

HEALTH & SAFETY POLICY

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Policy Document OP-04

RISE LEARNING ZONE

HEALTH & SAFETY POLICY

INTRODUCTION

RISE believes in valuing its team members and young people who use the project. This document outlines RISE 's policy and its practice regarding Health and safety at work and recognises that health and safety is covered by legislation which changes from time to time and may supercede areas covered by law.

SECTION 1 - HEALTH AND SAFETY RESPONSIBILITIES AND DUTIES

It is the responsibility of every employee while at work to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her actions or omissions at work. This is clearly set out in the Health and Safety at Work Act 1974 and means that every employee of RISE has an input into this shared responsibility.

Responsibilities

Board of Directors

As the employer the Directors could be held responsible for any breach of statutory requirements. The Board should give due care and attention to health, safety and welfare matters when allocating resources. A member of the Board shall report regularly to the Board on health and safety matters.

Project Manager

The Project Manager shall ensure that all policies are adhered to and implemented, ensuring adequate training and support for the team.

Senior Workers

Team leaders are responsible for ensuring premises used meet the health and safety requirements in line with team policies. Any breaches of health and safety or remedial action to ensure premises comply with the policy must be raised with the co-ordinator at the earliest opportunity. Project leaders shall ensure that team members and volunteers comply with the policy of the project and ensure new team members are fully inducted into the health and safety regime.

Inspection of Premises

Annual Inspection

The health and safety representative from the Board with the project manager shall make an inspection of the premises and equipment of the project ensuring any breaches of the policy are rectified and actioned.

A team training session shall be implemented at least once each year and shall cover aspects of health and safety at work and ensure all team members understand the importance of health and safety at work and RISE health and safety policy.

Quarterly Inspection

The project manager shall ensure every three months that an inspection takes place of the premises and equipment and reported to the Board indicating any action needed. These reports will be logged and filed in the health and safety folder in RISE 's main Office base.

SECTION 2 – RISK ASSESSMENT

The purpose of carrying out risk assessment is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work which result in personal injury or ill health. Written assessments are required by law and should make reference to COSHH.

Definitions

- Activity – is the type of work being carried out in the workplace or the equipment used
- Hazard – is the potential to cause harm eg electrical shock
- Control Measure – the action taken to reduce and prevent harm eg no damage to electrical plugs or cables
- Risk – is the likelihood that harm will occur after control measures have been carried out
- Severity – rated as MAJOR, SERIOUS, SLIGHT
- Likelihood – rated as follows, HIGH, MEDIUM, LOW

The aim is to have risk which is as low as possible ie slight and low

- Priority should be given to those risks which affect large numbers of people or risk which may result in serious harm

See separate risk assessment sheets

SECTION 3 - WORK SAFETY

Fire Extinguishers – *to be checked on a monthly basis and serviced annually by a competent person.*

Exits – must be left clear and unobstructed. Signs shall be visible indicating fire exits.

General – Prevention of an accumulation of waste materials which act as ideal agents for fire. Fire extinguishers shall be in designated places and not removed except to fight fires.

Smoking – there shall be no smoking in any RISE premises by team members or young people

Electrical appliances – except for those appliances which are designed to be left on eg fax etc, all electrical appliances must be turned off and power supply isolated.

Storage & stacking – Storage and stacking must be done sensibly. Areas should not be overloaded and heavy items stacked on the floor or never above waist height. Loose items should not be stacked higher than 2 metres from the floor. Mobile steps must be used to reach items out of normal reaching height, not chairs!

First aid – Basic First Aid facilities will be stored in an easily accessible place for use by team members in an emergency. There will be a named first aider who will be responsible for the maintenance of the first aid box. All team members should undergo a basic training in first aid and emergency procedures. All first aid administered shall be recorded in the accident book.

Accidents – In the event of any physical injury to personnel, obtain immediate first aid treatment, if necessary telephone for an ambulance.

Any accident, dangerous occurrence or near miss must be reported to the Co-ordinator at the earliest opportunity and logged in the incident or accident book. Any serious injury resulting in more than three days off work MUST be reported to the Health and safety Executive.

Use of VDU (computer screens)

It is the responsibility of any team member who uses computers to ensure that they take regular breaks from the screen to rest eyes. It is recommended that 2 minutes break is taken for every 15 minutes of keyboard work. It is important that seating is checked and adjusted to suit the operative.

SECTION 4 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

What is COSHH? COSHH provides a legal framework to protect people against health risks from hazardous substances used at work. Substances include paints, cleaning materials, dust, fumes and waste products. Hazardous substances can generally be identified by their own warning label which will denote whether the substance is very toxic, toxic, harmful, corrosive or irritant.

