

Norman Mackie & Associates T/A Works4U



Health & Safety

Policy and Guidelines

September 2021

Contents

Health & Safety Policy Statement.....	2
Health & Safety Organisation	3
Health & Safety Induction.....	4
Learners Code of Conduct.....	5
Personal Protective Equipment	6
Risk Assessments	7
Risk assessment guidelines	8
COSHH.....	12
First Aid	12
Incident and Accident Reporting	13
Fire Procedures.....	13
Location Rules	14
Health & Safety on the Farm	14

Health & Safety Policy Statement

The health and safety of our employees and students is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and students to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are, and will continue to be implemented following the identification of work related hazards and assessments of the risks associated with them.

We recognise the importance of employer/employee/student consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocations of duties for safety matters, the identity of competent person's appointment with particular responsibilities, and the arrangements made to implement this policy are set out herein and/or associated health and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

The objectives of the safety statement can only be achieved through the support and co-operation of employees and students and all other persons who use the premises e.g. contractors, visitors.

The company will make available whatever funds necessary to achieve the standards and commitment contained in this policy.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and size or complexity of the organisation/establishment. We will review its effectiveness as appropriate and in any case, at least annually.

Health & Safety Organisation

Health and Safety Function(s) Responsibility(ies)	Personnel
<p>1. Ultimate responsibilities for Health and Safety matters</p>	<p>Wendy Mackie</p>
<p>2. Managing Director will delegate the performance of this task to the Centre Manager, who will act as Health and Safety Manager and will implement the Health and Safety policy.</p>	<p>Wendy Mackie – Farm Mark Hyde - Centre</p>
<p>3. Health and Safety Manager is responsible for carrying out risk assessments supported by Health and Safety Coordinators.</p>	<p>Mark Hyde Sam Fletcher</p>
<p>4. The company will provide such resources to Health and Safety, technology and training as is necessary to discharge its responsibilities.</p>	<p>Louise Grace – Workshop Wendy Mackie – Farm Mark Hyde – Centre/Bowerfold Rebecca Cocks – Salon</p>
<p>5. Written systems and procedures for achieving the Standards of health and Safety specified in this statement are contained in the health and Safety manual.</p>	<p>Available at Each Site</p>
<p>6. Every employee will take responsible care for Health and Safety of themselves and of others who may be affected by their acts or omissions at work.</p>	<p>All Staff</p>

Health & Safety Induction

It is the policy of the organisation that **all** learners undertake an induction at the beginning of their learning journey with Works4U.

The main elements of the induction programme include:

- Watching an induction video which covers health, safety and welfare.
- Completing a Health and Safety check list and questionnaire.
- Participating in group discussions on Health and Safety practices.
- Discussion about the importance of PPE.
- Being aware of the Fire Drill.
- Discussing the safeguarding of learners Code of Conduct.
- Knowing who to speak to if they have worries or concerns.
- Know the names of First Aiders:

In addition to the general induction, learners undertake additional induction of safe practices on their introduction to specific areas e.g workshops, training kitchen, salon, farm, sports centre etc.

Learners Code of Conduct

Safeguarding Learners

Code of Conduct

We wish to ensure you are comfortable and respected whilst visiting us and request that you follow the guidelines below. The list is not exhaustive and it does not attempt to replace common sense and good manners.

We therefore ask that you:

- **Show** courtesy, consideration and respect to other people at all times
- **Do not** use offensive or aggressive behaviour at any time
- **Do not** treat any person less favourably on the grounds of race, colour, nationality, ethnic origin, gender, sexuality, marital or parental status, disability, creed, political belief, social belief or economic class or national origin
- **Bullying** and harassment will not be tolerated by learners or staff
- **No** clothing should be worn displaying any kind of controversial or offensive message that could cause offence
- **Always** maintain a good level of personal hygiene so as not to cause offence to anyone
- **Contribute** to a clean, safe, tidy and secure environment
- **It** is your responsibility to care of your own property and not to leave it unattended
- **Use** facilities and equipment with care and respect
- **Vandalism** and writing graffiti will not be tolerated and offenders will be asked to leave immediately
- **Switch** mobile phones off in classrooms and training areas
- **Energy** Drinks – Energy drinks are BANNED from our centre
- **Smoking** - Works4U is a no smoking site, however we are aware that you may come into the centre with cigarettes. Anyone caught smoking on our premises will be asked to leave.

