

The HOLT Isle of Wight Health and Safety Policy

Statement of Intent

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our employees and others who may be affected by our actions. The HOLT management therefore are committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities, and that the premises or environment for which they are responsible is safe for visitors including young persons.

It is understood that hood health and safety management encourages safe practices and improves morale.

The Director will ensure all staff are aware of their responsibilities towards health and safety by ensuring that training and good communication throughout the organisational structure are maintained.

Management have sourced information from the HSE website: http://www.hse.gov.uk/index.htm to ensure that the most up to date information is used.

The Health and Safety at Work Act 1974

The Health and Safety at Work Regulations 1999 (Regulation 3 Risk Assessments)

Organisation

The HOLT Isle of Wight Ltd has overall accountability for health and safety as employer. The Director has the responsibility for ensuring that the HOLT is a safe environment for clients, employees and visitors on a day to day basis. In so doing they may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the relevant authorities.

The Director is responsible for ensuring that employees, clients and visitors, including contractors, adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

Responsibilities

The HOLT has overall accountability for Health and Safety as employer.

Guidance and support to help ensure that the Director meets Health and Safety obligations will be sought from the HSE.

Trustees

Trustees have a responsibility to ensure that health and safety management complies with statutory requirements and the health and safety policy: to ensure the health and safety of persons on the HOLT premises or when taking part in external activities.

The Director

The Director must:

* Ensure that the Health and Safety policy is reviewed annually
* Ensure that the Health and Safety requirements are implemented eg risk assessments, and keeping a record of the periodic monitoring, which is undertaken
* Ensuring that all employees have read and understood the Health and Safety policy and any supporting documents
* Ensure the undertaking and recording of relevant risk assessments
* Ensure regular health and safety inspections are carried out and any safety issues are addressed as necessary
* Receiving and dealing promptly with complaints about safety issues
* Ensure that emergency evacuation procedures are in place and that records are maintained
* Ensuring that requirements of any enforcing authorities, (fire prevention officer, HSE and Environmental health officer), are properly addressed.
* Ensuring that adequate first aid provision is made
* Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their training needs analyses
* Responsible for ensuring records of the training are kept and a system is in place for the scheduling of updating training needs and refresher courses

Appointed person

The Director has appointed a deputy Health and safety officer in addition to themselves. This is Rachel Lacey. The role of the Deputy is to ensure that Health and Safety statutory duties are acted on and that any necessary records are maintained. Where appropriate the Deputy may request the assistance of competent persons to help with specific Health and Safety issues.

Accident reporting is made via appropriate channels.

The Deputy will make staff aware of specific Health and Safety training that may be beneficial for their function and ensure records are maintained of any training.

Safety Representatives and Safety Committees Regulations 1977 (Employee consultation and representatives)

Employees

All employees are responsible for the safety of clients under their supervision and where provided, controls indicated by the risk assessments will be used to reduce the risk of harm. In the event of fire, their role is to lead their clients to the designated assembly point in Langley Court. All staff have a responsibility for the health and safety of themselves, their colleagues and visitors. They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employer’s health and safety arrangements.

The Health and Safety Regulations 1996 (Consultation with Employees)

First Aid Personnel

The HOLT has one designated First Aider as of 20/01/2023 and that is the Director, Juliet Bell.

The role of the First Aider is to administer immediate First Aid to employees, clients and visitors to the HOLT who may have suffered injury or ill health.

Where appropriate the First Aider will request professional medical aid, eg ambulance

The First Aider will ensure an Accident record is completed and where a client is concerned, the HOLT first aid log is completed.

Site Management

The Director is responsible for all aspects of site management, and ensuring that the areas of activity carried out are performed safely and with due regard to others who may be affected by them.

Recorded assessment of risk shall be undertaken by competent persons and made available to those employees who may be affected by the hazards identified.

Hazardous substances and the activities for which they have been used have COSHH assessed and suitable PPE is used.

Property services

The HOLT will ensure that periodic safety testing takes place on plant such as electrics, gas and plumbing systems and drainage.

All employees are however, responsible for reporting any unsafe conditions or events that may lead to an unsafe environment.

Arrangements

It is important that the day to day activities of all employees, clients, contractors and visitors by conducted in a way, which is as safe as possible.

Clients

* There is no legal requirement for an employer to complete a separate risk assessment specifically for a client, however due to the complex needs of some clients, some will have individual risk assessments and behaviour support plans.
* The Director manages risk in the workplace and for activities off site.
* The risk assessments are stored on the office computer system, and in the Director’s office.

