

P11 SKAPE Health and Safety Policy

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HEALTH AND SAFETY POLICY STATEMENT

At SKAPE, it is our policy to provide, as far is reasonably practicable, a safe and healthy workplace and safe systems of work for our employees and any others who may be affected by our activities or products.

This policy has been established and is maintained under the responsibility of the centre manager along with full direction, support and review by the senior management team.

Via our policy, SKAPE will:

- Demonstrate commitment to the policy by developing a continuously open and effective relationship with regulatory authorities, employee representative and the local community.
- Fully comply with legislative requirements and codes of practice.
- Aim to continually improve the standard of safety of our operation by seeking to systematically eliminate, or where this is not possible, control all potential risks.
- Assign responsibility for H and S issues to named roles and provide full support to all those involved.
- Set objectives on an annual basis, to be reviewed regularly to assess and continually improve our safety performance.
- Train employees in H and S awareness and risk identification and ensure they understand their legal and moral duties.
- Support and monitor the performance of any outside agencies/ individual who visit or undertake work in the Centre.
- Annually review this policy, and if necessary, update it to take account of new developments.

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1. ACCIDENTS AND FIRST AID

This section covers the arrangements for the treatment of injuries at SKAPE Centre and for the reporting of accidents and incidents.

1.1 First aid provision

It is SKAPE's policy to have a member of staff fully trained as a designated officer. It is our practice to ensure that all of our school community are aware of who the first aid lead is. SKAPE's first aiders are Kelly Watson and Dale James. This information will be clearly shown in the reception area.

Materials other than those specified in the First Aid at Work Regulations may not be kept in the First Aid Box.

First Aiders are not permitted to dispense medications of any kind except in exceptional circumstances where a specific written agreement has been entered into in the case of a special medical need or disability. Arrangements of this kind are only permitted with a specific agreement of the centre manager, who may seek medical advice. Please see SKAPE's First Aid Policy (P29) for full details.

SKAPE First Aider/s:

Name: Dale James, Kelly Watson

1.2 External medical assistance

If an injury, or illness at work, is considered sufficiently serious to require medical attention, or some other form of external assistance, the immediate supervisor of the person concerned should seek assistance by dialling 999 from the nearest available telephone. The following information should be given:

- Type and seriousness of injury or illness.
- Location and directions for vehicle access.
- Brief description of the accident and any special rescue equipment needed.
- Do not ring off until you are sure that the emergency services have all the information they need.
- It is important to ensure that the injured person, and others, are protected from further danger by shutting off any equipment if this can be done safely, cordoning off the area and by warning any other persons undertaking similar operations.
- Do not use any equipment that has been involved in an accident until it has been checked for safety and any investigation has been completed.

1.3 Recording and reporting accidents

Details of any injury sustained must be entered on to the Accident Register. The record should include accidents to students, visitors, members of the public or contractors working, visiting, or accessing the site.

All pupil accidents and incidents **MUST** be recorded:

- on an 'Incident Report form'

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- in the 'Record of Incidents involving the Use of Reasonable Force or Injury to students or staff'

In addition to reporting the accident on the internal accident report form, there are also certain accidents and cases of ill health that must be reported to the Enforcing Authority for Health and Safety under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The SKAPE Centre Manager will let staff members know whether it is necessary for her to complete a RIDDOR Form.

The Centre Manager must be informed by telephone as soon as possible of any injury to a student, employee, visitor, member of the public or contractor that requires external medical assistance, or in the case that an employee is unable to continue normal duties as a result of an accident at work. This also applies if the injured person is an employee and continues to work but then reports unfit for work the following working day. The reporting of ill health associated with work will be dealt with by reference to the medical certificates submitted in the case of absences due to ill health.

SKAPE is required to report all relevant injuries, dangerous occurrences, or work-related ill health to any of our students or employees, wherever they occur.

For further details of the Centre's accident reporting procedure, please see Appendix 1.