The designated smoking area is outside the green gate.

Break Times – Our official break times at the centre are as follows;

Morning break – 11:00am – 11:15am. (15 minutes)

Lunch break – 12:15pm – 1:00pm. (45 minutes)

Personal Protective Equipment

The Requirement for PPE

To ensure the greatest possible protection for employees in the workplace, the cooperative efforts of both employers, employees and learners will help in establishing and maintaining a safe and healthy work environment.

In general, we are responsible for:

- Performing a "hazard assessment" of the workplace to identify and control physical and health hazards.
- Identifying and providing appropriate PPE for learners and employees.
- Training learners in the use and care of PPE.
- Maintaining PPE, including replacing worn or damaged PPE.
- Periodically reviewing, updating and evaluating the effectiveness of the PPE program.

In general, employees and young people should:

- Properly wear PPE,
- Attend training sessions on PPE,
- Care for, clean and maintain PPE, and
- Inform a supervisor of the need to repair or replace PPE.

Specific requirements for PPE are presented in many different OSHA standards, published in 29 CFR.

PPE includes:

<u>PPE</u>	<u>Used For</u>
Hard Hat	To protect head and face when working high up or if there is a risk of falling objects, trips and falls.
Safety Gloves	To protect hands when using hot or dangerous tools
High Vis	To make you stand out. For example, Vest or trousers.
Overalls	To protect skin and clothing.
Goggles	To protect eyes from sharp objects and dust.
Steel toe capped boots	To prevent injuries if an object were to fall on feet i.e. heavy/sharp objects.
Ear Defenders	To protect your hearing when using loud tools.

Notes:

All weather clothing is issued for all outdoor activities.

No financial charges are made to learners for the provision of PPE or all weather clothing.

Risk Assessments

We recognise that risk assessment is an important step in protecting the learners and visitors who use our services and our workforce; as well as complying with the law. Our risk assessment policy and procedures help us to focus on the risks to young people and vulnerable adults, with the potential to cause real harm.

Our risk assessment procedure is based upon the following five steps taken from the HSE guidelines:

- Step 1 – Identifying the hazards which could cause substantial harm
- Step 2 – Decide who might be harmed and how
- Step 3 – Evaluate the risks and decide on appropriate precautions
- Step 4 – Record the findings of the risk assessment in our learner’s documentation
- Step 5 – Continuously review our assessments and update as necessary

Our risk assessments procedures apply to three broad areas of activity.

- All young people referred to our services and the activities they will undertake, including the learning environment.
- All work experience placements in which we place young people
- Our staff activities and working practices

Detailed procedures for Carrying out risk assessments are contained in our staff handbook and also in the following pages of this policy.

Risk assessment guidelines

These guidelines should be read in conjunction with our risk assessment policy.

1. Risk assessments are fundamental tools in helping learners, staff and visitors work in a safe and welcoming environment. Although risk assessments are carried out in a formal way with the results being recorded on our documentation, all of us should be carrying out risk assessments every day by being aware of our environment and keeping it safe and by observing and acting on the behaviour of learners which may place themselves or others in danger.

If you see something that is unsafe don't ignore it, take action to address it. It's part of everyone's role.

2. Our risk assessment policy is based upon the HSE 5 steps to risk assessment

Step 1

Identifying the hazards which could cause substantial harm.

At the initial referral stage, it is very important to seek from the school and where appropriate, the parents/carers as much information as possible about young people's potential behaviours which might cause harm to themselves or harm to others.

This includes, for example,

- Verbal abuse to peers
 - Verbal bullying to peers
 - Physical aggression to peers
 - Staff intimidation
 - Verbal aggression to staff
 - Physical aggression to staff
 - Temper displays
 - Threats
 - Volatile mood swings
 - Drug or alcohol abuse
 - Any history of self-harm
 - Criminal activities
 - Any restrictions on social activities or contacts
 - Medical conditions that may affect behaviour, require indication
 - Any known allergies
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- Any other information that may affect how a young person, might behave.
 - It's also important, if possible, to obtain information about environments or triggers that might cause unwanted or challenging behaviour by the young person.
 - The information collected should be recorded on our risk assessment form.
 - It's also important to ask the school or parent/carers if they have any established strategies for dealing with the young person's unwanted behaviour.

