

# Health and Safety Policy Statement Code of Working Practice No. 127 Date: 5<sup>th</sup> Jan 2022

This is the statement of general policy and arrangements for: **Cranedale Educational Charitable Trust Ltd (CECT) – The Employer**

Overall and final responsibility for health and safety is that of: **Chris Cassells - Head of Centre, on behalf of the CECT Trustees**

Day to day responsibility for ensuring this policy is put into practice is delegated to: **The Head of Centre and CECT Heads of Departments (Educ and Domestic)**

*Cranedale Educational Charitable Trust Ltd recognises that it is bound by legal duties under the regulations of the Health and Safety at Work Act 1974 and agrees to provide for its customers and staff, a safe working environment, safe equipment and safe methods of work.*

**Statement of General Policy:** *The Charity will:*

- *provide adequate control of health and safety risks to employees and customers arising from the work of the Centre*
- *consult with employees and customers on matters affecting their health and safety*
- *ensure safe handling and correct use of substances which may be considered hazardous*
- *provide employees with information, instruction and supervision, and ensure via adequate training that they are competent to undertake their tasks*
- *prevent, where possible, accidents and cases of work related ill health*
- *emphasise that all employees have a responsibility for taking care of their own health and safety and that of the people they work with*
- *review and revise this policy as necessary at regular intervals*

POLICY AREA	RESPONSIBILITY OF	ACTION / ARRANGEMENTS
<p><b>Responsibilities:</b> To ensure health and safety standards are maintained and improved, the following employees have responsibility for the following areas</p>	<p><b>Mr K Cawood</b> <b>Mr P Bates</b> <b>Mr T Kilkenny</b> <b>Mr C Cassells</b> <b>Mrs L Heslington / Mrs J Cawood</b> <b>Mr T Kilkenny / Mr C Cassells</b></p>	<p><b>Property/Grounds/Transport/Ladders/WaterTemperatures</b> <b>Catering</b> <b>Fieldwork equipment</b> <b>First Aid</b> <b>Cleaning</b> <b>Staff training and Induction</b></p> <p>The Head of Centre (HoC) and delegated staff are responsible for carrying out inspections, investigating accidents and monitoring the maintenance of buildings and equipment.</p> <p>All employees are required to cooperate fully with their managers on H&amp;S matters; not interfere with anything provided to safeguard their H&amp;S; take all reasonable steps to care for their own H&amp;S; report all H&amp;S concerns to their Head of Department (HoD) the HoC, the D.HoC, or use the H&amp;S Logbook/Near Misses File. All HoD are responsible for raising H&amp;S issues for discussion with their staff at departmental meetings.</p>

<b>Health and Safety risks arising from work activities:</b>	<b>The Head of Centre, Deputy Head of Centre and all Heads of Department – Education and Domestic</b>	<p>The Head of Centre is responsible for undertaking a Workplace Risk Assessment for the premises.</p> <p>All HoD will undertake risk assessments and review them on an annual basis or whenever there is a significant change to the work activity.</p> <p>New risk assessments will be compiled by the HoD but must be approved by the Head of Centre and / or Deputy HoC.</p> <p>Amendments to existing risk assessments must be approved by the Head of Centre, D.HoC and the HoD concerned.</p> <p>The HoD is responsible for ensuring that risk assessments are observed and appropriate actions are taken in their departments.</p> <p>The HoD is responsible for reviewing their department risk assessments and checking that control measures are actually reducing risks.</p>
<b>Consultation with employees:</b>	<b>The Head of Centre and Heads of Department</b>	<p>CECT employees are not represented by trade unions therefore all H of D are required to raise H&amp;S issues on behalf of their staff.</p> <p>Departmental meetings are obliged to raise H&amp;S as an agenda item and consult all employees.</p> <p>Consultation with employees takes place through their HoD or direct with the Head of Centre / Deputy HoC at any time.</p> <p>Annual Job Chats are also available for discussion of any H&amp;S issue</p>
<b>Safe workplace and equipment:</b>	<b>Heads of Department</b>	<p>Each HoD is responsible to the Head of Centre for identifying any H&amp;S issues relating to equipment or building fabric in their work areas. Individual employees have a responsibility to report any H&amp;S issues to their HoD.</p> <p>The HoD will be responsible to the Head of Centre for ensuring that effective regular maintenance procedures are in operation and H&amp;S issues are given high maintenance priority at all times.</p> <p>Any faults to building fabric or equipment should be reported directly to the Maintenance Manager (in his absence, the Head of Centre / Deputy HoC) or reported in the Head of Centre’s Logbook.</p> <p>Each HoD is responsible to the Head of Centre for checking that new equipment / furnishings and fittings meet legal H&amp;S standards before purchasing.</p> <p>In 2021 window restrictors were fixed to all second floor windows and some ground floor windows where a fully open window could potentially cause injury. These are formally checked and recorded on a monthly basis when we are open by the Maintenance Manager.</p>
<b>Safe handling and use of substances</b>	<b>Mr T Kilkenny</b> <b>Mr P Bates</b> <b>Mrs L Heslington</b> <b>Mr K Cawood</b> <b>Mrs S Taylor</b>	<b>Fieldstudies / Prep Room</b> <b>Catering</b> <b>Cleaning</b> <b>Maintenance / Grounds</b> <b>Administration</b>

		All named employees (opposite) will be responsible for identifying all substances which need a COSHH Assessment, in their department, and for implementing and monitoring all procedures and guidelines.
<b>Safe handling and use of substances .....cont</b>		<p>The above mentioned persons are responsible to the Head of Centre for ensuring that all actions identified in COSHH Assessments are implemented. The Head of Centre is ultimately responsible for ensuring that all employees are informed about COSHH via employee inductions and/ or department training manuals.</p> <p>The above named persons are required to take all reasonable steps to check that new substances are safe to use prior to purchase. COSHH Assessments are reviewed annually at a predetermined time or when work activity changes, whichever is the soonest.</p>
<b>Information, instruction and supervision</b>	<b>The Head of Centre</b>	<p>The Health and Safety Law wall poster is displayed above the Head of Centre's desk in the Main Office.</p> <p>Health and safety advice is available from the HoD and the management team -Head of Centre, Deputy HoC. Supervision of young workers or work experience students will be the responsibility of the HoD. The Head of Centre will be responsible for monitoring the supervision required.</p> <p>The Head of Centre is responsible for ensuring that all employees are given relevant health and safety information.</p>
<b>Competency for tasks and training</b>	<b>The Head of Centre Deputy Head of Centre Heads of Department</b>	<p>Induction training will be provided for all employees by the HoD, DHoC and HoC.</p> <p>The HoD or a delegated member of staff will provide job specific training. Field studies tutors will receive training from the Deputy HoC and any delegated Tutors.</p> <p>A large amount of in-house training is provided for any position and external training will be provided for Fire Awareness, First Aid, Manual Handling, Minibus PCV(D1) training and testing, and Food Hygiene.</p> <p>Digital records of all Health and Safety Training are kept for all departments. These records can be viewed collectively but also individually and records can be printed off for individual employment files. In addition all personnel are required to sign for any H&amp;S training received and these are maintained by Management as Evidence of Training.</p> <p>Training is identified and monitored by the HoD or Management Team and arranged and financed through Centre Administration.</p> <p>Extra training is provided if any tasks change and refresher training in Fire Awareness and First Aid is provided as a matter of course.</p>

