



Educate-2-Aspire

HEALTH & SAFETY POLICY & PROCEDURES

August 2023

**** Policies are updated as and when needed, E2A reserves the rights to update and make change all policies and procedures without notice. This is to best preserve the operation of the Business. ****

Contents

The Organisation's Health & Safety Policy	2
Organisational Health and Safety Responsibilities	2
Health and safety arrangements	3
1. Accident/Incident Recording/Reporting	3
1.1. Young People and Children	3
1.2. Staff	3
1.3. Visitors.....	3
1.4. Near Miss Incidents	3
1.5. Asbestos.....	4
1.6. Contractors on the premises	4
1.7. Service Contractors	4
1.8. Building Contractors	4
1.9. Contractor Competence	4
1.10. Consultation with Employees	4
1.11. Competency	5
1.12. E-Safety	5
1.13. First Aid.....	5
1.14. Bodily Fluids & Clinical Waste Procedures	5
1.15. Infectious Diseases	5
1.16. Medical Needs.....	5
1.17. General Maintenance and Premises	6
1.17.1. Electrical Installation	6
1.17.2. Fire Alarm System & Extinguishers	6
1.17.3. Portable Electrical Equipment	6
1.17.4. Gas Installations.....	6
1.17.5. Good Housekeeping.....	6
1.18. Premises	6
1.19. Risk Assessments	6
1.20. Computer Workstation Assessments.....	7
1.21. Fire	7
1.22. Hazardous Substances	7
1.23. Manual Handling	7
1.24. Noise	8
1.25. Security	8
1.26. Water Hygiene.....	8
1.27. Workplace	8
1.28. Work at Height.....	8
1.29. Safeguarding.....	8
1.30. Transport	9
1.31. Staff Induction & Training	9
1.32. Wellbeing	9
1.33. Lone Working	9
Appendix 1 – The Organisation's Smoking at Work Policy	10
Appendix 2 - Lone Working Policy	11
Appendix 3 - Eye Care Policy	16

The Organisation's Health & Safety Policy

Policy Statement

The Organisation recognises its responsibilities as 'the Employer' as specified in the Health and Safety at Work etc. Act 1974 and in all subsequent legislation and directives, which are relevant to the workplace.

The Organisation will seek to ensure, as far as reasonably practicable, the health and safety of employees, children and young people (CYP), visitors, and others directly affected by the activities of the Organisation by:

- Providing adequate control of the health and safety risks arising from our activities
- Consulting with our employees on matters affecting their health and safety
- Providing and maintaining safe premises, plant, and equipment
- Providing adequate supervision, information, instruction, and training
- Committing to provide adequate resources to health and safety
- Working to prevent accidents and cases of work-related ill health
- Maintaining safe and healthy working conditions
- Committing to set health and safety objectives to drive continual improvement
- Reviewing and revising this policy as necessary at regular intervals and at least annually

The promotion of health and safety is a team effort, and each member of the Organisation is part of the team that is to be responsible for achieving a safe environment.

Responsibilities

Overall and final responsibility for health and safety is Educate-2-Aspire Group.

Safety, risk assessments, consulting employees, accidents, first aid and work-related ill health, monitoring, accident and ill health investigation, emergency procedures, fire and evacuation, maintaining equipment, information, instruction and supervision, training

All employees MUST:

- Co-operate with managers on health and safety matters;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed above)

Health and safety arrangements

This section of the policy explains the Organisation's health and safety arrangements.

1. Accident/Incident Recording/Reporting

✓ Young People and Children

All accidents to CYP involving injury are to be recorded. In addition, any reportable incident will be reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Reportable incidents include

- fatality,
- any major injury, which is a break/fracture of any bone except for a toe or finger
- any injury where the individual is taken direct from site to hospital, whether by ambulance, member of staff or relative, and receives treatment.

The injury must result from a failure in work practices or equipment or the condition of premises but not because of the normal rough and tumble of sports activities for example. For further details on notification and reporting of injuries and dangerous occurrences refer to www.hse.gov.uk/riddor

✓ **Staff**

All accidents to staff are to be recorded and this will be done by completing the Accident Book. Accidents are reported to RIDDOR as required (see above).

✓ **Visitors**

All accidents to visitors are to be recorded in the accident book.

✓ **Near Miss Incidents**

A near miss incident is an incident with the potential to have caused injury to a person or damage to property. All significant accidents or incidents that are dangerous or near-miss situations must be reported. An investigation will be initiated to identify the cause and measures which can be taken to prevent a recurrence.

