

HEALTH AND SAFETY POLICY

This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Behaviour and Code of Conduct Policy, Safer Recruitment Policy, Lone Worker Policy, Key Holder Policy, Communication, Internet and Email Policy and ID Card and Visitor Policy.

Introduction

This Health and Safety Policy outlines the commitment of Onwards 'n' Upwards to comply with all requirements set out by the Health and Safety at Work Act 1974, to ensure the positive management of health, safety and welfare risks that may be faced by staff, learners, visitors and all others on its premises and whilst carrying out activities related to the services provided.

Health and safety is the responsibility of everyone and should be proactive rather than reactive. We expect our staff, learners, visitors and other professionals to co-operate fully with us to enable us to meet our health and safety responsibilities.

Statement of Policy

Onwards 'n' Upwards recognises and accepts its responsibility for providing a safe and healthy workplace and working environment for all staff, learners and the public and will take all steps to meet this responsibility, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe and without risks to health.
- Sufficient information, instruction, training and supervision to enable all staff and learners to avoid hazards and to contribute positively to their own safety and health at work.
- A safe place to work with safe means of access and egress.
- A safe and healthy working environment with adequate welfare facilities.
- Safe systems of work in the use, handling, storage and transport of articles and substances.

A hazard is something that could cause harm to people, such as chemicals, electricity or working at height.

A risk is the chance – however large or small – that a hazard could cause harm.

Responsibilities

The Duties of the Director

1. To have overall responsibility for the Health and Safety Policy and its implementation and review.
2. To ensure that the statutory requirements are observed, and that relevant records and reports are in order.

3. To ensure responsibilities for the Health and Safety Policy are properly assigned, delegated and accepted at all levels.
4. To ensure all staff are familiar with the procedures and policy from the initial induction process in order to create a safe environment and the elimination or reduction of potential risks.
5. To ensure the safety policies and procedures provide a safe and healthy environment for staff, learners and the public.
6. To ensure periodic safety inspections are carried out.
7. To ensure that where any defects in premises, plant and equipment are reported, action is taken for its removal from use or repaired as appropriate.
8. To ensure that accidents are if necessary, reported to the appropriate authorities.
9. To ensure that all accidents are investigated, and appropriate steps taken to prevent recurrence.
10. To liaise with external agencies e.g. Local Authority and the Fire Brigade, regarding the Policy and practice in respect of health and safety issues.
11. To ensure the adequate provision of protective clothing and equipment, where necessary, for staff, learners and visitors.
12. To establish procedures for identifying hazards and assessing risks within areas under their control, and as far as is reasonably practicable, reduce or eliminate those risks.
13. To ensure that learning environments outside the centre are assessed for health and safety suitability prior to learners being placed in that environment, and are monitored at appropriate intervals thereafter, such as requesting risk assessments.
14. To ensure that staff involved in the production or maintenance of Health and Safety Records keep such records up to date and available for inspection by the Director or Management Team.

The Duties of all Staff

1. To comply with the Health and Safety Policy of Onwards 'n' Upwards.
2. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
3. To observe the procedures of safe working and to take any precautions necessary.
4. To use the correct tools and equipment for the job and to ensure that they are kept in good condition and not adapted for inappropriate use.
5. To make use of safety aids, appliances, equipment and protective clothing where necessary.
6. Not to interfere with or misuse anything provided in the interests of health, safety and welfare.
7. To report immediately to a member of the Management Team or Director any unsafe conditions or defects in plant and equipment.
8. To report immediately to a member of the Management Team or Director any accident that occurs. Where a piece of plant or equipment is involved it must not be interfered with, and action must be taken for its removal from use and secure retention pending investigation of the accident.
9. To record any accidents or near misses in the Accident Report book kept at the centre or to complete an Accident Form provided if on one-to-one session. The Accident Form must be given to a member of the Management Team for filing and future actions.
10. To understand the emergency procedures.
11. To co-operate with the Director and Management Team to enable them to carry out their duties under the Health and Safety at Work Act 1974 and any associated legislation.
12. To seek advice, if uncertain, from the Management Team or Director.

