



HEALTH AND SAFETY POLICY

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This policy meets all the requirements of SEN and Disability (SEND) Code of Practice. It will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

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LifeBridge ASEND Principles for Health and Safety

PURPOSE AND PRINCIPLES

The aim of the Board of Directors is to provide a safe and healthy working and learning environment for staff, learners and visitors. The Board of Directors believes that the prevention of accidents, injury or loss is essential to the effective operation of LifeBridge ASEND and is part of the education of its learners.

The Board of Directors acknowledges the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see below) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are in their employment, and also persons who are not but who may be affected by it, are not exposed to unacceptable risks to their health and/or safety.

The Board of Directors accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

The arrangements outlined in this policy, and the various other safety provisions made by the Board of Directors, cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Board of Directors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and all learners must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on LifeBridge premises, or whilst taking part in LifeBridge sponsored activities.

INTRODUCTION

We intend to ensure the health and safety of all those who may be affected by our activities by:

- Consulting with and involving our staff and learners in matters relating to their own health and safety.
- Providing, managing and maintaining our workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled.
- Providing adequate and appropriate facilities and arrangements for welfare at work.
- Providing, managing and maintaining equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise physical and psychological risks for all activities undertaken by LifeBridge.
- Ensuring that control measures and emergency procedures are:
 - in place;
 - effective;
 - properly used;
 - monitored; and,
 - Maintained.
- Implementing systems of work that are safe and where risks to physical and psychological health are controlled.
- Providing the information, instruction, training and supervision at all levels necessary to ensure that staff and learners are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to

protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.

- Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- Monitoring the safety performance of contractors who work for us.

Where there are no existing policies or guidance, we expect our staff, learners and contractors to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, we will work with our staff, learners and contractors to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.

We will promote a positive health and safety culture at LifeBridge, and educate our staff and learners in health and safety. Wherever possible, information on health and safety legislation and standards applicable to a particular course will be included.

LifeBridge works across sites, and in some cases, these are shared with external organisations. In such circumstances we expect that all users (including external organisations) co-operate closely with LifeBridge to establish clear lines of responsibility for the effective co-ordination of health and safety between users and to formalise any appropriate arrangements for these purposes.

We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, learners, contractors, visitors or members of the public, or adversely affect the environment.

SCOPE

This policy is intended for all staff and learners at LifeBridge, as well as for volunteers and contractors. Its aim is to keep all involved with LifeBridge ASEND free from harm while at the provision.

RESPONSIBILITIES

The Board of Trustees and the Board of Directors

The Health & Safety at Work etc. Act 1974 places duties on employers to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as learners and visitors.

The Board of Directors is responsible for monitoring compliance with statutory requirements and with the LifeBridge safety policy. As such, Directors are required to ensure that the management structure is documented, implemented and effective.

Health and safety will feature as a regular agenda item at Directors' meetings. A 'Board of Directors' Health & Safety Committee' should be established to periodically monitor and review the effectiveness of the health and safety policy and ensure that any necessary changes are made.

The Board of Directors will, so far as is reasonably practicable, ensure:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
- A safe environment for staff, learners, contractors and others to go about their various activities.
- Adequate and appropriate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Adequate information, training, instruction and supervision so that all staff, learners, contractors, hirers and others, can perform their activities in a safe and healthy manner.
- The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, learners and others, the Board of Directors will ensure that such training is provided. Learners will receive such training as is considered appropriate to LifeBridge-related activities that they carry out. Records will be kept of all training. Staff and learner training will be regularly updated.

The Board of Directors, as far as is reasonably practicable and in consultation with the Director of Post-nineteen Provision, will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of LifeBridge, in particular the Management of Health and Safety at Work Regulations 1999.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout LifeBridge.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, learners and others.
- Set standards and ensure responsibility is assigned for:
 - Reporting accidents.
 - Recording and investigating accidents.
 - Undertaking, recording and reviewing risk assessments, especially with regard to:
 - Potential accidents.
 - Health hazards.
 - LifeBridge sponsored on and off site activities.
 - Learners and their behaviour.
 - Monitoring adherence to health and safety standards.
 - Reviewing documentation and distributing information from the Local Authority etc.
 - Carrying out inspections.
 - Providing health and safety training.
 - Providing first-aid.
 - Dealing with emergencies.
 - Dealing with complaints on health and safety.

- Purchasing and maintaining equipment.
- Testing of equipment to ensure it is safe.
- Organising security and fire protection arrangements.

The Board of Directors is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.

Where the Board of Directors awards contracts such as cleaning, catering services and building works, etc. - they will give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they will satisfy themselves that successful contractors comply with all relevant safety legislation.

The Head of LifeBridge ASEND

As well as having the general responsibilities and duties of all members of staff (see below), the Head of LifeBridge ASEND also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. The Head of LifeBridge ASEND will be responsible for overseeing the day to day maintenance and development of safe working practices and conditions for tutors, support staff, learners, visitors and any other person using the premises or engaged in activities sponsored by, or on behalf of LifeBridge. He/she will take reasonable, practicable steps to achieve this and will assign clear safety functions to other members of staff as appropriate.

