

Engaging Potential Health and Safety Policy

1. STATEMENT OF INTENT

Engaging Potential (EP) is aware of its duties as an employer under the Health & Safety at Work Act 1974 and its policy is to ensure, so far as reasonably practicable, the health, safety and welfare of all its employees. Similarly, we accept our responsibilities for ensuring, so far as reasonably practicable, the health and safety of young people, visitors, contractors, freelancers and all others who may be affected by our operations or activities.

EP aims to:

- Provide and maintain a safe place of work
- Provide and maintain a safe work environment
- Provide and maintain safe work equipment
- Provide safe systems of work
- Ensure all employees are provided with information, instruction, training and supervision
- Seek specialist advice where necessary to determine risks to health and safety and the precautions required to deal with them

EP is committed to achieving the highest standards of health and safety, and the company health and safety policy sets out the management framework to achieve this. It specifies that it is the responsibility of management, who are in a position to exercise control over the activities of their staff, to ensure that those activities are carried out safely.

However, being a safe and responsible organisation ultimately requires everyone to make health and safety their priority. It is essential that we all look after our own and each other's welfare and all practice safe methods of working. We must ensure that health and safety is central to everything we do.

Signed (Head)

Date

2. ORGANISATION

Head (Responsible Person)

The Head is responsible for overseeing arrangements for the management of health & safety, ensuring that they are implemented and carried out in practice. Other responsibilities include:

- Delegating health and safety roles and responsibilities via consultation with staff
- Providing resources for and keeping records of health & safety training and equipment
- Ensuring appropriate dissemination of health and safety information
- Reporting to West Berkshire Council any premises related hazards which present a risk to health & Safety, and accidents/incidents reportable under RIDDOR
- Liaising with the emergency services where necessary

Centre Manager (Competent Person)

The Centre Manager is responsible for the development, monitoring and review of the health and safety policy and assisting the Head with the implementation of the arrangements for the management of health and safety. Other responsibilities include:

- Compliance with health and safety legislation, regulations and Approved Codes of Practice (ACOPs)
- Dissemination of the health and safety policy to all employees
- Seeking specialist advice on health and safety
- Audit compliance
- Creation and maintenance of the company health & safety folder on the server
- Health & Safety induction training
- Assessment and control of premises related hazards
- Review and investigation of accident / incident reports
- Co-ordination of routine services by specialist engineers for fire alarm and fire detection systems, fire-fighting equipment, and emergency lighting

Fire Safety Officer

The Fire Safety Officer reports to the Centre Manager and is responsible for day to day maintenance of systems for fire safety and, in the event of a fire, taking control of an evacuation until the emergency services arrive. Responsibilities include:

- Monthly tests of emergency lighting keeping logs in section 12 of the fire Log Book
- Regular (weekly) tours to ensure Escape routes, Emergency Exits, Fire Doors etc are kept free from obstructions, maintaining records in section 9 of the Fire Log Book
- Daily checks and weekly tests of the fire alarm system, maintaining records in section 10 of the Fire Log Book
- Reporting identified fire hazards to the Centre Manager
- Holding a fire drill at least twice a year, maintaining a log in section 8 of the Fire Log Book
- Putting into effect emergency evacuation procedures in the event of a fire

First Aid Appointed Person

The First Aid Appointed Person is responsible for looking after local first-aid arrangements. This includes:

- Maintaining stocks of first aid materials, and checking the first aid boxes in the office and the minibus termly
- Taking charge when someone is injured / becomes ill
- Ensuring that an ambulance / other professional medical help is summoned when appropriate.

First Aiders

First Aiders are responsible for providing first aid commensurate with their level of training. This includes:

- Attempting to preserve life whilst waiting for the emergency services
- Treating minor injuries that do not require treatment by a medical practitioner

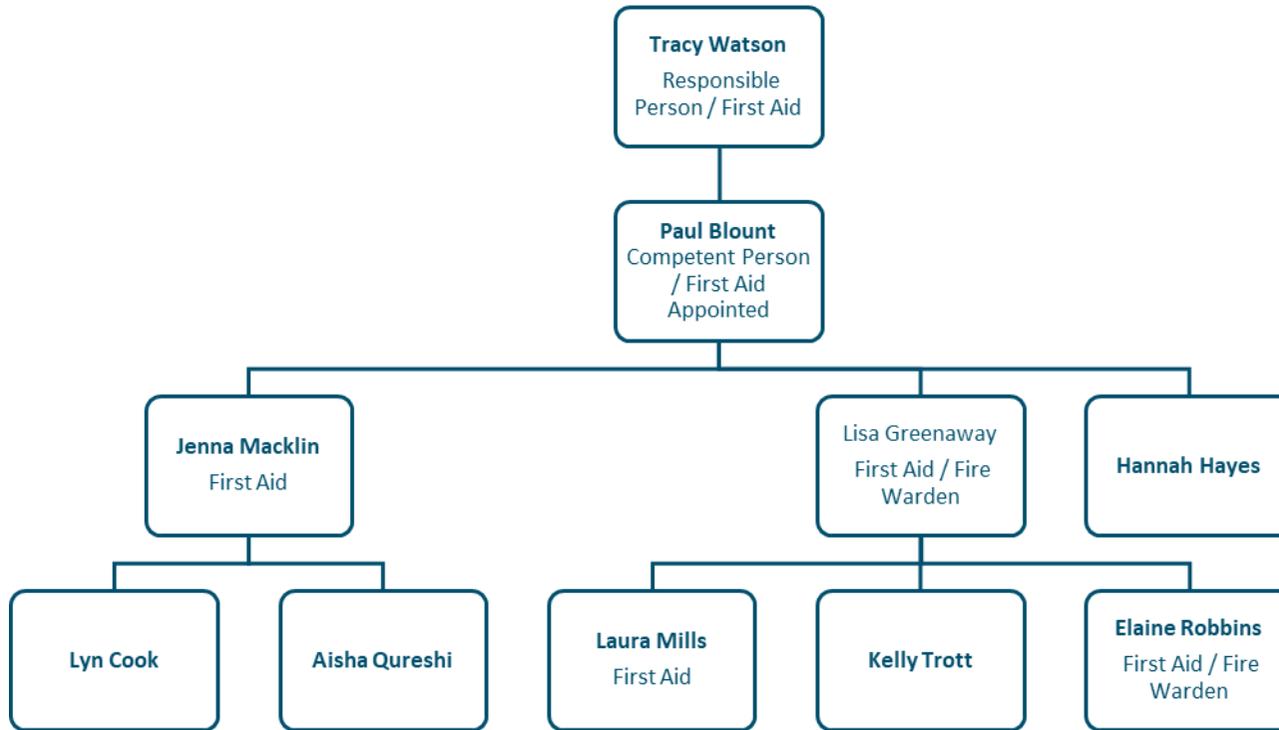
Staff

All members of staff have a responsibility to:

- Take reasonable care for the health and safety of themselves and others affected by their acts / omissions
- Co-operate with management on health and safety issues
- Co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.
- Only use equipment which they are competent to use or have been trained to use
- Report immediately any serious or immediate danger
- Report any shortcomings in the arrangements for health and safety
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
- Check equipment is safe before use
- Ensure safe working procedures are followed

Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Engaging Potential – H&S Organisational Chart (Oct 2019)



3. ARRANGEMENTS

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Plant Room
Electricity	Plant Room
Gas	Plant Room

Fire Precautions

Instructions for action to be taken in the event of fire are explained to young people, employees, freelancers and volunteers at induction and are posted next to exits. It is the duty of every employee to make themselves familiar with these instructions and to follow them in the event of fire.

Visitors and Contractors are provided with information about what to do in the event of a fire when they sign in.

Two Fire Safety Officers are appointed for EP's site. Every employee must make sure that they are aware of the identity of the Fire Safety Officers and should notify them of any fire hazard of which they become aware.

