



ASPIRE: Lifeskills Learning Centre

HEALTH AND SAFETY POLICY

INTRODUCTION

ASPIRE: Lifeskills Learning Centre recognises the importance of effective health and safety management in compliance with the Health and Safety at Work Act 1974 as a key responsibility in ensuring the health, safety and welfare at work of all its employees, visitors to the premises and those it works with, (especially children and young people) during periods when their duties entail attendance at, working in or visiting its premises. ASPIRE: Lifeskills will make every possible effort to comply with the requirements of the Act and its subsequent provisions and is therefore committed to:

- Provision of safe and adequate facilities and a good working environment
- Regular inspection, repair and maintenance of its premises
- Provision of precise and comprehensive fire precautions and evacuation procedures, with all members of staff being fully briefed
- Ensuring fire-fighting appliances are strategically sited and regularly maintained
- Ensuring hazards and risks of accidents are minimized by regular inspection and maintenance of office machinery, equipment, fixtures and fittings
- Adequate building cleaning arrangements, with particular emphasis placed on hygiene and cleanliness in cooking and eating areas and toilets
- Basic training of all employees in safety procedures and thorough training of those whose duties require it
- Provision of adequate and regularly replenished First Aid facilities
- Paying due regard to the potential hazards related to display screen safety, including how to recognize the onset of disorders such as repetitive strain injury
- Prohibition of smoking in ASPIRE: Lifeskills Learning Centre and communal areas
- Regular monitoring and annual monitoring and review of this Policy in the light of experience and changing legal requirements
- Communication to all staff of any changes in legislative requirements and ASPIRE: Lifeskills Health and Safety procedures as and when they occur
- Consultation and exchange of ideas with staff members
- Appropriate training for all relevant staff in the management of challenging behaviour.

PERSONS RESPONSIBLE

Overall responsibility for Health and Safety at ASPIRE: Lifeskills Learning Centre rests with the Directors, who are responsible for the implementation of ASPIRE: Lifeskills Learning Centres' policy statement and day to day monitoring of its effectiveness. Any problems or potential hazards should be referred to Steven Parkinson or other nominated person if Steve not available. All staff have a legal responsibility to act in such a way as not to put themselves or their colleagues at risk. The importance of maintaining a high level of awareness and interest in Health and Safety requirements throughout ASPIRE: Lifeskills Learning Centre allied to the willing co-operation of all staff members and good communication at all levels cannot be over emphasised.

RISK ASSESSMENT

As part of managing the health and safety, ASPIRE: Lifeskills recognises and takes responsibility for its duties as an employer and service provider. ASPIRE: Lifeskills Learning Centre Risk Assessment Policy and Risk Assessments support and strengthen our Health and Safety Policy and our working practice. ASPIRE: Lifeskills Learning Centre ensures that:

- Risk assessments will be carried out for all aspects of service, the premises and activities provided, delivered or accessed.
- Risk assessments are carried out by ASPIRE: Lifeskills Directors.
- Directors are responsible for ensuring that the information contained in risk assessments is accurate, current, and representative of the health, safety and welfare of all involved in the delivering and accessing of ASPIRE: Lifeskills services.
- Directors and staff are responsible for ensuring that all activities provided, delivered or accessed by ASPIRE: Lifeskills Learning Centre are carried out in conjunction with information provided in risk assessments.
- ASPIRE: Lifeskills will provide information, instruction, training and supervision as required in order to carry out risk assessments.

HEALTH AND SAFETY COMMITTEE

Due to the size and nature of our establishment, it was felt that a Committee was not required as such. The duties of the Directors in respect of Health and Safety can be summarised as follows:

- To assist in the development of safe working conditions and practices and to promote and publicise them
- To examine Health and Safety inspection reports, consider what remedial action needs to be taken, make recommendations accordingly and monitor progress

- To monitor staff training programmes in Health and Safety
- To analyse and discuss all Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) events.

