

## **Action Community Enterprises CIC (ACE)**

### **Health and Safety Policy**



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## **Health & Safety Policy**

### **General Health & Safety Policy Statement**

The health and safety of all students, employees, visitors and contractors who use the ACE premises is of the highest priority.

The Board of Directors recognises that achieving and maintaining high standards of safety requires that the Centre's management, staff, students, visitors and contractors are aware of and discharge their respective responsibilities.

The [Health and Safety at Work Act](#) 1974 requires all staff, including supply staff and contractors working on the premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety. Other persons include staff, students, and visitors to ACE.

ACE will:

- Make sure that all staff are made aware of this policy and have easy access to it.
- Promote a positive culture based around the principles of health and safety.
- Inform staff of any new health and safety issues or concerns and of any consequential interim actions or considerations.
- Provide an attractive, safe and healthy working/ teaching/learning environment in compliance with, or improving upon statutory requirements;
- Maintain the cleanliness and state of repair of the buildings.

### **Delegation of Duties**

#### **The Board of Directors**

The Board of Directors is responsible for monitoring and reviewing the Centre's health and safety policy on an annual basis. The Board acknowledges their legal duty to notify the Health and Safety Executive through their representative (The Managing Director) of any reportable H&S accident or incident. Directors are aware of and appreciate the finance and resource implications required to maintain the integrity of the health and safety policy.

#### **The Managing Director**

The Managing Director and her appointed representative, the Business Manager, is responsible for instigating safety investigations and authorising remedial work as appropriate.

The Managing Director retains overall responsibility for the implementation of the Centre's health and safety policy; she has appointed the Business Manager to take responsibility for the co-ordination and monitoring of health and safety at ACE and to ensure that all staff are responsible for ensuring the implementation of health and safety at ACE.

#### **The Business Manager and the Health and Safety Representative**

The Business Manager is responsible for the day-to-day co-ordination and monitoring of the Centre's health and safety policy and is responsible for ensuring the implementation of health

and safety to include:

- Conducting or organising regular inspections and risk assessments.
- Liaising with contractors.
- Initiating action on reported hazards and accidents.
- Co-ordinating end of term safety reports.
- Fire and emergency procedures.
- Maintaining accurate training records of all staff.
- Informing contractors of the Centre's health & safety policy prior to them commencing their duty.
- Instructing staff/ temp staff in H&S procedures during induction training
- Controlling H&S by regular checks.
- Arranging for staff to receive information and training.
- Assisting teaching staff in preparing safe working spaces and practices as appropriate to the teaching environment.
- Provide safe systems of working to ensure, in so far as is reasonably practicable, the health and safety at work of all students and staff;
- Provide safe plant and equipment;
- Provide adequate information and training on health and safety at work and fire prevention to ensure that all members of ACE's community understand their duty of care for themselves and others
- Ensure that all employees, students, contractors, visitors and others follow ACE's safety procedures, e.g. health and safety notices will be displayed in prominent positions within the Centre;
- Provide safe storage for dangerous materials and substances;
- Provide adequate statutory first aid facilities;
- Establish, practice and maintain effective emergency evacuation procedures;
- Provide consultative measures to monitor and review the effectiveness of health and safety;
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences.
- Liaise with the H&S Executive and other official bodies with the aim of improving all aspects of H&S at work.
- Assess on a daily basis, potential hazards and risks to health and safety using the five steps to risk assessment as recommended by the HSE:
  - Look for hazards
  - Identify who could be affected and how
  - Evaluate the risks arising from the hazards; review existing precautions and amend as required
  - Record all findings
  - Review assessments regularly and revise if necessary

## **All Staff**

All staff have a responsibility to:

- Co-operate with their employer on all safety matters.
- Wear their uniform with the ACE logo clearly displayed; ensure any keys or access passes are kept in their own possession.
- Check that areas and equipment are safe before commencing activities.
- Ensure safe working procedures are followed, and personal protective equipment (PPE) and clothing are worn by themselves and by students as required.

