

Community Footprints

Health and Safety Policy

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| **Signature** | | Elaine Roach | |
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# Health & Safety policy statement

# Directors:

# Stacey Ankrett

# Elaine Roach

* 1. Community footprints is an part time Alternative provision which recognises the importance of ensuring the health, safety and welfare of our employees and students and fully accept our obligations both to employees and others who may be affected by our activities. To meet these obligations, we will:
* ensure that Health & Safety is embedded into all our activities and that effective Health & Safety management systems, are in place.
* ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.
* consult our employees on matters affecting their Health & Safety.
* promote a positive Health & Safety culture where employees and their representatives can raise Health & Safety issues and are empowered to work safely.
* provide information, instruction and supervision for employees to enable them to do their work safely.
* ensure all employees are competent to do their tasks and are given adequate training.
* provide and maintain safe plant & equipment and ensure that substances are handled and used safely.
* provide an environment in which employees can work without fear of violence, intimidation or threats; and
* regularly review our Health & Safety performance by monitoring and auditing.
  1. We are committed to continuous improvement in Health & Safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff, pupils and visitors.
  2. The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement, will be available on the school website. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

# Responsibilities

## Community Footprints

* + 1. requires employees to comply with the health and safety policies and be aware of their responsibilities.
* Carry out their duties in accordance with the safety policy
* Take reasonable precautions to ensure their own health and safety and the safety of others
* Ensure all activity or tasks significant hazards have been identified and appropriate measures taken to eliminate or control them.
* Ensure PPE is provided.
  + 1. Additionally, the senior Management, will monitor accident and aggressive incidents to identify issues/trends and recommend measures to reduce the number of incidents.

## Management

* + 1. The Management will ensure that those duties detailed within the Health & Safety Duties and Responsibilities section of the Health & Safety policy are carried out and will ensure that relevant staff are made aware of CFP Health & Safety Policy as appropriate.
    2. Additionally, we will:
       - establish Health & Safety objectives and develop plans to achieve them.
       - ensure that appropriate resources are available to meet Health & Safety objectives;
       - ensure that detailed local arrangements and procedures to protect the Health & Safety of employees, pupils and others are in place.
       - ensure that suitable risk assessments and controls are in place;
       - promote a positive Health & Safety culture and lead by example;
       - ensure that there is effective Health & Safety communication and consultation with employees;
       - monitor and review Health & Safety performance;
       - monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents;
       - seek professional advice as necessary;
  1. **Leadership Team**
     + - support the staff and carry out the duties detailed above in their absence;
       - develop and implement procedures to protect the Health & Safety of employees, pupils and others.
       - undertake risk assessments, as appropriate, and ensure that suitable controls are in place;
       - offer suggestions to improve Health & Safety controls to the management.

## Educational Visits

* + 1. A trained Educational Visits will ensure that schools follow off-site activities guidance. Their responsibilities include:
       - supporting the managements with approval decisions for offsite visits;
       - ensuring that employees involved in educational visits ae aware of their responsibilities regarding offsite visits and have ready access to the guidance/policy and have ready access to it;
       - ensuring the competence of employees and volunteers to lead or otherwise supervise a visit;
       - ensuring that emergency arrangements are in place and emergency contacts are known for each visit

## Caretaking

* + 1. The Care of the building we will work with WMBC staff to:
       - ensure CFP has all building services registers e.g. asbestos register, Fire Risk Assessment and Legionella Risk Assessment in place and up to date. Any identified hazards will be communicated through WMBC.
       - ensure that the fire logbook is completed and kept up to date;
       - carry out regular water temperature checks and other measures to control water safety;
       - carry out regular visual checks of any asbestos containing materials;
       - carry out daily visual site inspections;
       - deal with contractors on a day to day basis ensuring the correct permits to work have been issued and filed accordingly;
       - ensure CFP is informed prior to contractors entering the school site to

carry out maintenance, servicing or contracted works;

* + - * ensure the building is secured at night;
      * ensure Health & Safety inspections/walkabouts are completed on a regular basis;
      * report any Health & Safety issues to Stacey Ankrett- Elaine Roach.