Visitors

* A member of the HOLT will accompany all external visitors unless they have been given a Health and Safety induction and have been authorised by the Director to be on site unaccompanied. Visitors need to have a full enhanced DBS with disclosure if left unaccompanied.
* All visitors must sign in on entering the building. They will receive information regarding safeguarding, health and safety including the fire procedure, requirement to work under supervision unless fully checked through the DBS system, loss of property and the no smoking policy.

Contractors

* The Director will appoint a person, usually the Deputy Health and Safety manager, to liaise with and manage contractors. This person will ensure contractors are aware of current known hazards on site.
* Only contractors who are able to demonstrate competence will be deemed suitable to work within the HOLT environment.
* Contractors must be able to produce a method statement and risk assessment addressing the hazards they will present to employees, clients and others and detail the controls that will be adopted to protect them.
* If the contractors appear to be working unsafely, the school will stop the work and liaise with the provider company.

Fire Safety

All employees gain knowledge of the Fire procedures firstly as part of the Health and Safety induction process and then through periodic fire drills, and refresher training.

The Director and Deputy Health and Safety manager manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment.

Fire marshals have been appointed to assist during drills and actual fire events. The role of the fire marshals is to ensure that the site buildings are clear of persons who may have been inadvertently left behind.

Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the Fire Record book.

Fire alarms are tested weekly. Maintenance is 12 monthly.

Emergency lighting systems will be tested regularly and maintained annually.

Firefighting equipment will be visually inspected monthly and maintenance carried out yearly.

A three yearly fire risk assessment is carried out and reviewed by the Director and Trustees. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

Regulatory Reform (Fire Safety) Order 2005 (Fire Risk assessments, training evac procedures etc)

Arson

Regular external inspection of the premises is necessary to check for arson activities.,

All dustbins will be inaccessible from the road and pavement, and not positioned against the main HOLT building.

A build up of rubbish including leaves will be regularly removed to prevent use as fuel.

Trespassers will be dissuaded to enter the site at night by appropriate signage and external illumination.

First Aid/Illness

First Aid boxes are stocked per HSE guidance and are located in the main office and the kitchen.

Contents are checked and maintained by the Director.

Health and Safety (First Aid) Regulations 1981 (appointed person/s etc, accident procedure)

First Aiders

Responsibilities of the trained First Aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements

Ensure any accidents are reported in the accident book

Records of all first aid treatments shall be recorded in the Accident and illness books held in the office

Parents/carers will be informed of any injury or illness to a client by the Director or tutor.

Accident Reporting and recording

Accidents, injuries, near misses, reportable disease or work related illness is recorded using the LA online reporting system

All employee accidents will be recorded in the Accident Book

A responsible person – the Director, will identify any incident as being reportable to the HSE under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Responsible person will submit the RIDDOR report to the HSE using the online reporting tool.

Accident and incident records will be retained in the main office.

Housekeeping

The buildings will be cleaned daily during term time by the Director, though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.

The disposal of small amounts of waste can be treated as ordinary household waste – placed in appropriate bins in the building and its surrounds, and removed by the Director to the designated storage area prior to removal by a Refuse service contractor. One bin is allocated as a recycling bin.

Stacking and storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.

Stairs, and exits will be kept clear of obstructions, including electrical cables and other trip hazards.

Main reception area

All staff requested to be vigilant in regards to identifying any potential hazards in this area as visitors are not so familiar with the surroundings.

Lifting and Handling

Injuries can be caused by incorrect lifting and handling of objects, which need not be large or heavy. Therefore any operation where lifting or handling is involved will be avoided where possible.

Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities including objects and people.

Control of substances hazardous to health COSHH

Any hazardous substances on the site must be managed safely and to do this all of them will be identified

Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The assessment record will be located a) at point of use, b) at point of storage and c) in a master record file located in the Health and Safety Deputy manager office in case of fire.

Assessed hazardous substances will be stored safely in appropriate locked storage areas.

Control of Substances Hazardous to Health 2002 (COSHH)

Premises and Equipment

The Director will periodically arrange for a visual inspection of the premises and equipment with the Health and Safety Trustee. Risk assessments will have been carried out for premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury the Director will ensure arrangements are made to address the hazard.

Provision and Use of Work Equipment Regulations 1998 (PUWER) Identify all plant, equipment, and maintenance etc

Electrical plant and equipment

The Director will arrange for all portable electrical equipment to be checked on a regular basis and a record kept. A schedule of inspection timescales will be maintained in the statutory record book located in the main office. The competent person or organisation responsible for testing of portable appliances is included.