Arrangements

1. Management of Health and Safety

- 1.1 General risk assessments for the Onwards 'n' Upwards centre are reviewed when any significant changes to operations take place and, in any case, annually and revised as necessary.
- 1.2 Individual learner risk assessments, if not already provided prior to the learner starting their programme with Onwards 'n' Upwards, are carried out within four weeks of their start date and uploaded onto a secure encrypted system (Citrix). They are reviewed and revised as necessary.
- 1.3 Termly inspections are carried out at the centre by a member of the Management Team. The inspection sheets are forwarded to the Director so that any remedial action necessary can be promptly undertaken. Completed inspections sheets are kept in the office.
- 1.4 Internal Health and Safety audit to be carried out annually by the Director (Health and Safety Lead) covering all areas of Onwards 'n' Upwards centre.
- 1.5 Risk Assessment is embedded into the session/lesson planning process and an assessment of the Health and Safety aspects of lessons are an integral part of the lesson observations. Feedback from lesson observations are passed on to the Director where appropriate.
- 1.6 Health and safety considerations are central to Onwards 'n' Upwards commitment in upholding staff and learner's safety and well-being. Staff are supported and encouraged to undertake training eg in first aid, conflict management and safeguarding training.
- 1.7 Health and safety forms an integral part of Onwards 'n' Upwards risk management;
 - Health and safety matters arising are discussed every half term at Management Meetings, Tutor Group Meetings and at termly Staff Training.
 - Assisting in the development of safety rules and safe systems of work.
 - Evaluation of the effectiveness of the safety content of training.
 - Evaluating the Health and Safety policy and making recommendations for its revision.
 - To examine safeguarding issues and recommend remedial action.

2. Information, Instruction, Training, Supervision

- 2.1 The Health & Safety Law poster is displayed at the centre in the kitchen area.
- 2.2 The Health & Safety Policy is available as a hard copy reference in the centre, and on the company website.
- 2.3 Health & safety checks on student work placements are carried out by the external agency used.
- 2.4 All new staff are given Health & Safety training as part of the induction process. This will involve general matters such as lone working, first aid provision and the fire procedure.

3. Plant and Equipment

- 3.1 Portable Electrical Appliances:

All portable electrical appliances will be inspected and tested in accordance with HSE Guidance. Equipment that has been checked and passed will be identified by a dated sticker and recorded in the PAT register, held by the electrician used and a record kept in the office. Appliances failing the tests will be made inoperable, isolated from the electricity supply and the Director will be informed.
- 3.2 Unauthorised electrical equipment should not be brought onto Onwards 'n' Upwards premises.
- 3.3 Only chargers / cables provided by Onwards 'n' Upwards can be used to charge laptops, mobile phones and any other electronic devices.

4. Transport

- 4.1 As stipulated in the Service Level Agreement all staff must comply with road safety legislation.
- 4.2 Copies of in date insurance showing business use and MOT certificate must be held in their staff file to comply with councils' and funders requirements.
- 4.3 Please refer to the Lone Working Policy for further details.

5. Control of Substances Hazardous to Health

5.1 The Control of Substances Hazardous to Health Regulations requires Onwards 'n' Upwards to:

- Assess the risk to health and the precautions needed to protect health from substances used, stored or transported within the premises.
- Implement appropriate measures to control any risk.
- Monitor the exposure of staff where necessary.
- Inform, instruct and train staff about the risks and the necessary control measures.

5.2 In order to achieve compliance with the above hazardous substances are in a locked secure location accessible only to the cleaner.

6. Fire

- 6.1 Fire risk assessments have been carried out at the centre in order to ensure that Onwards 'n' Upwards complies with the requirements of the Fire Regulations. Copies of the risk assessments are kept in the office.
- 6.2 The Onwards 'n' Upwards centre is fitted with automatic smoke detectors.
- 6.3 All smoke alarms are tested and maintained by an external specialist company.
- 6.4 All smoke alarms are tested weekly by a member of the Management Team.
- 6.5 Fire extinguisher equipment has been installed by a specialist external company.
- 6.6 All fire extinguisher equipment is checked and maintained annually by a specialist external contractor.
- 6.7 Fire Evacuation Procedure:
Person discovering fire:
 - Sound the alarm by alerting all occupants of the building – ground floor and first floor.
 - Attack the fire, if this can be done safely, using the appliances provided, otherwise vacate premises immediately.

Do Not Take Risks

On Hearing the Fire Alarm:

- Instruct learners to leave in an orderly manner by the nearest exit and proceed to the Assembly Area. They should not stop to collect personal belongings.
- Shut doors and corridor fire doors on leaving.
- Check the register when the group is assembled outside. If anyone is missing notify the Management Team or Lead Tutor.
- All staff not directly involved with learners will leave the premises by the nearest exit.
- Do not return to the building until the Management Team or Lead Tutor gives permission.

- In the event of a fire, the Director or members of the Management Team and tutors will act as Fire Marshalls to ensure safe and rapid evacuation of the building.

