

Health and Safety Policy January 2022

Date approved:	January 2022
Approved by:	Head of Centre
Frequency of review:	Biennially
Next review due:	January 2024

Policy Statement

At Impact North West Ltd (Impact), we are committed to ensuring the health and safety of all our stakeholders and the health, safety and welfare of our staff and learners is paramount. We therefore ensure that all activities carried out or undertaken by our staff are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities as far as reasonably practicable whilst providing an environment that is supportive of our activities. This policy can be found on Impact's website at www.impactnorthwest.org.uk and will be made known to both staff and learners at the induction stage.

We will adopt and implement policy and procedures that are compatible with and acknowledge the duties imposed by the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other Regulations that apply to our activities. This includes, but is not limited to:

- Ensuring that our staff, learners and anyone who may be affected by our activities are not exposed to health and safety risks.
- Carrying out suitable assessments of the health and safety risks to which staff, learners and others participating in our activities may be exposed and minimise those risks as far as is reasonably practicable.
- Establishing clear arrangements to effectively carry out our duties.
- Providing a safe working environment for staff and learners.
- Providing equipment that is maintained in a safe condition at all times.
- Establishing emergency procedures for actions to be taken in the event of fire, accidents, behaviour incidents, dangerous occurrences and illness.
- Ensuring the safe storage, handling and labelling of any hazardous materials.
- Providing relevant information, advice, training, instruction and supervision.
- Consulting with staff and Learners on health and safety matters.
- Implementing appropriate procedures for the effective monitoring and review of our organisational arrangements and our health and safety policies and procedures.
- Maintaining health and safety records.
- Encouraging a positive attitude to health and safety and ensuring that all managers and staff, by example, promote safe practices.

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Management of our Health and Safety Commitments

Whilst the overview and strategic leadership of health and safety is the responsibility of the directors and management team at Impact, it is important that all stakeholders onsite are aware of their daily contribution and commitment to health and safety.

Our policies and procedures must be followed and supported by all staff and stakeholders onsite at all times.

Health and Safety Responsibilities

The Leadership team and Directors of Impact are responsible for the following:

- All elements of the Health and Safety Management System are implemented.
- The Safeguarding and Safer Recruitment Policies are managed.
- Risk and COSHH assessment programmes are implemented.
- Fire arrangements are implemented.
- Health and safety induction and training needs are met.
- Health and safety reviews and audits are carried out.
- Access to competent health and safety advice is in place.
- The implications of changes in legislation and/or guidance are identified.
- Progress reports on health and safety matters are reported to the CE.

The staff onsite, including all subcontractors are responsible for the following:

- Comply with health and safety policies, procedures and guidance.
- Understand and implement the risk assessments and safe systems of work for their centre.
- Take reasonable care of themselves and anyone else that may be affected by the way in which they carry out their duties.
- Co-operate with senior staff on health and safety matters.
- Mentor and support new staff as required.
- Report any faults, defects, hazardous situations or working practices to the Centre Lead.
- Report accidents, near misses and behaviour incidents.
- Report child protection issues.
- Use, and not misuse, any protective clothing, equipment or materials provided.
- Use equipment only with the appropriate safety devices in position.
- Set a good example to learners on health and safety issues.

All staff and learners are briefed on health and safety issues on induction and at regular intervals thereafter, when exposed to new risks or if new equipment or work practices are introduced. Appropriate training and instruction is provided.

We ensure that staff and learners are made aware of the risks to their health and safety whilst at work, measures taken to minimise the risks, emergency procedures and organisational responsibilities. We also consult staff and learners on matters affecting their health and safety.

Control of Hazardous Substances

Please see Control of Hazardous Substances Policy.

Fire Safety (see Fire Risk Assessment)

Fire arrangements have been implemented in our centre to ensure the safety of staff and learners. Fire Marshals are appointed to take control during a fire emergency and to assist with fire safety inspections, testing and monitoring. Fire marshals will ensure controlled evacuations and assembly at Fire Assembly points, take roll calls and prevent re-entry into the workplace until the Fire & Rescue Service confirms it is safe to do so.