A. Asbestos

The Organisation's room usage is leased from Maybury Centre who have responsibility for the physical upkeep and all records for this building including asbestos checks and work undertaken.

Any subsequent buildings/premises bought by or leased by the company the Educate-2-Aspire Group will have an asbestos survey undertaken before any use of said building.

B. Contractors on the premises

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

C. Service Contractors

Service contractors have access to premises as specified by a contract e.g., to service boilers, check fire extinguishers, cleaning staff etc. Their personnel will follow their own safe systems of work, but their working methods will need to meet our own requirements and consider how they will impact upon staff, young people, and other visitors on site.

D. Building Contractors

These are contractors who attend the premises to undertake building works, which can vary from simply replacing a broken equipment/fabric to remodelling a room or building a new area. Procedures for small scale works are covered in the contractor's method statements and risk assessment for minor building works and repairs. These projects are often subject to the requirements of the Construction Design and Management Regulations and carry their own project-based risk assessments and method statements which are agreed at the prestart meeting.

E. Contractor Competence

To ensure that contractors use safe systems of work and are insured, contractors used will produce evidence of public liability insurance and have evidence that they are competent to carry out remedial and larger project works. Health and Safety issues and agreed arrangements will be made prior to the commencement of any works.

F. Consultation with Employees

The Organisation complies with the H&S (Consultation with Employees) Regulations 1996 by having regular discussion with employees and volunteers regarding H&S arrangements.

G. Competency

All staff are competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management.

▪ E-Safety

The Organisation has a policy for E-safety as follows: E-Safety Policy. This policy confirms that there is a whole operation approach to E-safety and details the ways ICT can and cannot be used by the networks users.

▪ First Aid

The number of trained first aiders at the Organisation meets the necessary number required in a workplace of this size.

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are in each first aid box and disposal aprons are available if required.

The first aid boxes are regularly checked in accordance with our *First Aid Policy*.

I. Bodily Fluids & Clinical Waste Procedures

The Organisation has arrangement for the safe removal for bodily fluids and clinical waste in the Cleaning Procedures - *Bodily Fluids and Vomit*.

II. Infectious Diseases

The Organisation follows the national guidance produced by the Health Protection Agency, which is summarised on their poster, '*Guidance on infection Control in Schools and other Child Care Settings*.' The Organisation follows all government advice regarding protecting against the spread of Covid 19 including cleaning of shared equipment between users & advising regular hand washing/hand sanitiser use.

III. Medical Needs

Where a person has a known medical/disability/mental health need arrangements will be made to ensure that a risk assessment reflects how this can be best managed.

General Maintenance and Premises

All equipment on the premises will be maintained in efficient working order to ensure that it is safe to use.

Electrical Installation The fixed electrical installation is tested by a qualified electrical contractors every 5 years as required by the Electricity at Work Legislation 1989. Following this check a certificate is issued to confirm the electrical installation is safe.

Fire Alarm System & Extinguishers The fire alarm system is regularly serviced, and fire extinguishers are subject to an annual check and certification by an independent contractor. A designated Fire Warden will make weekly checks of firefighting equipment and any faulty equipment replaced.

Portable Electrical Equipment Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. PAT (Portable Appliance Testing) will be carried out annually on older electrical equipment outside the manufactures warranty.

Gas Installations All gas appliances/boilers are checked and certificated on an annual basis

Good Housekeeping Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed
- Ensure items on shelves and in store areas are neatly stacked and not overloaded.
- Ensure the safe use of steps to reach high shelves
- Keep floors clean
- Do not obstruct emergency exits
- Combustible items are kept away from sources of ignition.

Premises

There are small car parking areas immediately outside. Where there is for slips, trips and falls this is mitigated, as far as reasonably possible, by preventative maintenance and early identification for which corrective action can be taken.

Risk Assessments

Risk is the potential for harm to an individual, group of individuals or to an organisation arising from a situation or set of circumstances or behaviours. The gravity of the risk will vary according to the seriousness of the potential harm. The assessment and management of those risks is necessary for the protection and wellbeing of CYP, employees, volunteers, visitors, and contractors. The Organisation's risk assessment process is ongoing and dynamic to changing circumstance. It is based on:

- ✓ Generic information, whether in the form of model risk assessments, model procedures or national standards, which are then checked to ensure they are appropriate to or amended to make them site specific.
- ✓ Individual and unique assessment specific to an activity and individual young people such as:
 - Trips, outings, and activities including
 - Facilities, maintenance and building work
 - Young people with identified challenging behaviour
 - Employee risk management when working with challenging behaviour
 - Work experience

Computer Workstation Assessments

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations 1992, which lays down specific requirements for workstations incorporating computers etc., must complete a 'Display Screen equipment (DSE) workstation checklist' where they work: a 'user' being someone who is habitually employed to work on a computer. CYP are encouraged to take regular screen breaks.

