



## Overloaded Ltd- Health and Safety Policy

### 1 Policy Statement

The aim of the Director/Centre Manager is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy. This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable its employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health
- Machinery and equipment that is safe and without risk to health
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Key Manager;
- Any other suitable protection, where appropriate, where staff might be at risk
- For the safety of visiting contractors, members of the public and authorised visitors
- For arrangements to involve all members of the school community including pupils in developing this health and safety policy.
- For our responsibility towards the environment and ensuring that our activities do not adversely affect it.

### 2. Responsibilities

The Director has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its

employment, for the children attending the school and for other people who are users of the school.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

### **The Head of Centre**

The Head of Centre has primary responsibility for Health and Safety matters within the establishment. In the Director or Head of centres absence, whoever is nominated (EG: Teacher/Counsellor, will assume this responsibility. This will be in accordance of Local Authority Health and Safety guidelines and landlord of premises contract.

### **Responsibilities:**

- Setting up arrangements to cover all health and safety legal requirements;
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Director and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
- Resolving health and safety problems
- Bringing to the attention of the Local Authority Health and Safety coordinator those instances where delegated local executive has proved to be inadequate to reduce the identified hazard and to take action to avoid danger pending rectification
- Noting all the guidance produced by the Local Authority, in line with legislation, and bringing any issues to the attention of relevant staff
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access
- Maintaining a list of Safety Representatives appointed to represent staff on site
- Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
- Receiving written reports from Safety Representatives and responding to them within a reasonable time
- Ensuring that all areas of the site are inspected termly by the Safety Representatives with the landlord on site

- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that firefighting equipment is available and maintained;
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the Local Authority, centre staff, service providers and parents.
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular to ensure that they are given a copy of this statement of local arrangements, and the opportunity to read it, before starting work.
- Ensuring that arrangements are made for suitable training for all aspects of their work.
- Ensuring that suitable records are kept of: employee health and safety training accidents Resources committee premises safety inspections - including by the governing body fire equipment tests machinery and equipment safety tests and inspections

A full record is kept of statutory testing linked to health and safety requirements.

**All employees are responsible for:**

- Taking care of the health and safety of themselves and their colleagues and for any child under their charge
- Keeping up to date with current safety procedures
- Attending training as directed
- Following instructions issued by the employer on matters of Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management.
- Not misusing any equipment provided for their safety.

**Director/ Centre manager are responsible for:**

- The safety of their staff and pupils within their work area by ensuring staff receive necessary training and supervision
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Making arrangements for cover of staff with key safety responsibilities
- Coordinating the school science policy
- Monitoring health and safety practice in science throughout the school

**Centre/Outreach teachers are responsible for:**

- The safety of all children under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions

**Teaching assistants/Support are responsible for:**

- The safety of the preparation rooms, workshops and all other areas in which they work The Centre Manager is responsible for:
- The safety and physical condition of all areas of the school including playgrounds and outbuildings
- Arranging for the maintenance and servicing of fire-fighting equipment and fire alarm systems, premises security systems
- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
- Informing all contractors of any known hazards, which might affect them whilst at work.

**Contractors**

Contractors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school office on arrival. The premises manager will be responsible for controlling the work of contractors to ensure the safety of pupil's staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.

Where work carries significant hazards, permits to work should be raised for contractors before they start work.

Examples of work which requires a permit to work are:

Work on mains electrical wiring, mains incomers and distribution boards.

Removal of asbestos or work where asbestos materials are known or suspected to be in place.

Major excavations Access to roofs and roof voids Sterilising of water systems with chemicals Access by anyone to confined spaces such as voids sumps and drains

### **Kitchen area**

Kitchen and cooking facilities carry significant risks to centre premises and high standards of organisation and control are required to minimise them. The Centre manager is responsible for:

- the safety of the kitchen areas and of keeping the centre informed of any hazards which could affect the safety of people or premises
- ensuring that its employees are competent in working safety in the kitchens with particular regard to the following:

#### **Hygiene.**

To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas

### **Fire**

To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.

### **Training**

Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen fire-fighting equipment.

