



Health & Safety Policy

2019

Manager responsible for policy:
Directors and Trustees

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Health and Safety Policy Statement:

FORWARD2EMPLOYMENT is a Specialist Post 16 Institution supporting young adults to achieve employment skills and independent living skills. To achieve this it is recognised that the protection of the health and safety of the young adults and employees of FORWARD2EMPLOYMENT is a significant factor in contributing to the efficiency and success of the provision.

An effective health and safety policy requires the full collaboration and co-operation of all employees and young adults as well as employers we work with, therefore, everybody is asked to read this document and accept their own personal responsibility for Health and Safety within the provision and adhere to specific Health and Safety policies of allocated employers. We maintain a clear understanding of our social and moral responsibilities towards our young adults, employees, contractors, visitors, the community at large and all employers we work with. This ensures that we remain organisationally focused in achieving our principle objectives to:

- Safeguard the health, safety and welfare of our young adults, employees and that of other persons (contractors, visitors, employers and the general public) who may be affected by our business operations, by:
 - Providing a safe place of work with safe systems of work
 - Providing a safe place to learn and to visit
 - Providing appropriate information, instruction and training
 - Ensuring employers provide safe places of work and safe systems of work safe
 - Ensuring employers provide a safe place to learn and to visit
 - Ensuring employers provide plant and equipment which is safe to use
 - Ensuring employers provide appropriate methods of storing and handling hazardous materials so that the health risk is minimal.
- To ensure that our operational activities are effectively controlled with regard to the protection of the environment.

As a leadership team we will:

- Set standards both for individuals and the provision as a whole
- Establish the means by which the standards are to be achieved in practice
- Monitor performance against those standards

The successful implementation of our policy is dependent upon an effective provision organisation and excellent operational standards:

The lead of FORWARD2EMPLOYMENT and the Board of Trustees accepts ultimate responsibility for Health and Safety within the Provision as a whole. All Management, Supervision and employees generally are expected to support and implement this policy whole-heartedly.

1.0 Organisation Structure of Responsibilities

1.1 The Principal and Senior Leadership Team

- 1.1.1. Fortis Trust's Principal, Miss M Sweetlove has overall responsibility for the provision's Health and Safety Policy and the Health and Safety Management System. The SPI Lead, Mrs Halton, will exercise her delegated control for the day-to-day Health & Safety responsibilities and liaise with the FORWARD2EMPLOYMENT leadership team.
- 1.1.2. The SPI Lead and SLT will be responsible for the day-to-day organisation and implementation of the policy and Management System. Responsibilities will include:
 - 1.1.2.1. The day-to-day management of the system through regular visual inspections of premises and equipment to identify potential hazards, so that measures can be taken to eliminate problems. And by undertaking audits of the Provision's Health and Safety Management System to ensure compliance and control is maintained.
 - 1.1.2.2. Organisation and the implementation of safety training for staff and young adults as appropriate.
 - 1.1.2.3. Ensuring that personal protective equipment (PPE) is fit for purpose and available when required and that it is used and maintained correctly.
 - 1.1.2.4. Keeping staff informed of current health and safety legislation by means of a good and effective communications system.
 - 1.1.2.5. Maintaining a system for the safe evacuation of the premises in the event of fire or other emergency situation.
 - 1.1.2.6. Reporting and investigating accidents to learners, employees, contractors and visitors.
 - 1.1.2.7. Ensuring all staff and young adults are familiar with specific health and safety requirements and policies of their work places.

1.2 The Trustees

The Trustees are responsible for ensuring that:

- 1.2.1 The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and Young Adults.
- 1.2.2 Responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities.
- 1.2.3 Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- 1.2.4 Clear procedures are created to assess any significant risks and ensure that safe systems of work are implemented.
- 1.2.5 Sufficient funds are set aside with which to operate safe systems of work.
- 1.2.6 Health and safety performance is measured both actively and reactively.

- 1.2.7 The centre's health and safety policy and performance is reviewed annually.
- 1.2.8 Any contracts awarded - such as cleaning, catering services and building works etc. – are tendered in accordance with appropriate standards.

1.3 The Catering Lead

The Catering Lead is responsible for the safe operation of the catering facilities and must:

- 1.3.1 Be familiar with the Health and Safety Policy.
- 1.3.2 Prepare risk assessments for all catering activities.
- 1.3.3 Ensure that all catering staff and young adults who may use the kitchen are instructed and informed to work in accordance with these documents.
- 1.3.4 Inform the Caretaker or SPI Lead of any potential hazards or defects.
- 1.3.5 Be familiar with the current Food Safety legislation and the implications so far as the Provision is concerned.