RESPONSIBILITIES OF STAFF

The attention of all ASPIRE: Lifeskills Learning Centre staff is drawn to the statutory responsibilities for Health and Safety at work placed upon them under the provisions of the Health and Safety at Work Act 1974 viz: It shall be the duty of every employee while at work:

- To take reasonable care for the Health and Safety of her or himself and of other persons who may be affected by their acts or omissions at work
- To co-operate with the Directors in the implementation of statutory Health and Safety requirements when required to do so
- To ensure that they do not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions
- To report any equipment defects, potential hazards or accidents which occur in the workplace via their Line Manager.
- Details of all incidents and accidents on the Record of Accidents Form and bring to attention of Line Manager.

HEALTH AND SAFETY PROCEDURES

FIRST AID AND HYGIENE

ASPIRE: Lifeskills Learning Centre is committed to the provision of safe and hygienic first aid practices and to the regular updating of First Aiders' skills.

There are adequately stocked First Aid boxes throughout ASPIRE: Lifeskills Learning Centre and a designated First Aid room to the rear of the first floor.

In cases where urgent medical attention is required, a member of staff will telephone the Ambulance Service. Pending arrival of the ambulance, one of our First Aiders will tend to the patient in accordance with the recommended practice.

The following hygiene procedures are recommended as a safe practice for all staff. They are common sense precautions, which will protect against a range of minor and major infections which may be transmitted via blood and body fluids. These include Hepatitis B, HIV and Salmonella. It is therefore important that all staff, in particular First Aiders, are made aware of these precautions and that their practice is universally applied.

GENERAL MEASURES WHEN ADMINISTERING FIRST AID:

- Cuts or sores on the hands should be kept covered with adhesive dressings.
- Hands should be washed thoroughly and dried before, where possible, and after carrying out First Aid procedures involving external bleeding and/or broken skin.
- Hands should be washed immediately after contact with blood or body fluids such as vomit, urine, semen and faeces.
- Where possible, disposable gloves should be used when carrying out First Aid. Household rubber gloves should always be used if heavily soiled material, or bleach, is being handled. Gloves should not be put on or removed using teeth. They should be pulled off so that they are inside out and the contaminated side is not exposed. Disposable gloves are kept in the First Aid boxes and household rubber gloves can be found in all kitchens.
- Care should be taken to avoid accidental piercing of the skin when handling needles and other sharp equipment. Attending to accidents and spillages.
- Cuts or wounds which break the skin should be washed with water and covered with a sticking plaster or dressing. Waterproof plasters are not to be used.
- If blood or body fluids are splashed onto the skin they should be washed off immediately with clean cold tap water. Splashes into the eyes, mouth or broken skin should be washed out immediately with plenty of running water.
- Spillages of blood and body fluids should be dealt with as soon as possible, wearing disposable or household gloves. 'Sterigrime' should be used to clean up blood, while 'Stain Shield' should be used to deal with diarrhoea and vomit. Both products should be used in accordance with the manufacturers' instructions. Surfaces which may have been contaminated with blood or body fluids should be wiped down with 'Sterigrime'.
- Disposable items, including gloves, which have been soiled with blood or body fluids should be sealed in a clinical waste bag and disposed of in a sanitary bin.

STAFF SAFETY

Following an incident whereby cross contamination may have occurred, please seek advice from your own GP at the earliest opportunity.

REPORTING OF INCIDENTS

It is imperative that accidents are promptly reported. Our Record of Accident form should be completed and given to the Head Teacher who will immediately investigate the circumstances in which the accident occurred, take any urgent action needed to avoid a repetition and record relevant details in ASPIRE: Lifeskills Learning Centres' Accident Book. She will also submit a formal report to the local Environmental Health Officer or Health and Safety Executive (as appropriate) if the reporting regulations require this to be done.

REPORTING OF DEFECTS

It is imperative that all defects, breakages or other safety hazards are reported to the Premises Officer immediately as they occur, so that the appropriate action can be taken as quickly as possible. Staff should not assume that someone else may already have done so. Individual staff members are also invited to comment on any aspects of Health and Safety which may be of concern to them, either in their own work areas or elsewhere.

FIRE SAFETY AND FIRE DRILL PROCEDURES

ASPIRE: Lifeskills Learning Centre recognises and adheres to responsibilities to:

- Carry out a fire risk assessment of the premises and review it annually
- Tell staff about the risks they've identified
- Put in place, and maintain, appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training

Procedures for fire drill evacuation are displayed prominently in all rooms. Fire drills are held at least once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

FIRE DRILL PROCEDURE

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

CALLING THE FIRE SERVICE

All outbreaks of fire or any suspected fire should be reported immediately to the fire service without endangering themselves, if necessary having vacated the premises. The Head Teacher will take primary responsibility for calling the fire service, but as a prompt response is required, any member of staff discovering an outbreak of fire, after sounding the alarm, should call the fire service.

