

Action Community Enterprises CIC (ACE)

Health and Safety Policy



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Signed:	<i>Lou Gardiner</i>

Health & Safety Policy

Statement of Organisation

Action Community Enterprises CIC (ACE) operates education, skills and community programmes across workshops, teaching kitchens and classroom environments.

ACE recognises its duties under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, students, contractors and visitors. We will provide safe plant and equipment, safe systems of work, information, training and supervision, and a safe working/learning environment.

This statement complements the existing General Policy Statement and clarifies the scope of our activities across both sites.

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 ACE's management, staff, students, visitors and contractors at both sites 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 ACE 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 CEO) 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 CEO

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

The CEO retains overall responsibility for the implementation of the Centre's health and safety policy; she has appointed the Managing Director 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 Managing Director and the Health and Safety Representative

The Managing Director is responsible for the day-to-day co-ordination and monitoring of the ACE 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 ACE 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 Managing Director.
- 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 both centres. 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.

Comprehensive first aid kits are available in each of the centre's (see full location list in First Aid Policy). They are routinely monitored and restocked by the Health and Safety Lead.

Students taking medicines: Parents and commissioners have been advised that medicines must be kept in the Central Office at appropriate ACE site, and not by the students. If a CYP needs to have medicine administered during the school day, parents/carers should complete a consent form hand into ACE. The medicine should be in its original packaging, clearly labelled with the CYP's name and dosage required and should be given to reception staff who will follow the instructions accordingly. Under no circumstances should medicine be carried around ACEI or left in a bag. The exception to this rule is inhalers. The inhaler should be clearly named and can be kept by the CYP.

Illness: In the case of students, parents/carers are asked to provide an emergency telephone number, and to alert ACE of any known health problems, e.g. diabetes, asthma. This record will be kept centrally in the Central Office at each site. In the event of a serious illness an ambulance will be called, parent/carers and commissioner contacted without delay and asked to either come to the appropriate Centre or to meet their CYP at the hospital.

Accident Reporting Procedures

All accidents should be reported and recorded in the appropriate 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 Managing Director

Home contact details will be held on the ACE MIS system and parents and the parent or commissioner will be contacted, without delay, to be made aware of the accident or injury. For any immediate concerns contact will be made by telephone, however for small injuries

that don't need further attention, this may be via email or telephone.

A number of the ACE 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 CEO will agree with the senior management team and the Head of Finance an annual risk assessment programme.

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

The COSHH files are located in all areas where hazardous products are stored and are 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.

Protect Duty (Martyn's Law)

ACE recognises its responsibility to consider the risk of terrorism and serious acts of violence as part of its wider health and safety arrangements. Where activities, premises or events involve staff, learners, visitors or members of the public, ACE will take a proportionate approach to assessing and managing risks associated with potential terrorist activity.

ACE will:

- Consider terrorism-related risks as part of its risk assessment programme.
- Ensure emergency procedures are in place and regularly reviewed.
- Provide relevant information, instruction and training to staff appropriate to their role.
- Maintain suitable arrangements for reporting suspicious activity or security concerns.
- Ensure visitor management, access control and site security arrangements are proportionate to the nature of the provision.
- Include considerations relating to public protection when planning events, visits and activities involving larger groups.
- Review security arrangements following significant incidents, changes to premises, changes in threat level, or relevant national guidance.

The CEO and Managing Director are responsible for ensuring that Protect Duty considerations are incorporated into ACE's risk management arrangements and emergency planning processes.

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
- Protect Duty (Martyn's Law), site security and terrorism-related risks

Risk Assessment Procedures

ACE is committed to identifying and managing risks associated with all activities and services.

Risk assessments are conducted:

- Prior to the introduction of new activities or services
- Regularly for ongoing operations
- Following any incidents or near misses

Risk assessments are documented, reviewed annually, and updated as necessary. Copies are available for inspection during monitoring visits or upon request.

Arrangements for Managing Health and Safety

ACE adopts the 'avoid–assess–reduce' approach required by the Manual Handling Operations Regulations 1992 (as amended). Where hazardous manual handling cannot be avoided, a suitable and sufficient risk assessment will be completed using HSE tools (e.g., MAC/ART/RAPP as appropriate).

Control measures will include:

- Engineering controls and mechanical aids (trolleys, dollies, pallet trucks, height-adjustable benches).
- Task design to minimise load weight, awkward postures, long carries, twisting or reaching; break down loads where practicable.
- Team handling where necessary with clear communication and agreed commands.
- Provision of information on load weight and centre of gravity where relevant.
- Competency-based training for staff and students who undertake handling tasks; refresher as required.
- Housekeeping and clear routes; floor condition checks; adequate lighting.
- Occupational health consideration for individuals with specific needs (temporary or long-term).

Manual handling risk assessments are recorded, reviewed annually or sooner after changes/incidents, and communicated to those affected.

Electrical Equipment – Inspection, Maintenance and Portable Appliance Testing (PAT)

ACE maintains portable and transportable electrical equipment to prevent danger in line with the Electricity at Work Regulations 1989 and HSE guidance (HSG107/FAQs). We apply a risk-based regime that combines user checks, formal visual inspections and, where indicated, electrical tests (PAT).

There is no blanket legal requirement to test everything annually; frequencies depend on equipment type, usage and environment.

