



Health and Safety Policy

Adopted by Make it! Management on: 23.09.19
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Signature: 

OVERVIEW:

THE LAW

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE). Whilst Make it! education Ltd is not a school we undertake to maintain Health and Safety to similar high standards.

1. MAKE IT! EDUCATION LTD

Will: -

- 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend, or visit our centre.
- 1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- 1.3 Seek improvement to working conditions according to priorities within existing resources.
- 1.4 Ensure that Risk Assessments are carried out for all onsite and off-site activities using an identified method for recording and to review as appropriate.
- 1.5 Ensure time is made available in team meetings where health and safety issues can be raised.
- 1.6 Ensure that all staff can access sufficient training to ensure their competence for their job roles.
- 1.7 Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.8 Report all incidents/accidents, using the Accident book and ensure appropriate follow up action has been carried out.
- 1.9 Review the Accident book on an annual basis, all accidents and incidents logged to identify trends.
- 2.0 Consult with and inform pupils of their responsibilities for Health and Safety.

Head of Centre will draw this policy to the attention of all staff, and review annually.

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 The Head of Centre is responsible for ensuring that the building, all activities and all staff comply with the Health and Safety Policy, in particular with respect to:
 - 2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 Selection of equipment suitable for its purpose and ensuring that it is serviceable and safely used.

- 2.1.3 Identifying and securing the training needs of staff
- 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is effectively used.
- 2.2 Head of Centre recognises the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 The Head of Centre will monitor the premises through regular checks and arrange for the resolution of any Health and Safety issues.

THE ROLE OF EMPLOYEES IN THE MAKE IT! CENTRE

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Head of Centre, who has responsibility for the day-to-day management of the school, has a particular role in seeing that Make it! education limited's health and safety policies and procedures are carried out.

1.0 GENERAL

- 1.1 Make it! notes the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 2000. The Make It! Management is responsible for seeing that the Health & Safety Policy of their school is monitored and reviewed on a regular basis.
- 1.2 The aim of Make it! is, *"To provide a safe, healthy working and learning environment for staff, students and visitors."*
- 1.3 Make it! believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Make it! Centre Manager will take all reasonable steps to identify and reduce hazards where reasonably practicable, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while in the Centre or while taking part in off-site activities.
- 1.4 Employees have an obligation to:
- Take reasonable care of their own and others health and safety.
 - Co-operate with their employers by following the company's Health & Safety Policy
 - Carry out their activities in accordance with any training and instruction given.
 - Inform the Employer of any serious risk in matters of health and safety

2.0 THE DUTIES OF THE HEAD OF CENTRE

- 2.1 As well as the general duties which all members of staff have, the Head of Centre has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the Centre or engaged in activities sponsored by the Make it! education Ltd and will take all reasonably practicable steps to achieve this end.
- 2.2 The Head of Centre is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met, in full at all times.
- 3.3 In particular the Head of Centre will: -
- (a) Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the Centre
 - (b) Ensure at all times, the health, safety and welfare of the staff, pupils and others using the Centre or taking part in off-site activities
 - (c) Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
 - (d) Consult with members of staff on health and safety issues
 - (e) Arrange systems of risk assessment to allow the prompt identification of potential hazards
 - (f) Carry out periodic reviews and safety audits on the findings of the risk assessment
 - (g) Identify the training needs of staff and ensure, within the financial resources available, that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
 - (h) Encourage staff, pupils and others to promote health and safety
 - (i) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
 - (j) Encourage all employees to suggest ways and means of reducing risks
 - (k) Collate accident and incident information and, when necessary, carry out accident and incident investigations
 - (l) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and

- discipline those who consistently fail to consider their own well-being or the health and safety of others
- (m) Monitor first aid and welfare provision

3.0 THE DUTIES OF ALL MEMBERS OF STAFF

- 3.1 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- 3.2 In particular, all members of staff will: -
- (a) Be familiar with the safety policy and any relevant HSE safety regulations relating to the areas in which they work
 - (b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
 - (c) See that all machinery and equipment is adequately guarded
 - (d) See that all machinery and equipment is in good and safe working order
 - (e) Not make unauthorised or improper use of machinery and equipment
 - (f) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - (g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
 - (h) Report any defects in the premises, equipment and facilities which they observe
 - (a) Take an active interest in promoting health and safety and suggest ways of reducing risks.
 - (b) Set a personal example to pupils

4.0 FIRST AID

- 4.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 4.2 The number of certificated first aiders will not, at any time, be less than the number required by law.
- 4.3 A First aid box will be in the recreation room. The materials in them will be checked regularly and any deficiencies made good without delay.
- 4.4 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 4.5 A First Aid record will kept to record when first aid treatment is given to a level deemed as serious.