Fire

Safety from the risk of fire for CYP, staff and visitors is paramount. The Organisation's *Fire Safety Policy and Procedures* covers procedures, actions, systems, and responsibilities which are in place to minimise the risk of fire and ensure safe evacuation in the event of fire.

All staff receive fire action and evacuation instruction as part of their induction. A fire risk assessment is undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005, and this identifies the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire evacuation notices are prominently placed around the buildings.

Hazardous Substances

When using harmful substances, whether they be material or chemical, all staff must ensure that adequate precautions are taken to prevent injury to health. The requirement to assess hazardous substances in use is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts. Hazardous chemicals brought into use must be assessed using a COSHH assessment form and stored safely. Safety data sheets should be obtained.

Manual Handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff may undertake an element of manual handling in their work but any frequent operations and any involving even occasional movement of awkward or heavy items, are covered under the manual handling risk assessment. All staff must ask themselves the question when considering undertaking any manual handling operation **"can I move the objects where I need to safely and without risks to health?"** Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance.

Noise

The noise at work legislation 2006 identifies specific noise levels at which specified action is required and a general duty to reduce noise levels.

Security

The Organisation's security measures are taken to safeguard all users and to keep the building and its contents secure.

Water Hygiene

A risk assessment done by Maybury Centre specialist water hygiene company has been completed on the hot and cold-water systems and measures are in place to manage the risk of legionella and general water quality.

Workplace

To maintain the workplace and premises and in compliance with building regulations, expert advice is sought from chartered surveyors and/or architects when carrying out refurbishment works and to identify defects and suggest the correct course of corrective and preventative action. All staff have the responsibility to report defects and damage and if safe to do so make good or remove such items. Defects and damage are to be reported to Maybury Centre who will then organise repair, removal, or replacement.

Work at Height

Work at height legislation 2005 identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g., step ladders, ladders, and scaffolds. Should staff need or are required to work at height HSE advise Working at Height brief guidance will be followed.

Safeguarding

The Organisation has the following Policies to refer to *Safeguarding Policy and Procedures* and *Child Protection Policy and Procedures* and designated officers have been appointed.

Transport

Staff will at times transport CYP to and from their home and to other destinations. See *Appendix 13 Transporting CYP within the Child Protection Policy and Procedures*.

Staff Induction & Training

Induction and training are part of keeping staff safe and competent in their roles. All staff receive induction in Health and Safety, internal and external training specific their role.

Wellbeing

The wellbeing of staff is seen as an integral part of the Organisation's H&S responsibilities. The Organisation has a statutory obligation under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team. All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with their line manager.

Lone Working

Appendix 2 details the Organisation's *Lone Working Policy*. It is in place for staff required to carry out lone working for both off site and on site.

Appendix 1 – The Organisation's Smoking at Work Policy

This Policy relates to the staff team and visitors to the Organisation

Aim

To create a smoke-free setting and comply with current legislation

Objectives

To provide a smoke-free environment, a consistent message regarding smoking and to protect non-smokers from the adverse health effects of smoking in the workplace. The definition of smoking includes all tobacco and vape/ e-cigarette products for the purposes of this policy

General statement

To comply with the legal requirement to have a smoke-free workplace, (from 1st July 2007) the premises, internal and external including the areas outside the main and rear entrance are always 'no smoking' including during social hours.

Visitors

This policy extends to all visitors including parents, carers, visiting professionals, contractors, volunteers on site and any other third parties.

Transporting Children and Young People

Staff using their own vehicles to transport a CYP are not allowed to smoke in their presence.

Smoking off site

Smoking is not allowed off site whilst staff are with a CYP.

Smoking in office hours

- ✓ Those staff who do smoke may smoke in the designated smoking area (visitor car park) during agreed rest breaks
- ✓ Staff may not smoke anywhere else on site at any other time
- ✓ Staff should not remain in the designated smoking area for longer than is necessary
- ✓ Cigarette butts and smoking debris must be placed in the receptacle provided. This must be emptied into the bin every Friday by someone using the designated smoking area
- ✓ Staff must ensure that cigarettes are properly extinguished

Breach of policy

A breach of this policy including staff smoking at times other than that agreed may result in disciplinary action.