### **Asbestos**

The landlord and Director are responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found in the Cambridgeshire policy, Asbestos Management Policy and Procedures.

Staff should be briefed on the hazards of asbestos, the location of any asbestos in the centre and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contactors. The premises manager will identify the

location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register. Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos. They should immediately stop work, evacuate the area and request advice from the Health and safety team, telephone (insert number).

The Director and landlord should all receive asbestos training

### **Hirers, Contractors & Others Using or Working in the centre**

This section should be read in conjunction with the Cambridgeshire guidance, Community Use of centre Premises and Facilities.

When the centre's premises are used for purposes not under the direction of the Director/Head of Centre then the principal person in charge of the activities or use will have responsibility for safe practices.

The Director/Centre Manager will seek to ensure that hirers, contractors and others who use the centre premises conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside: They will not, unless with prior consent of the Director:

- (a) Introduce equipment for use on the school premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or pupils of the centre.

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

### **Visitors**

All visitors must report to Reception where a signing-in system is in operation.

Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the centre.

Contractors working in the centre premises will be made aware of the health and safety arrangements applicable to them by the Centre Manager.

Visitors should wear a suitable visitors' badge when on the premises.

### **Provision of first aid**

The centre's designated first aiders are:

Rachel Temple

Samantha Smith

Jamie Boness

The designated persons responsible for checking and maintaining the contents of the first aid boxes is Rachel Temple

. Note: If necessary, a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

If an ambulance is required, the emergency 999 service should be used.

Delays in calling the ambulance service can be very serious.

The opinion of a first aider is sufficient to authorize an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service, but it should be noted that this should always be on a voluntary basis.

### **Accident Reporting**

Accidents must be reported on the Council's accident report form. Copies of the form can be obtained from Cambridgeshire health and safety office.

It is the responsibility of Rachel Temple the SAO in the office to sign off an accident form in the event of an incident.

She/He should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed with copies retained for at least three years.

In the case of minor accidents to non-staff, i.e. pupils or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in a centre minor injuries book which should be retained for at least 3 years.

Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See [www.riddor.gov.uk](http://www.riddor.gov.uk))

### **Fire and emergency arrangement**

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

Fire Wardens are responsible for a formal check of the premises fire equipment on a weekly basis- landlord checks.

This will include fire doors fire signage and alarm systems and they will assess their suitability and any repairs or improvements required.

As part of an annual health and safety check, the Director will also show due regard to fire safety.

## **Fire-fighting and precautions**

All fire-fighting equipment is annually inspected and serviced by SBM (Services Maintenance and Building).

It is the responsibility of the premises manager to ensure that fire-fighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

## **Fire alarms**

The fire alarms should be tested weekly and recorded in the fire alarm logbook by the centre manager.

Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

## **Fire drills**

Fire drills will be arranged at least termly.

The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers.

Suitable arrangements must be in place for evacuating those with disablement or with special educational needs.

## **Notifying the Emergency Service**

The following staff have specific responsibility to call emergency services:

| <b>Name</b>   | <b>Location</b>             | <b>Tel. no</b> | <b>Area of Responsibility</b>        |
|---------------|-----------------------------|----------------|--------------------------------------|
| Rachel Temple | 1 Fishers Yard,<br>PE19 5UP | 01480 774775   | Director/ Centre<br>Manager/ Teacher |
|               |                             |                |                                      |

## **Clearing premises in an emergency**

The following staff have specific responsibility to check all areas are cleared:

| <b>Name</b>   | <b>Location</b>             | <b>Tel. no</b> | <b>Area of Responsibility</b>      |
|---------------|-----------------------------|----------------|------------------------------------|
| Rachel Temple | 1 Fishers Yard,<br>PE19 5UP | 01480 774775   | Director/Centre<br>Manager/Teacher |
|               |                             |                |                                    |



### **Assembly Areas**

The following staff have specific responsibility to take charge of the assembly area and check numbers correspond with attendance figures:

| <b>Name</b>   | <b>Location</b>             | <b>Tel. no</b> | <b>Area of Responsibility</b>      |
|---------------|-----------------------------|----------------|------------------------------------|
| Rachel Temple | 1 Fishers Yard,<br>PE19 5UP | 01480 774775   | Director/Centre<br>Manager/Teacher |
|               |                             |                |                                    |

### **Information, documentation and training**

Staff should either receive copies or have their attention drawn to relevant safety information contained in the centre's health & safety manual. The Centre Manager must ensure that the guidance or safety standards are current and adhered to at all times.

