



Do Talk Write Alternative Provision

Health and Safety Policy Statement
Health and Safety at Work Act 1974

Created: September 2024
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DTW statement of general policy is:

- to ensure all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in educational visits
- to establish and maintain safe working procedures for staff and learners
- to provide and maintain safe buildings
- to formulate and implement effective procedures for use in the event of fire and other emergencies
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health
- investigate accidents and near misses and take steps to prevent re-occurrence
- to review and revise this policy as necessary at regular intervals

Roles & Responsibilities

The director has ultimate control of DTW. She will:

- Decide policy
- Give strategic guidance
- Monitor and review health and safety issues
- Monitor and review the effectiveness of this policy
- Ensure adequate resources for health and safety are available
- Ensure that DTW provides adequate training, information, instruction, induction and supervision to enable everyone in the alternative provision to be safe.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.

Day-to-day responsibility for ensuring this policy is put into practice is the responsibility of Danielle Ford. She will:

- Promote a positive, open health and safety culture in DTW
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training

All employees/ Sub contracted staff have to:

- Read the health and safety policy
- Co-operate with managers on health and safety matters;
- Comply with DTW's health and safety arrangements;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own and other people's health and safety;
- Supervise learners and advise them on how to use equipment safely
- Report all health safety concerns to an appropriate person (as detailed in this policy statement)
- Follow the accident, incident and near miss reporting procedure.

All learners have to:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Arrangements for Health and Safety risks arising from DTW work activities

- **DTW** maintains a comprehensive set of risk assessments that covers curriculum based activities in DTW and on off-site visits
- They are all available on the DTW for staff to inspect and refer to as necessary
- Risk assessments will be undertaken by all staff and authorised by **Danielle Ford**
- Actions required to remove /control risks will be approved by **Danielle Ford**
- **Danielle Ford** will be responsible for ensuring the action required is implemented.
- **Danielle Ford** will check that the implemented actions have removed/reduced the risks.
- Risk assessments will be reviewed annually or when work activities change or in the event of an incident, whichever is soonest.
- The review of risk assessments is stored in the risk assessment log.

Consultation with employees

- Consultation with employees is provided via regular meetings, supervisions and training, direct consultation involving **Danielle Ford**.

Safe handling and use of substances hazardous to health

- **Danielle Ford** will be responsible for identifying all substances which need a COSHH risk assessment;
- **Danielle Ford** will be responsible for undertaken COSHH assessments;
- **Danielle Ford** will be responsible for ensuring that all actions identified in the assessment are implemented;
- **Danielle Ford** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments;
- **Danielle Ford** will check that new substances can be used safely before they purchased;
- Assessments will be reviewed every term or when the work activity changes or in the event of an incident, whichever is soonest;
- The use of hazardous substances in DTW will be kept to a minimum;
- The associated procedures and control measures to COSHH will be funded and enforced.

Manual Handling

DTW seeks to minimise the risk of injury from manual handling operations. Members of DTW who are regularly involved in such operations shall receive training in lifting and handling, where practical, mechanical aids will be provided to minimise the risk of injury. All staff and learners must only lift equipment or furniture within their own individual capability. Any staff or learners who are pregnant or new mothers will not be asked to undertake manual handling activities.

Information, instruction and supervision

- The Health and Safety Law poster is displayed on the Healthy and Safety notice board;
- Health and Safety advice is available from **Danielle Ford**
- Supervision of young workers/ volunteers will be arranged or monitored by the Headteacher
- **Danielle Ford** is responsible for ensuring that DTW employees or learners, at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees, Health and Safety training will be provided by an approved contractor.
- Health and Safety Training Needs are assessed as part of individual's annual review

- Training needs may also be identified as part of a risk assessment process
- Records are kept of all training
- Job specific training will be provided by DTW
- Specific jobs requiring special training are;
 - Fire safety
 - COSHH
- **DTW's** Health and Safety records are kept in the **Main Office**
- Training will be identified, arranged and monitored by **Danielle Ford**.

