Sheringham Community Smallholding – Health & Safety Policy

Health & Safety Statement of Intent

Sheringham Community Smallholding believes that ensuring the health and safety of staff, students and visitors is essential to the success of the project.

We are committed to:

a) Providing a safe and healthy working and learning environment

b) Preventing accidents and work related ill health

c) Assessing and controlling risks

d) Complying with statutory requirements as a minimum

e) Ensuring safe working methods and providing safe equipment

f) Providing effective information, instruction and training

g) Monitoring and reviewing systems to make sure they are effective

h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters

i) Setting targets and objectives to develop a culture of continuous improvement

j) Ensuring adequate welfare facilities exist at the Sheringham Community Smallholding site

k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

l) Forbidding the verbalisation or vocalisation of discrimination on the grounds of race, culture, religious, gender, sexuality and ability/disability.

Signed_____

Company Director

Date_____

Sheringham Community Smallholding

Date Reviewed: October 2012

Reviewer: S Penlington (Project Manager)

Next Review: October 2013

ORGANISATION

THE DIRECTORS

The Directors have the following responsibilities. To ensure:

a) A clear written policy statement is created which promotes the correct attitude towards safety in staff, students and visitors.

b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.

c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.

d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.

e) Sufficient funds are set aside with which to operate safe systems of work.

f) Health and safety performance is measured both actively and reactively.

g) Sheringham Community Smallholding health and safety policy and performance is reviewed annually.

h) Appropriate information on significant risk activities is given to visitors and contractors.

i) Appropriate consultation arrangements are in place for staff and their Trades Union representatives.

j) That all staff are provided with adequate information, instruction and training on health and safety issues.

k) They make or arrange for risk assessments of the premises and working practices to be undertaken.

l) Safe systems of work are in place as identified from risk assessments.

m) That emergency procedures are in place.

n) That equipment is inspected and tested to ensure it remains in a safe condition.

o) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.

p) Arrangements are in place to monitor premises and performance.

q) That all accidents are investigated and any remedial actions required are taken or requested.

HEALTH AND SAFETY CO-ORDINATOR

The Sheringham Community Smallholding Project Manager has the following responsibilities:

a) To co-ordinate and manage the annual risk assessment process for the project.

b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.

c) To make provision for the inspection and maintenance of work equipment throughout the Sheringham Community Smallholding site.

d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with contractors.

e) To advise the Directors of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.

f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

g) Carrying out any other functions devolved by the Directors of Sheringham Community Smallholding.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

a) Comply with Sheringham Community Smallholding health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.

b) Co-operate with site's management in complying with relevant health and safety law.

c) Use all work equipment and substances in accordance with instruction, training and information received.

d) Report to the project manager any hazardous situations and defects in equipment found.

e) Report all incidents in line with current incident reporting procedure.

f) Act in accordance with any specific health and safety training received.

g) Inform the Project Manager of what they consider to be any shortcomings in Sheringham Community Smallholding's health and safety arrangements.

h) Exercise good standards of housekeeping and cleanliness.

i) Co-operate with appointed Trade Union Health and Safety Representative(s).

STUDENTS AND VISITORS

Students and visitors, allowing for their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others.

b) Observe standards of dress consistent with safety and/or hygiene.

c) Observe all the health and safety rules of Sheringham Community Smallholding and in particular the instructions of staff given in an emergency.

d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been adopted to ensure compliance with the Directors' Statement of Intent.

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by the Project Manager.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the Directors of Sheringham Community Smallholding.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant teachers using their own settings procedures. This includes risk assessments relating to visiting the site, for tasks carried out on site and also dynamic risk assessments for the duration of time whilst on site.

Fire

A fire risk assessment will be carried out by a contractor and any actions required will be made. Fire extinguishers & blankets will be serviced as per the contractual arrangements made. As per The Regulatory Reform (Fire Safety) Order 2005. (RRFSO).

Manual Handling

The Project Manager and any staff will receive training in Manual Handling (Manual Handling Operations Regulations 2002). Risk assessments will be made by individuals when considering tasks involving manual handling.

Computers and Workstations

VDU risk assessments will be carried out by the Project Manager following guidance contained in the Health & Safety Executive (HSE) publication: 'The Law on VDU's: an easy guide'

Hazardous Substances

The Project Manager will identify hazardous substances and store/dispose of as per the COSHH Policy (Control of Substances Hazardous to Health Regulations 2002). Sufficient Personal Protective Equipment (PPE) is provided to enable tasks to be carried out e.g. cleaning – see PPE Policy for more information (Personal Protective Equipment at Work Regulations 1992)

Violence

Assessment of the risks of violence to staff will be carried out by the Directors.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in the Fire Risk Assessment and Visiting Groups Guidelines. See Appendix 1.