FORWARD2EMPLOYMENT staff must not use the catering facilities and equipment without the prior agreement of the SPI Lead and Catering Lead.

1.4 Job Coaches

Job Coaches will be responsible to the SLT for implementing the policy as part of their responsibilities while undertaking their specific day-to-day duties on behalf of the provision. Their responsibilities will include:

- 1.4.1 Ensuring the health and safety of themselves, other staff, visitors and young adults under their supervision.
- 1.4.2 Reporting any hazards, unsafe practices, or any concern they have regarding the health and safety of any person(s) on or off the premises.
- 1.4.3 Monitoring the health, safety and welfare of young adults during their learning experience and internship within the provision or in the work place during the academic year.
- 1.4.4 Reporting any accidents that they might have, or any young adults in their care, and cooperating with the accident investigation.

1.5 Young Adults

Young Adults attending FORWARD2EMPLOYMENT, in accordance with their age and aptitude, are expected to:

- 1.5.1 Exercise personal responsibility for the health and safety of themselves and others.
- 1.5.2 Observe standards of dress consistent with safety and/or hygiene.
- 1.5.3 Observe all the health and safety rules of the centre and in particular the

instructions of staff given in an emergency.

- 1.5.4 Use and not wilfully misuse neglect or interfere with things provided for their health and safety.
- 1.5.5 Report any accidents or near misses that occur on any employment placement to their Supervisor.

2.0 Arrangements

2.1 Responsibilities

- 2.1.1 The Fortis Trust Principal, SPI Lead, SLT, Catering Lead, and Job Coaches identified in the organisation of the policy have specific responsibilities under health and safety legislation.
- 2.1.2 The Trust Health & Safety committee meet regularly and health and safety issues and planning will be discussed and addressed.
- 2.1.3 The Board of Trustees meets every half term (roughly every 6 weeks) and minutes of the meeting are taken. The meetings will discuss incidents, training, budgets for health and safety and planning for future health and safety projects.

2.2 Health and Safety Training

- 2.2.1 Senior Management and Job Coaches that have specific responsibilities under the organisation's policy will receive sufficient instruction and training to enable them to carry out their responsibilities in a safe manner.
- 2.2.2 Staff at all levels will receive sufficient training to enable them to perform their duties in a safe manner.
- 2.2.3 Young adults will receive health and safety information, instruction and training when required. Such as, the correct use of Personal Protective Equipment and the hazards it is protecting them from, or when participating in any activity that could be hazardous.

2.3 Off-site activities and supported placements

- 2.3.1 The health, safety and welfare of young adults participating in any off-site activity or supported placement must be maintained at all times. This will include:
 - Ensuring adequate Risk Assessments have been carried out prior to the activity or placement taking place.
 - Ensuring transport is fully maintained, insured and fit for purpose.
 - Ensuring that young adults are made aware of any hazards they may encounter whilst participating in the off-site activity or placement.
 - Where required, ensure permission is obtained from the young adult's parent, carer or LA (as required) granting permission for the young adult to participate in the activity or placement.
 - Ensure that all medical, physical or emotional needs of the young have been taken into account.

2.4 Risk Assessments

2.4.1 To comply with legislation, FORWARD2EMPLOYMENT will carry out risk assessments. Assessments will be undertaken on / off the premises with regard to, the environment, the equipment and learning process operations relating to the learning experience/supported work placement, as and when the need arises. A competent person will carry out the risk assessments. The risk assessments will be communicated to all members of Staff and where necessary to the young adults.

2.5 Audits

2.5.1 The Provision will ensure that health and safety matters are discussed at regular review meetings unless circumstances dictate otherwise. The health and safety policy will be reviewed annually.

2.5.2 Amended policy documents will be posted on the FORWARD2EMPLOYMENT website and in hard copy within the Provision to ensure easy access. The nominated personnel will carry out audits of the Provision's Health and Safety Management System on a regular basis and forward reports to the SPI Lead and Fortis Trust Principal.

2.6 Disclosure & Barring Service (DBS)

2.6.1 All Staff at FORWARD2EMPLOYMENT will be subject to DBS checks. DBS outcomes are confidential and are only made available to the nominated person within Fortis Trust.

