



# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Health & Safety Policy



### STATEMENT OF INTENT

We shall meet our responsibilities under the Health and Safety at Work Act 1974 and other relevant legislation. Our aim is to prevent accidents and ill health and we shall be supported by an external advisory service (The Federation of Small Businesses). We will take all reasonable steps to protect employees and others who may be affected by our activities, by implementing safe operating procedures and safe systems of work to eliminate foreseeable hazards.

We will also take all practical steps to prevent or diminish harmful impacts on the environment, which may result from our activities.

The Director & Health & Safety Officer, Mr Chris Jones, has direct responsibility for overseeing all Health and Safety matters and will ensure that all employees and learners:

- Work towards excellence in Health and Safety
- Comply with the School's Health and Safety Policy and co-operate in its application
- Receive information and training and are consulted on issues affecting their health, safety and welfare

Mr C Jones

Director & Health & Safety Officer

Date: September 2018

Review Date: September 2020

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### RESPONSIBILITIES

Build-A-Future Training Centre has responsibilities under the Health and Safety legislation towards:

- Learners
- Employees
- Visitors and the local community
- Members of the public
- Contractors
- Suppliers

The School's obligations can only be met by ensuring that all employees fully discharge their responsibilities.

Every Employee Must:

- Take reasonable care for the health and safety of themselves and others, who may be affected by their acts or omissions at work
- Co-operate with Director and Headteacher with regard to agreed health and safety arrangements and procedures
- Know and keep to the rules and procedures relating to their work and report to the Headteacher all difficulties or hazards liable to endanger themselves or other persons
- Not interfere with, or misuse, anything provided in the interest of health, safety and welfare
- If involved in an accident resulting in, or which may have resulted in an injury, report the details to the Headteacher as soon as possible and in all cases before the end of the working day, on which the accident occurs
- Arrange for any spillage of dangerous substance or flammable liquid to be dealt with immediately having due regard to the nature of such spillage
- Ensure that all safety devices, guards, fences etc. on machinery are in place properly adjusted before setting a machine in motion, or carrying on work
- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items

### ALL DIRECTORS

The Directors are responsible for ensuring that the Policy enables the School to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

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It is also the Directors responsibility to ensure that:

- Systems are in place to review and up-date this Policy annually, when major staffing changes occur or when new equipment is introduced and when structured changes occur at the School
- Health and Safety objectives for the school are set and monitored
- Sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Safe systems of work are in operation and staff receive adequate and appropriate training
- Suitable Senior Headteachers are appointed to implement this Policy on a day to day basis

The above responsibilities will be implemented in association with School's Headteacher for all health and safety matters, as defined by the Management of Health and Safety at Work Regulations 1999 – 2006.

### LEADERSHIP TEAM

Staff members in each area are responsible for ensuring that health and safety standards are maintained. In particular, they will ensure the following matters are attended to:

Read this policy and ensuring that they are knowledgeable of its contents

Ensure that all statutory assessments are undertaken, updated and implemented

These include:

- General Risk Assessments
- Control of Substances Hazardous to Health
- Manual Handling
- Fire and Fire Procedures
- Safe systems of work are in operation and staff receive adequate and appropriate training
- Ensure that staff are available to receive on-the-job training in general health and safety

### HEADTEACHER & HEALTH & SAEFTY OFFICER

It is the responsibility of the Headteacher to ensure that:

- All personnel are aware of and instructed in, their individual legal responsibilities and that these are properly discharged
- All work carried out and all plant, machinery and equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998
- All plant, machinery and equipment is maintained in good working order and any registered plant and equipment carries valid certification
- Information on safety, health and welfare matters is effectively communicated to all those concerned
- All staff are conversant with the companies and the Health and Safety Executive accident reporting procedure (RIDDOR)

