



# **It's What You Say CIC**

## **Health & Safety Policy**

# Health & Safety Policy for - It's What You Say - CIC

## 1. Policy Statement

The aim of It's What You Say – CIC 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 of that department
- 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 It's What You Say – CIC 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 and organisational arrangements for staff with health & safety responsibilities.

## **It's What You Say – CIC – Alternative Education Provision**

It's What You Say – CIC – Alternative Education Provision has 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 provision and for other people who are users of the provision.

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 establishment Senior Leadership and Directors**

The Senior Leadership and directors have responsibility for Health and Safety matters within the establishment. In the senior leadership absence, the directors or whoever is nominated, will assume this responsibility.

The senior leadership and directors have responsibility for managing the arrangements for health and safety in the provision and for liaising with Justin Meath-Baker, the building owner, for advice and information on health and safety matters. Justin Meath-Baker has responsibility for implementing instruction for carrying out procedures as required by It's What You Say – CIC – Alternative Education Provision.

### **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 directors 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 Justin Meath Baker, those instances where delegated, 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
- Establishing a school Health and Safety Committee in accordance with Council policies
- Ensuring that all areas of the site are inspected termly by the Safety Representatives with the Senior Management 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 fire fighting 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, school 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
  - premises safety inspections
  - 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.

**SLT 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

**Classroom 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

**Teachers are responsible for:**

- The safety of the preparation rooms, workshops and all other areas in which they work

**The Premises Manager is responsible for:**

- The safety and physical condition of all areas of the building 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

## **Catering**

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

It's What You Say – CIC – Alternative Education Provision responsible for:

- the safety of the kitchen areas and of keeping the school 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**

Justin Meath Baker (building owner) is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found in the Islington manual, Asbestos Management Policy and Procedures.

Staff should be briefed on the hazards of asbestos, the location of any asbestos in the school 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 contractors.

Justin Meath-Baker 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, at Stoke-on-Trent city council 01782 234234

Justin Meath-Baker should advise It's What You Say CIC of asbestos training.

## **Visitors**

All visitors must report to It's What You Say CIC, where a signing-in system is in operation. Regular visitors and other users of the premises, for example, core team and delivery persons, are required to observe the safety rules of the provisions. Contractors working in Fenton Town Hall premises will be made aware of the health and safety arrangements applicable to them by the Justin Meath-Baker.

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

## **Provision of first aid**

See policy for provision of medicines and supporting pupils with illnesses.

The schools designated first aiders are:

Charmaine Baines

The designated persons responsible for checking and maintaining the contents of the first aid boxes is Charmaine Baines.

**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 authorise 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 It's What You Say CIC accident report form. Copies of the form can be the office.

It is the responsibility of Charmaine Baines or Joy Baines to sign off an accident form in the event of an incident. They 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 schools 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 arrangements**

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.

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, It's What You Say CIC will also show due regard to fire safety.

## **Fire fighting and precautions**

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

It is the responsibility of Justin Meath-Baker 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 premises manager. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

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## 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 Services

The following staff have specific responsibility to call emergency services:

<u>Name</u>	<u>Location</u>	<u>Tel no.</u>	<u>Area of Responsibility</u>
Ms Charmaine Baines	Fenton Town Hall	07341 214173	SL/Director
Ms Joy Baines	Fenton Town Hall	07341 214170	SLT

## Clearing premises in an emergency

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

<u>Name</u>	<u>Location</u>	<u>Tel no.</u>	<u>Area of Responsibility</u>
Ms Charmaine Baines	Fenton Town Hall	07341 214173	SL/Director
Ms Joy Baines	Fenton Town Hall	07341 214170	SLT

## Assembly Areas

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

Name	Location	Tel no.	Area of Responsibility
Ms Charmaine Banes	Fenton Town Hall	07341 214173	SLD/Director
Joy Baines	Fenton Town Hall	07341 214170	SLT

### Information, documentation and training

Staff should either receive copies or have their attention drawn to relevant safety information contained in the I.W.Y.S health & safety manual. The SL/Director must ensure that the guidance or safety standards are current and adhered to at all times.

Health & Safety documents are held by the school office and identified staff, heads of department, etc must ensure that their staff are familiar with all relevant documentation.

It is the responsibility of SL/Director 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:**

Name	Tel no.	Area of Responsibility
Justin Meath-Baker	07595 022709	Building owner

**Note:** This will be managed by the premises manager and action taken will be quality assured by Justin Meath-Baker.

### Electrical equipment

All portable electrical equipment is PAT every year.

A copy of the inventory of the electrical equipment tested including the results should be kept with the school 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 Charmaine Baines.

All defective equipment must be taken out of use immediately and reported Charmaine Baines. Privately owned appliances must typically not be used on the School's premises (unless their use has been approved and/or they have been tested under the PAT test).

## **Machinery and plant**

It's What You Say CIC currently does not own any machinery.

## **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 directors 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 art materials, preparation and storage rooms must comply with the HSE COSHH guidance. 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 Head. Any substance not identified should be disposed of.

## **Cleaning arrangements**

The School's premises are cleaned by in-house cleaners company. Additional cleaning is completed by staff in accordance of preventing the spread of Covid-19.

Specification for the cleaning regime is held by the Fenton Town Hall business manager.

Any problem relating to the cleaning should be made primarily to Justin Meath-Baker,

Cleaning contractors or the school should provide a specification of the cleaning arrangements and will include:

- The health and safety policy of the contractor Risk assessments of the arrangements for cleaning tasks.
  - Arrangements for supervision and control of their employees.
  - Arrangements for training their 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.

Schools as employers have a duty to carry out risk assessments for all of their activities which affect their employees, students, visitors and contractors.

Islington have produced a Risk Assessment Toolkit to guide through the process with particular reference to the school environment. Details can be found at [www.islingtonschools.net/services/hs](http://www.islingtonschools.net/services/hs)

## **Offsite Visits**

It is important that suitable arrangements are made for all offsite visits by students. The directors will take a central role in planning and administering offsite visits.

## **Conclusion**

It is the responsibility of everyone 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 of the staff, pupils and the I.W.Y.S. – C.I.C general well-being.