In general terms there will be no occasion where high risk substances are used by team members as part of their work, however where cleaning fluids are kept as part of a cleaning regime they must be clearly labeled, use of protective gloves where there is risk of irritation must be enforced, and in extreme cases the use of goggles or a mask will be instructed. All cleaning substances must be kept in a lockable space and never left out without supervision.

SECTION 5 - FIRE SAFETY

General duties and responsibilities

RISE Co-ordinator is the named Fire Officer, however, ALL staff have duties and responsibilities in respect of fire safety and, in particular all project Leaders are responsible for ensuring that fire safety procedures and particular instructions are brought to the attention of, and observed by their staff. All staff should participate in fire safety training – it is essential that all staff understand the character and hazards of fire, smoke and toxic fumes, know the fire hazards involved in their working environment, practice and promote fire prevention and know the right action to take if fire breaks out.

It is the responsibility of every member of staff to report to their Team Leader any instance where fire precautions are not being observed, eg wedging of fire doors, blocking escape routes with furniture or accumulation of rubbish, hazardous or other flammable materials, faulty electrical equipment and gas appliances, and interference with fire safety equipment.

FIRE DRILL

WHAT TO DO IF YOU DISCOVER A FIRE

- Signal to evacuate the building. Make sure all users within the building are evacuated via the nearest fire exit. All users should be directed towards the Assembly Point.
- Act quietly but firmly, ensuring individuals do not stop to collect personal belongings. Remember seconds can be vital.
- Call the Fire Brigade (by phoning 999). The operator will ask you which service you require – say “Fire” – and then the phone number you are using. When you get through to the Fire Brigade, tell them there is a fire at NGY MyPlace. 29-31 Castle Gate, Nottingham. NG1 7AR
- Take no personal risks but attack the fire if possible with the equipment provided, otherwise close a door on the fire in order to prevent it spreading. Remember you are not a trained fire fighter.
 - When you have done your best to see that all the service users and staff have left the building, go to the Assembly point where the person in charge will check that all persons are accounted for. The Fire Brigade must be told of any persons not accounted for.

DO NOT RE-ENTER THE BUILDING

SECTION 6 - PERSONAL & WORK RELATED SAFETY

Risk assessments in workplace/security of premises

Attached to this document in the appendix is a copy of RISE 's risk assessment form. This form must be completed for each new piece of project work and a formal review each quarter. Copies must be filed with the project manager.

Admission of 'clients' to bases - number of staff in attendance etc.

Before any young person may be admitted into any room or premises where RISE is working a check must have been carried out by the project leader to ensure that there is a minimal risk assessment.

No young people may be left unattended in any premises of RISE and wherever possible a staff member must be in each room when it is occupied.

No young people shall be allowed in to any RISE Office except in an emergency and never left unattended.

It is the responsibility of each team leader to ensure that any young person who poses a risk to themselves, staff members or other young people is managed appropriately. This is particularly essential where drug, alcohol or solvents are suspected of being used or where the young person enters the premises in a highly agitated state.

An incident form must be completed in the incident book at the earliest opportunity by the appropriate team member. These will be checked and signed off by the Co-ordinator on a monthly basis. A copy of the incident form is attached in this appendix.

Out of base activities

Before any activity takes place outside of RISE 's base it is essential that the following procedures are adhered to:

- 1 The activity is planned, staffed and resourced as agreed with the project manager
- 2 Where necessary parental consent forms have been sent out to parents and returned completed and signed. A copy of these must be filed in RISE Office prior to the activity and the original copy taken by the Team Leader on the activity. Parental consent forms are required for residential activities, activities out of the City of Nottingham, activities where young people will be away from home for more than 4 hours, activities which take place in school time except where prior consent has been authorised by the school eg Life Skills Groups, any activity which involves physical activity.
- 3 It is the responsibility of the team leader to read parental consent forms and become aware of any medication or disability any young person may have which will affect the activity. The team leader must inform the rest of the staff team in an appropriate manner about this and any course of action or medication which needs to be followed.
- 4 An "Out of base" Activity form must be completed prior to the activity and filed in the Office.

- 5 Wherever possible a letter should be sent to the young person's home informing parents/carers of the arrangements being made including departure and return journey times.

Emergency/panic alarm procedure

In the event of attack or threat, real or perceived, the team member has a responsibility to remove themselves from danger. When necessary the police should be informed. The incident should be written into up on an incident form and the project manager informed immediately.