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- Adequate first-aid facilities are available in accordance with current Regulations and suitable persons are trained in first aid to the required standard
- Periodic Statutory tests, inspections and maintenance of premises and equipment are carried out and records properly maintained
- Fire precautions and appliances are in place and are tested, maintained and kept up to date with the latest legislative requirements
- All mentors are acquainted with the emergency evacuation procedures and emergency plan
- Suitable personal protective equipment is available, issued and in use
- Staff are competent to carry out their work safely and have received information, instruction and training
- Set a personal example by adhering to school procedures
- Trained and competent supervision is provided for learners
- The activities of all contractors and sub-contractors working on the School's premises are monitored to ensure they are safe
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled
- Liaison is maintained directly with the nominated Competent Person in respect of providing support in all areas of health and safety arrangements

The following statutory notices are displayed:

- A signed copy of the Health & Safety Policy Statement of Intent
- Employers Liability Insurance Certificate
- Health & Safety Law poster and/or Health & Safety Law 'What you need to know'
- First aid (notifying the names and locations of the first-aiders)
- Fire procedure (with the assembly point and names of the Fire Marshal)
- Fire Exit Signs (with directional signs and running person)

The following documentation is held:

- Accident incident book (AB04)
- Accident reporting forms (BAF/ACC-DOCS/

Simple records and information are kept on the health and safety performance

Health and safety improvement suggestions received from staff and learners are given due consideration

### SCHOOL COMPETENT PERSON

Chris Jones has been appointed to the role of School Competent Person and is responsible for providing advice on overall strategies for health, safety and welfare within the school.

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At unit level, providing advice to the school as required:

- a) Advice on interpretation of legal requirements
- b) Assistance with strategy for implementation of the policy
- c) Provide investigations of serious accidents
- d) Revise the policy in the light of experience or legal change
- e) Advice upon the visit of and Enforcement Officer

### EMPLOYEES

It is the responsibility of ALL employees to ensure that they:

1. Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work
2. Know and keep to the rules and procedures relating to their work and report all difficulties or hazards liable to endanger themselves or other persons
3. Co-operate with the Headteacher with regard to agreed health and safety arrangements and procedures
4. If involved in an accident resulting in, or which may have resulted in injury, report the details to the Headteacher as soon as possible
5. Use equipment only when authorised and properly trained to do so
6. Report any defects in equipment
7. Develop a personal concern for safety for themselves and for others, particularly members of the public
8. Avoid improvisation that entails unnecessary risks
9. Warn new employees and visitors of known hazards
10. Refrain from horse-play and abuse of welfare facilities
11. Suggest ways of eliminating hazards

### SYSTEMS AND PROCEDURES

The organization recognises the importance of health, safety and welfare and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all staff, learners and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the Headteacher and staff in identifying and eliminating potential hazards wherever possible.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical, plant or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure

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that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected

- Provide proper and adequate induction and training to ensure that all mentors are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between the mentors and learners in matters relating to health and safety
- Ensure that all legal requirements relating to the organisations activities are fully complied with and progressively improve upon the levels of health and safety performance

### SAFE WORKING PROCEDURES

Employees will be made aware of the School's Health and Safety Policy by the following means:

A copy of the Health and Safety Policy will be available in the Office

All employees will be inducted on the first day of work with the school and issued with a Health and Safety booklet with information from this policy.

When appropriate, instructions from the School and Directors to all employees will be communicated by wage slip notices or other appropriate means. These instructions will alert staff to new regulations, guidelines and other risks and of the procedures to follow in order to avoid risks. Posters warning of general hazards will be displayed where applicable.

### ARRANGEMENTS FOR IMPLEMENTING THE POLICY

#### FIRE

A written Risk Assessment in accordance with the Regulatory Reforms (Fire Safety) Order 2005 has been undertaken by the owner of the premises. The control measures identified will be issued to relevant employees. Training and information will be given as necessary. Detailed procedures for evacuations including fire exit routes and information on good practice are held and available on request to any member of staff. Equipment, alarms and detection devices are regularly maintained. Evacuation drills will be held at regular intervals. Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

#### EMERGENCY PROCEDURE

The threat to life or other property, or the obvious inability by those at the scene to prevent that threat developing, may be defined as an emergency situation.