<p><b>Accidents, Near Misses , First Aid and work-related ill health</b></p>	<p><b>Head of Centre All H of D</b></p>	<p>Health surveillance may be required in the Maintenance / Grounds department from time to time where risks are higher due to use of paints and chemical adhesives, plants sprays and work in damp and dusty environments. Health Surveillance records, if required, will be held by the Head of Centre in the Main Office.</p> <p>First Aid posts are available in the Main Office, Kitchen, Prep Room, Workshop and Cranedale Minibuses. A Defib is located on the Main Drive by the Office.</p> <p>All Tutors hold a 'First Aid at Work' certificate or similar are the designated persons providing first aid to customers and other employees</p> <p>All accidents and cases of work-related ill health are recorded in the Accident Record Book which is held in the First Aid cupboard in the Main Office.</p> <p>Accident Record sheets are also held in the Catering Department but all records must come through to the Main Office for processing.</p> <p>All completed forms are returned to the Head of Centre's desk for review prior to going into locked storage in line with Data Protection Regulations.</p> <p>The Head of Centre is responsible for reporting any accident which falls under the definition of RIDDOR.</p> <p>All near misses must be reported in the Near Misses File and or in the Head of Centre's Logbook.</p>
<p><b>Monitoring</b></p>	<p><b>Head of Centre Deputy HoC H of D</b></p>	<p>The Head of Centre will:</p> <p>Undertake spot check visits to each department and delegate monthly Routine H&amp;S Inspections to the DHoC.</p> <p>Verbally check that all H&amp;S procedures and risk assessments are in place via his meetings with H of D.</p> <p>React to any accidents or periods of ill health that do occur.</p> <p>Make direct contact with all employees (in their work place) at some point every week.</p> <p>Receive feedback from departmental H&amp;S meetings throughout the year.</p> <p>The Head of Centre and HoD will be responsible for investigating accidents and work-related causes of sickness absences.</p> <p>The Head of Centre is responsible for acting on the results of the above investigations and instituting amended risk assessments or changes to safe working procedures to prevent a recurrence of any injury or illness.</p>
<p><b>COVID-19</b></p>	<p><b>Head of Centre Deputy Head of Centre All Employees Visitors</b></p>	<p>The Head of Centre is the designated SPOC (Specific Point of Contact) should there be any cases or suspected cases of COVID-19 in employees or visitors at the Cranedale Centre. All efforts should be made to inform the HoC as soon as a case or suspected case is identified. In his absence, the DHOC will be the SPOC. The HoC continues to ensure Cranedale follows all UK Gov guidance and guidance issued by the Department for Education. Employees and visitors</p>

		should ensure that they also follow government guidance which continues to change with the pandemic.
<p><b>Emergency procedures – fire and evacuation</b></p> <p><b>Emergency procedures – fire and evacuation.....cont</b></p>	<p><b>The Head of Centre Maintenance Manager</b></p>	<p>The Head of Centre is responsible for ensuring the Fire Risk Assessment is reviewed annually and also when changes to the Centre buildings affects fire regulations. (CoWP No.117). In December 2019 Peninsula Business services undertook a Fire Risk Assessment and will continue to review the Fire Risk Assessment annually going forward. The Head of Centre in conjunction with the Maintenance Manager will address any issues arising from the Fire Risk Assessment in an Action Plan.</p> <p>The Head of Centre is responsible for routine inspections of final exit doors – (Monitoring File A, Section 1 (4)).</p> <p>The Maintenance Manager is responsible for checking escape routes weekly, there will also be a monthly documented visual check in line with the Fire Risk Assessment. (Monitoring File A, Section 1 (4)).</p> <p>Emergency Lighting Systems and the Fire Alarm are maintained and inspected by G2 Integrated Security Systems Ltd on a 6 monthly basis.(Monitoring File B, Section 7).</p> <p>The Fire Extinguishers are maintained annually by Blaze Fire Safety Ltd. (Monitoring File B, Section 7).</p> <p>Monthly inspections of emergency lighting and fire extinguishers are the responsibility of the Maintenance Manager and HoC. ( Monitoring File A, Section 1 (4) ).</p> <p>Fire Alarms are tested weekly by the Administrator (Monitoring File A Section 1(1) ).</p> <p>Spot check fire evacuation drills are undertaken with customers on 6 or more occasions throughout the year. ( Monitoring File A, Section 1 (3) )</p> <p>Training of personnel on Fire evacuation and the running of Fire Drills is logged. (Monitoring File A, Section 1(2)).</p> <p>The Fire Safety Policy ( CoWP No.117, Appendix 117.1) and Fire Risk Assessment (CoWP No.117) should also be read in conjunction with this H&amp;S Policy Statement.</p>
<p><b>Signed (on behalf of CECT Ltd):</b></p> <p><b>Date:</b></p> <p><b>Review date</b></p>	<p><i>5<sup>th</sup> January 2022</i></p> <p><i>Jan 2023</i></p>	

--	--	--