



# Health and Safety Policy

Reviewed April 2024

To be reviewed September 2024

## 1. STATEMENT OF INTENT

The Centre will, as far as reasonably practicable:

- \* Provide adequate resources to maintain health and safety
- \* Carry out risk assessments and review them as necessary
- \* Ensure that the centre, and our systems of work, are safe and without risk to health
- \* Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the pupils and anybody else who might be affected by their actions
- \* Provide adequate welfare facilities for staff and pupils
- \* Maintain all machinery and equipment in a safe condition

This Statement includes a description of our organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

1.ensuring health and safety within the Centre;

2 Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;

3 Providing appropriate resources within the Centre's budget for the implementation of the attached arrangements;

4 Receiving from the Director, or any other nominated member of staff, reports on health and safety matters, and ensuring that any appropriate and necessary action is taken promptly;

5 Seeking specialist advice on health and safety which the Centre may not feel competent to deal with;

6 Promoting high standards of health and safety within the Centre.

### Responsibilities of the Director:

The Director is responsible for:

- Taking overall responsibility for implementation of the Centre's health and safety arrangements;



- Acting as a focal point on health and safety matters, giving advice or seeking sources of advice where necessary;
- Reporting to the Directors any hazards which require their attention, or budgetary approval;
- Ensuring there is no misuse of plant, equipment and property.

#### **Responsibilities of All Employees:**

All employees of the Centre have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Co-operate with the Directors and Director on all matters relating to health and safety;
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare;
- Report immediately to the Director any serious or immediate danger;
- Report immediately to the Director any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.

#### Appendix 1

- - Flammable and Hazardous Substances
- - Manual Handling of Loads
- - Health and Safety Inspections
- - Play & PE Equipment
- - Premises and Grounds, and Contractors
- - Out of Centre Activities and Visits
- - Risk Assessment
- - Risk Assessment Form

#### **ARRANGEMENT 1 FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

1. In the event of a fire alert/alarm staff will evacuate pupils/others to the designated assembly point, which is the **rear playground**.
2. The **Director** will summon the emergency services as necessary.
3. **The safe evacuation of persons is an absolute priority.**  
Staff should only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using the portable firefighting equipment if they are certain of its correct use.
4. While evacuating the premises, staff should ensure that the building and equipment are safeguarded as far as possible, by closing doors and windows.



5. Fire drills are undertaken termly, arranged by the **Director** and a record kept in the Fire Log Book.
6. Details of service isolation points (i.e. gas, water, electricity) are located in the Fire Log Book.
7. Emergency procedures for dealing with incidents outside normal working hours are held by the
8. These procedures will be reviewed annually in **September**.

The arrangements for fire prevention inspections and testing of equipment etc are responsibility of Scout Park

The First Aid Policy and Risk assessment set out the staff members who are trained in First Aid.

The Director will ensure that all nominated First Aiders and Emergency Aiders have a current certificate and that new persons are trained as required to maintain the number of trained persons identified in the risk assessment.

**First aid boxes are found in the Centre.**

The incident book and accident book recording details of first aid administered is kept in the centre office.

Staff must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses to the Director.

- “Near Misses” must be reported. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- Faulty systems of work, plant, equipment, fittings etc, must be reported to the Director and attended to as soon as possible. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- The Director will investigate accidents and incidents, and take remedial steps to avoid similar instances recurring. Investigation should be in proportion to the incident.
- Following an accident or near-miss, relevant risk assessments must be reviewed to determine whether additional control measures are required (see Arrangement 14).
- Any death or major injury to pupils must be reported immediately to the Director. The Health and Safety Executive (HSE) will be advised as necessary by the Directors. A copy of the report to the HSE will be printed and held on file.
- Staff absences of 3 days or more, resulting from an accident at work, must be reported immediately by the Director. The HSE will be advised as necessary. A copy of the report to the HSE will be printed and held on the relevant personnel file.

To report injuries and accidents to the HSE, where use of the internet is possible at:



<http://www.hse.gov.uk/riddor/online.htm>

Where it is not possible to use the internet, or in case of a fatal incident phone 0845 300 99 23

## **Lone working**

Lone working means working alone, after hours, at weekends or in holiday periods.