The following steps will be followed by the senior person in the office when an emergency occurs or appears to be imminent:

1. Inform the Fire Brigade
2. Warn personnel not directly involved, but under possible risk, to evacuate if necessary

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3. Establish that personnel are not trapped or missing.
4. Do not allow individuals to re-enter the scene of the explosion or fire to salvage property
5. Ensure the route to the emergency area is free of obstruction to the emergency services
6. Requests for the ambulance service should be made for all injuries, burns and victims of smoke inhalation

### FIRST AID

The Health and Safety (First-Aid) Regulations 1981 will be complied with and the required number of persons will be trained and certificated to the necessary standard.

Details of First Aiders will be displayed prominently on notice boards for the benefit of all employees and visitors and brought to the attention of all new employees at their Induction stage.

Stock levels of items under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from School premises. The Health and safety Co-ordinator will maintain a register of certificated First Aiders and will ensure that a minimum level of cover is provided at all times. The First Aid box must contain an "Advice on First Aid" booklet.

### ACCIDENTS

#### STATUTORY NOTIFICATION OF ACCIDENTS/ DANGEROUS OCCURRENCES

When a major injury or dangerous occurrence has occurred, the HSE Incident Control centre will be notified immediately and the accident report form F2508A will be completed either on line or directly by telephone (0845 300 99 23). Others to be notified as soon as possible are the School's insurers and relevant stakeholders.

Notifiable occupational diseases will also be reported to the HSE Incident Control Centre either on line or directly by telephone (0845 300 99 23).

In the case accidents involving employees who lose 3 days or more from their normal employment, the HSE Incident control Centre will be notified within 10 days.

All accidents will be recorded on the Form BI 510 (Instructions to Employees and Occupiers and Advice to Injured Persons are shown on the form BI 510).

A Headteacher shall be responsible for this.

### FATAL ACCIDENTS

In the case of a fatal accident, or one likely to become one, the Police must be informed, followed by the Health and safety Executive.

Regardless of which authority you are informing of an incident, in your own interests, record the following information obtained from them:

- The name and position of the person taking the report
- The time you passed the information

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### RESTRICTIONS AT ACCIDENT SCENES

In the event of a Serious Accident or Dangerous Occurrence, the following points must be observed:

- The area of a Serious Accident or Noticeable Occurrence must not be disturbed, except when necessary to remove injured persons or to prevent further injury to other persons who may be trapped
- Details of witnesses should be obtained for the use of the Factory Inspector, the Police and School Safety Advisor
- If in any doubt as to whether an accident is serious, consult The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 guidance notes.

### PROCEDURE FOR REPORTING ACCIDENTS

All accidents shall be reported in the first instance to the site Health and Safety Responsible Person, who will carry out an initial investigation on the appropriate form. He will also inform the Companies Competent Person for the Health and Safety.

This must be filled in for every accident/near miss/damage incident in order that a proper investigation can take place. This is not to apportion blame but to help with the identification of the cause of the incident and assist with the steps taken to prevent a reoccurrence.

An entry must also be made in the accident book if someone is injured sufficiently to warrant assistance from a first aider.

It is vital that all accidents are reported, even if they are considered small or insignificant. In this way the School can look for trends appearing such as unsuitable equipment or procedures.

For all RIDDOR reportable accidents or incidents, Chris Jones will ensure that an internal Accident Report form is completed prior to completing a submission of the form F 2508 on the HSE website.

### SAFETY TRAINING

No person will be tasked with work involving any reasonably foreseeable significant risk unless they have received adequate training to help them understand the hazards involved and the precautions to be taken. All employees will receive Induction training on commencing employment with the School. The Headteacher & the Health & Safety Officer are responsible for Health and Safety will identify training requirements and ensure all employees attain the necessary competency.

### AUDITS AND INSPECTIONS

The following minimum standards will apply:

- The Headteacher & the Health & Safety Officer will carry out regular inspections on a random basis reporting the transgressions directly to the employees, for attention.
- The Headteacher & the Health & Safety Officer will carry out an annual audit. The findings from this report will be presented to the Board.