2. RISK ASSESSMENT

Under the Management of Health and Safety at Work Regulations SKAPE is required to undertake risk assessments to identify any hazards at the workplace and to determine the precautions that need to be taken to safeguard those who might be at risk.

The assessment should identify the hazards and assess the risks to employees and any others who may be affected by what the Centre does, e.g., contractors, visitors, and temporary employees.

The assessments must consider the special needs of those who have disabilities, who are young and inexperienced, and those who are expectant or nursing mothers. The assessment must also specifically consider fire risks.

Risk assessments are the responsibility of all managers and are a key element in our procedures for health and safety. Line managers are responsible for the assessment of working practices within their span of control and either appropriate training, or support will be given. In both cases, there will be a need for all parties to cooperate if the process is to be effective. Experienced managers will provide the necessary support and guidance to managers in completing risk assessments.

Risk assessments are also required for work away from the office e.g., project work and school related events. The relevant manager in control is responsible for undertaking the assessments in these cases.

SKAPE is also required to consult with employees on the outcome of risk assessments. The main channel for this is through employee management. All risk assessments will be held on the centre database.

2.1 Undertaking risk assessments

Managers are responsible for undertaking risk assessments in their areas. Employees within each area should be involved in the assessment.

Risk assessments will be undertaken to identify the hazards and assess the risks to employees and any others who may be affected by what we do.

Hazards are something which could potentially cause harm. The risk assessment indicates the likelihood that the harm will occur and the potential severity. We will assess whether a risk could be eliminated, e.g., by changing working practices and if not, we will consider how it can be minimised.

The assessments will be recorded on the appropriate form and repeated should there be any significant change, or if we have reason to suspect that the previous assessment is no longer valid.

- **Step 1** Look for the hazards.
- **Step 2** Decide who might be harmed, and how.
- **Step 3** Evaluate the risks arising from the hazards and decide whether existing precautions are adequate. If not, you must decide for each significant hazard whether the risk is high, medium, or low. Address the high-risk hazards as a priority.
a) Can the hazard be eliminated? b) If not, how can the risk be controlled so that harm is unlikely?
- **Step 4** Record your findings in writing on the relevant form.
- **Step 5** Inform your employees, and anyone else at risk, of your findings.
- **Step 6** Keep the written assessment on file for future reference; review from time to time and revise as necessary.
- **Step 7** The assessment should also be loaded onto the centre database.
- **Step 8** Repeat the assessment at regular intervals. Particularly if there have been significant changes in your area.

3. RESPONSIBILITIES

As a centre, H&S issues will be monitored and reviewed by:

- Centre manager who is responsible for H&S matters.
- Health and Safety Lead who is responsible for the implementation of H&S policies and procedures.
- All employees are responsible for reporting and identifying H&S risks and improvements.

3.1 Line management

As H&S at work is an integral part of good management it is therefore the direct responsibility of line management at all levels. All management staff has the prime responsibility to ensure that the operations of the centre do not constitute a hazard to employees and others and in particular that our H&S policy and related procedures are understood and implemented within their areas. They must:

- explain our H&S policy to new employees at the induction.

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- instruct new employees in fire and evacuation procedures.
- include H&S matters in team briefings.
- conduct risk assessments, taking action to eliminate or reduce risks.
- ensure a prompt review of and take appropriate action on employee H&S issues.
- ensure that premises and equipment are maintained in good order.
- ensure that fire exits are kept free from obstruction.
- maintain a high level of cleanliness and tidiness.
- ensure that they know how to contact a first aider.

3.2 Employees

All employees should notify their line manager of ANY hazards to H&S that they notice, and any suggestions they may wish to make regarding H&S. The Health and Safety Lead will assist with any H&S matters. Failure to cooperate with these procedures may result in disciplinary action. The duties of employees are to:

- take reasonable care for the H&S of themselves and others.
- co-operate with the company in H&S actions and procedures.
- correctly use all work items provided, in accordance with the instruction
- wear protective equipment where appropriate.
- not interfere with or misuse anything provided in the interests of H&S
- report maintenance or repair problems promptly to their manager
- ensure that fire exits are kept free from obstruction.
- maintain a high level of cleanliness and tidiness.
- ensure that they know how to contact a first aider.