The Director is responsible for ensuring the electrical installation has been tested and certified as safe.

All employees are required to report any damaged electrical equipment or wiring – including portable equipment and permanent wiring.

Employees must, under no circumstances, attempt any repairs. Personal mains powered electrical equipment must not be brought onto the premises unless it has been PAT tested.

Health and Safety Information for Employees Regulations 1989 (H&S Law poster)

Risk Assessments

Risk assessment shall be undertaken for all activities that present a significant potential to cause harm.

The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury/death.

Only persons deemed competent to carry out risk assessments have been authorised to do so by the Director.

Management of Health and Safety at Work Regulations 1999 (Induction training records etc)

Areas for RAs

* Premises, slips and trips
* Areas on the site with specific hazards present
* Fire and arson
* Tech equipment
* COSHH
* Site management activities
* Community and learning visits
* Work experience placements
* Stress
* Manual handling
* Display screen equipment

Working at Height

All staff have been asked not to carry out working at height.

Where the Director needs to work at height she will utilise the correct equipment to do so, eg stepladder, and ensure that it is placed in an appropriate place for maximum safety.

Slips and Trips

The HOLT has been assessed for potential hazards that may cause slip and trip accidents and appropriate remedial action taken. This has covered:

Internal and external steps and stairways

Carpets and floor coverings

Site management and cleaning activities

Outside paving, walkways and other hard surfaces

Grounds including pitches

External lighting effectiveness

Results have been shared with all employees and will be a part of the induction process and information sharing.

Wellbeing

Stress is acknowledged by the HOLT as a potential cause of staff illness. The Director is very open about her wish to ensure that staff feel comfortable discussing any issues with her, and about the need for the HOLT to be proactive in addressing issues before they arise. Staff are encouraged to share concerns at the earliest possible opportunity.

Alcohol, drugs and smoking

The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence, then this will be taken up by the Director and appropriate action taken, including disciplinary action where appropriate.

Smoking on the site, or in any vehicles belonging to the HOLT is prohibited.

Violence and aggression

Violence and harassment in both physical and verbal forms will not be tolerated within the HOLT. Either between employees or employees and non employees.

Employees should report any incidents of this nature to the Director who will take appropriate action.

Disciplinary action will be taken against employees being the source of such behaviour.

Display screen equipment

All DSE equipment and workstations will be assessed for suitability for individual employee use by a competent person.

Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.

Records of assessments will be maintained and held in the Director’s office

Eyesight testing is offered to persons identified as habitual users.

Safe systems of work

To ensure some types of work, eg Working at Height, is done safely, it is necessary for us to prepare a SSW, a procedure which details how the work shall be carried out.

This will be used along with the risk assessment to ensure known potential hazards are minimized so far as is reasonable.

Training

The Director will ensure that the deputy Health and Safety officer is competent by ensuring appropriate training is carried out.

Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, these are put in places asap.

Lone Working

It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or inform the Director on 07922617383 on arrival and departure. A long worker onsite must not work at height.

Community Visits and Work experience

The HOLT recognises that visits away from the Centre, expose school employees, clients and volunteers to potentially unknown risk.

All visits will have a competent group leader who will have carried out a prior visit to the site to do a risk assessment.

Injuries incurred offsite must be handled in the same way as those at the Centre. Information about injuries must be relayed back to the centre asap.

Appendix A

Fire Safety

Fire Instructions – these are placed where they can easily be read.

Emergency exits, assembly point and assembly point instructions shall be clearly identified.

Fire Alarm – IN case of fire dial 999

Fire alarm is tested regularly

A fire test record book is maintained and held by the Health and Safety officer

Fire Drills

Are carried out three times per year.

Assembly point is in Langley court down the road from the HOLT.

Records are maintained of drills and are held by the Director

Fire Fighting

Untrained staff should not even attempt to fight fires. Those supervising clients must not as their responsibility is to get the clients out of the building as quickly as possible.

Fire Hazards and Fire Risk assessments

The HOLT fire risk assessment is available for inspection

Cleaning substances are in an inaccessible cupboard.

Maintenance of fire safety equipment is carried out by Wight Fire

Emergency lighting – tested regularly by Director, yearly by Wight Fire

Fire extinguishers maintained by Wight Fire annually

Fire alarms maintained annually by Wight Fire

Fire Safety signs and identification of escape routes checked regularly by Director