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Other inspections will be carried out in conjunction with all of the above, as per the list below:

- Firefighting equipment - Yearly by Contractor
- First Aid equipment - Monthly by Appointed Person (first aid)
- Maintenance schedules - As per manufacturer's instructions
- Fixed Mains Testing - Five yearly

### POLICY REVIEW

The Health and Safety policy shall be reviewed by the companies Competent Person following changes to the management structure, scope of work or at least every 12 months.

### COMMUNICATION

The organisation proposes to develop effective communication through the workforce, paying particular attention to matters relating to Health & Safety.

The Headteacher maintains daily contact with employees. Health and Safety issues are discussed as part of routine meetings. These meetings are minuted.

It will endeavour to inform the employees about:

- Likely risks and hazards arising from their work, or implications of change
- Measures in place, or that may be introduced to eliminate or reduce them
- Actions by employees when encountering risks or hazards.

In addition, it will make sure that this information is:

- Easily understood
- Takes account of the employees level of training, knowledge and experience
- Considers employees who have language difficulties or disabilities, which may hinder their understanding of the information
- Considers employees whose first language is not English

The School will provide all necessary specific safety signs and will ensure that these conform to current regulations.

### PREMISES

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

### ELECTRICAL EQUIPMENT

- The use of private electrical equipment, which requires the mains electricity supply, is not permitted unless approved by management
- All employees should visually check equipment that they are regularly using for electrical defects i.e. loose plug tops, cracked or broken switches, exposed or damaged wiring. An in date inspection tag or label should be attached.

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- Faults should be reported to the Headteacher who will take necessary action.
- Any equipment thought to be faulty should be switched off. It should be labelled as faulty, disconnected and not used until it is repaired.
- Where practicable and unless otherwise instructed, all electrical equipment should be switched off and unplugged at night.
- Drinks or any other vessels containing liquids should not be placed on electrical equipment unless designed for the purpose.
- All portable electrical equipment, on the premises, will be periodically inspected and tested in accordance with the Electricity at Work Regulations (1989). It must display a tag or sign indicating compliance (PAT).
- The fixed electrical installation will be inspected and tested in accordance with the IEE Wiring Regulations 17<sup>th</sup> Edition

### RISK ASSESSMENT POLICY

The Management of Health and Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking. A risk assessment usually involves identifying any hazards presented in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already taken.

The definition given in the above Regulation is as follows:

- A hazard is something with the potential to cause harm – this can include substances, machines, methods of work and other aspects of the organisation.
- Risk is the likelihood that the harm from a particular hazard is released.
- The extent of the risk covers the group of people, which might be affected by the risk i.e. the numbers of people who might be exposed and the consequences for them.

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act. The risk assessment is there to guide the judgement of the employer as to the measures they ought to take to fulfil their statutory obligations.

The Headteacher Responsible for Health and Safety will review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). They will also be reviewed at specified intervals – the time between the reviews being dependant on the nature of the risks and the degree of change likely in the work activity.

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### METHOD

Risk assessments are to be undertaken by the Managing Director, assisted if required by the Headteacher. These will be maintained on a date base but printed copies will be produced for use at the place of work.

Reviews to the risk assessments will be undertaken using the same form.

### C.O.S.H.H. ASSESSMENT POLICY

The purpose of this section of the Policy is to ensure that the School and its employees meet their joint and individual responsibilities under the C.O.S.H.H. Regulations.

It is also to ensure that following a thorough assessment of all substances, adequate controls are established in respect of the ordering, receipt, storage, use and disposal of any substance identified as hazardous to health.

### RESPONSIBILITIES

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis, etc.
- Inhalation – gases, fumes, dust, vapours.
- Ingestion – swallowing

A written assessment will be prepared for substances, processes, site health hazards, etc. normally encountered on site.

If possible, arrangements should be made for an alternative, less hazardous material, to be specified.

Any necessary protective clothing, etc. must be provided as identified in the assessment. Health and Safety Co-ordinators should be fully trained in the safe handling, storage, usage and disposal of hazardous substances. They have a duty to report any person or persons who fail to comply with the Policy and Procedures applicable under the COSHH regulations.