All staff must:

- Notify the Director and obtain his/her permission on each occasion when lone working will occur.
- Take all appropriate steps to keep themselves safe when working alone. These may include:
  - Keeping doors locked for security (but ensuring fire escapes are not locked)
  - Not carrying out hazardous work (including working at height, with noxious chemicals etc)
  - Ensuring help can be summoned if needed (mobile phone, access to office phone etc).
- Try to notify a partner, friend or colleague of their whereabouts and the estimated time of return.
- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they may have felt “uncomfortable”. Good

communication between colleagues, in terms of personal safety, is essential.

Key-holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

## **HEALTH AND SAFETY TRAINING**

The Director is responsible for drawing the following health and safety matters to the attention of all staff:

- Emergency evacuation, e.g. fire drills and routines, etc
- Use of emergency fire fighting equipment
- First Aid
- Accident, incident reporting (including violent incidents and verbal abuse)
- Issues arising from safety inspections



- Good housekeeping including defect reporting
- Manual handling arrangements
- Safe use of work equipment (tools, machinery and other equipment)
- Personal safety and security including lone working policy
- Handling of chemicals
- Safe systems of work
- Visits, journeys and working off site with pupils
- Use of Display Screen Equipment (computers etc)
- Provision of training
- Use of personal protective equipment

The Centre has nominated the Director to be responsible for coordinating health and safety training needs, and for including details in the training and development plan.

He/she will also keep records of training undertaken and will arrange refresher training when necessary, and is also responsible for assessing the effectiveness of training received.

#### **FLAMMABLE AND HAZARDOUS SUBSTANCES**

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by the **Directors** who is responsible for ensuring the safe use of these chemicals or substances, and ensuring that adequate warning notices are properly displayed (especially in storage areas).

Relevant safety information is given on posters displayed in cleaning and caretaking stores, the staffroom, and the kitchen. All staff should ensure they are familiar with the risk assessments for any substance they use, and follow the control measures given.

#### **MANUAL HANDLING OF LOADS MANUAL HANDLING OF LOADS**

All manual handling activities which present a significant risk to the health and safety of staff will be identified by the Director.

Manual handling activities will be eliminated where it is reasonably practicable to do so. Where elimination is not reasonably practicable, a risk assessment must be made and the risk will be reduced as far as is reasonably practicable.

The Director is trained to help carry out risk assessments.

Whenever possible, handling equipment (sack barrows, trolleys etc.) will be used to reduce risks arising from lifting and carrying.

Staff should advise the Director if they require such equipment.



Written risk assessments will be provided to relevant staff who must follow the instructions given when carrying out the task.

The written risk assessment will take into account the task, load, environment and individual and any other factors that might affect the risk to the health and safety of employees or other persons.

#### **Notes:**

Activities where the load is quite small but the activity is of a highly repetitive nature are included in these arrangements – it is not only large loads which give rise to risk.

People (pupils or adults) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable stand up or move on their own, medical assistance should be sought through the normal first aid arrangements.

#### **HEALTH AND SAFETY INSPECTIONS**

An inspection of individual work areas (classrooms etc) will be carried out by the staff working in that area. Every work area must be checked at the start of each day before pupils are allowed to enter, and any hazards dealt with immediately. Where a hazard cannot be adequately removed, the Director should be informed, the area secured, and alternative arrangements made for accommodating the affected pupils.

#### **PLAY AND PE EQUIPMENT**

All play and PE equipment (climbing apparatus etc.) will be inspected by a competent person.

The members of staff on duty are responsible for making a visual check of all equipment before allowing it to be used by pupils. Where there is any doubt about whether the equipment can be used safely (e.g. wet or slippery conditions, damage to safety surfaces, etc), then the Director will be consulted for a decision, based on his/her assessment of the risks presented.

Pupils are not permitted to use any play or PE equipment without supervision. Risk assessments detailing the required levels of supervision, and any qualifications or training required for each piece of apparatus, are available in the risk assessment file, which is kept in the Centre Office (see Arrangement 14 – Risk Assessment).

#### **PREMISES AND GROUNDS, CONTRACTORS**

Premises and Grounds, and Contractors

#### **Premises and Grounds Safety**



Responsibility for ensuring that the premises and grounds are safe for use ultimately rests with the Directors.

### **Contractors**

The Director is responsible for making arrangements with contractors.

Arrangements for security will be discussed with contractors before they start work, and detailed in their contracts. Risk assessments will be required from all contractors in advance of work commencing, and adequate insurance cover will be verified.

All building and maintenance works must be adequately secured (Angel Security) to prevent any access by pupils or other unauthorised persons.