Health & Safety documents are held by the centre's office and identified staff must ensure that their staff are familiar with all relevant documentation.

It is the responsibility of the Director/Centre Manager to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

### **Repairs and maintenance**

All damage, signs of wear and defects in the premises must be reported to:

| <b>Name</b>   | <b>Tel. No</b> | <b>Area of Responsibility</b> |
|---------------|----------------|-------------------------------|
| Rachel Temple | 01480 774775   | Director/Centre<br>Manager    |

**Note:** A record must be kept of all reported items on the. This will be managed by the premises manager and action taken will be quality assured by the school business manager.

### **Centre Premises Plans**

A copy of this plan should be held in the centre office to be available in the centre office for use by the fire brigade.

## **Electrical equipment**

All portable electrical equipment is tested by ACB Electrical- Gareth Boness every year. A copy of the inventory of the electrical equipment tested including the results should be kept with the Centre health and safety manual, which is held in the office.

All staff must visually check all electrical appliances prior to their use and report any defects to Rachel Temple.

All defective equipment must be taken out of use immediately and reported to Rachel Temple.

Privately owned appliances must typically not be used on the centre's premises (unless their use has been approved and/or they have been tested under the PAT test).

## **Machinery and plant**

All machinery and plant will be of suitable safety specifications and will carry a CE marking which shows that it complies with the European Community safety standards

Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime.

These include for example lifts, boilers, extraction equipment for the control of hazardous substances, pressure systems etc. The following people carry out these tests.

| <b>Name</b>  | <b>Equipment/plant to be tested</b> | <b>Frequency or interval</b> |
|--|-------------------------------------|------------------------------|
| Rachel Temple/<br>Landlord- Beacon<br>Wealth Estates | Water Boiler                        | Yearly                       |
|  |                                     |                              |

Arrangements should be in place to ensure that the CLEAPSS guidance is fully available to science teachers and is available at: [www.cleapss](http://www.cleapss)

## **Furniture and equipment**

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the centre manager who should arrange for repairs or replacement where necessary.

## **Control of Substances (COSHH)**

All substances, chemicals, etc purchased and used within the school including all science laboratories, preparation and storage rooms must comply with the COSHH guidance contained in the relevant sections of the CLEAPSS Manuals.

Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept.

Substances will be used in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"; and in accordance with the manufacturers, instructions and advice on the label. Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS) and to the consent of the Director.

Any substance not identified should be disposed of.

### **Cleaning arrangements this section relates to outside contractors but can be adapted for inhouse**

The centre premises are cleaned internally by staff. Specification for the cleaning regime is held by the centre manager. Any problem relating to the cleaning should be made primarily to the centre manager. Arrangements for training employees in working safely and particularly the safe handling of hazardous substances. Coshh assessments for the use and storage of cleaning materials. Arrangements for maintaining testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged. Use and storage of personal protective equipment Training in responding to emergencies such as fire and accidents particularly when they occur out of hours when they may be alone in the building. Regular meetings should be arranged if using cleaning contractors to review the suitability of safety arrangements and records kept of the meetings

### **Risk assessment**

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.

Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health.

As an employer Overloaded Ltd have a duty to carry out risk assessments for all of their activities which affect their employees, students, visitors and contractors. Cambridgeshire will have produced a Risk Assessment Toolkit to

guide through the process with particular reference to the Alternative Provision environment.

### **Offsite Visits**

It is important that suitable arrangements are made for all offsite visits by students. The Director/Centre Manager will take a central role in planning and administrating offsite visits.

The centre uses the system for Risk Assessments, as advised by the Local Authority.

### **Conclusion**

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident-free environment and progressively improving the management of safety and so the staff's, pupils' and the Centre's general well-being.

Signed: R. temple

Dated: 7/06/2022

Review date: 7/06/2023