7. Fire Drills

- A fire drill will be carried out once per term on all centres.
- Any issues relating from fire drills will be reported to the Director.

8. Bomb Threat

In the event of a bomb threat, the instructions are to assemble as for fire alarm. For bomb threats, staff and learners are to take all personal bags and briefcases with them.

9. Accidents and First Aid

9.1 Sufficiently trained first aiders trained to 'Emergency First Aid at Work' standard will be provided considering the numbers of people at the centre and the types of activity undertaken.

9.2 Names of first aiders are displayed on a poster on the wall.

9.3 Staff should make themselves aware of the location of the First Aid Kits.

9.4 All group trips working away from the centre will include a first aider and suitable first aid kit where necessary.

9.5 It is recommended that all staff members always take a basic first aid kit in their car for sessions.

9.6 First Aid Procedures

In the event of an incident requiring first aid treatment.

- The member of staff at the scene stays with the casualty if they cannot be moved and another learner or by-stander may be sent to the nearest phone to alert a first aider, or the member of staff in charge escorts the casualty to a safe area.
- Casualties should not be left unaccompanied.
- If the casualty needs to go to hospital, the member of staff must notify the learners parent/carer and call an ambulance if appropriate.
- The member of staff at the scene is responsible for filling in the accident report book available in the downstairs training room filing cabinet. Completed forms to be forwarded to a member of the management team or the Director.
- If the member of staff is on a one-to-one session, they are responsible for filling in the accident report form provided for use in this scenario.
- The member of staff at the scene should then personally ensure that the student's parents/carers/relevant agency are informed.
- All learners will be instructed in the event of an accident to contact the nearest member of staff who will then become the member of staff at the scene and will implement the above procedures.
- If an incident occurs during a lesson, the member of staff in charge is responsible for implementing the First Aid Procedure. This may necessitate the class finishing while the incident is attended to.

9.7 RIDDOR - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Under these regulations Onwards 'n' Upwards is required to notify the Health and Safety Executive of:

- Any accident resulting in death or major injury, or absence from work for more than seven days.
- Any dangerous occurrences whether or not anybody is injured.
- Any cases of ill health listed in the Regulations.

This applies to staff, learners and the public. A full list of reportable injuries, diseases and dangerous occurrences are available from www.hse.gov.uk. An example of a reportable injury is; a fracture of the skull, spine, pelvis and any bone in the arm or leg, but not bones in the hand or foot.

Any such accidents must be reported to the Director by the quickest practicable means.

Strict adherence to these regulations is essential as Onwards 'n' Upwards is open to prosecution by HSE for failure to comply.

9.8 Accidents at Work

In addition to RIDDOR requirements, if any learner involved is in an accident whilst on work placement or volunteering, it must be reported immediately to the Director for further action.

10. Fire Precautions

10.1 Housekeeping

- Combustible material must not be stored in stairwells, protected corridors etc. Fires commence and spread more easily in congested places and their progress is accelerated by rubbish, waste and dust.
- No petroleum-based products to be stored on Onwards 'n' Upwards premises.
- Bins to be emptied daily to reduce the risk of fire.

10.2 Fire Extinguishers

- If a fire extinguisher has been used, accidentally or otherwise, the Director should be notified as soon as possible so that the extinguisher can be recharged.
- This also applies to any other fire-fighting appliances that require attention.

10.3 Fire Alarms

- At no time should smoke alarms be rendered inoperable. Alarms will be tested weekly by a member of the Management team.

11. General Code of Practice for Safe Working

1. Standards of safety are laid upon Onwards 'n' Upwards by law and these must be complied with whether they impose limitations on freedom of action.

All regulations and notices must be observed and obeyed, as must any reasonable request made by members of staff in the course of their duties.

2. All persons working on Onwards 'n' Upwards premises must:
- a) Take all reasonable care to avoid injury to themselves or others affected by their activities.
 - b) Co-operate with the Director and the Management Team in order to assist them in complying with their legal duties.
 - c) Refrain from interference with or deliberate misuse of any facility provided for reasons of health and safety.
- 3a. Smoking, vaping, drinking or illegal drug use is not permitted inside of or in the close proximity of the centre.
- 3b. Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children.
- 3c. Staff medication on the premises or cars etc must be securely stored, and out of reach of children, at all times.
4. To facilitate the evacuation of buildings in an emergency, all corridors, doorways, stairways and other circulation areas must be kept clear at all times and floors maintained free of liquids and other slippery substances.
Doors providing a means of exit from a building must not be locked whilst that building is occupied.
(Exception; see Lone Working Policy)
5. Care should be taken when undertaking manual handling operations. If there is a risk of injury as a result of any such operation, assistance should be obtained and if possible, a lifting appliance should be used.
6. All equipment or apparatus must be installed, tested and used in accordance with the manufacturer's recommendations. Equipment must not be used for any purpose for which it was not specifically designed.
7. If equipment or apparatus is suspected to be faulty or damaged, it must be switched off, isolated if possible, and immediately reported to a responsible person. No persons shall dismantle or attempt to repair, connect or disconnect any apparatus or equipment other than:
- those specifically authorised to test and repair equipment and apparatus.
 - technical staff having the necessary training, knowledge and skill.
 - competent persons retained for the purpose from an outside organisation.
8. Guards or covers must only be removed from machinery by persons having the knowledge and skill and duly authorised to undertake such removal.
9. Machines must not be left running when not in use.
10. No person may use a machine or other equipment until he or she has received training in its safe use by a qualified and authorised member of staff.
11. Manufacturers and suppliers have a statutory duty to provide information on the safe use, handling, storage and transport of their products. Persons obtaining such products for use within the centre should ensure that they obtain such information as is available.
12. All materials, tools and equipment must be securely stored.

13. After use, equipment and apparatus should be switched off and unplugged from the mains supply (unless instructed not to).
14. Where there are insufficient socket outlets, an appropriately fused distribution block should be used; any other multiple adaptors are not permitted.
15. Any defect to premises or equipment should be reported to the Management Team or the Director at the earliest opportunity. Where such a defect has safety implications then it should be reported by the quickest possible method.
16. Waste materials must be correctly and safely disposed of.
17. Pets of any kind are strictly prohibited from being within Onwards 'n' Upwards, unless previously authorised as an aid to teaching by the Director and agreed with the parent / carer.
18. Visitors to the centres will sign in as requested and wear a visitor pass as necessary.
19. Key holders - Opening/Closing the Centre (please see 'Closing Down Procedure' based at the centre)
 - When the keyholder leaves the building, they should ensure the building is secure. This includes ensuring confidential information is locked away securely, the closing and locking of all windows and exterior doors, closing fire doors and leaving on any emergency and exterior lights and setting any alarms.
 - When the keyholder arrives in the morning they must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If there is any doubt, they should contact the Police and never enter the building if unsure of their safety.

12. Off-site Visits

When taking learners off premises for group activities, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a charged work mobile phone, a portable first aid kit, information about the specific medical needs of learners along with the parents' contact details.

13. Lone Working

All staff should refer to Onwards 'n' Upwards Lone Worker Policy for full details of its policy, procedures and guidelines.

14. Safeguarding and Child Protection

All staff should refer to the Safeguarding and Child Protection Policy for full details of its procedures and guidelines.

All Onwards 'n' Upwards staff have a statutory duty of care to all learners, the safe recruitment of staff is the first step in promoting this. We will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. There is a Designated Safeguarding Lead Officer and Deputy Safeguarding Officer who are responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant services such as children's social care.

14.1 Staff Responsibilities re Safeguarding

Onwards 'n' Upwards requires all staff to:

- assist in providing a safe environment in which children can learn.
- raise all concerns with the designated safeguarding lead, including concerns about other staff members.
- always err on the side of caution and report suspected cases of abuse or neglect.
- always act in the best interests of the child.
- We will ensure that appropriate, accurate and legible records of safeguarding concerns are made and stored securely in accordance with latest GDPR guidance and the Data Protection Act 1998.

15. Display Screen Equipment (DSE)

The centre has a checklist for each workstation that will be used by learners. This is updated on an annual basis.

16. Work Experience Placements

All learner work experience placements are arranged via a database maintained by Careers South West – CSW (Veryan). The risk assessments are carried out by CSW. Onwards 'n' Upwards are responsible for liaising with employers and setting up initial visits and the monitoring of the placement. Prior to a placement commencing, Onwards 'n' Upwards provide the employer, parent/carer and learner with relevant documentation (taken from CSW work experience database) to gain consent. A copy of the documentation is stored within the individual learner's file.

17. Working from Home

All staff to ensure that their workspace is as suitable as possible, with particular attention paid to it being as private as possible and a safe working area including lighting, suitable safe electrical equipment and cables not posing a trip hazard. (Please also see the Communication, Internet and Email Policy with further details of safely storing data).

This policy is available in hard copy at the centre, electronically on Findmyshift and on the Onwards 'n' Upwards website.

This policy will be reviewed annually.

Date updated	Policy approved by	Signed
09/12/19	Linsey Spicer	
07/04/2020	Linsey Spicer	