4. GENERAL HEALTH AND SAFETY TRAINING

All employees will be provided with general health and safety awareness. In addition to general training, employees will be provided with training, information, and instruction to deal with specific risks in the course of their work. The process of risk assessment will be used as a means of identifying training needs unique to SKAPE. Consultants, temporary workers, and agency workers who work on our premises under our direct control will also be required to attend the general health and safety awareness and be provided specific training where necessary.

5. OFFICE SAFETY

All employees are entitled to feel they work in a safe environment and therefore general office safety practice is important. Good practice in the storage of goods and paperless processes are at the heart of safe working. In particular, they are crucial to fire safety and the maintenance of security.

6. PORTABLE ELECTRICAL APPLIANCES

Portable electrical appliances (basically anything fitted with a three-pin plug) will receive a

formal visual inspection and test every two years. The only exception to this rule is earthed equipment with metal casings (class 1 equipment) e.g., kettles which will be tested on annual basis. New portable electrical appliances brought from a reputable supplier already fitted with a moulded three-pin plug should not need to be tested before being put into use for the first time, however, it must be visually checked.

7. MANUAL HANDLING

Manual handling is a cause of many work-related injuries, and this applies even in offices. Particular care is needed when placing or retrieving items from shelves or stooping to pick items directly from the floor. Proper access stools or steps should be used for reaching items above a comfortable handling height. Never stand on wheeled chairs to gain access to items stored on high shelves. Employees should avoid the need to lift or move loads, where this is not possible then mechanical aides such as trolleys should be used to lift and move goods around the office e.g., boxes of stationery, VDUs etc. Employees can also reduce the risk of injury by reducing the weight of loads by making the loads smaller or by asking for assistance. All employees should follow safe practice when it comes to manual handling including; Lifting mindfully, maintaining a perfect posture, stabilising position, gripping firmly keeping the heavy side close to you, holding head up high, moving smoothly, not lifting more than you can handle, using PPE if needed, do not twist, if it is not right the first time do it again, remembering what you can lift, and what you can lift safely. Utilising the 'LITE' acronym will also assist employers in safe practice of manual handling, **L**oad, **I**ndividual, **T**ask, **E**nvironment **A**wareness. All staff will be required to undertake mandatory training in manual handling during the induction period.

8. WORKING OFF SITE

When working on premises under the control of other employers it is important to follow any local health and safety rules that have been established. Make sure that you have checked in at any reception or security point so that they are aware that you are working on-site. You must not breach local working rules.

9. WORKING AT HEIGHT

The Work at height Regulations 2004 (WAHR), has no height requirement for work at height. They include all work activities where there is a need to control a risk of falling a distance liable to cause personable injury. This is regardless of the work equipment being used, duration of the work at the height involved, or the height at which the work is performed. It includes access to and egress from a place of work. Regulations require that work is not carried out at a height when it is reasonably practicable to carry out safely other than at a height. For employees whose job description requires the possibility of work tasks being carried out at height, SKAPE shall take suitable and sufficient measures to prevent, so far as reasonably practicable, a person falling a distance liable to cause injury. SKAPE shall take suitable and sufficient measures to minimise the distance and consequences of a fall. All

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employees whose job description may require work at height, will be required to complete mandatory training in safe practices.

10. HOME WORKING

SKAPE's duty of care extends to employees who work from home. It is envisaged that the majority of this work will be mainly PC /laptop based. SKAPE will ensure that the work equipment provided such as PCs or laptops is regularly checked and kept in good condition so that it does not cause harm to the homeworker or other persons. SKAPE will only be responsible for the equipment that it supplies. Electrical sockets and other parts of the home worker's domestic electrical system are their responsibility.