EVACUATION

- On hearing the fire alarm, students must be instructed to leave the building in single file and in a calm, orderly manner.
- The staff member in charge of each student must indicate the exit route to be used and everyone must be directed to the clearly marked predetermined assembly point along pedestrian route to the left of exit (left from rear gate or main entrance) initially into the parking bay next to the ASPIRE premises.
- No running is to be permitted as running can lead to panic.
- On staircases everyone must descend in single file. Overtaking of other individuals must not be permitted.
- No one will be allowed to re-enter the building until told to do so by the fire service if in attendance, or the Head Teacher or other nominated persons.

ROLL CALL

- The Head Teacher, or Deputy Head if Head not on site, has overall responsibility to ensure that a roll call is conducted in the event of a fire alarm. They should use the following instructions:
- Immediately after all staff, pupils and any visitors have assembled at the assembly point, a roll call or count must be made to check that no-one is still inside.
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Attendance registers and visitors book will be held at Reception and must be brought to the assembly point when the alarm sounds.

INSTRUCTION, TRAINING AND RECORDING

All new entrants (students and staff) will be shown the primary escape routes of the Learning Centre. They will also be informed of ASPIRE: Lifeskills Learning Centre's fire evacuation procedure.

All members of staff will receive a personal copy of written instructions. Such instruction will also include details of how to call the fire service. In the case of new staff, instruction will be given as soon as part of their induction training.

A record of the training and instructions given and fire drills, including all incidents eg fire where fire service not called, fire drills held will be entered in the log book and include the following:

- Date of the instruction or fire drill
- Duration
- Name of person giving the instruction
- Names of people receiving instruction
- Nature of instruction or fire drill

SECURITY OF PREMISES

All members of staff are responsible for ensuring that windows are closed and all electrical appliances are switched off and isolated in their work areas before vacating them. All doors are also to be closed. The Head Teacher or Premises Officer will be responsible for the securing of the building at the end of the working day.

All visitors are required to enter by the front door, sign in at Reception and wear an identity pass clearly visible throughout their visit. Entrance is only possible through the front door where a keypad on the reception inner door prevents entry from any unauthorised person trying to gain entrance to the main building.

Confidential information about pupils and staff is kept in lockable filing cabinets within the Head Teacher's office, which are locked each night.

ELECTRIC SAFETY

It is particularly important that all electrical installations, maintenance and repairs are carried out by a qualified electrical contractor except for routine replacement of tubes, fittings of plugs and so on. All electrical defects must be referred to the Premises Officer who will ascertain, where appropriate, why the defect occurred and will arrange to have the fault rectified.

Staff must ensure that all electrical cables are positioned in such a way that no one is likely to trip over them.

If the number of power points in a particular room or area becomes insufficient to meet a staff member's needs, they should consult the Premises Officer who will arrange to have additional facilities installed if this is felt appropriate. Heavy power consumption appliances, such as electric fires or kettles, must always be connected directly to a mains socket and never an adaptor.

PAT testing of electrical fixtures and mobile appliances is carried out on a regular basis.

SMOKING

Smoking is strictly forbidden on ASPIRE: Lifeskills Learning Centre premises.

WORK AT HEIGHTS REGULATIONS

(A place is "at height" if a person could be injured by falling from it).

The Work at Height Regulations 2005 came into effect on 6th April 2005 and lay duties on employers to ensure that any work at height is carried out safely. However, employees also have their own responsibilities, which include the duty to:

- Report any safety hazard to Director/Premises Manager.
- Use equipment provided properly and follow instructions on how to use it safely
- Inspect equipment used to enable working at height every time before it is used.