5.0 REVIEW

- 5.1 The Make it! Management will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

PART TWO
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- 1.0** ACCIDENT/INCIDENT/DANGEROUS OCCURRENCES/ILLHEALTH REPORTING
 - 1.1 Make it! will report all such incidents to partner school
- 2.0** ASBESTOS

- 2.1 Consult Somerset CC as they hold the building lease
- 2.2 Asbestos register to be available to all
- 2.3 A survey of where asbestos is suspected/known has been undertaken and this information is kept in the main office with relevant administrator.

3.0 CHEMICAL SAFETY

3.1 *The Control of Substances Hazardous to Health Regulations, 2002 (COSHH)*

These regulations set out the measures that must be taken to control hazardous substances and to protect people exposed to them. The regulations are comprehensive and apply to activities such as science, art, pottery, technology, school cleaning, office work, work carried out by the maintenance department and the (site manager) Business managers and to a wide variety of substances found on the school's premises. The regulations also apply to hazardous substances produced by any activity e.g. dusts from woodworking, fumes from welding and biological agents.

- 3.2 The regulations require an assessment of the risks to health associated with all the centre's work activities involving hazardous substances before employees and others (including pupils) are exposed. In many cases the risk assessments need to be in writing. The Head of Centre and another member of staff have received training in COSHH awareness and will be risk assessing materials and their use.

4.0 Maintenance of control measures

Non-disposable respiratory protective equipment must be examined, and if appropriate, tested, at suitable intervals i.e. filter respirators must be in good condition and filters must always be within the 'use by' date. The Head of Centre must ensure that respirators are inspected for visual defects once per month.

5.0 ELECTRICAL SAFETY

5.1 Additional internal requirements

Contractors employed to carry out additions, alterations and tests to the distribution system must be fully qualified electricians.

Routine inspections and tests of all wiring and fixed electrical installations are carried out and records of the test results obtained and kept by Make it! management.

5.2 Portable Electrical Appliances

In addition to normal employee vigilance, there is an adequate inspection and maintenance scheme for all Make it! owned and used (e.g. employee owned) portable electrical items, to ensure that they are safe and suitable for use. The inspection and, where appropriate, tests are carried out by trained persons. Inspection includes a visual examination for defects and a check on the suitability of any fuse fitted. Tests are for earth continuity and insulation resistance.

All equipment must be maintained, as far as is reasonably practicable, so as not to give rise to danger. This has generally been interpreted in past years to mean there is a need for an inspection and test by a competent person on an biannual basis.

This guidance recommends visual inspection only for items of lower risk. The visual inspection, which can be carried out by any competent employee in the school, should be as follows.

After disconnection from the mains, the person carrying out the visual inspection should look for signs of;

- damage such as cuts and wear to the cable covering;
- any non-standard joints in the cable;
- the outer covering of the cable not being gripped where it enters the plug, such that the coloured insulation of the internal wires is visible;
- damage to the plug itself such as cracked casing or bent pins;
- any burn marks or staining indicating that overheating has taken place;
- damage to the outer cover of the equipment.

All the steps of inspection should be carried out in a systematic and formal way. Any item which shows any adverse sign should be taken out of use and repaired by a competent electrician.

Examples of items requiring biannual testing are:

The workshops

- all woodworking and other machinery not permanently wired into the distribution equipment, hand power tools not doubly insulated.

The kitchen

- all machinery and tools not permanently wired into the distribution equipment.

All areas

- extension leads, electric kettles and floor cleaners.

The advice provided above here is for guidance. Experience gained should be used to review the actual frequency of inspection and testing.

Employees have been instructed never to use defective equipment or never to allow it to be used. Such equipment will be removed from general circulation for repair which must be carried out before the equipment is allowed back into use.