2.7 Health and Safety Information

2.7.1 The Senior Management will ensure that relevant safety information is communicated effectively drawing attention to, and inform staff and young adults of potential hazards, safe working procedures and other information relating to their health and safety. Information will include FORWARD2EMPLOYMENT's Health and Safety Policy Statement, Fire Evacuation Procedure, names of trained First Aiders and any other relevant information.

2.7.2 Ensure that health and safety information is regularly communicated to all staff.

2.8 Health and Welfare Facilities

2.8.1 FORWARD2EMPLOYMENT will provide adequate and safe welfare facilities in accordance with Health and Safety Law.

2.9 Contractors

2.9.1 All external contractors employed by FORWARD2EMPLOYMENT shall be vetted with regard to Health and Safety by the Trust Business Manager. Contractors

will be required to complete the relevant documentation and satisfy company requirements before any work is offered.

- 2.9.2** All contractors allowed on site will be DBS checked. Where this is not possible they shall be escorted at all times.
- 2.9.3** All contractors shall be inducted before being allowed to carry out any works within the provision. This induction is open to an annual review.
- 2.9.4** All contractors are responsible for their own health and safety and that of others. They must abide by the site rules and where this is not possible; they must seek guidance from a member of staff.
- 2.9.5** All contractors are responsible for ensuring that their activities do not create hazards that cannot be controlled and place others in a dangerous situation. Where possible all contractor activity must be carried out during the holidays or out of hours.

2.10 Investigating and Reporting Accidents

- 2.10.1** Arrangements for dealing with accidents, injuries and illness at work:
- 2.10.2** Accidents and injuries sustained at the provision or while participating in any off-site activity or supported placement must be entered into the Provision Accident Book and where relevant that of the employer's. All accidents will be investigated to ensure there is no re-occurrence.
- 2.10.3** In the event of any member of Staff losing time from work, which exceeds seven days as a result of an accident, injury or incident of ill health sustained on the premises, or as the result of a work activity, it must be reported to the (HSE) Health and Safety Executive in accordance with (RIDDOR) "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995". Official reporting forms should be completed by the competent person ensuring Data Protection is also maintained.

2.11 First Aid Arrangements

- 2.11.1** Adequate First Aid facilities will be provided and maintained by trained First Aiders. Young Adults will be made aware of First Aid facilities and named First Aiders in their Supported Work placements.

2.12 Fire Alarm Procedure

- 2.12.1** In the event of a Fire Alarm sounding all the staff, young adults and visitors will react to the following procedures:
- 2.12.2** At the sound of the alarm proceed directly by a designated escape route out of the building, congregating at nominated assembly point.
- 2.12.3** A senior member of management or staff will ensure that everyone is accounted for; this includes any visitors or contractors on the premises.
- 2.12.4** No one will be allowed to re-enter the building until the all clear is given.
- 2.12.5** In the event of a fire the Senior Management will assume control. In their absence the Health & Safety Co-ordinator or a senior member of staff will take on the responsibility. His/her duties will be to:
 - Make a quick assessment of the danger, after the total evacuation of the premises

- Call the Fire Brigade on 999, even if the fire has been extinguished. This is a precaution in the event of the fire re-igniting out of hours, as it would make a difference to an insurance claim.

2.13 Security

- 2.13.1** In the interests of safety and security all visitors to the provision premises must be identified before entering the offices.
- 2.13.2** All visitors must report to the receptionist.
- 2.13.3** It will be the receptionist's duty to ask for a means of identification. If they are visitors by appointment they will check with the appropriate contact before allowing them to proceed.
- 2.13.4** All visitors will be asked to sign the "Visitors Book". This is to safe guard the organisation, which is responsible for the health and safety of visitors while they are on the premises.
- 2.13.5** All visitors will be asked to read through the on-site health and safety induction and sign to say that they have understood its content.

3.0 Health & Safety Arrangements

- 3.0.1** In order to meet the necessary requirements of the Health and Safety at work Act 1974 and its framework of Regulations, FORWARD2EMPLOYMENT will utilise the services of a Health and Safety Consultant as required.

Signed: _____

Position: Mrs E Halton (SPI Lead)

Date: _____

Signed: _____

Position: Miss M Sweetlove (Fortis Trust Principal)

Date: _____

Signed: _____

Position: Mr R Halton (Trustee)

Date: _____

Latest Policy review:

Next Policy review: March 2020

Signature

Name

Position