## Learning

* + 1. All Learning Department will:
       - ensure that all health and safety concerns, defects and hazards within their departments are immediately reported to David Taylor- Paul Staples;
       - ensure all employees under their control receive instruction regarding their duties in relation to Health & Safety;
       - produce and regularly review risk assessments for their areas;
       - ensure all employees under their control have received adequate training to undertake their duties efficiently and effectively;
       - ensure that they are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas;
       - ensure a departmental safety policy has been published and adopted, which defines safe working practices within the department, all employees including new employees, supply and teachers must be aware of these arrangements.
       - carry out regular safety inspections of their department, priorities must be given to equipment, electrical appliances and risk assessments to include the use of chemicals and substances.
       - Learners to take reasonable care for themselves and others.
  1. **Catering** 
     1. catering employees will:
        + be familiar with food safety procedures and what they mean for catering employees work activities;
        + adhere to and work in conjunction with any policy statement, Health & Safety regulations and guidance issued by the Health & Safety Executive or Environmental Health;
        + ensure they are familiar with the Food Safety Act 1990 and implications in relation to Schools;
        + ensure they inform Senior Staff of any safety concerns, hazard or defect;
        + ensure that all employees (new and current) are aware of Health and Food Safety practices and procedures within the kitchens.

## All Staff – Self Employees

* + 1. All employees will ensure that they:
       - take reasonable care of themselves - this includes having a tidy and safe working area;
       - do not put their colleagues at risk;
       - co-operate with their manager on Health & Safety matters – including attending any Health & Safety training appropriate to their role;
       - follow/adhere to safe working procedures - including following risk assessments and using any safety equipment or personal protective equipment provided;
       - follow all verbal and written instructions they are given regarding safe working;
       - do not interfere with or misuse anything provided for Health & Safety purposes (guards on machines, signs on the wall, etc.); and
       - inform their line manager about any Health & Safety problems or loss/damage to safety equipment;
       - report any accident, incident, or near miss to their line manager,
       - Manager or Lead Site Person immediately; and
       - not carry out any work unless they are competent to do.

# Monitoring

* 1. We will undertake a range of **active** and **reactive** monitoring of Health & Safety performance.
  2. **Active monitoring** – will include regular inspections of the workplace by CFP
  3. As part of active monitoring, we will carry out regular Health & Safety inspections/audits in accordance with the Health & Safety Policy.
  4. External audits of Health & Safety management systems will also be carried out by Walsall MBC Health & Safety Team.
  5. **Reactive monitoring** – will include regular reviews of accident, near misses, aggressive incidents and hazard reports to ensure appropriate remedial action is taken to help prevent recurrence.

# Accidents and aggressive incidents:

# Risk assessment required for the purpose of this policy

* 1. All employees are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
  2. Any incident subject to RIDDOR (i.e. fatality, specified injury, over-seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to HSE’s Incident Contact Centre without delay.
  3. Other, non-RIDDOR, incidents will also be recorded locally by CFP.
  4. All incidents will receive an appropriate level of investigation by line managers. Serious incidents will be investigated by a person nominated by the Headteacher.
  5. Accident and aggressive incidents will be monitored and reported to CFP Management in order to identify issues/trends and put in place measures to reduce the number of incidents.

# Asbestos management

* 1. An asbestos management survey has been carried out by WMBC a competent asbestos surveyor for asbestos register is in place showing the location of known asbestos containing materials (ACMs). Any areas not surveyed are presumed to contain ACMs and should be managed accordingly.

