



Health and Safety Policy Statement

Health and Safety at Work Act 1974

Approved by: H.Schofield

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Introduction

At SHAPE Alternative Provision, our overarching commitment is to prioritise the health, safety, and welfare of all individuals utilising our premises and participating in educational activities. We have established a comprehensive and distinct policy to ensure a safe and secure environment that fosters effective learning and personal development.

Our general policy is built upon the following pillars:

- Ensuring Health, Safety, and Welfare
- Safe Working Procedures
- Safe Buildings
- Emergency Preparedness
- Risk Management
- Employee Consultation
- Safe Plant and Equipment
- Safe Handling of Substances
- Information, Instruction, and Supervision
- Competent Workforce
- Accident Prevention
- Incident Investigation and Prevention
- Policy Review

Roles and Responsibilities

SHAPE Alternative Provision places utmost importance on health and safety, and the following comprehensive roles and responsibilities have been established.

Board of Directors:

The Board of Directors holds ultimate control over SHAPE. They play a pivotal role in shaping the school's health and safety policies and providing strategic guidance. Their responsibilities include:

- Policy Decisions
- Strategic Guidance
- Monitoring and Review
- Resource Allocation
- Premises Management
- Plant and Equipment Safety
- Training and Instruction
- Safe Working Environment
- Welfare Facilities

Harvey Schofield - Day-to-Day Responsibility:

Harvey Schofield is delegated with the day-to-day responsibility for implementing this health and safety policy. His role includes:

- Positive Safety Culture
- Reporting to Directors
- Seeking Advice
- Staff Cooperation
- Safety Procedures
- Annual Risk Assessment Review
- Training Access

Harvey Schofield - Responsibility Areas:

To maintain and improve health and safety standards, specific individuals are assigned responsibilities in the following areas:

- Workshops (Construction, Mechanics)
- Premises
- Facilities
- Fire safety
- Signage

Employee Responsibilities:

All employees at SHAPE are expected to:

- Read the Health and Safety Policy.
- Cooperate with managers on health and safety matters.
- Comply with health and safety arrangements in place at SHAPE.
- Use provided safety equipment
- Take reasonable care of their own and others' health and safety.
- Maintain a tidy and safe environment.
- Follow safety instructions when using equipment.
- Supervise learners and provide guidance on using equipment safely.
- Report any health and safety concerns promptly
- Follow the accident reporting procedure

Learner Responsibilities:

All learners at SHAPE are expected to:

- Follow safety and hygiene rules to protect themselves and others.
- Abide by safety instructions provided by teaching and support staff

Health & Safety Risks

SHAPE Alternative Provision is dedicated to maintaining a safe and secure environment for all students and staff. To achieve this, comprehensive arrangements have been put in place to address health and safety risks arising from our diverse work activities. Our approach includes the following measures:

Robust Risk Assessment System:

SHAPE maintains an extensive set of risk assessments that cover various aspects of our educational activities. These assessments encompass curriculum-based activities, school visits, and the overall management of the school premises and grounds. These risk assessments are easily accessible to all staff members on the SHAPE central server, allowing them to review and refer to them whenever necessary.

Staff Involvement and Authorization:

All staff members are actively engaged in the risk assessment process. They are responsible for conducting risk assessments related to their respective areas. These assessments are then authorised and approved by Harvey Schofield or Harvey Schofield, who hold the role of overseeing health and safety matters at SHAPE.

Reporting and Monitoring:

The findings of each risk assessment are promptly reported to SHAPE's senior management, including Harvey Schofield and the Directors. This ensures that all relevant parties are aware of potential risks and necessary actions.

Risk Control and Implementation:

To address identified risks, Harvey Schofield or Harvey Schofield, based on their expertise, will approve the actions required to either eliminate or control these risks effectively. These actions will be efficiently implemented to ensure the safety and well-being of everyone involved.

Oversight and Verification:

Harvey Schofield will take responsibility for ensuring that the approved risk control measures are successfully implemented. He will meticulously monitor the effectiveness of these actions to ensure that the identified risks have been minimised or eliminated.

Regular Review and Adaptation:

At SHAPE, we understand the dynamic nature of educational activities. Therefore, we conduct regular reviews of our risk assessments, with a minimum frequency of annually. Any significant changes in work activities or incidents will trigger an immediate review of risk assessments to ensure their continued relevance and adequacy. The outcomes of these reviews are carefully logged in the risk assessment log.

Consultation with Employees

We have established a comprehensive and inclusive approach to consultation with employees, ensuring that their voices are heard and their insights are considered. Our commitment to employee consultation is demonstrated through the following initiatives:

Empowered Employee Representatives:

At the beginning of each academic year, employee representative(s) are elected by the staff members to serve as the voice of the workforce. These representatives play a crucial role in fostering effective communication channels between employees and the management. Their names and roles are prominently displayed on the health and safety notice board, providing transparency and accessibility.

