

Health and Safety Policy

0161 Education CIC



Policy Owner	0161 Education CIC
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Reviewed By	Jozef Chlebik

0161 Education helps children and young people shift their mindset to make positive choices for themselves and those around them. We care about the individual. We commit to each programme. We provide change.

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1. Scope of Policy

This policy applies to all areas and premises of 0161 Education, all staff and volunteers, trainees, customers, visitors and sub-contractors. When this policy refers to “Health and Safety” it means health, safety and welfare of workers and others while at work or while in the workplace.

This Health & Safety Policy is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974 and consists of four parts:

- Statement of Intent
- How responsibilities are assigned for achieving the objectives for Health and Safety
- Arrangements for implementing the policy
- Arrangements for measuring, monitoring and reviewing the organisations performance in relation to Health and Safety

2. Statement of intent

0161 Education acknowledges and accepts the responsibilities placed on them as 'Employers' by the Health & Safety at Work etc. Act 1974 and other relevant legislation.

0161 Education consider the health, safety and welfare of staff and volunteers to be of paramount importance, and that a safe and healthy working environment is a prerequisite to achieving the organisations strategic objectives.

Through the implementation of the Health & Safety Policy 0161 Education is committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment, a safe premises and facilities for staff and volunteers and visitors.
- To create for staff and volunteers, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff and volunteers development.
- To ensure that all staff and volunteers are aware of their health and safety responsibilities and know what is expected of them and what they must do to carry out the responsibilities assigned to them.
- To ensure that staff and volunteers have access to appropriate training and development to enable them to competently carry out the responsibilities assigned to them.
- To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of staff and volunteers in implementing the Health and Safety Policy.
- To have in place arrangements to plan, implement, monitor and review measures to address risks arising from activities.
- To strive to improve continuously the organisations health and safety performance, measuring its progress against agreed performance standards and similar sector benchmarking.

The Chair of the Board of Directors seeks and expects the full co-operation and support of the whole organisation to ensure that this Health and Safety Policy and arrangements are implemented effectively.

3. Responsibilities and accountabilities for health and safety

0161 Education are ultimately accountable for Health and Safety for our students, staff and volunteers. 0161 Education is responsible for good governance which includes Health and Safety management and will:

- Review and authorise the Health and Safety Policy every three years or earlier if there is a change in legislation.
- Receive an annual health & safety report which includes any recommendations for improvement.
- Ensure strategic objectives are set around Health and Safety.
- Delegate day to day management, control and direction of Health & Safety to the Chief Executive.

The Company Director will:

- Take responsibility for ensuring that good practices are followed.
- Ensure that the Board has a clear understanding of the key Health and Safety issues for 0161 Education and is continually appraised of the risks likely to arise through Board of Director meetings.
- Ensure strategic objectives are set for Health and Safety.
- Ensure that the organisation has a designated Health and Safety Manager who is suitably trained to NEBOSH (National Examination Board in Occupational Safety and Health) level.
- Ensure that there is an adequate Health and Safety Management System in place across the organisation that is regularly reviewed for effectiveness.
- Ensure that there is a clear Action Plan for Health and Safety across the whole organisation, which is regularly reviewed by the Board of Directors.
- Ensure Health and Safety matters are discussed at Weekly Communication Meetings with staff.
- Equipment is provided and systems of work are safe and free from risks to health.
- Physical features within the organisations premises are safe and suitable for their intended use and to provide adequate heating, lighting and sanitation.
- All staff and volunteers have the necessary experience and capability to carry out the tasks they will be expected to undertake and to provide continuous staff and volunteers training programmes.
- Information, instruction, training and supervision is sufficient as may be necessary to ensure the Health and Safety of all staff and volunteers and visitors to the premises.
- All staff and volunteers receive the appropriate training relative to their job duties and are fully aware of any hazards which may arise whilst undertaking them and the precautions to be adopted.
- All Health and Safety factors are considered when introducing new equipment, obtaining new services, or when changing procedures or work patterns.
- Ensure that all necessary safety precautions are taken and that necessary safety instruction(s) have been understood.

All individuals:

Whether full time, part time, temporary or a volunteer hold a personal legal duty as set out in section 7 of the Health & Safety at Work etc. Act 1974 and also a personal duty through this Policy to:

- Follow and abide by all of the instruction, information and training provided.
- Take reasonable care for their own health and safety and those of others who may be affected by their acts or omissions.
- Co-operate with their line manager and other staff to ensure safe systems of work are followed.
- Not knowingly disregard, interfere or misuse anything provided in the interests of safety.
- Report all accident, incidents, near misses and unsafe acts to their line manager.
- Suggest improvements and support those that are introduced.