Assistance for smokers

We recognise that there may be members of staff who would like to give up smoking but need help in doing so. If this is the case, then help via the NHS can be found at: NHS smoking helpline 0800 169 0169 (free call) Text the words GIVE UP with your full postcode to 88088 for your local support group Visit the NHS dedicated website at www.gosmokefree.co.uk

Appendix 2 - Lone Working Policy

Under the Health and Safety at Work Act 1974 employers have a legal and moral responsibility to effectively manage the risks associated with individual members of staff working on their own. Also, to ensure that employees receive such information, induction, training, and supervision as is necessary.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Under the Management of Health and Safety at Work Regulations 1992 (updated 1999) employees are also responsible to inform their employers of any situation or condition, which they consider a danger and any shortcomings in the employer's health and safety arrangements.

This policy applies to all situations involving lone working both off site and on site.

"Lone Working" is inclusive of: Those working at their main place of work where:

- Only one person is working on the premises
- People work separately from each other e.g., in various locations
- People work outside normal office hours

Those working away from their fixed base where:

- One worker is visiting another agency's premises or meeting venue
- One worker is making a home visit to an individual/family
- One worker is working from his or her own home.

Aims

The aim of the policy is to:

- ✓ Increase staff awareness of safety issues relating to lone working
- ✓ Ensure that the risk of lone working is assessed regularly, and that safe systems and methods of work are put in place to reduce the risk as far as is reasonably practicable
- ✓ Ensure that the necessary support and training is available to all staff providing practical advice on safety when working alone
- ✓ Encourage full reporting and recording of all incidents, including near misses, relating to lone working. It is not intended to raise unnecessarily anxiety but to provide an appropriate framework for managing risk and avoiding conflict.

Responsibilities for Managers:

- ✓ Ensuring that all staff are familiar with the policy and understand the requirements at induction stage
- ✓ Ensuring that risk assessments are undertaken as necessary and reviewed at regular intervals
- ✓ Ensuring procedures and safe systems of work are designed to eliminate or reduce the risks associated with working alone.
- ✓ Ensuring that staff have access to appropriate information, instruction, and training, updating, and refreshing this training, as necessary
- ✓ Ensuring there is an effective system of reporting, investigating, and recording incidents and near misses
- ✓ Ensuring that appropriate support is given to staff involved in any incident or near miss
- ✓ Providing equipment to enable staff to work safely alone

Responsibilities for Employees include:

- ✓ Ensuring they have read and understood the policy and are satisfied with safety measures put in place
- ✓ Taking reasonable precautions to ensure their own safety i.e., checking directions for their destination, ensuring car is road worthy, ensuring items such as laptops, mobile phones are carried discreetly and avoiding poorly lit or deserted areas
- ✓ Following guidance and procedures designed for safe working
- ✓ Taking personal responsibility for sharing information regarding their whereabouts
- ✓ Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- ✓ Taking part in training designed to meet the requirements of the policy
- ✓ Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone

Working Alone Off-Site Lone Working/ Personal Safety Awareness Practice Guidance

Check list for newly appointed staff, any staff member who may undertake home visits/meeting off site and potentially alone:

- ✓ Copy of car insurance kept on file – to cover business use if necessary.
- ✓ Copy of this policy and any risk assessment undertaken.
- ✓ Check available dates for Lone Worker/Personal Safety training for those lone working with families in your area and secure a place when available (courses normally run by Surrey CC). Renew the training as recommended but after 3 years as a maximum
- ✓ Confirm DBS (Disclosure & Barring Services) is current

Before setting out

- ✓ Always make an appointment by email or telephone – never cold call
- ✓ Gather as much information as possible about the family and location you are visiting before attending appointment
- ✓ Consider either joint working or public area for appointment if information is limited.

Email details of each visit before leaving site to the relevant person as designated in the risk assessment

- Details of visit
- contact name and address of destination
- Your mobile number of staff member who will be at the meeting
- What time you will be expected at the destination
- What time you will expected to leave the destination
- Any other agreed destinations while out
- What time you expected to be back at the office or home
- Your car registration
- A “code word or phrase” you will to text or say by phone to your Line Manager or Director if you need help and are not able to speak freely
- Electronic diary to be kept up to date outlining brief details of the visit
- Check mobile phone is in working order, charged and with credit
- ID badge on person (consider vulnerability if worn around the neck)
- Only carry what you need whilst working and do not draw attention to yourself by overtly displaying valuables
- Plan your route, if driving check, you have sufficient fuel for the journey
- Give thought to clothes and footwear – avoid any that may hinder your movements in an emergency
- Give thought to appropriate dress when visiting areas and families and be sensitive to circumstances and culture.