Weekly Meetings and Supervisions:

SHAPE actively encourages weekly meetings and supervisions as a forum for employees to engage in meaningful dialogue. These gatherings serve as a platform for staff to share feedback, express concerns, and propose ideas related to their work environment and health and safety matters. We recognize the importance of regular interactions to address any emerging issues promptly.

Continuous Training and Development:

Through ongoing training programs, we empower our employees with relevant knowledge and skills related to health and safety. These training sessions provide opportunities for employees to contribute their insights, ask questions, and gain a deeper understanding of safety protocols and best practices.

Direct Consultation with Samantha Powell:

Our dedication to open communication extends to direct consultation with Samantha Powell, a key figure in our organisation overseeing health and safety matters. Samantha makes herself available to engage in discussions with employees, valuing their perspectives and actively seeking their input on various health and safety aspects.

Anonymous Suggestion Mechanism:

In addition to direct consultation, SHAPE also offers an anonymous suggestion mechanism. This allows employees to submit their suggestions, feedback, or concerns anonymously if they prefer to do so. This system promotes candid feedback and ensures that employees can express themselves without fear of retribution.

Inclusive Decision-making Process:

When formulating policies or making significant decisions that impact health and safety, SHAPE actively involves employees in the decision-making process. Their perspectives are carefully considered, and their feedback is taken into account to ensure that our policies and practices truly reflect the needs and preferences of our workforce.

Safe Plant and Equipment

At SHAPE Alternative Provision, we prioritise the safety and proper maintenance of all our equipment and plant machinery. Our comprehensive approach to ensuring safe plant and equipment is in place involves multiple responsible parties and well-defined procedures.

Here are the key aspects of our system:

Equipment Identification and Maintenance

Maintenance Schedules and Records

Directors' Oversight:

The Directors, with their overarching responsibility for the well-being of SHAPE, actively ensure that all identified maintenance tasks are implemented efficiently and in a timely manner.

Reporting Problems:

Open communication is a cornerstone of our safety culture.

Annual Inspection of Electrical Equipment

Pre-Purchase Safety Checks

Safe Handling and Substances Hazardous to Health

Our comprehensive approach to ensuring safe practices involves multiple responsible parties and clear guidelines.

Here are the key aspects of our system:

Safe Handling and Use of Hazardous Substances

Identification and Assessment:

Harvey Schofield takes charge of identifying all substances that require a COSHH (Control of Substances Hazardous to Health) risk assessment.

Implementation of Actions:

Upon completing the COSHH assessments, Harvey Schofield, along with Samantha Powell, ensures that all necessary actions identified in the assessment are promptly and effectively implemented.

Communication and Awareness:

We believe in open communication. Harvey Schofield ensures that all relevant employees are informed about the COSHH assessments and the safety measures to be followed when handling hazardous substances. This creates a well-informed workforce that prioritises safety.

Pre-Purchase Safety Checks:

Before purchasing any new substances, Harvey Schofield meticulously checks their safety and suitability for use.

Regular Review:

Safety is an ongoing priority. We review COSHH assessments every term, or whenever there are changes in work activities or incidents, ensuring that our safety measures remain up-to-date and effective.

Minimising Hazardous Substances:

We strive to keep the use of hazardous substances at SHAPE to an absolute minimum.

Funding and Enforcement:

To ensure that our associated procedures and control measures for COSHH are effectively enforced, we allocate appropriate resources and funding. Safety is non-negotiable at SHAPE, and we spare no effort to enforce these essential safety measures.

Manual Handling

We take every precaution to minimise the risk of injury from manual handling operations. Members involved in such operations receive comprehensive training in lifting and handling techniques. Additionally, we provide mechanical aids whenever practical to reduce the risk of injury.

We emphasise individual capabilities, ensuring that all staff and learners only lift equipment or furniture within their physical capacity. Pregnant or new mothers are exempt from manual handling activities, prioritising their well-being during this critical time.

Information, Instruction and Supervision

We prioritise the provision of comprehensive information, instruction, and supervision to create a safe and well-informed environment for all.

Our approach encompasses various aspects to ensure everyone's safety:

Health and Safety Notice Board:

We prominently display the Health and Safety Law poster on our dedicated Health and Safety notice board. This ensures that essential safety information is accessible to all staff, learners, and visitors, providing clear guidance on their rights and responsibilities regarding health and safety.

Expert Advice:

Harvey Schofield and Samantha Powell are our designated experts in health and safety matters. They are readily available to provide expert advice, answer any questions, and address any concerns related to health and safety in our premises and activities.