Emergency evacuation procedures are displayed on notice boards and at fire points throughout the centre. The centre also displays a Fire Plan which notes the location of fire exits, escape routes and fire extinguishers etc.

Fire safety inspections are carried out each term and testing regimes are in place for fire alarm systems, smoke detectors and emergency lighting. Fire drills are carried out each term.

Fire risk assessments are carried out annually and information of fire procedures will be given to landlords in leased premises.

Staff are asked to note the following general fire prevention guidance:

- Fire exits and fire exit routes must be kept clear of obstructions and flammable materials;
- Rubbish, waste paper and other materials must not be allowed to accumulate;
- Flammable materials and substances must not be left near a heat or ignition source;
- Electrical equipment should be checked regularly and switched off when not in use;
- Make sure you know which extinguisher to use on which sort of fire.

First Aid

Our Centre is supplied with standard First Aid kits.

Details of qualified First Aiders and the locations of First Aid kits are displayed on notice boards around the centre. All members of staff are offered the opportunity to attend First Aid training.

Staff should make themselves aware of First Aid facilities when working off site.

Management of Asbestos

Please see Management of Asbestos Policy.

Moving and Handling

Whilst all staff are provided with instruction in safe moving and handling techniques, the following general guidance applies:

- If an object is heavy or bulky, assistance should be sought rather than risk injury.
- Staff suffering from a physical complaint or condition that may put them at risk of injury should not lift or carry heavy equipment or materials.
- If moving and handling cannot be avoided, staff should assess the load and take action to minimise the risk of injury.

To assess loads and lift correctly, you should consider the following:

- Survey the load and your environment (i.e. is the load heavy, awkward, hard to grasp, cold or hot? Do you need to bend, twist, stretch or stoop? Is the floor level? Are there any steps or stairs to negotiate? Is the route clear?)
- Relax before lifting - tension can lead to a rigid lifting technique that in turn can cause damage.
- Plant your feet close to the load and comfortably apart to aid your balance.
- Bend your knees not your back.
- Maintain your balance through the lift.
- Keep your back as straight as possible and maintain the natural curve in your back.
- Grip the load properly by taking its weight in your palms, not on your fingers alone.
- Lift your head to straighten your back just before you lift.
- Lift using your thigh and calf muscles.
- Keep the load close to your waist as you carry it.
- Avoid jerky movements.

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- Reverse the process when you set the load down.

Offsite Visits with Students

Please see the Centre Visits and Trips Policy and Procedures.

On-Site Vehicle Movements

Please see the Selecting and Managing Contractors Policy which states:

Contractors' vehicles may enter and leave the car parks during the working day **except:**

- Between 8.00am and 9.00am, and between 2.45pm and 4pm during term time.

Vehicular access to other areas of the Centre is normally only allowed outside term time. If, exceptionally, access is required during the Centre Day, then the Head of Centre is to give specific approval and the Site Manager is to accompany the vehicle on foot and is to:

- Act as "banksman" if the vehicle has to reverse.
- Ensure any Learners are carefully supervised in a safe area well away from the vehicle and its intended path.

In the case of Major Development Work, the contractor's defined work area (see above) is to include a vehicle access route from the car park to the actual work area. Movement restrictions as above will apply.

Positive Mental Wellbeing in the Workplace

We are committed to protecting the health, safety and welfare of our staff and recognise that workplace stress could be health and safety related. We accept the HSE's definition of work related stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". We acknowledge that any member of staff could experience stress and understand that whilst it is not an illness, if it is prolonged or very intense, it can lead to health problems.

Our procedure reflects the HSE's Stress Management Standards and we will provide the resources necessary to effectively monitor and manage work related stress. We aim to reduce harmful levels of stress by:

- Identifying workplace stressors and, where necessary, carry out stress risk assessments to eliminate or control the risks by reasonably practicable means;
- Monitoring workplace stress indicators;

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- Consulting with staff on any proposed actions relating to the prevention of workplace stress;
- Intervening early to deal with problems and providing staff support if required;
- Encouraging sensitive management and providing instruction in work related stress.