6.0 FIRE PREVENTION

- 6.1 The Head of Centre has received Fire Marshall training and has read DfE's publication on Fire Safety in Schools.
- 6.2 Precautions to prevent injury in case of fire must be adequate in the circumstances and in accordance with the Fire Precautions (Workplace) Regulations 1997 and any Fire Authority requirements. Fire control activities supplement the precautions and receive the special attention of the Fire Marshall.

- 6.3 Fire exit routes are to be kept freely accessible and clear of obstructions. Fire doors are not to be propped open, if fire doors need to be regularly kept open for any reason, their location should be notified to the Fire Officer. It may be possible to fit magnetic catches releasable by the activation of the fire alarm.
- 6.4 Final fire exit doors must always be open or be openable without a key (unless it is in a breakglass compartment) during times when the premises are occupied. These final fire exit doors will be fitted, wherever practicable, with appropriate emergency exit door furniture.
- 6.5 Final fire exit doors and fire doors are to be identified by signs. Fire exit route directional signs are to be posted in all corridors and communication spaces.
- 6.7 There is an adequate provision of fire extinguishers and fire blankets. However, the priority is to get all pupils, staff and visitors out of the school first and let the Fire Brigade deal with the fire.
- 6.8 There is a termly practice evacuations of buildings and Monthly tests of the alarm system.

7.0 FIRST AID

- 7.1 At least one member of Make it! staff will be a trained First Aiders. There will always be at least one first aider in the centre and one accompanying any off-site activity.
- 7.2 The first aid box, which will be kept well stocked, will be located in the recreation room. There will be a portable first aid kit also kept in the office that will be available to be taken out on all offsite activities.
- 7.3 All accidents requiring first aid (deemed serious) to be recorded and the partner school will be informed.
- 7.4 Any concerns regarding illness will be reported to partner school and/or home contact.

8.0 LADDERS AND WORKING AT HEIGHT

- 8.1 Staff are not expected to need to work at height. If any staff feels use of ladders essential training shall be provided.

9.0 MANUAL HANDLING

- 9.1 Staff are not expected to need to lift heavy loads. If any staff feels manual handling is an issue, essential training shall be provided.

10.0 NOISE

- 10.1 All machinery shall be regularly tested for noise it produces. Certain piece of equipment may require the member of staff to wear ear protection. This will be provided.

11.0 PERSONAL PROTECTIVE EQUIPMENT

11.1 Where risk assessments require the provision and use of PPE, it will be provided and staff will wear it and promote its use to students.

12.0 SAFETY SIGNS AND STATUTORY NOTICES

12.1 *The Health and Safety (Safety Signs and Signals) Regulation, 1996* lay down certain requirements for safety signing including requirements as to colour.

Prohibition signs	-	must be red lettering on white background,
Mandatory signs	-	must be blue lettering on white background,
Warning signs	-	must be yellow lettering on white background,
Safe condition signs	-	must be green lettering on white background.

All new signs erected in the centre will adhere to the recognised colour scheme and a programme of updating signs that do not comply with the colour scheme has been drawn up.

12.2 Statutory notices

'Health and Safety information for employees' posters are displayed in the staff room.

13.0 SPORTS AND OUTDOOR PURSUITS ACTIVITIES

13.1 Some sports and outdoor activities are inherently hazardous where the risks of injury resulting from the inadequate/unqualified supervision of participants are proportionately large. Make it! will engage the services of holders of recognised and appropriate qualifications to deliver those activities as necessary.

14.0 STRESS

14.1 All staff have received training in mental health and well being. All staff will be provided with opportunities for independent supervision.

14.2 The Head of Centre has received training in Mental health for Managers, and is responsible for monitoring staff wellbeing and putting in place systems that ensure staff mental health is given adequate priority in the week by week running of the Make it! centre.

15.0 VEHICLES ON THE CRATT SITE

15.1 Parking area is unmarked but plentiful, staff are expected to use common sense when parking.

15.2 When manoeuvring and reversing vehicles it is essential that drivers, whilst taking the normal care needed for such an operation, keep in mind the fact that pupils are the main users of the premises. Pupils can fail to observe vehicle movements and are often small in stature so being more difficult to observe than most adults. Great care is therefore required when driving on centre premises.

15.3 Only staff with a council minibus permit or equivalent are allowed to drive a minibus on Make it! activities. If no such member of staff is available, Make it! will hire a bus with driver for the activity.

16.0 VIOLENCE AND AGGRESSION

16.1 Refer to separate Behaviour Policy