Supervision and Support:

Supervision is key to maintaining a safe environment, especially for young workers and volunteers. Line managers take on the responsibility of arranging and monitoring the supervision of young workers and volunteers, ensuring that they receive proper guidance and support during their time with us.

Cooperation with External Employers:

To ensure their safety, Harvey Schofield is responsible for ensuring that they receive relevant health and safety information specific to those locations. This proactive approach ensures that everyone is well-informed, regardless of the setting they operate in.

Customised Information and Training:

We recognize that each learner or employee may have unique needs and requirements. Our health and safety information and instruction are tailored to address individual circumstances, ensuring that everyone receives the necessary guidance to remain safe at all times.

Ongoing Support:

We believe in the continuous improvement of health and safety practices. As part of our commitment to fostering a safe environment, we conduct regular training sessions, refreshers, and workshops to reinforce health and safety best practices.

Open Communication:

Transparency is vital in maintaining a safe environment. We encourage open communication between staff, learners, and management regarding any health and safety concerns or suggestions for improvement. This collaborative approach fosters a culture of safety and proactive risk management.

Competency for Tasks and Training

Our comprehensive approach to competency and training encompasses various aspects to support the continuous development of our team:

Induction Training:

All employees undergo thorough induction training to familiarise them with our organisation, policies, and procedures. As part of the induction process, Health and Safety training is provided by accredited contractors to ensure that our staff is well-versed in essential safety protocols from the start.

Individual Training Needs Assessment:

As part of the annual review process, we conduct a thorough assessment of each individual's training needs, including Health and Safety requirements. This ensures that our staff's skills and knowledge remain up-to-date and relevant.

Training Identification through Risk Assessment:

Our proactive approach includes identifying training needs through a comprehensive risk assessment process. We recognize that specific tasks and roles may require specialised training to mitigate potential risks effectively.

Training Records Management:

We maintain meticulous records of all training undertaken by our staff. These records are centrally stored in the Main Office, allowing easy access for monitoring and verification purposes.

Job-Specific Training:

We provide comprehensive job-specific training to equip our staff with the skills necessary to perform their roles effectively. This includes training in various areas, such as the proper use of hand tools, power tools, ladders, manual handling techniques, fire safety, and COSHH (Control of Substances Hazardous to Health).

Specialised Job Training:

Certain roles within our organisation require specialised training due to the unique nature of the tasks involved. We ensure that staff members who handle tasks such as operating machinery or working with hazardous substances receive the necessary and appropriate training.

Training Coordination:

Harvey Schofield, in consultation with the directors, takes charge of identifying, arranging, and monitoring training sessions. This collaborative approach ensures that training aligns with organisational goals and remains relevant to our staff's needs.

Continual Improvement:

We emphasise continual improvement and encourage our staff to pursue additional training opportunities that contribute to their professional development and enhance their capabilities.

Accidents, First Aid and Work Related Ill Health

We prioritise the safety and well-being of our staff and learners, implementing robust policies and procedures to address accidents, first aid, and work-related ill health. Our comprehensive approach includes the following measures:

Health Surveillance:

Certain roles such as painting in confined spaces or removal/disposal of plaster/plasterboard, require health surveillance. Harvey Schofield and Samantha Powell oversee the arrangements for health

surveillance, ensuring the health and well-being of employees engaged in these tasks. Health surveillance records are securely stored in Frank's office to maintain confidentiality and compliance.

First Aid Provision:

We maintain well-equipped first aid boxes strategically placed in key areas, including the Main Office, Kitchen, and each workshop area. Additionally, portable first aid kits are provided during educational trips.

Our School Business Manager oversees the maintenance of first aid supplies, and any usage of these supplies is promptly reported to them. We have a team of trained first aiders who play a vital role in handling medical emergencies as outlined in our First Aid Policy. Samantha Powell is responsible for managing the provision of first aid arrangements, training, and updates on procedures to ensure preparedness and efficacy.

Accident and Ill Health Reporting:

All accidents and incidents of work-related ill health are diligently recorded in the accident book, which is kept in the main office. Our Directors hold the responsibility of reporting significant accidents, diseases, and dangerous occurrences to the relevant enforcing authority as stipulated by RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).

Administration of Medicines:

Medication is administered to learners only after receiving parental consent. Trained and nominated staff members are responsible for administering medicines, and detailed records are meticulously maintained.

Medications are securely stored in a locked cupboard in the school office to ensure controlled access. Exceptions for asthma medication and 'epipens' are made after consultation with parents, with appropriate storage arrangements and protocols followed. All medication administration during school hours is strictly regulated to minimise risks and ensure the safety of our learners.