Reporting and Investigating Accidents

The primary purpose of reporting accidents and incidents is to identify the underlying cause(s) of the accident and incident and any contributing factors in order to prevent a similar occurrence. All accidents and injuries must be reported immediately to the Centre Lead and Business Manager.

An Accident Report form should be completed and submitted to the Centre Lead and Business Manager as soon as possible. Completed forms should be delivered to the Head of Centre.

The directors will deal with any incidents to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and will ensure that investigations are carried out. Directors will conduct investigations to ensure that, wherever possible, a repeat event is prevented (see Accident Reporting and Investigation Procedures).

Slips and Trips

Please see the Slips and Trips Policy.

Vehicle Safety

Staff driving their own vehicles for Impact operations e.g., centre trips, should ensure that:

- Vehicles are in a roadworthy condition, serviced regularly and have a current MOT certificate, Business insurance and road tax;
- They hold a current driving licence;
- They adhere to the Highway Code and Road Traffic Act;
- Vehicles are not driven whilst under the influence of alcohol or drugs;
- If taking medication, this is discussed with your manager;
- Mobile phones are not used for calls or texting whilst the vehicle is in motion;
- All accidents and road traffic incidents are reported to the Centre Manager;
- Vehicles are loaded and unloaded safely using safe manual handling techniques;
- Driving offenses and endorsements are reported to the centre manager as soon as possible.
- Directors will review driving licences annually or after a Road Traffic Accident.

Violence to Staff

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Staff should be able to identify when a situation may escalate and anticipate the risk as a high ratio of learners at Impact will have SEMH and additional needs. Therefore, classes will only be taught in a maximum of 6 learners per tutor. Coaching and information available to support staff to help them recognise and deal with any situations which may arise that threaten their or their learner's, health and safety, including being able to recognise the signs of a situation that may escalate.

If a member of staff feels there may be a threat, they should carry out a dynamic, '10-second risk assessment'. If they feel there is a risk of harm to themselves, they should leave immediately by placing themselves in a position to make good escape, i.e., where possible, being closest to an exit. They should be aware of the positioning of items, including those belonging to themselves (scissors, scalpels etc.), that could be used as a weapon. Staff should make a judgement as to the best possible course of action, for example, whether to continue working or withdraw. Staff should utilise appropriate physical security measures (e.g., mobile phone, or other appropriate devices) to raise the alarm.

Staff should ensure that when they enter a confined area or room, they can operate the door lock/fob release mechanism in case they need to make an emergency exit. They should avoid walking in front of the learner and not position themselves in a corner or in a situation where it may be difficult to escape. The Lone Worker should remain calm and focused during an incident in order to make rational judgements.

Staff should be aware of their body language (as well as that of the learner), as there is a risk of exacerbating the situation.

Staff should be aware that warning signs include those who are under the influence of alcohol/ or drugs. Being alert to these warning signs will allow the staff to consider all the facts to make a personal risk assessment and, therefore, a judgement as to the best course of action (for example, to continue with their work or to withdraw).

At no point should a member of staff place themselves or the learner at risk of danger.

All staff will have a minimum of Level 1 Safeguarding training and know how to follow Safeguarding procedures.

All staff to follow behaviour rules as set out in the Impact Behaviour Policy to lessen the possibility of escalating, negative behaviour and report ANY issues immediately to Head of Centre for logging and follow up.

Staff must adhere to the specific requirements for office dress as set out in the Company Handbook. This includes, but is not limited to, long hair being tied back, safe footwear, not wearing dangly earrings or long jewellery.

Impact reserves the right to enforce appropriate sanction against the learner. Any sanction will be fair and proportionate to the learner and the behaviour. The referring school will be informed immediately of any sanction/follow up, with full details of the incident emailed directly to the school contact.

In the extremely rare event that there is a major breach of the centre's behaviour policy, the Head of Centre and Board of Directors reserves the right to end the placement of the learner permanently. This learner would return to the referring school at the earliest opportunity.

Visitors & Contractors

All visitors report to reception on arrival where they sign in and are briefed on our Visitor Information which includes fire evacuation and first aid procedures.

Contractors are expected to carry out their duties under the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other relevant legislation.

Work must be carried out under competent supervision.

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