Contractors will be required to sign-in on arrival, and will be provided with relevant health and safety details. These will include arrangements for first aid, evacuation, no smoking rules, and advice on centre activities which might give rise to risk to the contractors.

### **OUT OF CENTRE ACTIVITIES AND VISITS**

All out of centre visits and activities are run according to current best practice and advice, as set out in the 1998 DfES document “Health and Safety of Children on Educational Visits”.

All out of centre visits and activities must be authorised by the Director. The Director is responsible for ensuring that all necessary documentation (e.g. emergency contact details, medical notes, parental consents etc) is completed before any centre party leaves.

Any activity that represents a higher risk (i.e. overnight stays, adventurous activities, water – based activities, overseas trips) must also be authorised by Directors, who will be provided with all relevant documentation in good time to enable an informed decision to be made.

Wherever practicable, leaders of groups must visit the site of a planned visit well in advance. Individual teachers taking one pupil out of centre must always have visited the destination site first.

Risk assessments, insurance cover details, and details of health and safety arrangements will be obtained by group leaders from the management of the intended visit site.

Group leaders will prepare full risk assessments for every off-site visit. Where a visit is a regular event (e.g. weekly swimming pool trip), a ‘generic’ assessment can be made – there is no need to do a separate one every time unless there are specific factors which vary and which will affect the assessment.



All group leaders will ensure that they have a mobile phone, or other means of contacting the centre, and a first aid kit for use in case of an emergency. Group leaders must also ensure that any medication required by pupils' (i.e. inhalers for asthmatics).

All vehicles used for centre trips will be fitted with seat belts, and staff will ensure that all pupils are securely belted in before allowing the driver to move away.

**(Refer to policy on Off-site Visits)**

## **RISK ASSESSMENT**

Risk assessment is the way we manage the health and safety issues arising from the activities we undertake and situations we encounter in our daily working lives at the Centre.

We follow the principles of the HSE '5 Steps to Risk Assessment', which are:

- \* Identify the Hazard  
i.e. – what is it that has the potential to cause harm?
- \* Decide who might be harmed, and how  
If the hazard was realised, who could be injured / what could be damaged? And to what extent?
- \* Evaluate the risks and decide on precautions  
What are you doing, what controls do you have in place, how is the work organised?  
Is there anything else that could be done to reduce the risk?
- \* Record your findings and implement them  
Written records prove you have done something; they can be shared with others, and make follow up action easier (and regulations require them to be recorded).
- \* Review the assessment and update as necessary  
Annually, or more frequently if things change (or there is an accident).

Keep it simple, and remember to share the findings – controls are no use if people aren't aware of them!

The standard risk assessment form is in Appendix 1 of this document. This form should be used if possible, to maintain consistency in our records.

All risk assessments should be carried out by the staff members involved in the activity, with guidance and advice from others where necessary.



Completed assessments are passed to the Director who is responsible for maintaining the central file, and for ensuring that all reviews are carried out as required.

**Appendix 1  
Risk Assessment Completed Example:**

**Hazard Risk Risk Rating Control measures**

**Injury:** Shin injury (Xa2D1) Lower back injury **Reviewed by:** Tom Jones **Review date:** 01/10/20120 (Xa2Cp)

**Medical note:** yes: please see attached **Person at Risk:** X **Additional information:** please see details below

Team Teach Holds (T-Wrap, single elbow, double elbow)	Aggravation of injury to lower back/shin injury , further injury or delaying the healing of current injury. Being unable to maintain the safety of other staff and pupils.	High	X is not to use team teach holds. If X is in a situation where team teach is required or being used X should transition her 1:1 pupil away from the situation and ask another member of staff to support. This will be reviewed on 02/11/2018.
Team Teach Techniques (turn gather guide/ caring C etc)	Aggravation of injury to lower back/shin injury, further injury or delaying the healing of current injury. Being unable to maintain the safety of other staff and pupils.	High	X is not to use team teach techniques. If X is in a situation where team teach is required or being used X should transition her 1:1 pupil away from the situation and ask another member of staff to support. This will be reviewed on 02/11/2018.

X has injured her back/shin on 27/10/18 by falling down 4-5 steps (see medical note attached) . She has been to the doctor and has a lower back injury (Xa2Cp) and shin injury (Xa2D1), the medical note is attached. We will review the risk assessment regularly, with the first review this Friday (02/10/18).

Signed: