



## HEALTH AND SAFETY POLICY

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| Document Title    | <b>HEALTH AND SAFETY POLICY</b> |
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| Approved By:      | Melanie Smith                   |
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### Approval Authorisation

| Authorised By  |                  |
|----------------|------------------|
| Melanie Smith: | Signature: ..... |
|                | Print: .....     |
|                | Date: .....      |



## Purpose of policy

Northampton ESCO CIC takes health and safety issues seriously and is committed to protecting the health and safety of our staff and all those attending our place of work and venues in which we carry out our work. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

## Who is responsible for workplace health and safety?

Achieving a healthy and safe workplace is a collective task shared between Northampton ESCO CIC and the companies employed to run the activities. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

## Northampton ESCO CIC responsibilities

The Employer is responsible for:

- ✓ Taking reasonable steps to safeguard the health and safety of all people visiting the premises;
- ✓ Ensure each provider has carried out and provided a full risk assessment identifying health and safety risks and finding ways to manage or overcome them;
- ✓ Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work;
- ✓ Promoting effective communication and consultation between the providers and staff concerning health and safety matters;
- ✓ If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
- ✓ Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

The board of directors of Northampton ESCO CIC has overall responsibility for health and safety and has appointed Melanie Smith as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer and or the person/s responsible at the venue which the work will take place.

## Responsibilities of all staff

All staff must:

- ✓ Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;



- ✓ Co-operate with the Principal Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements;
- ✓ Comply with any health and safety instructions and rules;
- ✓ Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- ✓ Keep the workplace tidy and hazard-free;
- ✓ Report all health and safety concerns to the Principal Health and Safety Officer and or the person/s in charge at the venue where the work will take place, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- ✓ Co-operate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion.

### Staff responsibilities relating to equipment

All staff must:

- ✓ Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
- ✓ Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer;
- ✓ Ensure that health and safety equipment is not interfered with; and
- ✓ Do not attempt to repair equipment unless suitably trained and authorised.

### Staff responsibilities relating to accidents and first aid

All staff must:

- ✓ Accidents should be reported on the Accident and Injury form which is in your Activities folder. Parents must sign this form and then it must be passed to Northampton ESCO CIC.
- ✓ Please make sure you log accidents that staff may be involved in too. If a child has had a bump to the head, a "bumped head letter" MUST be passed to the parents with the incident form. The "bumped Head Letters" are available in your Activities folder. You can also use this form to report incidents that you want noted (behaviour, damage to property etc). Please remember that these documents will be accessed by various people and so comments should be professional.
- ✓ It is very important that you ask the children involved in any serious accidents/injuries to write a statement (with a member of staff) as soon as possible after the event. These statements MUST be passed to Northampton ESCO CIC with the Accident and Injury form.
- ✓ If a child is taken to hospital please remember to take the child's information with you along with any medical details – or hand this over to the medical staff. All children should be accompanied by a member of staff unless the parent/carer arrives in time. Please do not take the children to hospital in your own vehicle.



- ✓ Providers will have their own first aid kits. If you do not have a First Aid Kit please let Northampton ESCO CIC know who can loan you a kit. A copy of your insurance, first aid, Team Teach certificates will be in your Activity Folder.
- ✓ If a child is too unwell to stay for the remainder of the day please ring the parent/carer to collect them and record on the signing in/out sheet.
- ✓ There is a 'request to administer medication' form in your activity folder. This **MUST** be completed by the parent/carer and the staff member administering the medication.

### Staff responsibilities relating to national health alerts

If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by Northampton ESCO CIC as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Principal Health and Safety Officer.

### Staff responsibilities relating to emergency evacuation and fire

All staff must:

- ✓ Familiarise themselves with the instructions about what to do if there is a fire which are available from the Principal Health and Safety Officer or find out from the person/s in charge at the venue in which the work is taking place;
- ✓ Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;
- ✓ Comply with the instructions of fire-wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
- ✓ Co-operate in fire drills and take them seriously
- ✓ Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;
- ✓ Notify the Principal Health and Safety Officer or person in charge at the venue of work immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire.

**On discovering a fire, all staff must:**

- ✓ Immediately trigger the nearest fire alarm and, if time permits, call Manager or Head teacher of School and notify the location of the fire; and

**On hearing the fire alarm, all staff must:**

- ✓ Leading out any children in your care, remaining calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens;
- ✓ Leave without stopping to collect personal belongings;
- ✓ Stay out of the lifts; and
- ✓ Remain out of the building until notified by a fire warden that it is safe to re-enter.



### Risk assessments, display screen equipment and manual handling

- ✓ Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Activity Providers will carry out general workplace risk assessments when required and will be in the Provider Activity Folders.
- ✓ Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer.

### Non-compliance with health and safety rules

- ✓ Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, up to and including immediate dismissal.