USE OF DISPLAY SCREENS REGULATIONS

The Health and Safety (Display Screen Equipment) Regulations 1992 came into force on 1st January 1993. These regulations implement a European Directive on minimum safety and health requirements for work with display screen equipment. ASPIRE: Lifeskills Learning Centre will ensure that staff members are provided with:

- Appropriate Health and Safety training in the use of all computer-based equipment.
- Appropriate training in the software they will be expected to use.
- Information about the Health and Safety risks associated with display screen equipment. This will include information on how to recognise the onset of disorders such as repetitive strain injury (RSI). Users will be expected to play a part in the timely detection and correction of risks.

ASPIRE: Lifeskills Learning Centre aims to minimize health and safety risks to the greatest possible extent. To this end, users will be involved in any assessment of their equipment. The Directors will be required to ensure that the user's workload is properly planned to ensure that breaks are taken and that the user is not put under unreasonable pressure.

GENERAL DISPLAY SCREEN EQUIPMENT HEALTH AND SAFETY

- Users should be provided with sufficient electrical outlets as near to their work station as possible, and should not work with wire trailing in front of or at the sides of their working area.
- Users should not eat or drink at their computer.
- Users have a responsibility to keep their area free of clutter and of papers or equipment not related to the work they are doing at their PC. Users also have a responsibility to ensure that health and safety concerns are brought to the attention of management, so that they can be dealt with appropriately. A user who has a health and safety concern, whether or not covered above, should in the first instance raise it with her/his Line Manager who will agree a course of action to be taken to rectify the problem.

POLICY AND PROCEDURE FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CoSHH)

BACKGROUND

This policy is designed to comply with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 1999 (CoSHH).

POLICY

This policy applies to all staff working on the premises, and to all agency and supply staff, contractors, volunteers and work placement students.

The aim of this policy is to ensure that we provide adequate training, instruction and information to prevent staff and others coming into contact with hazardous substances. This will be achieved by providing safety equipment and by having a prescribed procedure to safeguard the health, safety and welfare of all staff, students and visitors.

This policy applies to all hazardous substances (including biological hazards).

The Learning Centre recognises the need to provide a safe and secure working environment. Caring for all personnel and minimizing risk is inseparable from all other objectives. To achieve this, the Learning Centre accepts that the policy for the Control of Substances Hazardous to Health (CoSHH) requires a high level of management commitment, professional competence and adequate resources.

RESPONSIBILITIES

i) Head Teacher

The Head Teacher recognises their responsibilities to implement, in full, their duties in respect of the Control of Substances Hazardous to Health Regulations 1999 (CoSHH).

ii) CoSHH Coordinator

A range of duties towards employees exist under the CoSHH Regulations 1999. These duties also apply to other persons, so far as it is reasonably practicable, who may be affected by the work. The main duties are listed below.

- To carry out (and review) a formal assessment of health risks to employees.

- To prevent/control exposure (and monitor any exposure) of employees to health risks.
- To institute proper use of controls and Personal Protective Equipment (PPE).
- To ensure that controls are appropriate and tested and keep records as necessary.
- To ensure that appropriate health surveillance for employees is provided, where necessary.
- To provide information, instruction and training, as appropriate/necessary, regarding all hazardous substances.

TRAINING REQUIREMENTS

Staff who may be exposed to hazardous substances will:

- Be provided with suitable and sufficient information, instruction and training so that they are aware of the risks to their health created by such exposure and the precautions which should be taken to minimize the risks.
- Receive training to a safe level in the handling of hazardous substances, procedures, the use of control measures and in emergency procedures. Staff training must include accident and defect reporting procedures. Staff issued with PPE should be trained in its use, limitations, storage, cleaning and maintenance.

PROCEDURE

The CoSHH Regulations require employers to undertake a number of evaluation and control measures. These evaluations must be recorded, together with the precautions taken to control or prevent exposure of employees and others to the substance(s). This procedure is carried out by our CoSHH coordinator.

There are seven key elements of CoSHH:

- Assessment
- Control Measures
- Maintenance of Control Measures
- Monitoring of Exposure
- Health Surveillance
- Provision of Information
- Record Keeping

A significant undertaking is required to determine and record the following:

- What substances are present?
- What activities use, store or transport such substances?
- What hazards are associated with these substances?

THE ASSESSMENT

The Head teacher in liaison with the CoSHH coordinator will ensure that no work is carried out that is liable to expose employees, or others to substances hazardous to health, unless a suitable and sufficient assessment, in writing, of those risks has been carried out.