All staff will, so far as is reasonably practicable will:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of LifeBridge.
- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Board of Directors.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Ensure that staff with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy.
- Take part in employee consultation processes on matters regarding health, safety and welfare.
- Inform any discussions relating to health and safety matters with the Board of Directors, the LifeBridge health and safety committee and seek advice on such matters as necessary from the most appropriate source.
- Ensure, at all times, the health, safety and welfare of themselves, colleagues, learners and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery and equipment are fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.

- Inform the training needs of the staff team and learners and make recommendations to the Head of LifeBridge ASEND, on resource implications of meeting such needs.
- Ensure that they are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for learners as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, learners and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the effectiveness of the implementation of this policy and contribute to a termly report to the Board of Directors on health and safety matters.
- Be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, learners and others to comply with its requirements.
- As part of their day to day work all staff will ensure that:
 - Safe methods of work exist and are implemented throughout their department or area of responsibility.
 - Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
 - Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, learners and others.
 - All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, and equipment in the department or area in which they work.
 - Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available.
 - All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are clearly displayed in appropriate locations.
 - They report, as appropriate, any health and safety concerns to the Head of LifeBridge ASEND, their line manager and safety representative.
 - Take part in health and safety training as required.
 - Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice.

- Take reasonable care of their own health and safety and that of any other persons (staff, learners, visitors, etc.) who may be affected by their acts or omissions at work.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Report any defects that they observe in the premises, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager
- Where an imminent and significant risk to a person's health or safety exists, the activity being undertaken should be stopped and the line manager must be contacted immediately (as soon as safe to do so).
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

Functions of Safety Committees

- To assist in the development of safety rules and safe systems of work.
- To assist in the identification of hazards.
- To receive, monitor and analyse accident statistics and trends and make recommendations for corrective action as appropriate.
- To receive and examine safety audit reports.
- To consider the introduction of new or revised safe systems of work.
- To consider the implications with regard to health and safety of the introduction of new technologies into the workplace.
- To instigate and promote health and safety awareness campaigns.
- To assist in checking that the declared health and safety policy is fulfilled.
- To receive and act upon reports from the Health & Safety Executive.
- To consider reports from safety representatives.
- To assist in the identification of safety training requirements.
- To monitor the effectiveness of safety training.

Functions of Safety Representatives

- To attend safety committee meetings.
- To investigate health and safety complaints by employees.
- To investigate accidents, potential hazards and dangerous occurrences at the workplace.

- To make representatives to the employer on matters arising from the above.
- To carry out regular formal inspections of the workplace and inspections following accidents.
- To represent employees.

Information and Facilities for Safety Representatives

Safety representatives are entitled to the following safety information:

- Records of accidents, notifiable diseases and dangerous occurrences.
- Results of any health & safety tests or measurements in the workplace.
- Information on articles/ substances used at work.
- Technical information about health & safety hazards.
- Information about proposed changes which may affect health & safety of employees, learners or visitors.

Except where:

The information is specific to an individual and without their consent.

- Any disclosure which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the employers undertaking.
- The information is obtained by the employer for the purpose of bringing, prosecuting or defending any legal proceedings.

Safety representatives are entitled to reasonable time off work with pay to carry out their duties and for training. Training is not, however the responsibility of the employer but of relevant Unions or Professional Associations.

Safety representatives are entitled to reasonable facilities to allow them to carry out their function, including facilities to meet and discuss issues.

Safety representatives are allowed to carry out an inspection of the workplace(s) that they represent subject to giving the employer reasonable notice, and providing the last inspection (of that part of the workplace) was not carried out in the previous three months; and may carry out more frequent inspections by agreement with the employer.

RISK ASSESSMENT

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

The results of all risk assessments will be reported to the Board of Directors who will prioritise issues and assign resources to undertake remedial/control measures where required.

FIRST AID

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.

The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (See Local Authority guidance).

Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.

First-aiders will have responsibility of first aid kits and be responsible for ensuring this is fully stocked and up to date. They must take care to ensure that when items are discarded, they are discarded safely.

The Head of LifeBridge ASEND is responsible for ensuring that a sufficient back-up stock is held on site.

Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first-aid signs and containers must be identified by a white cross on a green background.

A written record will be kept of all first aid administered either on LifeBridge premises or as part of a LifeBridge related activity.

A burns first aid kit is available in the kitchen area and there are two travel kits for off-site visits.

OTHER RELATED POLICIES

- Safeguarding
- Induction Policy
- Control of Substances Hazardous to Health (COSHH)
- Fire Safety
- Manual Handling
- Mobile Phones
- Personal Emergency Evacuation Plans (PEEPs)
- Visitors Security
- Trips and Visits
- Risk Assessments

REVIEW

The Board of Directors will review this policy statement every two years. Updates, modifications or amendments to this document will be made as necessary to ensure the health, safety and welfare of staff and learners.