



HOPE HOUSE

HEALTH & SAFETY AT WORK POLICY AND PROCEDURES

Incorporating
Hope House School Barnsley
&
Hope House Church Barnsley

HOPE HOUSE HEALTH AND SAFETY AT WORK POLICY

HEALTH & SAFETY AT WORK

This policy demonstrates a practical out working of our Christian responsibility to love and care for one another

1. SCOPE

This policy applies to all members of staff of THE ORGANISATION, casual staff, temporary workers, volunteers, freelancers and to those contractors who work on site at THE LOCATION or those who use computer equipment.

2. CONTEXT

It is a legal requirement for all organisations to have a written Health & Safety policy and to train all staff in matters relating to Health and Safety.

3. PURPOSE

To provide information on Health and Safety legislation as it relates to THE ORGANISATION and to ensure that all necessary legal requirements are met.

4. DEFINITIONS

4.1. The Health and Safety at Work Act

The Health and Safety at Work Act and EC minimum Work Place Standards Directive applies to all work situations. It covers everyone at work, whether they are employed or self-employed and also protects members of the public whose health and safety may be affected by work activities. The Act recognises that employees, as well as employers, have duties towards ensuring high standards of health and safety at work. For the purposes of this Policy Document, the Lower Ground Floor, 1st, 2nd and Mezzanine floors and stairs are incorporated into the premises known as THE LOCATION. The school gives heed to: Health and safety: advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies - February 2014

4.2. The Legal Position

Under the Health and Safety at Work Act 1974 and the Approved Codes of Practice (ACOPs), every employer of five or more employees has three clear duties:-

4.2.1 the preparation and revision of a written statement of general policy relating to the employee's health and safety at work.

4.2.2 the preparation and revision of a written statement detailing the arrangements for implementing the policy; and

4.2.3 the communication of the statement and all revisions of it to the notice of employees. There is a legal requirement that employers should produce, publicise and implement a HEALTH AND SAFETY POLICY STATEMENT which sets out clearly the aims, the responsibilities – both the employer's and employee's and the means of achieving these. This document discharges that duty, and it is being issued to all existing staff at Hope House and to new comers as they arrive. It is incumbent upon everyone working at THE LOCATION to study this document, to become thoroughly familiar with it, and to make sure every detail is understood. Only then will safe words become safe actions!

5. HEALTH AND SAFETY POLICY

The promotion of Health and Safety is a mutual objective for everyone connected with THE LOCATION. Therefore;

5.1. THE ORGANISATION will, so far as is reasonably practicable, safeguard the well-being of all who work in and visit THE LOCATION. This will entail:

5.1.1.The compliance with all Health & Safety legislation

5.1.2.The provisional maintenance of a health and safe working environment

5.1.3.The provision of appropriate information, instruction, training and supervision in safe working methods and procedures

5.1.4.The provision of first aid and medical facilities (see separate Policy)

5.1.5.The provision of fire prevention and precaution arrangements as approved by South Yorkshire Fire & Rescue (SYFR) (see separate Policy)

5.1.6.The provision of appropriate security arrangements

5.1.7.The provision of health and safety arrangements appropriate to all communal areas of THE LOCATION

5.1.8.The appointment of a Health and Safety Officer to assist in the implementation, monitoring and reviewing of the Health and Safety Policy

5.1.9.The attention to Health and Safety matters by the DIRECTORATE. The Health and Safety Officer will report to the DIRECTORATE. The HSO will report on H&S issues at meetings of the School Governors / Church Company Members as and when appropriate

5.1.10. The periodic review of this Policy Statement with the appropriate issue of amendments

5.2. THE ORGANISATION expects that all staff will respond by;

5.2.1.Co-operating in all measures and observing all rules designed to promote health and safety at work

5.2.2.Taking reasonable care for the health and safety of themselves, colleagues, visitors and others

6. RESPONSIBILITY

6.1.1.THE ORGANISATION has a responsibility for ensuring that the policy set out in section 5 above is implemented, and for making the provisions details in section 5.1 above.

6.1.2. The Directorate is responsible for:

6.1.3.ensuring that all requirements of Health & Safety legislation complied with

6.1.4.ensuring that rules and procedures for the health and safe execution of work activities appropriate to his/her staff are formulated in this Policy Statement

6.1.5.that both Parts 1 and 2 of the Policy Statement are available to all staff

6.1.6.ensuring that the requirements and provisions of all parts of the Policy Statement are adhered to and monitored.

6.1.7.Appointing a member of staff to act as suitably qualified First Aider, and to provide adequate and on-going training for the First Aider as and when required

6.1.8.Appointing a responsible member of staff to act as the THE ORGANISATION's Health & Safety Officer (HSO) and Safety Representatives for each organisation in THE LOCATION.

