

# Health and Safety Policy

## Health and Safety Policy Statement

### Part 1

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Helen Tilley and Jen Ordish, recognises and takes responsibility for compliance with the statutory duties under the Health and Safety at Work Act, 1974.

In compliance with the Health and Safety at Work Act, Helen Tilley & Jen Ordish will ensure so far as is reasonably practicable that: all places and premises where staff and pupils are required to work and engage in the centre's activities are maintained in a condition which is safe and without risk to health. (This includes the Health and Safety of persons on Chestnut Woodlands premises or taking part in activities elsewhere e.g. off-site visits); all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work; appropriate safe systems of work exist and are maintained; sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own Health and Safety and others; a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the centre will ensure that so far as is reasonably practicable that the Health and Safety of non employees is not adversely affected by its activities. Employee involvement is an important part of managing safety, and consultation on Health and Safety with employees and employee representatives forms part of this policy.

To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

### Part 2 Organisation and Responsibility

The Policy makers will be familiar with the overall responsibilities laid down in the Cape cabin Health and Safety Policy; Must ensure that the centre has a structure in place to manage Health and Safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing.

This must be integrated into general day to day management; Will ensure that plans for

continuous improvement in Health and Safety management are developed and reviewed regularly; Must ensure that all centre activities are organised and have sufficient arrangements and resources; to ensure that Health and Safety can be managed effectively.

Must ensure that those who have been assigned specific responsibilities in school for Health and Safety have been identified, this has been communicated, and adequate training or instruction has been given; Must ensure that sufficient competent persons are in place to advise the centre on Health and Safety issues; Will set Health and Safety targets to improve Health and Safety performance; Is required to monitor that the Health and Safety targets are being met and the centre is meeting Health and Safety obligations by checking that policies and procedures are implemented in accordance with requirements.

The Manager will be familiar with the overall responsibilities laid down in the Health and Safety Policy; Take overall responsibility for the day to day Health and Safety management of Cape Cabin and activities taking place outside the premises; Determine the resources and arrangements needed to manage Health and Safety effectively as part of the planning process; Delegate duties to other members of staff any or all of the duties associated with the management of Health and Safety.

Ensure that all staff within the centre are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in Health and Safety matters (e.g. First Aid), this should be identified clearly to everyone in the premises; Keep up to date with changes or updates in Health and Safety management; Ensure that suitable and sufficient training, instruction and information is provided when required; Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff; Develop local policies and procedures as necessary for Health and Safety; Draw up any Action Plans required from the results of the Premises Health and Safety evaluation and annual risk assessments and monitor these regularly; Consult with staff as necessary on matters of Health and Safety which may affect them at work.

All other staff will; Maintain an understanding of the Health and Safety Policies; Demonstrate commitment to the management of Health and Safety by:

- Setting a good example to others
- Promoting good practice
- Identifying Health and Safety problems and rectifying them if possible
- Challenging poor Health and Safety performance or attitudes
- Communicating regularly about Health and Safety

### **Role of Premises/Centre Manager**

1. To maintain an understanding of Cape Cabin and Safety Policy arrangements and the Site Manager's responsibilities detailed within them, and an awareness of relevant

premise related Health and Safety legislation, issues and procedures and operating within these requirements;

2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;

3. Ensuring adequate security arrangements are maintained;

4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;

5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace Health and Safety standards are in effective working order and that a safe means of access and egress is maintained;

6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;

7. Ensuring that plant and equipment is adequately maintained;

8. Arranging for the regular testing and maintenance of electrical equipment;

9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;

10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;

11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;

12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book, and up to date Incident Recording forms are available;

13. Ensuring the adequate provision of Health and Safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;

## **All Employees**

Irrespective of their position within the Cape Cabin structure, all staff are employees and therefore all the employee responsibilities within the Forest and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the Health and Safety Policy.

All employees have general Health and Safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

## **Students**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will follow all instructions issued by any member of staff in the case of an emergency; ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc. inform any member of staff of any situation which may affect their safety.