Where a staff member knowingly disregards the requirements of this Policy or associated arrangements, they may be subject to the disciplinary process.

4. Arrangements for implementing policy

Although every day is different there are a number of issues central to the way health, safety and welfare are managed. Arrangements for the control of risks that arise are in place and staff and volunteers are made aware of these at induction or during team and/or at one to one meetings. These are set out as follows:

Risk Assessment - Risk assessments are carried out for all identified hazards related to work undertaken by staff and volunteers and those risks are eliminated wherever possible. Where this is not possible suitable and sufficient control measures are implemented, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to staff, volunteers and others.

The results of all significant and completed risk assessments are made known to our staff and volunteers and are available for their reference.

Risk assessments are reviewed in accordance with the level of risk and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur. All new work activities are risk assessed, as above.

Consultation – The organisation has a duty to consult with staff and volunteers on matters affecting their health, safety and welfare whilst at work. To meet this obligation there is a structure and forum for Managers to consult with staff and volunteers about work-related health, safety and welfare issues.

Defect Reporting - To ensure the workplace is maintained in a safe state, regular checks and inspections are carried out. Staff are encouraged to report their concerns for health and safety at work. There is also a system whereby any defects which may cause an accident can be reported. This system is checked on a regular basis and defects corrected.

Display Screen Equipment (DSE) - Some staff and volunteers are users of display screen equipment. Standard equipment is provided and all users are given information about the correct adjustment of the workstation and the correct posture for using it. All display screen users complete a Self-Assessment Questionnaire. Where these identify issues we work to resolve them or seek further advice. The organisation recognises its obligation to consider the provision of staff with eye sight tests and corrective spectacles for DSE work if necessary.

Lone Working – There are some staff and volunteers who may, as part of their duties, have to work alone for all or part of the working period. Risks are identified to which these staff and volunteers are exposed with the aim of eliminating them wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place the organisation identifies and implements systems to ensure that safe working and communication exists between the lone worker and their managers. Affected staff and volunteers have been notified of the arrangements for the management of lone working activities and that they are required to notify management of

their concerns in this area so that 0161 Education can improve its ability to make work operations and travel safer.

Manual Handling - From time to time some staff have to manually handle loads, in such cases the health risks from this type of work are assessed. Where possible this is eliminated by providing mechanical handling equipment or by introducing alternative measures. Where this is not possible work related training and instruction in manual handling techniques is provided and staff and volunteers are instructed not to attempt to lift items beyond their capabilities.

Work at Height - We have made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in working at height. Wherever possible we avoid work at height. When it cannot be avoided, we consider the risk to our workforce ensuring that we train and instruct them to adequately plan, organise and carry out the work in a safe manner.

Young Persons - When we employ young people (under 18 years old) we use a checklist to assess and guide the measures we need to take to ensure their health and safety at work. We do not allow young people to operate dangerous machines unless as part of a formal training qualification and then only under close supervision. Young people are closely supervised whilst at work.

Where children under 16 take part in work experience programmes we will prepare a specific job description and risk assessment in agreement with the local Education Authority.

New and Expectant Mothers - Should any staff or volunteers become a new or expectant mother, steps are in place to ensure their continued health and safety at work. Risk assessments are carried out to assess what needs to be considered and 'one to one' discussions are undertaken wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

First Aid – 0161 Education has taken action to provide suitable first aid arrangements for staff and volunteers whilst at work and visitors who may be affected by our activities. The reasonable level of first aid provision required for our business has been assessed appropriate arrangements are in place.

Accidents, Accident Reporting and Investigation – Staff and volunteers are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented.

0161 Education understands its duties to report incidents under statutory regulations within the appropriate timescales. Details are set out in the Accident Book.

Training – For 0161 Education to operate efficiently and effectively it needs to have a trained and competent workforce. Staff are recruited with the specific skills and qualifications appropriate for their job or role. All staff are informed about how to recognise hazards and risks and what they need to do to eliminate, reduce and avoid identified risks as part of their induction training. Additional training is provided for those staff with additional health & safety responsibilities.

Temporary Staff or Volunteers - Temporary staff or volunteers are only taken on if they have the specific skills and qualifications appropriate for their job. They receive induction training as above,

including health and safety information and instructions and details of emergency and first aid procedures.

Equipment – 0161 Education ensures that all equipment used in the course of its business is maintained, in good condition, serviced to manufacturer's schedules and is safe to use. Staff and volunteers are provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been properly trained in its use, including any safety related devices and guarding.

Staff and volunteers have been given responsibility for ensuring that equipment issued to or used by them is maintained in good order. They have been told to report any defects or problems to their manager. It is the organisations policy that defective equipment will be withdrawn from use until repaired or replaced.

