

Health & Safety Policy



POLICY TITLE:	Health & Safety Policy
Persons Responsible for Policy:	Julian Alsop- Director Nicola Palmer- Operations Manager
Date due for review:	26-09-2022
Review date:	14-08-2022

- General Policy Statement:** MIAG believe that the health and safety of persons within the provision is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In the special circumstances of an educational setting, it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace. It is the intent of MIAG to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely. MIAG will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include young people, visitors, parents, volunteers and contractors. These responsibilities will be achieved by the establishment of an effective health and safety management system across settings. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.



MIAG believe it is the responsibility of each person to reflect on good practice (e.g. activity and student risk assessments) and contribute to the development of safe routines and the MIAG will also undertake to ensure compliance with legislative and other relevant guidance. In order to achieve this it is the responsibility of everyone to challenge directly any behaviour or practice which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken so that the occurrence is unlikely to occur again. MIAG will ensure that adequate resources are identified for health and safety. We believe that health and safety standards will be maintained only with the co-operation of all staff, young people and visitors to its settings. We require all staff to comply fully with this policy. In addition we will ensure that all young people, visitors and contractors are provided with the information they require to enable them to comply with this policy. It is the intention of MIAG to ensure that procedures relevant to health and safety issues are embedded within the curriculum at all levels where appropriate. The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

2. Safety Responsibilities of the Director, Operations Manager and Individual Members of Staff are as follows:

2.1

1. ensure that all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information. MIAG will also ensure that its Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupil are aware of and comply with its contents
2. ensure that the policy contains rigorous and comprehensive systems for active monitoring (inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults across settings as outlined within policy and guidance;
3. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow MIAG to meet both its legal and moral obligations with respect to health, safety and welfare
4. nominate a Health and Safety Lead
5. to consider information, statistics and reports relating to health and safety matters
6. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level

2.2 Health & Safety Lead – Julian Alsop

MIAG

Produced By: Nicola Palmer Operations Manager

Print Date: 26-09-21

Review Date:14-08-22

The Health and Safety Lead is responsible for the co-ordination of health and safety management throughout the settings and in particular, will support the Operations Manager in producing any reports, assist with inspections and safety audits. Investigate and advise on hazards and precautions, develop and establish emergency procedures, and organise fire evacuation practices across the settings. They will have a general oversight of health and first aid matters, make recommendations for matters requiring immediate attention, e.g., safety reports, make recommendations on matters of safety policy in compliance with new and modified legislation, liaise with outside bodies concerned with safety and health, monitor accidents to identify trends and introduce methods of reducing accidents and ensure adequate numbers of staff are trained in first aid procedures

3. Staffs/Learning Mentors

The Staffs and Learning Mentors are immediately responsible to SLT whilst learning/activities are in session. Additionally, they will follow safe working procedures personally, be familiar with the general and particular safety rules that apply to his/her area of work, ensure that the classroom and other areas are tidy and good housekeeping procedures are followed. They will undertake a visual inspection of equipment prior to use, report defects to his/her line manager and ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the provision policy.

4. Work Experience Co-coordinator

The Work Experience Co-ordinator (or person responsible for work experience) is responsible for developing procedures to ensure that pupils, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will:

1. ensure that all work placement providers are assessed prior to use for the first time
2. ensure arrangements are in place to comply with guidelines and that they are implemented and monitored
3. assist in the assessment of placements where there are particular causes of concern
4. ensure risk assessments are carried out for young people employed by or on work experience placement and communicated to parents and other professionals
5. ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by young people unless proof of training/competence is available. (Miag consider any work experience in consultation with other professionals)

5. Staff Liaising with Contractors Staff



Any Staff liaising with contractors carrying out work at one of the settings should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Health and Safety Lead for them to rectify. Staff must ensure that contractors arriving at site report to staff to sign in and have identification.

6. Members of Staff

Each member of staff is responsible for his or her personal safety and that of other persons across each setting by the proper observation of rules and procedures (e.g., by ensuring visitors report to a Staff on arrival at the provision). Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 : 'It shall be the duty of every employee while at work a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and, b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant staff provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.' 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant provisions

6.1 Young People

Each young person is responsible for his/her personal safety and that of their peers by proper observation of MIAG procedures. In particular, each pupil will observe standards of dress and behaviour appropriate to the working situation, heed warnings and observe rules and routines and ask for such warnings and rules where they are not made obvious and not wilfully misuse, neglect or damage equipment provided for safety

7. General Emergency Procedures

The summoning of emergency services is via Learning Mentors. Out of provision activities please contact emergency services by dialling 101/ 999 and SLT

8. Fire Procedures

The signal for evacuation will be the responsibility of staff on site (our Young People are never left unattended at any site). Always evacuate the setting buildings, never re-enter a building unless a member of staff or fire services professional has confirmed it is safe to do so. On raising the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room. Everyone must walk swiftly – not run – and take no belongings with them. When outside the building assemble the young people at the designated area.

