

HEALTH & SAFETY POLICY



Approved by GUIDE92 Governance:	December 2019
Policy Review Date:	December 2021
Staff Responsible:	Centre Director
Governor Link:	Finance and Marketing

1. Objectives

1.1. GUIDE92 is committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors. We recognise our responsibility to consider the health and safety of visitors or any other person whose health or safety may be affected by the provision's activities.

1.2. Ensuring that health and safety are safeguarded, so far as is reasonably practicable. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with the employer by following established procedures and bring to the attention of the Centre Director any health and safety problems of which they are aware.

2. Aims

2.1 It is the intention of the Governor's that the established policies and procedures issued by the LEA shall be followed and developed locally to meet the needs of the provision, as set down in this policy statement.

2.2 The aim is to ensure that health and safety becomes an integral part of all activities and that it is achieved in a way that is consistent with curriculum, and other needs.

2.3 GUIDE92 will work in a constructive and co-operative way with safety representatives in order to promote high standards of health and safety. This policy will be reviewed annually by the Governors to ensure that it is kept up to date.

3. Organisational Structure and Responsibilities

3.1 Strategic responsibility for managing effective health and safety policy and procedures, including ensuring the provision of any necessary training rests with the Governors. Operational duties lie with the Centre Director.

3.2 Along with other duties, a Key Stage Leader is appointed as health and safety liaison officer and, after training, will co-ordinate the arrangements for maintaining statutory procedures/records required under the Health and Safety at Work Act. He/she will also keep this policy document under review and initiate action if it needs to be changed to keep up to date, e.g. because of changes in legislation or responsibilities.

3.3 Notwithstanding the appointment of a Health and Safety Liaison Officer, each member of staff, or other person with supervisory control over any provision activity, has a duty to ensure that agreed health and safety procedures are implemented for their activity. Each staff member will periodically carry out a check and will bring any health and safety problems to the attention of the Centre Director.

3.4 GUIDE92 staff have the responsibility to check the general condition of the premises and for ensuring that Health and Safety hazards are dealt with. Where action required is outside his/her authority or ability, the matter will be reported to the Centre Director.

3.5 A regular review of arrangements and/or audit will be carried out.

4. Specific Hazards/Designated Duties:

4.1 **Fire Precautions:** The Centre Manager is responsible for ensuring that Fire Drills are carried out in accordance with Local Authority guidelines and for coordinating other aspects of fire safety at the centre, including ensuring staff and learners are aware of the emergency meeting point.

4.2 **First Aid:** An up to date list of trained 'First Aiders' will be posted up in reception, on staff notice boards and in the classrooms. A first Aid box, as required by the First Aid at Work Regulations 1981, will be kept in reception. The Centre Manager will restock the First Aid

boxes as and when required. First aid staff: **Mr Mohammed Isnat** and/ or **Mr Maddasar Shah**.

4.3 Accidents and Ill Health Reporting: The First Aider is responsible for ensuring that a record of all accidents is kept and that the forms are completed where appropriate, along with copies kept in the reception filing cabinet and Centre Director are informed. The first aider will also inform relevant parties such as parents or commissioners of services from GUIDE92. The Director is responsible for reporting to HSE / enforcement officer any incident which falls under the RIDDOR 2013 reporting requirements. Governors will then review the risk assessment procedures and put into place any remedial action required.

4.4 Equipment and Electrical Testing: The arrangement for periodic testing of the fixed electrical installation on the site is the responsibility of the Governors. Operation duty of day-to-day inspection of all equipment to detect visible signs of damage or deterioration rests with the user, or in the case of equipment used by students, with the Centre Director. Any equipment found to be unserviceable, or in any case of doubt, will be taken out of service, adequately labelled, locked away and the defect reported to the Centre Director who will arrange for repair or replacement. All electrical equipment brought into GUIDE92 from other sources, e.g. on loan, will be checked for its suitability for the purpose for which it is to be used. The person arranging for its provision has a duty to ensure that this is done. The personal property of staff, used on site, must also be checked for safety.

4.5 Hazardous Substances: No hazardous chemical agents will be used in GUIDE92.

4.6 General Maintenance: The Centre Director will carry out quarterly building checks on general items such as lighting, decoration, equipment and furniture with a view to formulate a maintenance plan that keeps GUIDE92 in a safe and good condition.

4.7 Visitors: GUIDE92 staff are responsible for arranging that the arrival/departure of all visitors to the site is entered into the visitor's book to be kept at the reception desk/office, and a Visitors Badge is displayed.

4.8 Contractors: The primary duty for establishing and monitoring safe working of contractual maintenance on the premises rests with the Centre Director, who will liaise on a day-to-day basis with contractors working on the site from the point of view of the health and safety interface between their work and the functioning of GUIDE92.

4.9 External Visits: The staff organising any external visits away from GUIDE92 must follow the 'Organising an GUIDE92 Day Trip' policy within the handbook.

For all external visits the appropriate guidelines are adhered to. This will include the preparation of a plan of action identifying any special health and safety requirements and how they are to be met. A copy of the procedure is kept in the office. The venues chosen for visits are as far as practicable to be restricted to those with no significant hazards. For all visits the appropriate ratios of adults to learners is calculated and the necessary staff and adult helpers are provided. A risk assessment must be undertaken and copies passed to the Centre Director. Before any party leaves the centre all accompanying adults are instructed and briefed about the safety and control procedures and all learners are briefed and instructed on safety procedure, in particular the need to stay close to the supervising adult at all times.

4.10 ARRANGEMENTS AND PROCEDURES

The procedures used at GUIDE92 will be in accordance with the current policy guidelines and procedures.

4.11 Training and Student/ Staff Induction: All new students/ staff (teaching and non-teaching) and students will be provided with induction training on the health and safety policy and

procedures. In the case of staff volunteers' it will be the responsibility of the Centre Director or to ensure that appropriate information is passed on to them also. For details on the induction plan please refer to the GUIDE92 Staff Induction Programme or GUIDE92 Student Induction Programme document.

4.12 Personal Protective Equipment (if needed): Personal protective equipment will be provided in accordance with the advice in LEA policy guidelines. Arrangements will be made to check that it is properly used and maintained.

4.13 Medicines: Prescription medicine may be administered to students, but only at the specific request of the parent or guardian and after the completion of the medical form (Appendix 1). All such medicines will be stored in the office away from children and will be permitted to be self-administered under the supervision of a competent adult. Staff must complete the Medication Adminstrating Sheet (MAS) (Appendix 1) after administrating the medicine to a student.

4.14 Sources of Further Advice on Health and Safety Matters: GUIDE92 will seek specialist advice on health and safety from the Health and Safety Unit or Occupational Health Unit of Personnel Consultancy Division, Luton Borough Council or other appropriate source, where matters are outside the competence of the provision's personnel.