Purchasing – 0161 Education looks to obtain the safest available equipment and substances.

Safety Data Sheets are obtained for substances and similarly, technical data and instructions for work equipment. The hazard and risk data that is provided is used to inform and train staff and volunteers as necessary.

Hazardous Substances and Occupational Health - In the course of business a number of potentially hazardous substances may be used. All substances used are listed and assessed and where there are potential risks suitable control measures are implemented and clear instruction and information is provided.

Personal Protective Equipment - Some of the work staff and volunteers undertake requires use of personal protective equipment (PPE). Appropriate PPE, and replacements are provided free of charge. The Group instructs and expects staff and volunteers to use any PPE identified as necessary and they are responsible for the day to day care of the PPE issued, to report damage and to request replacements.

Contractors - From time to time the organisation employs contractors and it is expected that they will comply with the health and safety procedures in place and to have their own arrangements for safe and healthy working. Before a contractor is employed they are asked to provide copies of their health and safety policy, insurance and risk assessments and assess their ability to work safely and without risk to staff, volunteers and visitors.

Contractors are made aware of and are expected to follow the workplace rules. When arriving on site all contractors must sign in and whilst working on the premises their adherence to the workplace rules is frequently monitored.

Stress – 0161 Education recognises that it has a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe a member of staff is showing signs of work related stress there are systems in place to discreetly monitor and assess individuals. Where appropriate the organisation seeks to provide the necessary occupational health assistance and counselling programmes if required.

Premises arrangements - 0161 Education manages its premises to provide a safe place of work and maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace is regularly cleaned, maintained, adequately lit and ventilated.

Electricity - The fixed electrical systems used in owned premises are inspected, tested and certificated by a competent electrical contractor.

All staff are instructed to make a visual safety check of portable electrical equipment each time that it is used and report defects for repair or replacement.

There is also a bi-annual formal system in place for the more thorough inspection and electrical test of portable electrical equipment and an inventory of equipment and records of these inspections are kept.

Gas - Gas appliances and supply pipes are subject to regular safety checks by a Gas Safe registered engineer.

Asbestos – All premises under the organisations control are surveyed to establish the location and condition of asbestos containing materials. Regular checks are carried out to ensure the condition of any asbestos remaining in the premises is maintained.

Plant and Equipment - All plant and equipment within premises under the organisations control are inspected and maintained and records are kept.

Legionella – 0161 Education has a duty to protect the health of all staff and volunteers and others affected by its activities from the risk of infection by Legionella Pneumophila from hot water and cooling systems. Regular maintenance of these systems is carried out.

Waste – There are suitable arrangements in place for the collection and disposal of waste.

Fire Safety arrangements:

There are nominated Health & Safety Officers who take responsibility for coordinating fire and emergency arrangements and for the regular review of fire risk assessments.

There are competent persons appointed to identify fire risks, potential emergency situations and people who may be affected.

The organisation provides fire fighting equipment, emergency lighting, emergency signs, and adequate means of escape and evacuation procedures in accordance with Fire Risk Assessments.

The organisation reviews its fire procedures and precautions every year and make sure that Fire Risk Assessment remains valid.

Staff and volunteers receive instruction in fire safety procedures as part of their induction. Fire drills are held regularly.

Details of the action taken to maintain fire safety equipment, arrangements and procedures are kept in Fire Safety Log-book.

Visitors receive information on fire safety if required.

Where a person may have difficulty in using the ordinary means of escape, either permanently or temporarily, a personal emergency evacuation plan is developed with their input and communicated to Fire Marshalls and those that need to know. Any persons required to assist in their evacuation receive suitable training.

5. Measuring, monitoring and review

0161 Education is aware of the many changes made to Health and Safety legislation and its impact on Health and Safety at work. In light of this it is recognised that assessment, monitoring and review is an essential and integral part of this Health and Safety Policy and in order to achieve this the following measures are in place:

Board of Directors:

Receive an update on Health and Safety matters at each Board of Directors meeting to ensure a clear understanding of the key Health and Safety issues for the organisation and are continually appraised of the risks likely to arise. The Board will scrutinise the way Health and Safety is managed across the organisation by annually reviewing the Risk Register and receiving the annual Health & Safety report.

Company Director:

Provides a monthly update on Health and Safety matters to the Board.

Ensures weekly, monthly and quarterly checks and annual inspections take place across all service areas

Leads on the Health & Safety annual Action Plan

Keeps Health and Safety staff up to date with changes in legislation and best practice, this may be done through the release of Health and Safety Bulletins and/or through the Health and Safety Working Group.

Prepares an Annual Health and Safety Report for approval by the Board of Directors which outlines any recommendations for improvement.

Reviews the Health & Safety Policy annually to ensure its effectiveness.