & Safety Executive (HSE) Fire Authority and Environmental Health Officers are properly addressed, and
10. Ensuring that adequate first aid provision is made.

The Proprietors are responsible for complying with their duties, making appropriate provision within Hythe House Support and generally supporting and monitoring health & safety within the building. This includes a requirement under Section 4 of the Health & Safety at work etc., Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to health to others who use the premises.

B3. ALL ACCIDENTS MUST BE REPORTED

All accidents must be reported to the Health & Safety Manager who will ensure that the circumstances are investigated and any appropriate action taken to prevent recurrence.

B4. STAFF RESPONSIBILITIES

ALL EMPLOYEES AND CONTRACTORS HAVE THE RESPONSIBILITY TO CO-OPERATE WITH MANAGEMENT, TO ACHIEVE A HEALTHY AND SAFE WORKPLACE AND CAN APPROACH THE HEALTH & SAFETY MANAGER ON ANY ASPECT OF HEALTH AND/OR SAFETY AND TO TAKE REASONABLE CARE OF THEMSELVES AND OTHERS. THEY ALSO HAVE A DUTY IN LAW UNDER THE MANAGEMENT OF HEALTH & SAFETY REGULATIONS 1999 TO REPORT ANY SHORTCOMINGS IN THE EMPLOYER'S HEALTH & SAFETY ARRANGEMENTS FOR THE PROTECTION OF PEOPLE AT WORK AND WHO MAY BE AFFECTED BY THEM. THEY ALSO HAVE A DUTY TO REPORT ANY HEALTH & SAFETY HAZARDS WHICH THEY ARE NOT ABLE TO RECTIFY.

All school staff are responsible for maintaining a clear, clean safe working environment for their classrooms and workshops etc. If a problem / risk arise then it is the class teachers / Teaching Assistants responsibility to report the problem to Robert Duffy.

B6. STAFF AUTHORISED TO UNDERTAKE SPECIFIC ACTIVITIES

The Health and Safety Manager will be responsible for co-ordinating health and safety training in conjunction with the Staff Development Co-ordinator. Directing the investigation of accidents and giving the statutory notification of accidents, dangerous occurrences or disease will be the responsibility of the Health and Safety Manager.

Staff with specific responsibilities:

All Proprietors

Health and Safety Manager – Robert Duffy

First Aiders – Neil Smith, Helen Newin, Nikki Willett

SECTION C – Arrangements

C1. GENERAL PRACTICES APPLYING TO ALL STAFF AND VISITORS

C1.1 VISITORS AND CONTRACTORS

All visitors and contractors must report to the Office Reception on arrival and sign the visitor's book.

The Health & Safety arrangements of the contractor must be seen before any work can commence. When contractors are at work in designated areas, staff are not permitted in any areas where chemicals are used or on any lifting device / plant machinery within the premises.

C1.2 FIRE SAFETY

A Fire risk assessment has been completed and is subject to a yearly review. If the building has any alterations then the Fire Risk Assessment will need to be reviewed following any alterations to the building design / layout.

1. Fire Instructions

Fire instruction notices are posted on each level of the building. Emergency Exits, Assembly Point and Assembly Point instructions are clearly identified by safety signs and notices.

2. Fire Precautions

The office retains a qualified contractor who is responsible for testing and maintaining fire extinguishing equipment and who will provide an annual written report to the Health and Safety Manager. Any damaged or missing extinguishers will be replaced as soon as the staff are aware. All staff are required to report missing or damaged extinguishers to the Health and Safety manager who will ensure the replacement of the damaged extinguisher.

Regular maintenance is carried out on emergency lighting, alarms, fire doors, fire safety signs and escape routes. Escape routes will be kept free of obstructions at all times.

4. Fire Risk Assessment

The building has a Fire Risk Assessment which is kept in the Health and Safety managers' office. The Health and Safety manager produces an action plan from the risk assessments.

There is a premises fire risk assessment which will be carried out by an external contractor this will be reviewed annually by the Health and Safety manager.

5. Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

6. Advice and Consultancy

The company Fire Safety Consultant is:

Key Fire Solutions
(Steve Adams)

Telephone – 07969199251

E-Mail – steve.adams@keyfiresolutions.co.uk

C1.3 ACCIDENT PROCEDURES

All accidents to employees and visitors must be recorded in the Accident Record Book held by the Health and Safety Manager. Accident books are checked regularly by David Duffy. All accidents must be investigated immediately and, in the case of major injuries or those requiring hospital treatment, report to the HSE.

The company will adhere to their obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR – SI 1995 No 3163)

C1.4 BLOOD SPILLAGES

Avoid contact with blood or body fluids

Take all necessary precautions to prevent puncture wounds, cuts and abrasions in the presence of blood and body fluids;

Apply good, basic hygiene practices including hand-washing before and after glove use, and avoid hand-to-mouth/eye contact;

Control surface contamination by blood and body fluids by containment and appropriate decontamination procedures; and

Dispose of all contaminated waste safely and refer to relevant guidance if you are uncertain how to classify and dispose of your waste

C1.5 FIRST AID

The company have appointed Sue Guest as the First Aider who has received suitable training for the position.

First Aid kits are to be found:

- Finance department
- Social Work department
- Kitchen
- Therapy room

All qualified First Aiders are responsible for checking the contents of these kits.

C1.6 ELECTRICAL SAFETY

Only a competent person may carry out electrical repairs. This will usually be an appointed electrical contractor.

Plugs and cables will be regularly inspected for damage or defects; these will be repaired by the competent person.

All electrical items will be subject to PAT testing carried out in accordance with PAT testing regulations. A register and log of PAT tested items will be kept by the Health and Safety manager.

C1.7 HOUSEKEEPING

a) Cleanliness

The office building is cleaned by an independent cleaner three times per week. Each employee is responsible for the general cleanliness of her/his workplace. Rubbish bins will be used for general rubbish.

b) Waste Disposal

The Viridor waste disposal company are responsible for the clearance of general waste from the site and collect every week.

The PHS group are responsible for the collection of the sanitary waste bins.

c) Stacking & Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.

C1.8 ALCOHOL AND DRUGS

The abuse of alcohol or drugs is a health and safety hazard and if there is suspicion that a member of staff or visitor is incapacitated, this must be reported to their line manager or in the case of a visitor the person who is being visited. The person believed to be incapacitated will be asked to leave the premises.

C1.9 COSHH

'Control of Substances Hazardous to Health Regulations 2002' are available from the Health and Safety manager. Care will be taken in ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific 'one off' purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

C1.10 RISK ASSESSMENTS

Risk assessments are undertaken by the appropriate staff member and recorded for all tasks with a possibility of significant risk. The results of the risk assessments are brought to the attention of the appropriate staff. These risk assessments should be updated annually.

C1.11 TRAINING

The proprietors are responsible for ensuring that staff are sufficiently trained and that appropriate staff receive the necessary training. Certain hazardous jobs may require special training which will be arranged by the Health and Safety Manager.

Each member of staff is also responsible for drawing the attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

All members of staff have knowledge of basic health & safety in the work premises and understand what to do when an accident or incident occurs. Fire procedures are detailed in the staff handbook. Staff will be given a basic health & safety induction when they join the company which includes information on first aid, who to contact in an emergency and what to do in the event of a fire.

C1.12 FOOD AND FOOD HYGIENE

The kitchen area is available to staff to prepare their lunches etc. It is the individual staff member's responsibility to clear up after them and keep all shared areas clean and tidy for the next person.

C1.13 MOVING AND HANDLING

Injuries can be caused by incorrect moving and handling of objects (which need not be large or heavy) or people.

Generic risk assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined after the appropriate training.

C1.14 COMPANY TRANSPORT

All staff that use company transport are required to check the vehicle prior to using. A visual check should be carried out and if it is deemed the vehicle is unsafe for use the Health and Safety manager should be alerted and alternative transport arranged.

Only staff members with a valid driving license are permitted to drive company vehicles.

When using company vehicles all staff should ensure they complete the designated log book outlining details of their journey.

General housekeeping in the vehicle should also be observed and any waste materials removed from the vehicle upon completion of your journey.