# Control of contractors

* 1. The school will ensure that any work done by contractors is safe and does not put the Health & Safety of employees or others using the premises at risk. By WMBC
  2. Where commissioning work independently the Manager(s)/Lead Site Person will ensure that appropriate Health & Safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
  3. Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school may also carry out its own risk assessment based on the information provided.
  4. A Contractor Job Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.
  5. Contractors must ensure that they share all relevant information with any sub-contractors they use including any site rules. WMBC

# Control of Substances Hazardous to Health (COSHH)

* 1. Wherever possible, we will use non-hazardous products in Schools;
  2. All hazardous substances used in each School will have a COSHH assessment undertaken before they are brought into use.
  3. An inventory kept to ensure all hazardous substances used in the School have appropriate assessments that are reviewed regularly.
  4. All hazardous substances will be stored appropriately and securely when not in use.
  5. Employees will be informed how to use products safely and will receive training if appropriate.
  6. Individual MSDS for each department.
  7. Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, employees must use it.
  8. Hazardous substances assessments and model procedures provided by CLEAPSS.
  9. Hazardous substances used by the cleaners will have assessments undertaken by their employer, who will make the assessments available to the School.

# Display screen equipment (DSE)

* 1. A DSE assessment will be carried out for all employees who regularly use DSE (such as desktop computers and laptops) constantly for periods of time longer than 1 hour, using DSE Self- Assessment pro formal.
  2. Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user’s line manager so that suitable control measures can be put in place.

# Emergency Planning and Business Continuity

* 1. CFP has a Crisis Management and Business Continuity plan in place.
  2. Regular checks will take place to ensure that details, including contact names and numbers, within the plans are kept up-to-date.
  3. SMART Response Policy in place (formally Lockdown).

# Fire & Evacuation Procedures

* 1. School will ensure that a fire risk assessment is carried out on the premises by a suitably trained competent person. The assessment will be formally reviewed by a competent person at least every two years.
  2. Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
  3. Personal emergency evacuation plans (PEEPs) will be carried out for any employees or pupils requiring one due to disability or ill health.
  4. Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
  5. All checks identified by the fire risk assessment will be recorded in a Fire Log Book. In particular, there will be a weekly test of the fire alarm system, and all firefighting equipment will be checked annually by a competent person.
  6. A Fire Evacuation Plan will be produced, and appropriate employees will be appointed and suitably briefed to act as fire marshals.
  7. Fire safety drills will take place at least once per term.
  8. All employees receive an annual fire safety briefing; new employees must be briefed as part of their induction process.
  9. Pupils will be briefed on the evacuation procedure at the start of the school year.
  10. Contractors will be given information on what to do in case of fire and employees will assist visitors to exit premises should an emergency arise.

Evacuation routes:

* Classroom 1,2,3 follow the west Fire Exit to assemble point
* Classroom 4 follow East Fire exit to assemble point.

# First Aid and supporting pupils with medical conditions

* 1. We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.
  2. In addition to first aid at work (FAW) trained employees, we will have an appropriate number of Emergency First Aid at Work (EFAW) or Paediatric First Aid at Work (PFAW) trained employees.
  3. Stacey Ankrett Train the trainer First Aid
  4. All staff are First aid trained:
* Stacey Ankrett
* Elaine Roach
* Nicola Poxon
* Kelly Newton
* Sophie Ball
  1. Assessments will ensure that we have enough trained employees available to cover offsite visits and other activities.
  2. Sufficient funds will be allocated to fund first aid training, and any equipment required.
  3. We will ensure that all first aiders are suitably trained and that their certification is up to date.
  4. First aiders will attend HSE approved initial, and refresher first aid training as required.
  5. First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given.
  6. First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.
  7. All employees will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. Employees must also be aware of emergency procedures and the requirement to report all incidents.
  8. Each School will follow the Department for Education statutory guidance “Supporting pupils at school with medical conditions” and produce an appropriate policy.

# Legionella (water safety)

* 1. A Legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly. Any remedial work identified by the risk assessments will be addressed and reported to WMBC. NANT
  2. We manage the risk from Legionella which includes the following controls:
* Quarterly de-scaling of shower heads by a competent contractor
* Annual water sampling by suitably qualified contractor
* Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk.