The person who discovers a fire must raise the alarm immediately by the most appropriate means. The Fire Safety Officer will liaise with the emergency services when they arrive and take advice from them.

The Centre Manager is responsible for ensuring that fire fighting equipment is checked regularly, that the fire alarm system is checked daily and tested weekly, and that that fire drills take place at least twice yearly and a log book detailing date and time of the drill, length of evacuation time and any points for action arising from the drill are kept.

The Centre Manager is also responsible as the competent person for carrying out and updating the Fire Risk Assessment for EP's premises.

The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is RES Fire Protection Engineers.

First Aid

First Aiders have been trained for EP's site. A list of the qualified First Aiders is kept on the health and safety noticeboard in the staff room. One member of staff has been selected as the First Aid 'Appointed Person.' Every employee must ensure that they are aware of the identity of the First Aid Appointed Person to whom all accidents and emergencies requiring attention should be referred.

The Head is responsible for ensuring that first aid training is kept up to date.

First Aid boxes are located in the staff room, the office and in all vehicles used at EP for business purposes. Employees must be familiar with their locations. First aid boxes may contain plasters only if they are hypoallergenic. EP staff will not administer aspirin.

Knocks on the Head

Any child who has sustained a “Knock on the Head” must be treated with extreme care. Head injuries are deceptive. Children have been known to appear perfectly well after them and be very seriously ill within a few hours. All head injuries, however light, will be reported to the Parents/Carers immediately by either the Centre Manager, administrator or Teacher in Charge. It will be the responsibility of the staff member witnessing the injury, or the first person on the scene, to ensure that the accident is reported on webrisk and a copy sent home to the parents for their signature which is then returned to us.

ALL HEAD INJURIES WILL BE TREATED AS POTENTIALLY SERIOUS ACCIDENTS

The child will be allowed to rest and medical advice sought if there is the slightest suspicion that the child is affected, however lightly.

Hazardous Substances

First aid measures for substances hazardous to health are displayed next to the First Aid box in the staff room as well as any room containing hazardous substances.

Both first-aiders and injured persons may be at risk from infection from each other. Clean-up kits are provided for the safe removal and disposal of blood, vomit and other bodily waste, along with a safe system of work and risk assessment.

The address and telephone number of the nearest medical centre/NHS GP is: Strawberry Hill Medical Centre, Old Bath Rd, Newbury RG14 1JU. Telephone:01635 917 917

The address and telephone number of the nearest hospital with accident and emergency facilities is: Basingstoke & North Hampshire Hospital, Aldermaston, Basingstoke, Hants, RG24 9NA Tel: 01256 473202

Accident Reporting and Investigation

All accidents and incidents, however minor, that occur on EP’s site, and each and every accident or incident to an employee that occurs whilst working on EP’s behalf, must be recorded using West Berkshire Council’s online CREST form. The procedure for reporting using CREST can be found in the Staff Handbook or on the shared drive.

Accidents/incidents causing more than seven days absence (increased from three days as of 6 April 2012) from work and those diseases and dangerous occurrences notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), must be reported to the Head who shall inform West Berkshire Council via CREST.

Any accidents, incidents or near misses will be thoroughly investigated by the Head and/or the Centre Manager to establish immediate and root causes and identify necessary precautions.

If a member of EP’s staff or a young person suffers an accident or an incident whilst on another organisation’s site, it must, as soon as possible, be reported to the occupier or controller of the site. EP must be informed of the accident or incident as soon as possible and it must be recorded using West Berkshire Council’s online CREST form.

Health & Safety Inspections

The Centre Manager undertakes quarterly workplace inspections and intermittent spot checks.

Regular (weekly) tours are conducted by all staff on a rota basis to ensure:

- a) Premises, apparatus, equipment and machinery are regularly inspected and deficiencies rectified, informing the Head of any hazards that present a risk to health & safety
- b) A high standard of tidiness is maintained

Staff are required to check any equipment before use (e.g motor vehicle checks.)