## **Part 3 Detailed Arrangements and Procedures**

The following procedures and arrangements have been established within our centre to eliminate or reduce Health and Safety risks to an acceptable level:

### **Accident Reporting, Recording & Investigation**

The detailed procedures for recording and reporting accidents are listed in the centre's "First Aid Policy"

We have a duty to report all serious accidents to the Manager, School and Parents within days of it occurring, as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995.

### **Drugs & Medications**

The procedures for administering medication are laid out in Cape Cabin's "Administering Medication Policy".

All staff are aware of children with allergies and actions to be taken in case of an allergic reaction.

### **Electrical Equipment** [fixed & portable]

All portable electrical equipment is PAT tested regularly. Personal items brought into school should be PAT tested. Defective equipment is reported to the Manager to arrange repairs or replacements.

## **Fire Precautions & Procedures**

The Manager will review the fire risk assessment annually. Fire alarm checks are carried out weekly by the Owner of Premises.

An annual evacuation drill takes place, time for evacuation recorded and any actions required are undertaken. Fire Risk Assessments are the responsibility of the premises Manager who makes regular inspections for risks.

We complete regular fire drills and a fire safety walk through.

## **First Aid**

Details of first aid provision and procedures and of qualified first aiders are laid down in the School's "First Aid Policy.

## **Glass & Glazing**

All glass in doors, side panels to be safety glass and all replacement glass is to of safety standard.

Assessment of premises is carried out by the Manager to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

## **Grounds - Safety/Security**

The grounds of the centre are enclosed and locked out of hours. During the day session the main door is shut but opened to allow visitor access. All fire doors are unlocked and access is kept clear. All visitors must sign in and will be escorted around the building unless they have DBS clearance.

## **Hazardous Substances (COSHH)**

All COSHH materials are stored in a locked cupboard

## **Risk Assessments**

The Managers are responsible for organising risk assessments and for arranging special risk assessments for staff e.g. Pregnant mothers.

## **Signs and Signals**

Fire exit signs are displayed appropriately. There is a plan of the Centre showing the location of all alarm points and fire fighting equipment. The fire alarms are tested each week by the premises Manager

## **Occupational Health - Stress and Staff Well-being**



Staff are encouraged to raise concerns about stress, health and well-being. The centre will do all that it can to support staff as appropriate including examining possible alternative employment opportunities for the short or medium term.

### **Smoking/ Vaping**

No smoking or vaping is permitted on the site at any time.

### **Supervision**

All our children are supervised during classroom activities and whilst outdoors.

At breaks and lunchtime there are 2 members of staff on duty.

For off site activities adult to pupil ratio is decided depending on the age, behaviour, special needs and the type of activity involved.

In order to independently supervise children, adults must have undergone a clear DBS check with their details recorded on the school's Central Record.

### **Training and Development**

Jen Ordish / Helen Tilley are responsible for induction. New members of staff are given a copy of the Health and Safety policy and told about where Health and Safety information, logs and records are stored. They are familiarised with action to be undertaken in the event of a fire alarm and in the event of accidents and illnesses. We have staff meetings, which all our tutors are invited too before the start of each term to discuss and Health and Safety concerns/ training and information. Jen and Helens also have informal chats at the end of every day, all topics, including Health and Safety concerns are covered. If necessary we share these with our landlord and site manager to rectify our concerns

### **Vehicles on Site**

There are parking facilities to the front of the main building and more parking separated from the main site.

### **Violence to Staff**

All staff warned not to put themselves in danger by being alone with an aggressive student or other person. If they feel threatened members of staff are advised to send for help and not be positioned in a room so that their exit could be blocked. If a member of staff is the victim of violence (verbal or physical) the police should be called by another member of staff. All incident of verbal or physical violence should be reported to the Manager and where appropriate injuries recorded in the accident file.

## Welfare

The Manager regularly inspects the school to ensure that welfare facilities at least meet the minimum standards for Temperature, ventilation, lighting, water supply, washing facilities, toilets etc as required by the Workplace (Health, Safety and Welfare) Regulations 1992. If any member of staff has a concern about any welfare issue they must report it to the Manager.

Helen Tilley June 2018

Reviewed June 2019

Reviewed & Amended September 2020 Helen Tilley & Matthew Pope

Reviewed 2022 Reviewed July 2023