- Report hazards to the Business Manager.
- Encourage students/ contractors/and visitors to comply with H&S policy.
- Staff with curriculum responsibilities will manage safety in those areas on a daily basis.

## First Aid

The Centre's first aid cover will be provided by trained administration, teaching and support staff. Lists of trained first aiders will be displayed prominently around the Centre. All staff and students will be made aware of First Aid procedures and the location of first aid kits.

All accidents or injuries, however minor, should be assessed, treated and recorded in the First Aid book by an identified First Aider and the student's host school informed. Every effort will be made to sensitively and promptly inform parents and carers of the situation regarding their child. Until the parents or carers of an injured or sick child are able to attend, the Centre will act in loco parentis and in the best interests of the child.

A comprehensive first aid kit is available in each of the centre's 3 kitchens. They are routinely monitored and restocked by the First Aid trained staff.

**Students taking medicines:** Parents and host schools have been advised that medicines must be kept in the Central Office at ACE, and not by the students.

**Illness:** In the case of students, parents/carers are asked to provide an emergency telephone number, and to alert the Centre of any known health problems, e.g. diabetes, asthma. This record will be kept centrally in the Central Office. In the event of a serious illness an ambulance will be called, parent/carer and host school contacted and asked to either come to the Centre or to meet their child at the hospital.

## Accident Reporting Procedures

All accidents should be reported and recorded in the Centre's accident book, by a competent person, an entry should be made as soon as is practicable after the accident, a copy held on file, and a copy passed to the Business Manager.

Home contact details will be held on the Centre MIS system and parents and the host Centre will be contacted if it is felt that the child needs further medical attention, or is too unwell to stay at the Centre.

A number of the Centre's administration staff are trained in emergency First Aid, and are familiar with procedures for calling emergency services.

All reportable major injuries will be reported to the H&S Executive.

ACE will ensure that an effective accident procedure is in place at all times to safeguard the students in its care.

## Risk Assessment

The Managing Director will agree with the senior management team and the Business Manager an annual risk assessment programme.

Substances and materials brought into the Centre will be assessed to ensure compliance with [COSHH regulations](#).

The COSHH file is located in the Business Manager's office and available to all staff.

Risk assessment for stress amongst staff members will be undertaken in line with HSE guidelines in the following areas:

- the culture of the Centre
- the demands of the jobs in the Centre
- staff members' control over their working environment
- relationships in the Centre
- the impact of change in the staff
- the clarity of staff roles
- the effectiveness of support and training
- the statutory obligation to provide a work/life balance.

### **Areas of Specific Risk:**

ACE recognises that areas of specific risk which require monitoring via the risk assessment process are:

- The construction workshop
- The engineering workshop
- The teaching kitchen
- Student safeguarding

### **Student Supervision**

#### **Duty Supervision**

Safety of students during their time on Centre premises is a major priority particularly during free time from the point of arrival at the Centre in the morning, morning break, lunch time, and on leaving the Centre in the afternoon.

Teaching staff will carry out a wide range of general safety supervision duties on a rota basis. Teachers on supervision will be provided with two-way radios or be within reach of such staff, and work at strategic locations internally and externally around the Centre.

### **Centre Visits and 'Off-site' Activities**

The Board of Directors will comply with the guidance the LEA has issued on:

- Conduct of Outdoor Pursuits.
- The use of Mini-Buses and Coaches.
- Residential and trips abroad.

The Centre Manager is responsible for arranging and leading off site activities and will, prior to the event, report to the Managing Director, explaining the arrangements for health and safety and the welfare of the students.

Reports should detail:

- The transport arrangements.
- The arrangements for supervision of students (including staff/adult: student ratio) and the arrangement of first aid cover.
- Specific arrangements for overnight visit and those abroad
- The level of qualified instruction and supervision that will be available for activities of special risk.
- Any specific considerations for those with additional needs.
- Any specific considerations for those with safeguarding concerns.

