THE HUB EDUCATIONAL SERVICES CIC

HEALTH AND SAFETY POLICY

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Checked by: Emily Neale

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Statement of Intent

The Hub Educational Services CIC is committed to providing safe working conditions for employees, service users, visitors, and contractors. We recognise our legal duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety, and welfare of all individuals on our premises. We also recognise our responsibility to safeguard members of the public who may be affected by our activities.

All employees are expected to work safely, follow established procedures, and consider the safety of others at all times. Staff must observe local and organisation-wide health and safety rules designed to prevent accidents and incidents. We expect full cooperation from employees in maintaining safe working conditions and reporting hazards promptly.

Risk assessments are carried out by trained staff and reviewed regularly. Hazards and control measures are identified, and corrective actions are prioritised and completed to reduce risks to acceptable levels. The Hub ensures that premises, equipment, and working environments meet legal requirements and are maintained safely.

We actively consult with staff, encourage open communication about health and safety concerns, and promote a culture where everyone contributes to maintaining a safe environment.

Statement of General Policy

The Hub Educational Services CIC fully accepts the obligations placed upon it by health and safety legislation. Directors ensure that this policy is implemented and reviewed annually. Our intent is to maintain a safe and healthy environment by:

- Establishing and maintaining safe working procedures for staff, pupils, and visitors
- Ensuring robust emergency procedures are in place
- Maintaining premises and equipment safely and conducting regular inspections

Management Organisation and Arrangements

Introduction

This policy is prepared under the Health and Safety at Work etc. Act 1974 and associated regulations. It establishes general standards for health and safety and distributes responsibility through normal line-management processes.

It is based on Department for Education guidance and the following legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1992 & 1999
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Display Screen Equipment Regulations 1992
- Gas Safety (Installation and Use) Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005

Management Responsibilities

Directors

Directors (Vanessa Brooks, Lorraine Bunney, Peter Cooper) hold ultimate responsibility for health and safety. They ensure risks are assessed, staff are informed of risks, and adequate training is provided. They delegate day-to-day responsibility to staff but retain oversight.

Staff Members

Staff implement the health and safety policy, supervise students safely, inspect premises, ensure evacuation procedures are followed, complete risk assessments, and ensure access to PPE where required.

Safety Officer

The Safety Officer (Vanessa Brooks) coordinates health and safety across the organisation. Responsibilities include:

- Producing and maintaining policy documents
- Monitoring compliance
- Advising on legal implications
- Identifying training needs
- Conducting regular health and safety walk-arounds

Students and Parents

Students and parents must follow health and safety advice and report incidents promptly.

Site Security

Directors oversee site security, including inspections and smoke detector systems.

Arrangements and Procedures

Fire Safety

Directors ensure staff receive fire training and fire officers are designated. The Fire Officer (Vanessa Brooks) oversees fire safety standards, training, and incident investigation. Emergency exits and assembly points are clearly marked. Fire drills occur at least once per term.

COSHH

Hazardous substances—including chemicals, fumes, dusts, vapours, gases, and biological agents—are controlled in accordance with COSHH regulations.

Gas Safety

There are no gas installations on site. All cookers and heating systems are electric. Boilers are inspected regularly.

Legionella

Legionella risks are mitigated through pipework inspections and monitoring of hosepipe areas.

Asbestos

There is no asbestos on site.

Equipment

Equipment is maintained according to manufacturer instructions. New equipment is checked for safety. Storage areas are labelled appropriately.

Electrical Equipment

Staff must use electrical equipment safely. Students only handle electrical items under supervision. Hazards are reported immediately. PAT testing is carried out where required.

Working at Height

Work at height is planned, supervised, and carried out by competent individuals. Students are prohibited from using ladders. Staff inspect ladders before use.

Manual Handling

Staff assess whether they are fit to lift items and follow safe manual handling procedures. Training is available on request.

Off-Site Visits

Off-site visits follow strict safety procedures, including risk assessments, appropriate staffing, vehicle safety checks, and carrying first aid kits and medical information.

Violence at Work

All incidents of aggression or violence must be reported immediately.

Smoking

The Hub is a no-smoking and no-vaping site.

Infection Prevention and Control

We follow Public Health England guidance. Staff and pupils are encouraged to maintain good hygiene, including handwashing, covering cuts, and safe disposal of tissues.

Cleaning and Spillages

Spillages of bodily fluids are cleaned immediately using appropriate disinfectants. PPE must be worn.

Occupational Stress

We promote wellbeing and assess workplace stressors.

Accident Reporting

Accidents are recorded promptly in the accident book and retained for at least three years. Additional reporting may be required under RIDDOR.

RIDDOR Reporting

Directors report RIDDOR incidents within required timeframes. Reportable incidents include death, specified injuries, hospitalisation, dangerous occurrences, and near misses.

Notifying Parents

Parents are informed of accidents or injuries as soon as reasonably practicable.

Training

Staff receive health and safety training during induction and ongoing CPD. Priority areas include:

- Manager responsibilities
- Safety representative training
- General staff training
- Induction and in-service training

Health and Safety Management Process

Health and safety is integral to management. Managers identify hazards, plan improvements, take action, and monitor results. Major expenditure requests are submitted to Directors.

Annual Audit and Risk Assessments

A thorough annual safety audit is conducted. Directors ensure quarterly checks of portable equipment and regular risk assessments following HSE's five-step model.

First Aid

The Hub complies with First Aid Regulations (1982). The Safety Officer ensures training needs are met.

Food Hygiene

Staff responsible for food handling follow legal standards. Suspected food poisoning incidents are reported immediately.

Employee Responsibilities

Employees must take reasonable care for their own safety and that of others. Failure to comply may result in disciplinary action.

Visitors, Contractors, and External Workers

Visitors and contractors must follow The Hub's health and safety procedures. Contractors must have their own health and safety policies and comply with fire safety procedures.

Review

Reviewed by: V. Brooks (April 2026) Next Review: April 2027