Step 2

Decide who might be harmed and how.

For each hazard we need to be clear about who might get harmed in order to help us manage the risk i.e. is the young person a potential risk to themselves? A potential risk to other learners? A potential risk to staff?

- In what way might they be a risk i.e. by their behaviour?
- Will they display signs or symptoms which might indicate an escalation of unwanted behaviour?
- Are there some activities the learner should not participate in i.e. because of an allergy or past experience.

Step 3

Evaluate the risks and decide on precautions.

It does not follow that because we have identified a potential hazard the learner cannot participate in activities.

However, it does mean that we have to take the necessary precautions or safeguards.

Remember, it is our duty to do everything reasonably practicable to protect people from harm.

Firstly, we should look at what we are doing, what controls we have in place and how the activities are organised. Do we believe this is sufficient? Or should we be doing more to control the risk?

We need to ask:

- Can we get rid of the hazard altogether
- If not, how can we control the risks so that harm is unlikely

When seeking to control risks we need to ask relevant questions like:

- Is the level of supervision being provided sufficient to monitor and control any risks?
- Has the learner been instructed on the use of PPE and is it readily available?
- Do we have a strategy and action plan in place for dealing with unwanted or dangerous behaviour on the part of learners
- Are learners aware of the health and safety procedures and the centres rules on behaviour?
- Are all staff and learners aware of the emergency procedures e.g. first aid, emergency evacuation, location of fire extinguishers?
- Are we all aware of the need for good housekeeping and the importance of keeping the workplace clean and tidy?

Step 4

Recording the results of risk assessments and implementing them.

It's extremely important that the result of risk assessments are recorded and shared with all staff working with learners.

You must use the Works 4 U documentation for recording risk assessments.

Remember we need to be able to show that:

- Proper and comprehensive checks have been made
- We have clearly identified who or which groups may be affected
- We have put in place are reasonable practicable precautions and safeguards.
- We have reduced the risk to an acceptable level.

Step 5

Reviewing the risk assessment and updating where necessary.

Our working environment changes on a daily basis and therefore we need to review and update our risk assessments on an ongoing basis.

Looking at individual risk assessments,

We need to ask:

- Have there been any changes that might cause us to revise the risk assessment a learners action and behaviours have improved or deteriorated, incidents have happened, work practices have changed, and staff concerns may warrant a review.
- Are we sufficiently aware that improvements can always be made in order to improve the safety of our working environment?

Finding work experience placements

It is essential that no young person is placed with an employer until an adequate risk assessment has been carried out, this includes:

- Completion by Works 4 U staff of the health and safety form HS10.
- Completion of the risk assessment and is identification of the necessary central measures.
- The employer has adequate liability insurance in place which has been seen by Works 4 U staff and details recorded.
- The young person has undertaken the Works 4 U Health and safety induction module.
- The young person has been issued with appropriate PPE.
- The employer is clear about any necessary restrictions on the work activities of the young person e.g. any prohibited equipment or processes, COSHH etc.

- Whether Works 4 U believe it is necessary for a DBS check on the employers or any employees. E.g. where a young person or vulnerable adult may be working in isolation with a member of staff.

If any member of Works 4 U staff have concerns about any risk associated with placements, they should raise their concerns as soon as possible with **Wendy Mackie**, the Safeguarding Manager.

Note

It is essential that Works 4 U staff review the H & S arrangements of each site visit to a young person in placement.

Field Trips, Activities and outings

Before any organised activities away from the Works 4 U centre take place, staff must ensure:

- That parent/carers have signed the consent forms.
- Adequate risk assessments have taken place in terms of the nature of the activity, the qualifications of staff involved and the registration or track record of the provider.
- The activity has been well planned and a sufficient number of Works4U staff is available to ensure a reasonable staff/student ratio.
- Learners and their parents/carers have been adequately informed about the arrangements for the activity
- **Wendy Mackie**, the safeguarding officer, has approved the plan for the outing.

COSHH

We recognise the importance of controlling substances at work so that they do not cause ill health to learners, our staff or members of public entering our premises.