To reduce the risk of stress associated with being isolated from the workplace, managers responsible for homeworkers must ensure that there is regular communication between them and other employees. Homeworkers must attend team meetings, and other departmental and team initiatives.

11. FULL TIME, PART TIME AND TEMPORARY WORKERS

It is SKAPE's policy that all employees should be treated on an equal footing for health and safety, whether they are full-time or part-time. This applies also to temporary employees and consultants. Line managers must ensure that temporary employees and consultants are given the support and information they need to comply with this policy and that they are considered in the risk assessment for their area of responsibility.

All temporary employees and consultants must be informed through the induction process, of the emergency arrangements and of any arrangements to deal with specific risks, and precautions to be applied, to the work they are to do. Line managers are responsible for completing the induction checklist for ALL new starters regardless of status.

12. VISITORS

SKAPE has a specific duty to safeguard the health and safety of visitors to its premises (Health and Safety at Work etc 1974 Act Sections 3 & 4). Proper supervision of access is also important for security reasons.

In this policy, visitors will also include contractors appointed to undertake maintenance-related work. As a matter of general policy, all visitors will be met on arrival and supervised throughout the duration of their visit. Visitors will be required to sign in to the Centre and read the visitor information sheet (Appendix 2.) The responsibility for the visitor rests with the SKAPE employee the visitor is visiting. Where it is likely that the visitor will be required to work on the premises for a considerable period then they must be inducted by the centre manager.

13. HEALTH AND WELLBEING

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SKAPE recognises that whilst a certain degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and performance at work. SKAPE is committed to promoting good health at work and it is therefore concerned with recognising any negative effects that stress may have on individual members of employees and provide suitable support mechanisms. SKAPE will encourage a working environment and culture where work-related stress is treated seriously. SKAPE employees have access to online training to support health and wellbeing in the workplace including:

- Mental health awareness
- Time management
- Effective communication
- Managing stress at work for employees
- Managing stress at work for employees in education

SKAPE is committed to the wellbeing of its workforce. Should an employee require support with personal problems that may be affecting their work, they can discuss accessing an Employee Assistance Programme (EAP) with their Line Manager.

14. SLIPS TRIPS AND FALLS

SKAPE recognises that unintended slips and trips are hazards that exist in everyday life and can happen anywhere, but when they occur in the workplace this can at times be due to oversights by employees or obstacles created through poor management of hazards. Incidents of slips and trips are the most common cause of injuries in the workplace and can affect members of the public as well as employees and students. SKAPE will therefore ensure a safe working environment to minimise the risk of slips, trips and falls, as is reasonably practical, and all employees are expected to adhere to these practical steps:

- Ensure reliable procedures to carry out quick and efficient floor cleaning routines, and a competent workforce to carry it out.
- If a floor is momentarily wet after cleaning takes place, clearly mark it with a warning sign.
- Use the right cleaning products and materials for the purpose they were designed for.
- Identify any noticeable obstacles and trip hazards and move them from public access areas, encouraging other employees to do the same.
- Wear footwear that is appropriate for the workplace and their environment.

Signed: D. James

Date: 05/09/25

Print Name: D. James

Reviewed: Annually

Review Date: September 2026

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Date	Reason for Change	Approved By	Revision Number
31/01/23	Initial Policy Written	K Watson	Rev 1
20/12/23	Policy update as requested by DCC Inclusion Lead for DCC AP application	K Watson	Rev 2
12/02/24	Policy Review- Visitor information sheet added as Appendix.	K. Watson	Rev 3
05/09/25	Policy Review	K. Watson	Rev 4

Appendix 1.

Procedure for reporting an Accident during the school day

An accident is an incident that causes harm to an individual.

All accidents are avoidable through careful planning and risk assessment.

The person in charge of the activity should be aware of the hazards, and should have completed/documented the appropriate risk assessment before the activity takes place.