- Before carrying out any full risk assessments the CoSHH coordinator will compile an initial inventory of substances kept in school, and will identify the level of hazard. This initial inventory will be kept updated as new substances are brought onto the premises.
- When it has been identified that a substance is classified as hazardous, the CoSHH Coordinator will obtain Safety Data Sheets and then complete a full CoSHH risk assessment. The full risk assessment will be stored together with any relevant/available Safety Data Sheets, in the school CoSHH file.
- All persons in the area to be assessed should be included. All persons affected by the work, including pupils, visitors and staff, should be considered.
- The CoSHH coordinator will ensure that the risk assessments are made available to all members of staff likely to be affected by the substance. This is normally done by giving a copy to the relevant member of staff and by notifying all staff that a copy is in the main CoSHH file. These documents are also referred to as part of the induction programme for all new staff.
- CoSHH risk assessments will be carried out for exposures to biological agents i.e. blood, vomit and human faeces.
- Anything that is done to eliminate or reduce exposure is known as a control measure. When the CoSHH coordinator are considering their preliminary assessment, their first consideration in control is to eliminate the hazardous substance if reasonably practicable. If this cannot be done, then substitution with a less hazardous alternative or the substance in a less hazardous form may reduce the risk potential. So far as is reasonably practicable, control should be provided by measures other than the provision of personal protective equipment. Only where measures taken to prevent, or control exposure, do not prevent, or provide adequate control, should personal protective equipment be considered. Once it is established by the CoSHH coordinator that the substance in question is the best alternative (so far as is reasonably practicable) they will complete the necessary CoSHH risk assessment.
- The assessment must be reviewed if there is reason to suspect that it is no longer valid, or there has been a significant change in the matters to which the assessment relates, and in any case at least every five years. Where a review indicates changes in the assessment are required, these changes must be made.

CONTROL OF ALL NEW SUBSTANCES

Before any substance is brought into the workplace, the COSHH Coordinator will check whether it is classified as hazardous. In each case, where the substance is recognised as hazardous, Safety Data Sheet/s (SDS) will be obtained from the supplier in order to

gain information on how to manage the substance. The SDS give details of the health effects of exposure. The CoSHH Co-coordinator will then complete a full CoSHH risk assessment and store this, together with the Safety Data Sheets, in the school CoSHH file. Staff using the substance will be fully informed of the precautions and control measures they need to take.

PREVENTION OR CONTROL OF EXPOSURE TO SUBSTANCES HAZARDOUS TO HEALTH

The Head Teacher, in liaison with the CoSHH Coordinator, will ensure that:

- Exposure of employees to substances hazardous to health is prevented or where it is not reasonably practicable to do so, then it is adequately controlled.
- Checks are made to see whether, by varying the work routine, the substance used, or by using the substance in a less hazardous form, the risk level can be reduced.
- So far as is reasonably practicable control is provided by measures other than the provision of personal protective equipment.
- Where measures taken to prevent or control exposure, do not prevent, or provide adequate control, employees will be provided with suitable personal protective equipment.
- Employees are aware that they have a duty to make full and proper use of any control measures provided/in place, and that they must report any defects, or necessary changes, immediately to a senior member of staff.
- There is a system for removing hazardous substances deemed to be out of date or no longer required, from the site in a safe and legal manner.
- Emergency procedures including procedures for dealing with spillages are in place.

MONITORING OF EMPLOYEES' HEALTH

The Head Teacher, in liaison with the CoSHH Coordinator, will ensure that the exposure of employees to hazardous substances will be suitably monitored as required under the CoSHH Regulations.

AUDIT

At least once per year, an audit will be carried out by the CoSHH Coordinator. Their remit will be to check the following:

- All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed.
- The CoSHH register does not contain substances that are no longer to be used, stored or transported in school.

POLICY REVIEW STATEMENT

This policy will be reviewed every year or earlier should legislative change or other event require it.

SIGNED:... 

POSITION:...DIRECTOR.....

DATE:...ENTERED ON SUCCESSFUL REGISTRATION ...

REVIEW DATE:.....

FOR & ON BEHALF OF

ASPIRE: Lifeskills