Your appointment – on arrival

- ✓ Where possible always attempt to park your car facing the way you intend to drive out
- ✓ Assess the area – are you happy to continue? Never enter any location you have assessed as unsafe
- ✓ Call in to relevant person at the office to alert staff of your arrival
- ✓ If your itinerary changes call in and make the relevant staff aware
- ✓ Separate car keys from your other belongings
- ✓ Only take in with you the minimum amount of material belongings required
- ✓ Once you have knocked on the door or rang the doorbell stand clear of the doorway and be aware of personal space. Looking through letterboxes is confrontational and invades the families’ personal space
- ✓ Be mindful of any indication of alcohol or substance misuse from anyone present. Do not continue appointment if either factor has been identified.
- ✓ If any animal present makes you uncomfortable, ask respectfully if they can be placed in a separate room. If this is not acknowledged reschedule your appointment for a different venue
- ✓ If anyone present is inappropriately dressed do not continue with your appointment. Leave the

building until the situation has been rectified. Again, if this is not possible reschedule your appointment for an alternative venue.

- ✓ Always be the last to enter the building and situate yourself closest to the exit, making a mental note of alternative exit routes.
- ✓ Throughout your visit be aware of signs or signals that could indicate a potential problem. Your personal safety is paramount, and your ongoing (dynamic) assessment of the situation is crucial.

Your appointment – on leaving

Call in to relevant person alert staff that your visit has now finished

If writing up notes in your car, do not park remotely and always lock your doors

On your return

- ✓ Review your risk assessment and make additional notes if you feel this is necessary
- ✓ Raise any serious concerns with your Line Manager and if agreed take separate action i.e., complete incident report, attach warning note to an individual's file and share any relevant information in the appropriate way
- ✓ When completing incident report forms make sure you include all relevant details linked to the incident i.e., time, date, location, surroundings, people present, reason for visit, other extenuating circumstances. Try to keep factual and limit opinion-based content

If a member of staff does not report in as expected an agreed plan of action should be put into operation.

The following response to be initiated:

- ✓ Phone colleague's mobile
- ✓ Call colleague at home (up to date personal information is vital)
- ✓ Contact appointments in reverse order
- ✓ Contact line manager
- ✓ Call police

Working Alone On-Site Lone Working/ Personal Safety Awareness Practice Guidance

Staff may find themselves, from time to time, working in an area of the premises on their own particularly at night or outside usual working hours. Any member of staff working outside normal hours should try to ensure that at least one other colleague/member of staff is also on site.

If you arrive at the premises outside of normal hours, find another colleague (if possible) in the building and let them know you are on site. When you are about to leave the building, let them know you are going. If you work alone in the premises, you should take these precautions:

- Check the security of the building, lock doors and close window to prevent intruders.
- Do not work at height on a ladder or steps
- Do not go into lofts or any other space in which you might become trapped
- Do not do any tasks involving hazardous tools or materials
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit
- Ensure that you have suitable means of communicating with colleagues in the event of an emergency, such as mobile phone
- If working after dark, have a torch available in case of power failure
- Park your car close to where there is an external light and/or move it there whilst there are still others on site if you are planning to work late
- When leaving, limit the amount you are carrying to have one hand free
- When you leave ensure that all doors and windows are shut and locked if required, alarm to be activated when the building is not in use
- Ensure someone knows where you are and your estimated time of arrival home
- If you arrive at the premises and find any sign of intruders or vandals, call the police
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

Appendix 3 - Eye Care Policy

This Policy is in place to provide staff with relevant information and guidance to ensure they are aware of the risks associated with the use of personal computers as well as to comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

All “Users” of display screen equipment at work are affected by the Code of Practice which can be defined as *“anyone who habitually uses display screen equipment as a significant part of normal working practice”*.

If you satisfy all or most of the following criteria, you are deemed to be a “User” of Display Screen Equipment:

- carrying out the work depends on the use of DSE
- there is no discretion as to the use of DSE
- significant training and particular skills are required in the use of DSE
- there is continuous or near-continuous use of DSE for spells of an hour or more at a time
- use is daily
- there is a quick transfer of information to or from the screen
- a high level of attention and concentration is required.

All staff who are deemed users shall therefore ensure they complete a workstation checklist/risk assessment on commencing employment or at any point that they begin to feel discomfort, usually because of a change in workstation set-up or working arrangements. A checklist for this can be found on the Health and Safety Executive (HSE) web site; <http://www.hse.gov/pubns/ck1.htm>

This can be downloaded for free, once complete it is employer and your duty to make any necessary alterations to the workstation so to ensure a comfortable and suitable area for work purposes.