Gloucester Central Building and Office- Rear Car Park



Blackwell Farm- Car Park

Failand-Car Park

Kingswood- Front of building car park

Check that all young people/visitors/volunteers are accounted for. Staff must liaise with other members of staff whether all of their pupils /visitors /volunteers, etc are safely out of the building

8.1 Lockdown Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, MIAG will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, young people visitors, by an appropriate means. This is explained in more detail in our business continuity plan.

8.2 Lockdown Incident - Any member of staff who receives information or sees any person/s that may require the provision to go into potential lockdown must immediately inform the emergency services and SLT.

9.First Aid Procedure

There will be sufficient staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time. First aid boxes are kept on site. Parents/Carers/Social Workers will be expected to inform the provision if their young person has an allergy as part of the admission process, Miag speak to Parents to go through permissions and information which is recorded on CPOMS. All injuries which come to staff attention, no matter how slight, should be recorded on our accident form and sent to SLT

10. Accident Recording

In the event of an accident the following procedure must be followed:

1. render inoperative any equipment involved in the accident.
2. summon assistance.
3. if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
4. if the injury is significant then an ambulance should be summoned immediately without undue delay, also attempting to contact parents or guardians.
5. if the injured is mobile then he/she should be taken for emergency treatment to the hospital.

No young person may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

1. stay with the injured person and return with them; or
2. stay with the injured person until the parent/carer arrives at the hospital

All accidents will be investigated to prevent re-occurrence. SLT will monitor the accidents to identify trends and review procedures and policies

11. Health Issues

11.1 Smoking In an effort to reduce the risk to health from passive smoking. This includes e-cigarettes. Staff are requested to use vapes away from students' sight.

11.2 Alcohol and Drug Abuse Staff under the influence of alcohol or drugs will be excluded from work and will be subject to disciplinary procedures.

1. If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long-term solution. For help contact The Operations Manager who can provide confidential help and support.

2. Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication, please inform your SLT, so that additional arrangements may be made to safeguard you while at work.

12. Staff Wellbeing

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress. People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work. If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. SLT will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors. Workloads and stressors will be monitored on an on-going basis. The Operations Manager will have an open-door policy and has therapeutic training to support any staff health concerns.

13. Communicable Diseases

From time-to-time infectious diseases will occur amongst young people and staff. Infectious diseases are more common amongst provision-aged children. Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection. Refer to DfE guidance

<https://www.gov.uk/government/publications/health-protection-in-provisions-and-other-childrens-care-facilities>

14. Risk Assessments

Risk assessments are required for activities involving fire, allegations and using tools while more general risk assessments must be completed for those activities where specific assessments have not been carried out. Although risk assessments relating to most activities of the setting will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are accessible on CPOMS and at request to SLT. Some students have individual risk assessments in their documents page on CPOMS

15. Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of all staff to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The staff team will undertake an inspection whilst opening the provision each morning to ensure that communal areas are free from trip hazards, etc. Staff will report all hazards, obstructions, defects or maintenance requirements to the Health and Safety Lead and Operations Manager. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately. The settings will be cleaned as per the cleaning schedule and will be monitored by SLT. All waste will be disposed of according to appropriate health and safety guidelines.

16. Violence at Work

All staff must report to SLT any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be recorded and SLT will review outcomes and actions.

16.1 Lone Working It is recognised that across the setting there are activities where staff are required to work alone e.g., site team, even for a short period of time. MIAG has a lone working risk assessment that all staff should read and ask questions about if they need clarity. Staff, who are identified as lone workers will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with working alone

17. Noise at Work

All members of staff need to be aware of “nuisance noise” and respect the needs of others across the settings. Common sense and courtesy by all members of staff, pupils and visitors



to the provision will prevent problems arising. Any member of staff detecting a potential problem will report immediately to The Health and Safety Lead and Operations Manager

18.Administration of Medicines

The provision has a risk assessment on the arrangements for the administration of medicines and staff should make themselves familiar with the content of that document, along with the first aid policy which covers medication. Miag do not keep homely medicines at their provisions or store students medication, in the instance that a student requires medication, the smallest practicable dose should be brought into provision in individual original containers, which should be clearly labelled with the pupil's name and dosage instructions. Parents/Carers will be asked to provide evidence by photographs of use by date , batch number and storage details.

19.Training and Information

All members of staff will receive a health and safety induction when they commence employment with the provision and the induction will include specific elements of this policy being brought to their attention. The Health and Safety Lead and/or the Operations Manager will:

- inform staff of any changes in the policy
- assess the training requirements of the staff
- assess the training needs of new members of staff. Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid

20.Visitors

All staff accept the responsibility for health and safety of visitors to MIAG, including contractors. All visitors to MIAG settings will be required to wear a badge. All staff accepting of visitors will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency

21. Health and Safety Policy Review

MIAG acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. MIAG will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis

