



## THLCIC - Health & Safety Policy

### 1. Statement of Intent

- 1.1 The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Directors recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974 and the Regulatory Reform (Fire Safety) Order 2005.
- 1.2 In compliance with the Health and Safety at Work etc. Act, this school will ensure so far as is reasonably practicable that:
  - arrangements are made to safeguard and promote the welfare of students at the school and such arrangements have regard to any guidance issued by the Secretary of State
  - all places and premises where staff and students are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
  - appropriate safe systems of work exist and are maintained;
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and students can avoid hazards and contribute in a positive manner towards their own health and safety and others;
  - a healthy working environment is maintained including adequate welfare facilities.
- 1.3 In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.
- 1.4 Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
- 1.5 To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Helen F. Webb

**Helen Webb, Director**

16 April 2018

Naomi Long Srikrotriam

**Naomi Long Srikrotriam, Director**

16 April 2018

- 1.6 This policy will be updated annually to ensure best practice is maintained.

# Treasure House (London) CIC

## 2. Organisation and Responsibility

Overall responsibility for health and safety in Treasure House (London) CIC rests with Helen Webb. The Directors have a role as Policy Makers, Planners and implementers. All employees have a responsibility to fulfil the obligations below.

<b>Policy-makers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
<b>Assisters</b>	Have the authority, independence and competence to advise the Directors. They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.
<b>Employees</b>	Irrespective of their position within the school organisation, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

**The Policy Makers, Planners and Implementers will be the Directors**

**The Assisters will be the Local Authority (Southwark)**

**The Employees will pay due regard to the Health and Safety Policy to ensure that all regulations are complied with.**

### **The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy**

#### 2.1 The Policy makers;

- Will devise and approve the Health & Safety Policy;
- Will be familiar with the overall responsibilities laid down in the Health and Safety Policy;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

# Treasure House (London) CIC

As **Policy Makers** the Directors

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets to improve H&S performance;
- are required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
- Seek advice from and receive reports from their Assisters on a regular basis
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit;
- The Directors will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;

2.2 As **Planners**, the Directors will;

- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Directors from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - identify a member of staff who can act as a Health and Safety Coordinator. Ensure that these staff receive appropriate H&S training;
  - Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
  - Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
  - Ensure that suitable and sufficient training, instruction and information is provided when required;
  - Set health and safety objectives as part of the school planning process;
  - Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
  - Communicate any health and safety actions outlined in the school planning process to relevant staff
  - Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;

# Treasure House (London) CIC

- Develop local policies and procedures as necessary for health and safety Seek help from the Consultant to ensure that H&S Policy can be implemented effectively
- Ensure that an annual Premises H&S Inspection of the premises is carried out. Ensure that an Annual Self Audit of the management of H&S is carried out
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly;
- Advise the staff of the results of any H&S monitoring which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

## 2.3 As **Implementers** the Directors will;

- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and be aware of the results or any deficiencies;
- Ensure that any personal targets set are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans);
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training;
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;

# Treasure House (London) CIC

- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from specialists as required.
- Make use of other to promote H&S at work (e.g. intranet/Newsletters);
- In addition to the above, Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, workshops etc., and off site e.g. school trips.

## 2.4 The Directors as Managers, Health & Safety Leads. As **Managers/Health & Safety Leads** the Directors will;

- To maintain an understanding of and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Report forms are available;
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;

# Treasure House (London) CIC

- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
- Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;

***Irrespective of their position everyone working on the premises is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.***

## 2.5 Employees [including temporary & volunteers]

**Employees** – Irrespective of their position within the Councils structure, all staff are employees and therefore all the employee responsibilities within the Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the Health and Safety Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Directors of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

## **Students [This section should be drawn to attention of all Students]**

All students must be encouraged to follow all safe working practices and observe all school safety rules.

### **All students will:**

- follow all instructions issued by any member of staff, particularly in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

## **3. Day-to-Day Safety**

The directors of Treasure House (London) CIC assume all responsibility for Health and Safety of staff and students while on site or on school trips/visits etc.

- 3.1 In the infrequent absence of both Helen Webb and Naomi Long, then another member of staff will assume responsibility. Management will always maintain a point of contact should an emergency arise.
- 3.2 Staff must ensure the front door is secured at all times.