Our approach:

- User checks before use (damage to plugs, flexes, casings; signs of overheating or moisture).
- Scheduled formal visual inspections by a competent person.
- PAT by a competent person at intervals informed by risk assessment (e.g., more frequent in workshops; less frequent for low-risk IT in offices).
- Immediate withdrawal from use of any defective item; repair or disposal.
- Asset register and records of inspections/tests retained to demonstrate the maintenance scheme.
- New equipment: visual check on receipt; use manufacturer instructions; no routine PAT required before first use.

Fixed wiring will be inspected and tested (EICR) by a competent electrician at recommended intervals of 5 years.

Near Miss and Dangerous Occurrence Reporting

A near miss is an unplanned event that did not result in injury, ill health or damage but had the potential to do so. All near misses must be reported promptly using ACE's incident form, investigated to identify root causes, and corrective actions tracked to completion.

Where a near miss meets the criteria for a RIDDOR 'dangerous occurrence', the Managing Director will submit a report to HSE without delay. Learning from near misses will be shared at H&S meetings and integrated into risk assessments and training.

Smoking, Vaping and Smoke-Free Premises

ACE premises, vehicles and substantially enclosed structures are smoke-free by law. Smoking is prohibited inside buildings and work vehicles. E-cigarettes/vaping are prohibited indoors and only permitted in designated outdoor areas, away from entrances, fresh-air intakes and combustibles, at the discretion of site management. These locations are not within the playgrounds or secure areas of ACE. Pre-16 learners are not permitted to smoke or vape and will not be allowed to leave the secure areas to have access to the smoking area.

No smoking/vaping is permitted in workshops, fuel stores or near gas cylinders. 'No smoking' signage will be displayed as required.

Managers must take reasonable steps to prevent smoking in smoke-free areas.

Personal Hygiene and Workplace Hygiene

Maintaining high standards of personal hygiene reduces the spread of infection and supports professional standards, especially in teaching kitchens and food handling activities.

ACE will:

- Provide adequate welfare facilities, including hand-wash basins with hot/cold (or tempered) water, soap and hygienic hand-drying.
- Require regular handwashing – on arrival; before food preparation/eating; after toilet use; after handling waste; after coughing/sneezing; after handling raw foods; and after

cleaning tasks.

- Ensure clean, suitable clothing; tie back hair; cover cuts with coloured waterproof dressings in food areas; limit jewellery to simple bands where safe.
- Prohibit eating/drinking and vaping in workshops and other designated areas; provide clean break areas.
- Maintain workplace hygiene through scheduled cleaning, waste management, pest control and good housekeeping.

Infection Control, Respiratory Illness

COVID-19 is now managed as a public health issue. ACE will comply with general health and safety law and apply proportionate controls for respiratory infections based on risk assessment. Standard precautions include:

- Promoting stay-at-home/keep away from the workplace if acutely unwell with a respiratory infection and encouraging vaccination per public health advice.
- Good hand hygiene and respiratory etiquette ('catch it, bin it, kill it'); provision of hand sanitiser at entrances and high-touch points.
- Adequate ventilation (natural or mechanical) and maintenance of HVAC where present.
- Cleaning of high-touch surfaces with suitable products and schedules proportionate to use.
- Risk-based use of PPE where hazards warrant it (e.g., certain cleaning tasks, first aid, or close-contact activities), following the PPE at Work Regulations. PPE is provided free of charge, with training, storage and replacement; this duty extends to limb (b) workers.

Where staff are exposed to biological agents as part of their work (unlikely in ACE's normal operations), COSHH risk assessment and specific controls will be implemented.

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 Managing Director is responsible for arranging and leading off site activities and will, prior to the event, report to the CEO, 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 an ACE 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 Managing Director.

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 CEO/Managing Director'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 each 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.

Staff will receive appropriate awareness training relating to emergency response procedures, site security and the Protect Duty (Martyn's Law), where relevant to their role.

Maintenance of buildings and equipment

Staff will report all internal and external defects to the Managing Director 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.

Monitoring Arrangements

ACE will monitor implementation of health and safety arrangements at the following frequencies. Records are retained in the site H&S file / digital logbook. External competent persons/contractors are used where required.

Frequency	Activity / System	Responsible	Record
Weekly	Fire Alarm User Test	John	Logbook
Monthly	First aid kits stock check	Receptionist	Log on box
Termly	Fire drill (each site, varying times)	John	Log
Annual	Emergency lighting full-duration test	JD Security & Electrics	Service Log
Annual	Portable fire extinguisher service; monthly visual checks ongoing	JD Security & Electrics	Service Log
Annual	Renewal of H&S policy and risk assessment review (or after change or incident)	John	Policies
5 yearly	Electrical Installation Condition Report (EICR) – fixed wiring (or as risk dictates)	JD Security & Electrics	Certificate

In Case of Snow or Flood

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

Each Centre will keep in close contact with the commissioner 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.

Competent Health & Safety Advice

ACE obtains competent health and safety advice from John Sculfor IOSH, in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This ensures that all legal duties are met and best practices are followed.

References (key external standards/guidance)

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992 (as amended); HSE L23 and INDG143
- Electricity at Work Regulations 1989; HSE HSG107 and PAT FAQs
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health Act 2006 and Smoke-Free (Premises and Enforcement) Regulations

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 reception and pass on to the CEO for signing.
5. Write down a brief outline of the accident for your own record.
6. Consult the CEO before making other enquiries e.g. contacting the hospital or parents/carers.