On discovering or being made aware of the accident the person in charge will stop all activities from taking place until they have assessed the situation.

If required help must be summoned and the relevant Line Manager must be informed as soon as possible.

Ensure the Health and Safety of all other personnel and administer any help, first aid or support that you can or feel comfortable to do.

If this is a serious accident then the Line Manager must inform the Centre Manager and the referring school (if relating to a student).

The Centre Manager/Senior Teacher will then make arrangements to inform the parents and for someone to accompany the casualty to hospital if required. The Centre Manager will assess the need for a RIDDOR form to be completed in more extreme cases.

Once the accident has been dealt with successfully the person in charge of the activity must obtain and complete the relevant Accident Form. Written statements of fact must be obtained as soon after the accident as possible so that facts are not forgotten or distorted.

On completion of the report, it must be returned to the Centre Manager/Health and Safety Lead for countersignature.

The final report will be held centrally in SKAPE Centre, and will be made available for the referring school or the local authority to view if requested.

All serious incidents will be reviewed at the next staff meeting where the Health and Safety Lead will discuss lessons learnt and introduce any action points that may be required.

Appendix 2.

Visitor Information

At SKAPE, we are committed to the safety and wellbeing of all students, staff and visitors therefore all visitors must agree to the following before being allowed access to the SKAPE site.

GENERAL	• You must enter and exit the site from the main entrance. • You will be asked to sign a Visitors' Book stating your name, company name and who you are visiting. Please note that this is a GDPR compliant book with confidentiality protected. You must sign in, and then sign out again. • You will then be issued with a Visitors' Badge/Sticker. Please wear this at all times so that it is visible. Please return this to main reception as you leave the SKAPE site. • Do not move around the SKAPE site unescorted. • At no time should you seek to be alone in any area with a student (unless you are from a designated body that requires this, your visit is pre-arranged and approved, and you have all relevant ID and a current DBS check that you have shown to SKAPE staff). • Please stay within the areas relevant to your visit. • Please ask a member of staff for the nearest staff toilet. • Smoking or vaping is not allowed anywhere within the SKAPE site. • Please do not interact with students unless relevant to the purpose of your visit or instructed by a member of staff to do so. • Please note that inappropriate behaviour or language on site is unacceptable in relation to students, staff and visitors.
FIRE	• If you hear the fire alarm at any time, please follow evacuation instructions displayed in the room.

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	- Report to Kelly Watson (Centre Manager) or to Dale James (Designated Fire Officer) at the visitor fire assembly point on the Queen Street Car Park so that you can be accounted for. - If you are working with students, lead them to safety and inform a member of SKAPE staff so that registers may be taken.
MOBILE PHONES, CAMERAS, ETC.	Whilst on site please: - Do not use mobile phones or other devices unless you have express permission to do so and it is essential for your work/visit, and you have the necessary consent. - Do not take/use images of students (unless given express permission to do so and you have all necessary consent). Please see SKAPE staff for a clear understanding of what photographs can and cannot be taken or used and bear in mind that for some students, this may NEVER be allowed. - Do not leave equipment unattended. - Ensure that your mobile phone's 'Bluetooth' capacity is disabled.
INTERACTIONS WITH STUDENTS	Where your role requires that you interact with students or you are attending SKAPE on Local Authority/Registered School business you must: - Present your ID and/or DBS when requested by our Reception Staff (unless you are on SKAPE's Approved Visitors' List, in which case, you should relay this fact to SKAPE staff.) - Wear your Visitors Badge/Sticker at all times when on the SKAPE site - Interact with students as required within your professional capacity and report any instances/concerns/observations you may have immediately to a senior member of SKAPE staff. (Reception staff will provide contact with a senior member of staff for you to discuss your concerns.)

Anyone whose actions/behaviour, etc. causes concern, or who do not follow the above requirements, will be reported to the appropriate authority for further action.



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