

# The Hub Educational Services CIC



## HEALTH AND SAFETY POLICY

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## **STATEMENT OF INTENT**

The organization will provide safe working conditions for our employees, service users, visitors and contractors. In addition, every effort will be made to ensure the safety and welfare of members of the public. All employees are expected to work safely and consider the safety of others at all times. All employees are expected to work safely and consider the safety of others at all times.

Employees are required to observe local and organization wide health and safety rules and procedures which are designed to prevent accidents. Employees are required to co-operate and participate with management in their aim to maintain and promote safe working conditions.

Trained employees will carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritize, plan and complete any corrective actions required to reduce risk to an acceptable level. The organization will also ensure that the premises we occupy and the equipment we provide meet with the minimum legal requirement.

We will actively consult with our workforce, encouraging and supporting an open attitude to health and safety issues, encouraging everyone to identify and report hazards and suggest innovative solutions so that we can all contribute to creating and maintaining a safe working environment.

## **STATEMENT OF GENERAL POLICY**

The Hub Educational Services CIC fully accepts the obligations placed upon them by the various Acts of Parliament covering health and safety. The Company requires its directors to ensure that the following policy is implemented and to report annually on its effectiveness. The intent of this policy is to ensure that The Hub Educational Services provide and maintain a safe and healthy environment. To do this we ensure that we:

- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the site
- Have robust procedures in place in case of emergencies

- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## **MANAGEMENT ORGANISATION AND ARRANGEMENTS**

### **Introduction**

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

## **MANAGEMENT RESPONSIBILITIES**

### **The Directors (Vanessa Brooks, Lorraine Bunney, Peter Cooper)**

The Directors have ultimate responsibility for health and safety matters in the provision, but will delegate day-to-day responsibility to the other staff members

The Directors have a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety.

The provision, as the employer, also has a duty to:

- Assess the risks to staff and others affected by provision activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided.

### **Other staff members**

Team members are responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the building and premises are safe and regularly inspect
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring all risk assessments are completed and reviewed
- Access to personal protective equipment, where necessary

The team members have overall responsibility for the implementation of the Company's policy. They are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

### **Safety Officer**

The Safety Officer (Vanessa Brooks) is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Safety Officer is responsible for:

- the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs.
- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Company services where this is required.
- Regular health and safety walk arounds are being carried out and action points given to the Directors.

### **Students and parents**

Students and parents are responsible for following the provision's health and safety advice, on-site and off- site, and for reporting any health and safety incidents to a member of staff.

### **Site security**

The Directors are responsible for the security of the provision site in and out of opening hours, they are responsible for the delegates of visual inspections of the site, and for smoke detector systems.

## **Arrangements and procedures**

### Fire

- Directors are responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all The Hub Educational Services CIC premises.

In addition the Company will nominate a Fire Officer (Vanessa Brooks) who will:

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations are practised at least once every term.
- Members of staff are fire warden trained during their first 2 years of service.
- Fire safety and health and safety is a regular action or point on the staff training meetings.

## **COSHH**

Alternative provisions are required to control hazardous substances, which can take many forms, including:

Chemicals, Products containing chemicals, Fumes, Dusts, Vapours, Mists, Gases and asphyxiating gases, Germs that cause diseases, such as leptospirosis or legionnaires disease

## **Gas safety**

The site doesn't have any gas installations, All cookers are electrical cookers

The heating on the site is powered by electricity, and regular inspections of the boilers are undertaken.

## **Legionella**

The risks from legionella are mitigated by the following:

- Pipe work inspected and ensure short runs where possible
- Hosepipe areas monitored

## **Asbestos**

1. There is no asbestos on site.

## **Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

## **Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any students or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to a member of staff and a director
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

### **Manual handling**

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- Staff and students are expected to use the following basic manual handling procedure:
- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear



- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- Training on Manual Handling is made available for all staff on request

### **Off-site visits**

2. When taking pupils off the premises, we will ensure that:
  - Any member of staff who is transporting pupils to or from various trips or activities needs to be aware of their obligations
  - Risk assessments have been completed in relation to pupils and activities.
  - All off-site visits are appropriately staffed in accordance with individual pupil risk assessments
  - Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
  - Any member of staff who drives pupils must have given to the Directors photocopies of their Car Insurance documents, MOT certificate (if vehicle qualifies) and Driving Licence
  - - All vehicle occupants must wear suitable seatbelts at all times.
  - - Pupils must be seated in the rear of the vehicle and not behind the driver or be allowed to distract the driver

### **Violence at work**

- All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the director immediately. This applies to violence from parents, visitors or other staff.

### **Smoking**

- This is a no smoking and vaping site.

### **Infection prevention and control**

- We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.
- Handwashing
- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

### **Personal protective equipment**

- Wear aprons when taking part in cooking activities.
- Use the correct personal protective equipment when handling cleaning chemicals

### **Cleaning of the environment**

- Clean the environment and equipment frequently and thoroughly

### **Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges or other bodily fluids immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

### **Occupational stress**

- We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

### **Accident reporting - Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the provision for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.
- Additional reporting may be necessary under the Incident Procedure

### **Reporting to the health and safety executive**

- The Directors will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Directors will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- Reportable injuries, diseases or dangerous occurrences include:
  - Death
  - Specified injuries. These are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia

- - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- - Where an accident leads to someone being taken to hospital
- - Where something happens that does not result in an injury, but could have done
- - Near-miss events that do not result in an injury, but could have done. Examples of near- miss events relevant to schools include, but are not limited to:
  - - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - - The accidental release of a biological agent likely to cause severe human illness
  - - The accidental release or escape of any substance that may cause a serious injury or damage to health

### **Notifying parents**

- The Directors will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Training**

- Our staff are provided with basic health and safety training as part of their induction process.

Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- training for safety representatives to enable them to discharge their function;
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

## **HEALTH AND SAFETY MANAGEMENT PROCESS**

The Hub Educational Services CIC believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Company requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted by staff to the Directors.

If unpredictable health and safety issues arise during the year, the Directors must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

## **IDENTIFICATION OF HEALTH AND SAFETY HAZARDS ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS**

3. It is the policy of The Hub Educational Services CIC to require a thorough examination of health and safety performance against established standards in each department, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- departmental guidelines;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;

- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Chief Executive and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the Directors to have checked, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Directors have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

## **FIRST AID**

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

## **FOOD HYGIENE**

Those team members who have responsibility for food acquisition, storage, processing and serving, and staff induction and hygiene training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer.

## **HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE**

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

## **PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY**

Persons working in The Hub Educational Services CIC premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method

of work. This responsibility will be included in contracts or working arrangements.

## **VISITORS AND MEMBERS OF THE PUBLIC**

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

- Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

## **CONTRACTORS**

- The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.
- Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their manager immediately.
- In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.



Reviewed by V. Brooks April 2024

Date of next review April 2026