Repairs and Maintenance

Staff should report the following to the Head/Centre Manager:

- Any damage or wear and tear to EP's premises / property (including motor vehicles) which may constitute a hazard
- Defective furniture

The Centre Manager / Head reports premises repairs to West Berkshire Council's property department.

Security of premises

The Centre Manager is responsible for unlocking and locking the building at the beginning and the end of the day, and for arming/ disarming security alarms etc. In the absence of the Centre Manager, the Lead Teacher undertakes responsibility for this.

Further details of EP's security policy can be found in section 2 of the Staff Handbook.

Abusive parents/carers

Sometimes aggressive or abusive behaviour from a parent can present a risk to staff and children. EP's premises is private property and parents will generally have permission to be on the premises. However, in cases of abuse or threats to staff, people or other parents, EP may ban parents from entering the school.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent / carer) to cause a nuisance or disturbance on a school premises. The police may be called to assist EP in removing a parent / carer.

EP has designed a policy that sets out the behaviour expected of parents / carers on the premises and the procedures that will happen when EP wishes to restrict a parent's access. A parent / carer who has been banned from entering school premises is trespassing if he or she does so without permission.

Responsibilities to Visitors, Volunteers and Contractors

On arrival all visitors, volunteers and contractors will be required to sign the visitors' book and will be provided with:

- An identification badge
- Relevant health and safety information (kept in the signing in book)

Contractors should inform EP of their intention to start any work on EP's premises before doing so in order that EP can take appropriate action in terms of hazard warning (e.g asbestos), site protection or notification to others who may be affected by the work.

EP will provide information to contractors on:

- Risks to their own or employees' health and safety arising from, or in connection with, EP's undertakings
- Precautions in place to address those risks identified above, and identify any persons in EP who are nominated to help in an emergency

Provision of Information

The Head/Centre Manager passes information received on Health & Safety matters to all staff. New

employees will be informed of all relevant health and safety information as part of the induction process.

Health & Safety policies and procedures are conveyed to staff at team meetings, and copies are provided in the staff handbook and on the shared drive. These policies and procedures are reviewed regularly as part of EP's annual cycle of review, with updates being disseminated to staff at weekly team meetings as necessary.

All Health & Safety information and documentation will be kept in the Health & Safety folder server which is maintained by the Centre Manager.

Key health and Safety information (e.g EP health and safety policy statement, emergency procedures) is also displayed on the Health and Safety Noticeboard, located in the staff room.

Visitors to EP's premises are provided with important Health & Safety information. This information is kept with the Visitor's signing in book.

The Health & Safety Law poster is situated in the staff room. **Health and Safety Training**

EP will provide adequate and necessary health and safety training for its employees, volunteers and freelancers on:

- Commencing their duties (induction)
- Being exposed to new or increased risks because of changes in work practices, new equipment or new procedures

This training will be revised as appropriate.

The Centre Manager will explain EP's Health and Safety policy to new employees, volunteers and freelancers as part of their planned induction programme. This will include drawing attention to the following Health & Safety matters:

- Health and Safety Policy
- Safe Systems of Work e.g. at risk working
- Risk Assessments
- Fire
- Accident/incident Reporting
- First Aid
- Safe Use of Work Equipment e.g. laptops
- Good Housekeeping
- Hazard Reporting and Maintenance Procedures

Employees with specific responsibilities (e.g. first aiders and fire wardens) will be given additional training as appropriate, arranged by the Head.

Employees who feel that they have need for health and safety training of any kind should notify the Head.

The Head monitors and maintains records of health & safety training.

Support & Supervision arrangements

EP provide regular supervision and support for staff working with young people. This is done internally by line managers three times across the year to enhance the quality of service provided to participants and to acknowledge the potential emotional impact on staff of their work and to provide appropriate support.

External professional supervision is also offered for mentors to help them deal with any psychological issues arising from their work with young people.

Details of arrangements for support and supervision are provided in the Support and Supervision policy in the Staff Handbook and on the shared drive.

Risk Assessments

EP undertake necessary risk assessments of activities, premises and hazardous substances, including those off site, to minimise risks to the health and safety of EP staff and young people.