## **Student Education**

All students will be encouraged to understand their duty of care for themselves and others in terms of health and safety.

They will be trained in fire evacuation procedures on a regular basis.

They will be supported to identify and report any hazards at the Centre.

They will be instructed in how to respond to intruders.

## **Fire and Emergency Procedures**

Fire regulations are displayed in all areas. Copies of the regulations can be obtained from the Business Manager.

The fire evacuation procedures are tested every half term on varying days of the week. A log of each fire practice is recorded and included in the Managing Director's/Business Manager's report to the Board of Directors.

Fire doors / and extinguishers should be freely accessible at all times.

Combustible materials must not be stored near a possible source of fire; hazardous substances should be kept in a locked cupboard. Gas cylinders are stored outside in locked cages.

Fire extinguishers are located at the points indicated on the Centre plan.

Firefighting equipment is regularly checked and maintained by a registered contractor and details recorded.

## **Fire Check Procedure**

Upon the discovery of a fire or suspicion of a fire or smoke, the fire horns are to be sounded by anyone who is in close access of the horn. Once the horn has been sounded it is then up to the fire marshal of the buildings to make sure everyone is evacuated and escorted to the fire assembly point. At least one member of staff should stay with the students for the benefits of safeguarding. Once the buildings have been evacuated safely, it is up to the fire marshals to assess the situation and decide if the fire and rescue service needs to be called.

The fire marshal of each building will need to -

1. In the first instance, use the radios to let people know. If no one is on the radio, follow below-
2. If the fire is too big, get everyone out and shut the doors behind you, call the fire service.
3. Put on the high visibility jacket
4. If the fire is small, tackle it with the correct extinguisher and if you have stopped the fire there is no need to call the fire service.
5. Escort everyone to the fire assembly point which is located at the front of the car park. This should be achieved within 2 minutes.
6. A head count is then taken by the marshals and checked with the main register/sign in sheet which will be with the receptionist

7. If the situation worsens stay outside and wait for assistance from the fire service.
8. If the situation calms and the fire is/has been controlled and extinguished, wait for the fire marshals instruction upon going back into the buildings.

For further information on the use of the fire extinguishers consult the Fire Evacuation Procedure.

## **Staff Training**

Staff will be trained in their responsibilities and duty of care for themselves and others in terms of health and safety and stress management as part of induction.

Performance appraisal will include discussion relating to health and safety and any further training needs will be identified for individual staff members and teams.

Specific training will be provided for student safeguarding and the prevention of terrorism.

Specific training will also be provided for appropriate manual handling.

Staff will be given guidance on managing violent incidents or conflict.

Staff will be given guidance on managing intruders to the site or building.

## **Maintenance of buildings and equipment**

Staff will report all internal and external defects to the Business Manager on a daily basis, indicating if it involves a health and safety issue.

Annual contracts will be placed for the examination, testing and maintenance of all electrical and gas appliances.

## **In Case of Snow or Flood**

In extreme weather conditions where students are to be sent home, no student should leave the Centre without permission.

The Centre will keep in close contact with the host schools and will inform students when transport is available.

Parents/carers may call at reception and collect their children if weather conditions in their area are adverse.



## **Appendix 1**

### **Accident Procedure**

**All staff must follow this procedure for serious illness or injury to students e.g. broken leg, serious laceration, unconsciousness.**

1. Use two-way radios to request urgent first aider assistance.
2. Comfort the student at the site of the accident. **Do not move unless there are serious risks to injured person or helpers.**
3. Do not send the injured student in the ambulance on their own - send a member of staff who knows the student and is willing to go.
4. Complete the accident book and the accident forms located in the medical room and pass on to the Managing Director for signing.
5. Write down a brief outline of the accident for your own record.
6. Consult the Managing Director before making other enquiries e.g. contacting the hospital or parents/carers.