### MANUAL HANDLING

In order to secure the health and safety of its employees, the School proposes, so far as reasonably practicable, in consultation with all employees to:

Carry out an initial assessment of manual handling operations throughout the School to identify activities at risk (see section on Risk Assessment).

Endeavour to eliminate these risky manual handling activities wherever applicable:

- By removing the need for the operation
- By providing handling equipment

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Where manual handling activities cannot be eliminated, appoint suitably qualified assessors to carry out detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability.

Put in place a system of measures to reduce the risks associated with remaining operations based upon the results of the assessments, concentrating upon changes to the task, the load and the environment.

Ensure, wherever possible, that loads including those loads delivered from outside the School are marked with sufficient information to facilitate safe handling.

Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.

Provide specific training on manual handling where the assessment indicates it is necessary. Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.

### INFORMATION AND TRAINING

The School will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers carrying out manual handling loads. This provision will also apply to those persons not in direct employment such as temporary staff.

### DISPLAY SCREEN EQUIPMENT

All staff identified, as 'Users' as defined by the Display Screen Equipment Regulations 2002 will receive an individual assessment of their workstation and work environment, significant risks will be recorded practical remedial measures taken where appropriate and users will be given information and guidance on recognised good practice.

### SUB-CONTRACTORS

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to and co-operate with, legislative and School rules in regard to health and safety whilst working for Build-A-Future.

It is also the responsibility of the Contractors/Sub-contractors to ensure the health, safety and welfare of Build-A-Future staff, learners, visitors and others is not put at risk from their work activities and practices and that safe systems of work are adhered to always.

Where contractors are to carry out work at Build-A-Future Training Centre, they will be asked to provide evidence of health and safety competence in advance. Copies of Risk Assessments, COSHH Assessments, Method Statements or similar documents, must be submitted and approved by the Headteacher & the Health & Safety Officer as confirmation that risks to health and safety are being properly managed. All contractors will report to prearranged designated persons prior to commencing work.

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The activities of contractors whilst they are at Build-A-Future will be monitored to ensure that their methods or work are safe and do not put the safety of Build-A-Future staff or learners at risk.

### VISITORS

All visitors will report to the reception. The staff member responsible for the visitor is also responsible for that visitor's safety and welfare and will ensure that all health and safety rules and regulations are followed.

### ERGONOMICS

Ergonomics is the systematic study or appraisal of the productive efficiency of man/woman in relation to his/her workplace environment. The objective is to reduce worker fatigue and stress caused by incorrect man-machine relationships which result in low morale, errors in judgement, mistakes and below par production.

The design and arrangements of tools, chairs, workstations and equipment should be such that that person can work efficiently in the correct posture and not need to stoop over the working position.

In order to fulfil this important task, the School will make regular assessments of the working environment and the workstations and take all necessary action in order to change and improve the situation.

All such assessments will be recorded and any corrective action signed off.

### STRESS POLICY

The organisation is committed to Health and Safety of all employees and will ensure all employees are not knowingly exposed to any level of stress that is detrimental to their health or performance at work.

Information on stress will be available to all employees to help them identify the signs and symptoms that they or a colleague may be suffering the effects of stress. All applicants will complete the pre-employment medical questionnaire to identify if a person has suffered stress in the past so that any position offered is suitable for the person and any additional support/assistance can be in place before commencement of employment.

Any person who believes they are suffering from or who think they are exposed to a workload which may result in them suffering from stress in the future should contact the Headteacher immediately who will treat all information in the strictest of confidence and take whatever action is necessary to prevent the employee suffering the effects of stress.

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The organisation will support all staff should they suffer the effects of stress, support will be provided to all employees and may include any of the following and any additional assistance that is required.

- Review of employee's workload and redistribution of some work to reduce workload if necessary.
- The School will ensure that any person who has had time off with stress has a return to work interview to ensure they are ready and fit to return to work.
- The School will also ensure employees do not return to the same level of workload which caused them to take time off work.
- Any additional training to help individuals carry out their duties and minimise any concerns over their skills level will be provided, this may be required where an employee changes role or positions within the school.
- Assistance and support in dealing with external matters that may be causing stress to any employee will be provided where possible.