# Manual handling

* 1. Wherever reasonably practicable, the need for hazardous manual handling activities will be avoided. Where hazardous manual handling tasks cannot be avoided, an assessment of the risk of injury will be undertaken.
  2. Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
  3. Handling equipment will be made available.
  4. All employees will receive manual handling awareness training.
  5. Employees required to undertake hazardous manual handling tasks will receive specialist training. Employees involved in moving and handling of pupils will receive specialist training.

# Occupational health and work-related stress

* 1. Referrals to occupational health regarding stress issues should be made as soon as possible senior management.
  2. Schools will monitor for signs of stress (e.g. increased absenteeism) and may carry out a confidential survey of employees, identify any work-related stress issues. An action plan will subsequently be drawn up to address any issues highlighted by the survey.
  3. Community Footprints address work related stress where employees can discuss any issues seriously.

# Off-Site Visits

* 1. CFP has an Educational Visits Policy and will follow the procedures that form part of it.
  2. We will have a trained Educational Visits Coordinator (EVC) who will check all trips are conforming to the guidance and standards. Pre-site visits will be carried out whenever possible.

# Premises, plant and equipment – maintenance, servicing and inspection

* 1. All plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer’s recommendations as appropriate.
  2. We will ensure that Portable Appliance Testing (PAT) will be carried out at recommended intervals or more frequently if the equipment suffers a lot of wear and tear, by a suitably trained person.
  3. Any statutory or other testing required during the year will be carried out as part of each schools planned preventative maintenance.
  4. Only competent persons/contractors (e.g. Gas Safe registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment. All inspections/tests are recorded, and inspection certificates retained by WMBC and CFP.

# Risk assessment

* 1. We will ensure risk assessments are carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.
  2. We will ensure that job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Employees will be made aware of any assessments that affect them.
  3. We will ensure risk assessments are reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every two years.

# School security

* 1. CFP has palisade fencing. Caretaking will carry out regular grounds maintenance to control risks from overhanging branches, etc., that may compromise security, and contractors will be used when required.
  2. All visitors arriving at the school must report to reception, sign the visitors’ book and are issued with a visitors’ badge.
  3. Enhanced DBS checks are required for all visitors/contractors who regularly come on to our premises and may have contact with pupils.

# Slips & trips

* 1. Risk assessments have been undertaken to help prevent slips and trips in each school, these include controls to help reduce water and other contaminants being brought into our buildings on people’s shoes and measures to effectively clean any material that gets onto our floors;
  2. Employees will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning) if a spillage occurs that cannot be cleared promptly, a caretaker must be informed immediately.
  3. Good housekeeping is to be practiced by all employees and designated walkways are kept free from obstacles (e.g. trailing wires).

# Training

* 1. We will ensure that all employees, are competent and are given appropriate Health & Safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments).
  2. All employees will receive a Health & Safety induction when they first start working at the school.
  3. Key health & safety competencies required within the School will be determined by use of a training matrix. Employees will be trained in accordance with the matrix as appropriate.

# Violence and aggression/lone working

* 1. We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.
  2. A ‘Violence and Aggression’ poster will be prominently displayed in reception at each school stating that the school will not tolerate violence and aggression towards

employees.

* 1. New employees will be made aware of the school’s lone working arrangements during their induction.
  2. All incidents of violence and aggression on employees will be reported (see Accidents and aggressive incidents, above) and investigated by the so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to

the police.

Bullying of any employees will not be tolerated and will be regarded by the directors

Stacey Ankrett- Elaine Roach(Rowbotham) as a disciplinary issue.

**Drugs and Alcohol**

CFP AP drug policy Where it is apparent that the behaviour

Up Updates

The Health and Safety at Work etc Act 1974 (HSW Act) requires education employers to ensure the health and safety of their employees and non-employees - including any students with disabilities and/or students with SEN (SpecialEducationalNeeds) ASN.(Additional support Needs)

Health and safety law requires the school to not only assess risks, but to record details of risk assessments, explain the control measures put in place to reduce risks, and record expected outcomes among other things.