The Head is responsible for ensuring that necessary risk assessments are conducted and recorded, and that they are used as working documents during activities, and that they are reviewed and updated as appropriate.

EP has developed a risk assessment policy and procedure which is kept in the Staff Handbook and on the shared drive, and provides risk assessment refresher training to ensure systems for risk assessment are consistently applied.

Working at Risk

EP defines 'at risk' working as:

- Staff working alone on site
- Home Tutoring
- 1-2-1 work off and on site
- Staff meeting unknown individuals alone off site or at someone's house/unknown location
- Staff driving alone on EP business
- Staff transporting young people
- All staff who feel they are working at risk

Employees and volunteers working at risk must comply with EP's 'At Risk Working' Policy, which is held in the Staff Handbook and on the shared drive.

Manual Handling

The nature of EP's work does not require the lifting of heavy loads. Under no circumstances may any employee attempt to lift any object that is too heavy or bulky to be handled by one person.

The Centre Manager brings manual handling to the attention of all staff members during induction. HSE guidance relating to manual handling is available in the Health & Safety folder on the server, and all staff members must ensure that they are familiar with this.

Control of Substances Hazardous to Health (COSHH)

The Centre Manager maintains a COSHH register of all substances hazardous to health on the premises. This is kept in the Health and Safety folder on the server. Associated hazards are identified using the Manufacturer's Safety Data Sheet (MSDS) and added to risk assessments relating to the activities in which the substances are used.

Employees, volunteers, freelancers and young people are informed of all necessary precautions to be taken in respect of hazardous substances with which they may come into contact.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the recommendations on the MSDS, kept in the Health and Safety folder on the hard drive.

Working in other organisations' premises

Employees should comply with the health and safety arrangements of the organisation being visited. Do not take any personal risks. Read, understand and observe any health and safety rules and procedures

If you suffer an accident/incident whilst working other than on EP premises, you should report it to the occupier or controller of the site that you are on. As soon as you are able to do so, inform EP of the accident and make sure it is recorded on West Berkshire Council's online CREST form

Vehicles

Specific guidance for the use of the EP motor vehicles is provided in EP's Transport policy, which is held in the Staff Handbook and on the shared drive.

Storage

If it is necessary to stack any item the member of staff must ensure that:

- There is a firm level base
- The stack is not so high that it becomes unstable
- Suitable racking is used at all times
- Goods are stored in accordance with any manufacturer's instructions

Checking electrical equipment and Portable Appliance Testing (PAT)

The use of personal electrical equipment on the premises is not allowed, unless the item has been PAT tested. Those wishing to use personal electrical equipment on the premises should bring the item in on the day that PAT testing is scheduled.

Before using any electrical equipment each employee must check that the plug and cable wires are not damaged. If any damage is noted, no matter how small, it must be reported to the Head, who will arrange for the appropriate repair or replacement.

When using portable electrical equipment the nearest socket should always be used. Extension leads should be taken to appliances by the most direct safe route and, if this involves crossing a walkway, the cable should be protected to prevent accidents.

When using extensions or adaptors, these must not be overloaded to eliminate the risk of fire.

Certain items of equipment are dangerous if abused or used incorrectly. When guards and covers are fitted you must ensure that they are in position and in working order before the equipment is used.

A qualified electrician will check all electrical equipment annually to ensure safety (PAT testing). A certificate is provided by the contractor and a written record of these checks will remain on each appliance. The Centre Manager is responsible for ensuring that this annual check takes place.

All staff must use equipment in accordance with operating instructions, instructions given. Any fault with, damage to or concern about any equipment or its use must immediately be reported to Centre Manager.

Staff must also ensure that electrical equipment is not interfered with and that any damage is immediately reported.

No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

Display Screen Equipment (DSE)

Each member of staff that habitually uses DSE as a significant part of their normal work is subject to the Health and Safety (Display Screen Equipment) Regulations 1992.

Staff should try to organise their work so that they can take frequent short breaks from looking at the screen.

A detailed guide to the Health & Safety (Display Screen Equipment) Regulations 1992 containing easy to follow practical advice and guidance is kept in the Health & Safety folder on the server. It is important that members of staff familiarise themselves with its contents and follow the advice therein.

Users must complete a self-assessment form that will identify specific actions required to address any Health & Safety concerns related to their use of DSE. These assessments are reviewed if significant changes are made which could affect their validity, for example:

- major change in the software used
- major change in the hardware (screen, keyboard, input devices, etc)
- major change in the workstation furniture
- substantial increase in the amount of time spent using display-screen equipment
- substantial change in other aspects of the task (for example, requirement for greater speed or accuracy)
- relocation of the workstation
- significant change to the lighting in the area of the workstation.

Regular users of DSE are entitled by law to an eye and eyesight test. Such requests must be made to the relevant Line Manager who will provide details of the correct procedure to follow.

The Centre Manager is responsible for conducting and reviewing DSE assessments for regular users.

Use of Personal Protective Equipment (PPE)

EP provides PPE for members of staff and young people undertaking specific activities, where it has been identified as being necessary through risk assessment.

Administration of Medicines

The Centre Manager is responsible for dealing with the administration of medicines and controlled drugs (e.g. Ritalin) including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines or controlled drugs which are no longer required.

The Centre Manager keeps the healthcare plans of young people with medical needs under review.

Asthma Inhalers

The Centre Manager is responsible for the supervision and storage where appropriate of asthma inhalers.

Sun Protection

EP promotes the importance of using sun protection (e.g. sun cream, hats, sun glasses etc) during outdoor activities through its education and mentoring services. Supplies of sun cream are kept in the office.

If parents / carers wish their children to wear particular sun creams, then they should provide the sun cream to EP, marked with the name of the child, along with clear instructions on the frequency of application. EP will not accept responsibility for applying sun cream to a young person.

Members of staff supervising young people on outdoor activities will take a supply of sun cream with them for use during the activity. They must not, under any circumstances, apply sun cream to a young person without prior written consent from a parent / carer. As role models for the young people, the use of sun cream by staff is also encouraged.

Cleanliness

All employees are responsible for maintaining a high level of cleanliness in all areas on EP's site. All waste must be placed in the bins provided.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. The Centre Manager is responsible for ensuring fire exits are kept free from obstruction and a high standard of tidiness is being maintained.

The approved contractor responsible for cleaning EP's premises is Balfour Beatty Contract Cleaning.

Disposal of waste

General waste from the building is placed in bins provided in EP's premises.

It is the responsibility of Churchill cleaning staff to ensure that all general waste is placed in the wheelie bin located in the Car Park.

The Centre Manager is responsible for arrangements for the disposal of special waste. **All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the risk assessment for the activity in which the substance has been used and any safe systems of work provided.

The approved contractor responsible for the maintenance and disposal of feminine hygiene sanitary waste is Initial.

Legionella control

EP conducts regular checks and activities to minimise the risk of legionella. Clearwater have been contracted by West Berkshire Council to undertake a scheme of regular measures and checks. Details of these can be found in the Legionella policy, which is found on shared drive. A legionella survey has been conducted on EP's premises by TWC Services Ltd and actions identified in the subsequent report are in progress.

Severe weather

During periods of severe weather, (ice, snow etc), the Head will determine whether staff will be expected to travel to EP's premises, and is responsible for communicating the decision to close or open before 9am on the day/s affected by the severe weather.

Smoking

Smoking is not allowed on EP's premises or in any EP vehicle. Employees are not permitted to smoke when teaching or supervising young people, when transporting them anywhere (whether in an EP vehicle or otherwise) or when they may otherwise come into contact with young people.

Monitoring & Review

This Health & Safety Policy is subject to annual review. The policy will also be reviewed following any changes in legislation, following a change in roles and responsibilities, following the introduction of new processes or equipment, or following any reason that suggests that the policy is no longer valid.

Monitoring and review of the policy is the responsibility of the Head.