Accidents, first aid and work-related ill health

- The first aid boxes are located in the **Kitchen**.
- Portable first aid kits are taken on all educational trips.
- First Aid supplies are maintained by Danielle Ford and any use of first aid supplies should be reported to them.
- **Danielle Ford** is the trained first aider at DTW.
- **Danielle Ford** will manage the provision of First Aid arrangements, First Aid Training and updates on First Aid procedures.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the **main office**.
- The **Director** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. (RIDDOR) **Administration of Medicines**
- Medication is only administered to learners when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each learner who has had relevant training and appropriate records will be kept
- Medicines are only administered during alternative provision time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the main office
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate and taken on educational trips
- The doses administered during the day are to be kept to the minimum,
- A risk assessment has been carried out for the administration of medicines - separate policies and procedures are in place

Monitoring

- To check DTW's working conditions, and ensure our safe working practices are being followed, we will;

1. do ongoing spot check each month;
 2. review process /procedures after any accident or change of work activity;
 3. Agenda items at all employer/employee meetings
- **Danielle Ford** is responsible for investigating accidents.
 - **Danielle Ford** is responsible for investigating work-related causes of sickness absences.
 - **The Director** is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures- Fire and evacuation

- **Staff at Beeston Youth and Community Centre** are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Fire exits all have appropriate signage and this is checked and maintained by **Staff at Beeston Youth and Community Centre**.
- Escape routes are checked by **Staff at Beeston Youth and Community Centre**.
- Exit Plans are displayed by the door of each classroom and maintained by **Staff at Beeston Youth and Community Centre**.
- Fire extinguishers are maintained and checked by **Staff at Beeston Youth and Community Centre**.
- Alarms are tested and recorded by **Staff at Beeston Youth and Community Centre**.
- Emergency/fire evacuation drills will take place and be recorded every six months.
- Evacuation times and any issues are reported to the director.

Fire Procedure

- All staff at DTW must ensure they know the positions of the nearest fire alarm call point, internal telephones, fire extinguishers and exit routes. On discovering a fire:
- Activate the Fire Alarm by operating the nearest break glass call point.
- Dial 999 via the nearest internal or external telephone and state location of fire.
- Use appropriate fire extinguishers if safe and trained to do so and your escape route is clear.

- Evacuate the building. On hearing the fire alarm: (The fire alarm sound is a continuous siren)
- Immediately evacuate the building by the nearest available exit, closing doors and windows.
- Do not stop to collect personal belongings.
- Report to the assembly point this is at the front entrance car park and do not enter the building until instructed that it is safe to do so.

Members of staff are asked to describe the above fire procedure to learners and visitors at the beginning of all courses and meetings held at DTW. All learners' complete health and safety learning as part of their induction.

All First Aiders have access to first aid boxes and these are also located in all practical work space areas.

In cases of serious injury, request an ambulance by calling the emergency telephone number 999 and state location of injured person.

Electrical Safety

All items of portable electrical equipment must be inspected/tested in accordance with the guidance in the above document. Inspection and testing is carried out annually in line with the review certificate. An inventory of equipment is maintained and managed by **Danielle Ford**. Any new items of electrical equipment, including those which are brought from home, must be notified to **Danielle Ford** and must then be added to the inventory and inspected/tested. Members of DTW must report any problems arising with electrical equipment to **Danielle Ford**.

Educational Visits

All off site trips will be subject to risk assessment and the advice of the Local Authority's Educational Visits Adviser will be closely followed.

Asbestos

There is no asbestos in the Beeston Youth and Community Centre. All contractors are made aware of this.

Legionella

Legionella risk assessments are carried out by **Staff at Beeston Youth and Community Centre**.

Pregnant/New Mothers who are members of staff

A pregnancy/return to work risk assessment will be carried out for each member of staff by Danielle Ford. This will be reported to the directors.

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens or the use of knives.

Slips Trips and Falls on the Level

- The potential for slips trips and falls in **Beeston Youth and Community Centre** has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the directors are informed immediately and this information contributes to any decision to close the site
- A winter/adverse weather policy is in place which will be used in the event of severe snow and ice.

Stress at Work

DTW understands that levels of stress in the work place need to be managed and staff suffering from excessive levels of stress need to be supported.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to learners by all members of staff
- Dangerous or risky behaviour displayed by learners will be addressed and dealt with according to DTW rules and codes of conduct
- Learners will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of all areas is in place at all time
- The supervision policy provides more information on this.

Violence at work / Lone Working

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place

Working at Height

- Teaching and other staff who assist in putting up displays in DTW have been given appropriate in-house training and advised that they must:
 - Use appropriate access equipment - step ladders, kick stools etc.
 - Wear flat shoes whilst putting up displays

- Not climb on furniture to put up displays

Recommendations

- All persons named on the policy have thoroughly read the policy and fully understood their responsibilities so far as health and safety is concerned in the organisation.
- All staff at DTW receives regular training and information.
- A copy of the Health, Environment and Safety Policy is given to all new staff on their first day and is discussed in detail in induction.
- Smoking is not permitted within DTW, and smokers are reminded to smoke away from the DTW vicinity and are not permitted within DTW's marked areas.
- Out of Hours Working When working outside regular office hours' staff must inform senior management that you are in the building.