# Treasure House (London) CIC

## 4. Accidents

- 4.1 A First Aid Box is kept in the office and will be regularly checked.
- 4.2 The trained First Aiders are Helen Webb.
- 4.3 General accidents are recorded in the Accident Book and kept in the office.
- 4.4 The accident book is checked on a regular basis.

## 5. General Fire Safety

- 5.1 Evacuation and safety procedures are posted on the wall of each room. All staff are made aware of the contents.
- 5.2 All staff are responsible for ensuring that students are aware of fire and safety procedures.
- 5.3 Fire extinguishers are placed at strategic points where fire is more likely to occur.
- 5.4 A daily register is taken of all students and they sign in upon arrival.
- 5.5 Staff and volunteers must ensure that 'No Smoking' rules are applied at all times.
- 5.6 Risk Assessment of General Fire Safety is conducted by the directors annually.

## 6. Housekeeping

- 6.1 Staff and volunteers are responsible for keeping their own work areas clean and tidy.
- 6.2 The general cleaning is undertaken by Ecoclean.
- 6.3 The waste management of the building is undertaken by Veolia.
- 6.4 Safe stacking and storage should be undertaken by staff.
- 6.5 All exits and walkways should be kept clear and any obstacles which could cause an accident removed to a safe place.

## 7. Electrical Equipment

- 7.1 No electrical equipment should be used if it is unsafe or suspected of having a fault. Any suspected fault should not be touched by an unqualified person but should be reported to Management.
- 7.2 No electrical equipment should be installed without the approval of Management and then by a qualified person.
- 7.3 When using portable equipment or extension leads, any user must ensure that these are safely stored, not overloaded and do not constitute a health and safety hazard to anyone.

## 8. Machinery/Equipment

- 8.1 Any machinery/equipment used on the premises must be done using manufacturers' instructions and safety guidelines.

## 9. Off-site visits

- 9.1 When taking pupils off the school premises, we will ensure that:
  - Risk assessments will be completed where off-site visits and activities require them
  - All off-site visits are appropriately staffed
  - Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

## 10. Manual handling

- 10.1 It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.



# Treasure House (London) CIC

10.2 The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

10.3 Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

## 11. Lettings

11.1 This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## 12. Smoking

12.1 Smoking is not permitted anywhere on the school premises.

## 13. Asbestos

- 13.1 Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- 13.2 Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- 13.3 Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- 13.4 A record is kept of the location of asbestos that has been found on the school site

## 14. Occupational stress

- 14.1 We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.
- 14.2 Systems are in place within the school for responding to individual concerns and monitoring staff workloads.
- 14.3 TH uses an employee support/assistance programme for additional information, support and counselling which is available for all staff.

## 15. Dangerous Substances

- 15.1 Any substances considered a hazard should be kept in a safe place and COSHH forms should be available for use, if necessary.
- 15.2 Dangerous objects e.g. knives, scalpels will be kept locked in the office when not in use. Students will be supervised when using these tools/substances.

## 16. Risk Assessments

- 16.1 Organisational risk assessments are carried out as necessary, filed electronically and reviewed as required.
- 16.2 School trips policy is in place and risk assessments will be carried out in accordance with the policy.
- 16.3 Individual Risk Assessments are carried out for each new student prior to referrals being accepted.



# Treasure House (London) CIC

## 17. Safe Learner

17.1 Treasure House (London) CIC endeavours to comply with the Safe Learner process to ensure that the learner, through the quality of his/her learning experience:

- Gains an understanding of the importance of Health and Safety.
- Understands how hazards are identified and risks assessed.
- Develops a set of safe behaviours.

## 18. Safer Recruitment

- A safer Recruitment Policy is in place.

## 19. Measure, Audit and Review

- The nominated Health and Safety Officer is Helen Webb.
- This Health and Safety Policy will be monitored actively and reactively.
- An audit will be completed annually in August.

**This policy was last reviewed in April 2018 and will be reviewed annually in August or as changes in legislation dictate.**

**Signed** .....

*Helen Webb*

**Director**

**Signed** .....

*Naomi Long-Srikrotriam*

**Director**

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