First Aid

The Project Manager is qualified in first aid (Health & Safety (First Aid Regulations) 1981) and it is requested that supervisory adults are also qualified in basic first aid and aware of any allergies/medical conditions/medicines being taken/treatment being received/ emotional and/or behavioural issues of any participants which may influence their ability to undertake

tasks on site or those which may impact other groups using the site. Major accidents, dangerous occurrences and certain diseases have to be reported under the RIDDOR regulations 1995 – see HSE manual for more details.

Transport to hospital:
If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a person to a casualty department without using an ambulance but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained permission from their employer and have appropriate insurance for the vehicle which is used.

No casualty should be allowed to travel to hospital unaccompanied. The Headteacher of Sheringham High or Sheringham Woodfield's school's will designate an accompanying adult in emergencies where responsible adults cannot be contacted.

Incident Reporting
See Appendix 2.

HEALTH AND SAFETY TRAINING
Health and safety induction training will be provided for the Project Manager and updated/refreshed accordingly and as the nature of the site evolves. Support will be given to ensure staff are competent to undertake risk assessments and to implement any measures accordingly. (Management of Health & Safety at Work Regulations 1999 and Health and Safety at Work Act 1974)

INSPECTION AND TESTING OF PLANT AND EQUIPMENT
Statutory Inspections
All plant and equipment requiring statutory inspection and testing will be inspected by appropriate contractors. E.g Outdoor classroom

Portable Electrical Appliances
Inspection and testing of portable electrical appliances will be undertaken by an approved contractor. The Project Manager will arrange this annual portable appliance testing to ensure compliance with Electricity at Work Regulations 1989.

Visual Display Units
The facilities provided for the Project Manager to work from are reviewed as per the HSE Guidance to ensure compliance with the Health & Safety (Display Screen Equipment) Regulations 1992.

HEALTH AND SAFETY MONITORING
Inspection of Premises
General Workplace Inspections will be co-ordinated by the project manager. A daily inspection of site is carried out prior to any visiting groups arriving. This inspection is recorded and any necessary remedial actions undertaken. This inspection aids with compliance of the Workplace (Health, Safety & Welfare) Regulations 1992 and Provision and Use of Work Equipment Regulations 1998. Annual inspections of the site, premises & equipment provide a more detailed record.

COMMUNICATION OF INFORMATION
Communication of Information
The Project Manager will ensure that systems are established so that staff and visitors are able to communicate with the Project Manager and Management Committee.

The Health and Safety Law poster is displayed in the main building to ensure compliance with The Health & Safety Information for Employees Regulations 1989. A signed copy of the Health & Safety Statement of Intent and a copy of Public Liability Insurance are displayed in the classbase (Employers Liability (Compulsory Insurance) Act 1969).

PREMISES MANAGEMENT

Supervision of Students

Arrangements for supervision of students are as per educational settings ratios and those suggested in the Visiting Group Guidelines and Generic Risk Assessment documents.

Security and Visitors

All visitors must report to Project Manager. Any group or individual visiting the site from a location other than on the campus must sign in and out of site in the Visitor Book located in the building. In the absence of a Project Manager the group will continue to undertake this.

The site and assets contained are secured using appropriate locks and following crime prevention advice.

Vehicles on Site/Parking

Cars must be parked in designated areas.

Arrangements for Disabled Persons

The site has been designed specifically with accessibility in mind and as per the Disability Discrimination Act 1995. See Equal Opportunities Policy for more information.

Staff Well-Being

The Project Manager has a member of the Management Group as a line manager. Any concerns can be discussed with this individual or any of the Directors.

Appendix 1

FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed in main building.
- Escape routes are checked at least annually.
- Fire Extinguishers are maintained and checked as contract.

Emergency evacuation procedure will be undertaken in the instances of a fire on site or on hearing the alarm at the adjacent High School.

PREMISES EVACUATION ARRANGEMENTS are in accordance with the Fire Risk Assessment .

Appendix 2

INCIDENT REPORTING AND INVESTIGATION

All incidents will be reported in the Accident/Incident book located in the building. In addition educational settings/visiting groups will record the accident/incident on return to their establishment as per their own system. Any further information or details can be obtained via the Project Manager.

In the instance of an incident requiring reporting to the Health & Safety Executive under the RIDDOR regulations the Project Manager must make the directors aware immediately and submit a report to the HSE.

In the instance of a safeguarding concern and/or allegation made against staff or volunteers reporting should strictly follow the procedures outlined in the Safeguarding Policy.

Reporting
The person responsible for recording and reporting of incidents to the Directors and maintaining records is the Project Manager.