Where necessary the organisation may seek guidance from the external Occupational Health experts or other bodies on matters regarding stress and stress management.

### DRUGS/ALCOHOL

Being under the influence of alcohol and the use of illegal drugs is just one health and safety risk in the work place, not only to yourself but to that of your colleagues. The School policy on alcohol and illegal drugs is clearly set out below to ensure the safety of all concerned. The policy also applies during lunch and break times.

Employees found to be in breach of this policy may be subject to disciplinary action being taken against them.

- Employees shall comply with any request to test for alcohol usage or illegal drugs whilst being paid by the School.
- Employees suspected of being under the influence of alcohol or illegal drugs will be suspended from their duties until further notice. Such suspension may result in being invited to attend a disciplinary meeting, which ultimately may lead to dismissal.
- The Headteacher must be informed if you are convicted of an offence in relation to this policy. This is particularly important if you hold a position with the School which requires you to drive a School vehicle
- Drivers of School vehicles should be aware that if a conviction is secured against you which results in a driving ban, the School, dependant on that timescale of the ban, may not be able to allow you to continue in your job role.

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### SMOKING

#### PURPOSE OF THE POLICY

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations 2006.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses.

#### POLICY

Smoking is prohibited within the entire school site, with no exceptions. This includes all e-cigarettes and vapourising substances.

### EDUCATIONAL VISITS

The Headteacher may delegate the task of co-ordinating educational visits but will ensure that the arrangements are reviewed prior to the commencement of the trip.

A risk assessment must be made for every visit.

In particular we will ensure that reputable companies are hired to transport children on school outings. The Governing Body insist that only transport with seat belts be hired for such purposes.

The person responsible will have undertaken a preliminary visit to or assessment of the location of the outing and assessed risks, emergency facilities, standby vehicle etc.

All trip applications must follow the documented procedure including adequate risk assessment and formal approval by the Headteacher.

The person responsible will ensure that adult: learner ratios are in line with DCSF guidelines or more favourable whenever possible.

The person responsible or Assistant will provide a checked medical box and other equipment necessary for the outing.

The person responsible or Assistant will be aware of any medical conditions which may affect any child during the outing. Necessary precautions to deal with problems should be taken.

The person responsible or Assistant must check that there is a signed consent form from the parent of each child taking part in any outing.

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### FOOD SAFETY

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health and Safety Policy. Guidance on food hygiene within our premises is available from the Local Environmental Health Department.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food service/preparation area, the equipment in use and the condition of floors and surfaces etc. The Person responsible for food hygiene safety is: Alison Simmons.

All food handlers have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for service user consumption.

A high degree of housekeeping is maintained but the person identified below has the duty to ensure this is carried out.

The person responsible for general kitchen housekeeping is: Alison Simmons

### PREGNANCY

It is important to Build-a-Future that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the Management of Health and Safety Regulations 1999 Regulation 16 and realise that if any of our employees become pregnant they must inform their manager/supervisor immediately. This can be verbally but must be followed up by a written confirmation from their doctor.

The Headteacher will carry out an individual specific risk assessment of the work that the employee does for the college to determine any risks to her and her unborn baby that may arise from the work activities in that area of the school.

### VIOLENCE

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

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The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks. State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.
- Training in the prevention and management of violence and aggression will be provided for appropriate staff where it is considered necessary.

The policy, risk assessments and procedures will be reviewed on a regular basis or if there is any significant change.

### SECURITY

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Headteacher, staff and governors regularly review security arrangements for the site.

1. Access is via the main entrance only once the school day has begun.
2. Signs point out the main entrance and detail the need to register with the school office staff.
3. A gate has been fitted to the playground to ensure safety and restrict unauthorised access and exit.
4. Signing in must be completed by all visitors and badges are issued to identify authorised visitors with the exception of adult visitors to the public library.
5. Children arriving late or needing to leave the school before the end of the day must register at the house office.

### NON-COMPLIANCE

Local disciplinary procedures will be followed if employees do not comply to this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Date: September 2018

Review Date: September 2020