In addition to providing adequate protection, our policy and procedures are designed to comply with the Control of Substances hazardous to Health (COSHH) Regulations 2002, which apply to the way we work with these Substances.

Our COSHH policy should be read in conjunction with our risk assessment policy and procedures we seek to:

- Identify which substances are harmful
- Identify the tasks or activities in which the substance is used
- Conduct a risk assessment aimed at identifying, reducing and controlling the amount of exposure to the substance
- Developing and implementing appropriate control measures
- Ensuring the provision of appropriate Personal Protective Equipment (PPE)
- Ensuring that all learners and workers receive adequate training, information and guidance on the dangers and precautions
- Providing adequate management controls for the monitoring and maintenance of safe working practice

First Aid

It is the policy of the organisation to ensure that a sufficient number of support staff have formal First Aid Training in order to provide First Aid care at all of our sites throughout the working day.

Our current trained first aiders include:

Person	Site
Mark Hyde	Centre/BowerFold
Janice Waddock	BowerFold
Molly Mackie	Farm/Centre
Sam Fletcher	Centre
Emma McManus	Centre
Kate Cunningham	Farm

First Aid boxes are maintained at all our sites.

Incident and Accident Reporting

It is our responsibility to ensure that Works4U meets the requirements of the RIDDOR regulations.

Injuries to pupils and visitors who are involved in an accident at Works4U or on outings organised by Works4U are only reportable under RIDDOR if the accident results in:

- The death of the person and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

It is our policy that staff report all incidents or accidents to learners no matter how minor and that all incidents or accidents are recorded in our accident book and an incident report form completed.

All incidents or accidents are investigated by Norman Mackie and/or Wendy Mackie and appropriate preventative action is taken.

All incidents or accidents resulting in injury to a learner are reported to the school on the day of the incident.

Fire Procedures

On hearing the fire alarm, we must use the following procedures.

1. Leave your workstation and head for the nearest fire exit, keeping calm and walk in an orderly manner.
2. Make your way to the fire assembly point at the front of the building, if fire is extensive then move to a safer vantage point.
3. Stay where instructed until head counts have been made and verified, under no circumstances should you re-enter the building until directed to do so.

Note: A detailed fire evacuation procedure is displayed in each room

Location Rules

Please adhere to these rules whilst on the site

- This is a non-smoking site. Smoking is not permitted on any part of the site.
- Drugs and alcohol are not permitted on the site and anyone believed to be under the influence of drugs or alcohol will be asked to leave the site and may be refused further access.
- Please wear appropriate safety shoes and clothing at all times and follow the instructions of your tutor.
- All visitors should report to the reception desk and should be accompanied by a member of staff at all times.

Health & Safety on the Farm

All learners attending our farm provision will undertake an induction on their first day of attendance in line with policy outlined on page 4.

A very strong emphasis is placed on personal hygiene, the need to wash hands after handling animals and the use of hand sanitizers which are located in several places at the farm.

No heavy farm machinery is used at the farm and detailed safety instructions are given on small farm implements and tools on their safe use. All learners are given instruction on the safe handling of animals and on animal welfare.

Specific Risk Assessments are carried out in relation to young people attending the farm and on specific activities.

PPE and all weather clothing are issued to learners attending the farm.

Health & Safety on the Workshop

All learners accessing our workshops will undertake the initial Health and Safety induction programme aimed at raising their awareness of health and safety in construction activities (see page 4).

All learners must adhere to the code of conduct on behaviour at all times (see page 5).

PPE including safety footwear must be worn in the workshop areas (see page 6).

No learners will work in the workshop areas without a tutor present.

All tools and equipment will be returned to their correct location at the end of each lesson.

All dangerous chemicals will be handled and stored in accordance with our COSH policy.

All accidents, however minor, must be reported to the tutor.

Health & Safety in the Salon

All learners attending the salon will undertake the initial Health & Safety induction programme (see page 4).

All learners in the salon must adhere to the Code of Conduct at all times.

Personal Hygiene is extremely important in the salon and hand washing and sanitation procedures must be followed.

No student will work in the salon without a tutor present.

All chemicals must be stored and used in accordance with our COSH policy.

All equipment must be cleaned and returned to their proper location at the end of each lesson.