Monitoring

We place a strong emphasis on monitoring and continuously improving our working conditions and safe practices. To achieve this, we have implemented a comprehensive and proactive monitoring framework, which includes the following measures:

- **Ongoing Spot Checks:**

Regular spot checks are conducted each month to assess our working conditions, ensuring that safe practices are being followed. These checks are carried out by designated staff members who are well-versed in health and safety protocols.

- **Review and Assessment:**

After any accident or significant change in work activity, a thorough review of our processes and procedures is undertaken. This proactive approach helps us identify potential areas for improvement and implement necessary adjustments promptly.

- **Employer/Employee Meetings:**

Monitoring is an integral part of our employer/employee meetings. Health and safety-related agenda items are consistently included in these meetings to keep all staff members informed and engaged in maintaining a safe and healthy environment.

Accident and Work-Related Sickness Investigations: In the event of an accident, Harvey Schofield and the Directors take immediate responsibility for conducting thorough investigations. The primary objective is to identify the root causes of the incident and implement measures to prevent its recurrence.

Action on Investigation Findings: The Directors, along with Harvey Schofield, are entrusted with acting on the findings of these investigations. It is our collective responsibility to address any issues or vulnerabilities identified and implement appropriate measures to prevent similar incidents in the future.

Emergency Procedures

SHAPE Alternative Provision is dedicated to ensuring the safety of all staff, learners, and visitors in the event of a fire emergency. Our comprehensive emergency procedures are designed to be efficient and effective, minimising risks and ensuring swift action.

Key responsibilities and actions include:

Fire Risk Assessment: Harvey Schofield and Samantha Powell are responsible for conducting and implementing the fire risk assessment. This assessment is regularly reviewed and updated to address any changes in our premises or activities.

Fire Exits and Escape Routes: Ensuring the safety of our occupants is of utmost importance. Harvey Schofield oversees the maintenance and appropriateness of fire exit signage, while supervisors check escape routes daily in each department. Exit plans, maintained by Samantha Powell, are prominently displayed in each classroom to guide occupants in the event of an evacuation.

Fire Safety Equipment: To maintain optimal fire safety, SHAPE diligently maintains and checks fire extinguishers on an annual basis. Samantha Powell tests alarms weekly, ensuring they function correctly and records the results.

Fire Drills and Evacuation: To practise our emergency response, evacuation drills are conducted every six months and thoroughly recorded. The results, including evacuation times and any issues identified, are promptly reported to the Directors.

Fire Procedure: All staff members receive extensive training on fire procedures. In the event of a fire, individuals must activate the nearest fire alarm, call emergency services at 999, and promptly evacuate the building by the nearest available exit, leaving personal belongings behind. Occupants gather at the designated assembly point at the front entrance car park of SHAPE.

Electrical Safety: SHAPE prioritises electrical safety, ensuring all portable electrical equipment is inspected and tested annually. An inventory of equipment is managed by Harvey Schofield, who also addresses any issues reported by staff.

Educational Visits: When organising off-site trips, we thoroughly assess risks and strictly adhere to the guidance provided by the Local Authority's Educational Visits Adviser.

Asbestos and Legionella: For the safety of all, there is no asbestos in SHAPE buildings. Contractors are informed accordingly. Legionella risk assessments are carried out, and appropriate testing is conducted as required.

Pregnancy/Return to Work Risk Assessment: We provide support to pregnant/new mothers among the staff, conducting risk assessments to ensure their safety and well-being.

Food Technology: Cooking activities are only conducted with necessary fire precautions and risk assessments in place. Appropriate supervision is provided to learners during riskier parts of the process.

Slips, Trips, and Falls on the Level: We have diligently assessed and controlled the potential for slips, trips, and falls within SHAPE, implementing procedures for mopping floors and conducting regular hazard inspections.

Conclusion

Our dedication to safety extends to our staff, who receive regular training and up-to-date information on health, environment, and safety practices. Upon joining SHAPE, all new staff members receive a copy of our Health and Safety Policy on their first day.

This policy is thoughtfully discussed during their induction, emphasising the importance of safety in our institution.

As part of our commitment to a healthy environment, smoking is strictly prohibited within SHAPE premises. We kindly remind smokers to conduct their activities away from SHAPE's vicinity, avoiding any designated non-smoking areas.

Regarding out-of-hours working, we prioritise the well-being of our staff. When working outside regular office hours, employees must inform senior management of their presence in the building. This measure ensures that staff members receive appropriate support and monitoring during these times.

At SHAPE, health and safety are ingrained in our organisational culture. We continuously review and update our policies and procedures to adapt to changing circumstances and maintain the highest levels of safety. Our dedication to the well-being of our staff, learners, and visitors is unwavering, and we strive to create an environment where everyone feels secure and supported.