6.2. The HSO is responsible for co-ordinating all Health & Safety matters, and in particular for ensuring that the provisions of section 7 below are implemented in respect of those areas and facilities provided by the ORGANISATION for communal benefit.

6.3. The HSO will, in co-operation with the Directorate, be responsible for making all reasonable practical arrangements in respect of health and safety matters for;

6.3.1.the instruction, training and supervision of all, and especially new staff

6.3.2.consultation and participation by all the staff

6.3.3.the distribution if all relevant Health & Safety information

6.4. Matters of Health & Safety shall be dealt with, at least quarterly by the HSO. The HSO will request feedback from the DIRECTORATE. The HSO will ensure that the DIRECTORATE monitors the implementation of the Policy Statement, obtain DIRECTORATE approval as necessary for any necessary policy changes, and take necessary action to achieve a healthy and safe working environment

6.5. All staff have a duty to take reasonable care for themselves and others and to co-operate with management to enable the ORGANISATION to comply with its Health & Safety responsibilities.

7. ARRANGEMENTS FOR COMMUNAL MATTERS

7.1. Communal Areas

7.1.1.Smoking - Smoking is prohibited in every part of the LOCATION but allowed on the driveway.

7.1.2.Driveway – Parking space is provided for the church Pastor only or for service delivery or disabled visitors. The users of which must park tidily and report to Reception.

7.1.3.Office & Reception – The Office will be attended during normal working hours (excluding lunch periods) every week day by the office staff. All visitors should be instructed to report to Reception, and follow the procedure for signing the visitor's book and receiving a temporary visitors badge (for those going into the school building). Visitors badges to be worn at all times whilst they are in the building. Visitors should not move into the building without permission from the office staff.

Goods delivered or awaiting collection must not must not be left stacked in a position or manner that is hazardous, untidy or that would prevent safe access or egress. The visitor seating area being kept clean, with crockery, cutlery etc. being cleared away when finished with.

7.1.4.Kitchens – All persons using kitchen equipment such as refrigerators, cookers, microwave ovens, sinks, worktops, cutlery, utensils and any other items in common ownership must ensure they are left clean and tidy. Spillages, especially on the floor, must be wiped up promptly. Refrigerators and cupboards must be kept clean and free from bad food, and the kitchen clean tidy at the end of the working day. Before handling food of any kind, hands should be thoroughly washed (see Café Risk Assessment).

7.1.5.Lavatories & Washrooms – lavatory bowls and hand basins must be left clean, and floor spillages must be wiped up. Sanitary dressings must be place in the hygienic bins. Hand basins must not be used for washing crockery, utensils etc. All persons should ensure that these areas are left in the lean condition they would expect to find them and that hands are washed regularly after lavatory use.

7.1.6.Storerooms and Store Cupboards – These must be kept clean and tidy with stock shelves and bays being maintained and stock records, updated and the Administrator being advised of stock cuts as necessary. Empty cardboard cartons and packing material should be disposed of as they occur. Articles should not be positioned so as to obstruct floor space. When a step ladder is used to work at height, ensure that it is safe and that people work in pairs where to work alone would not be considered sensible.

7.1.7. Classrooms & Meeting/Conference Rooms – These should be kept in a clean, tidy and presentable condition, with tables and seating being laid out in an orderly manner. Special attention must be paid to the cleaning up of food spillages, particularly sugar. Care should be taken of conference peripherals such as PA and OHP Equipment, Flip Charts, Easels etc. that they are safely secured when not in use. All those using the conference rooms as external customers will be provided with a verbal explanation of emergency procedures, fire action and assembly point notices are in each room.

7.1.8. Offices & Communication Rooms and Copying Areas – Office and Computer equipment maybe used only by competent persons in accordance with proper operating instructions and always treated with great care. Faulty and defective equipment must be reported promptly to the Administrator or Network Manager and must not be used or “tinkered with” until repaired or put back into good working order. Loose and unsheathed wiring must be repaired promptly. Equipment should be turned off at the end of the day, unless it is of a type where 24 hour or prolonged operation is normal such as; Network Computer Servers – faxes and the like. In such stances notices will be placed adjacent to or on the equipment or plug in question.

7.1.9. Corridors, Staircases, Roof walkway, Fire Escapes, General Security – People should always walk and never run, making sure that they are looking where they are going. Articles of any description should not be allowed to cause obstruction – this being absolutely essential on “Means –of-Escape” routes to fire exits, stairways and entrance lobbies. The doors marked as Fire Doors should always be kept closed when not in use. All windows should be closed and secured at the end of the working day, with all inter-communicating doors closed and exit doors locked. The burglar alarm must be set by the last person leaving the building according to noted security procedures. All temporary or volunteer staff should be clear of the premises at the end of the normal working day unless working under the supervision of a full-time member of staff who is also a key holder.

7.1.10. Electrical and Boiler Rooms – Only persons specifically authorised may have access.

7.1.11. Fire Alarm & Emergency Lighting – These will be tested on a regular basis to ensure that all call points, bells and lights are functioning correctly. The Fire Alarm will be check on a six monthly basis and emergency lighting on a six monthly basis by contractors who will issue certification that this has taken place. Rotated testing of the Fire Alarm/Points will take place on a weekly basis by the Fire Officer. There will be a minimum of 2 Fire Drills per academic year, preferably 1 per term.

7.2. Emergencies

7.2.1. Accident & Illness The First Aider must see that injured/ill staff/visitors/pupils receive appropriate attention and must inform the Health & Safety Officer and all incidents must be recorded in the Accident Book kept in the main office. Near misses must be noted to the HSO. A First Aid Box containing only items required by Health & Safety (First Aid) regulations and ACOP, 1981, will be kept in the First Aid room and checked regularly by the Appointed Person First Aid. Basic first aid kits should be kept in the Early Years Unit and with the First Aider and two basic kits kept for visits and trips outside of the building. The HSO will report all notifiable accidents/illness (RIDDOR) to the appropriate enforcement authority.

7.2.2. Fire, Bomb and Flood – Evacuation Instructions posted around the building (appendix 1) must be observed. Approved Fire Alarm and Emergency Lighting Systems are installed throughout THE LOCATION and approved Safety Signs are displayed throughout the building. It is particularly important that “Means of Escape” routes are kept unobstructed at all times and that Fire Exits are kept unlocked and unfastened while people are in the building for safety reasons fire doors may only be wedged open temporarily for the movement of bulky/heavy items or in the case the staff kitchen during break times only.

8. DISPLAY SCREEN EQUIPMENT

The ORGANISATION's intention is to optimise the use and application of display screen equipment within the organisations, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment.

8.1. Health & Safety

For the health and safety of workers, in so far as is reasonably practicable, THE ORGANISATION will in consultation with staff and their representatives:

- 8.1.1. carry out assessment of each work station taking into account the display screen equipment, the furniture, the working environment and the worker.
- 8.1.2. Take all necessary measures to remedy any risks found as a result of the assessment
- 8.1.3. Take steps to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- 8.1.4. Arrange for the free provision of eye tests, at regular intervals and where a visual problem is experienced
- 8.1.5. Advise existing employees and all new employees of the risks to health and how these can be avoided.

8.2. Information

The ORGANISATION will give sufficient information as is necessary to ensure the health and safety of workers who use display screen equipment. This provision will apply to those persons who are not in direct employment (e.g. agency staff and contractors)

8.3. Eye and Eyesight Tests

- 8.3.1. THE ORGANISATION will arrange for eyesight tests to be carried out but only for new employees who have passed their probation period and whose main work is on a VDU. Where results of the test indicate that glasses are required specifically for work with display screen equipment THE ORGANISATION will arrange for the supply of glasses and contribute up to 50% towards the cost.
- 8.3.2. Where an employee is transferred, promoted or otherwise moved to a job involving the use of display screen equipment he/she will be entitled to an eyesight test. This entitlement also applies where display screen equipment has become the main work for an employee not previously considered a regular user.
- 8.3.3. Employees whose main work is on a VDU will be entitled to undertake an eyesight test at regular intervals. As a guide: under 40 years of age every 5 years; over 40 years of age, every 3 years. All such tests must be arranged through the THE ORGANISATION's HSO. Employees should note that these tests are limited to an assessment of the visual capability needed to see the screen and are not a substitute for regular and more comprehensive tests.

8.4. Rest Breaks

- 8.4.1. The purpose of a break from display screen equipment is to prevent the onset of fatigue. Users of display screens are encouraged and will be expected to take opportunities for breaks.
- 8.4.2. There is no prescribed frequency or duration of breaks from display screen work. Wherever possible, employees will be given the discretion to decide the timing and extent of off-screen tasks. Employees who believe that their workload at display screens does not permit adequate breaks should bring this to the attention of their manager.

8.5. Self-Assessment of the Work Station

8.5.1. users of display screen equipment will be invited annually to complete a checklist to assist THE ORGANISATION in providing a comfortable and safe environment.

8.6. Training

8.6.1. Employees who use display screen equipment will be given training and instruction in all areas necessary to enable them to work with risk to health.

8.6.2. Those persons not in direct employment (e.g. agency staff and contractors) will also be given sufficient instructions as is necessary to enable them to work with risk to health.

9. CODE OF SAFE PRACTICE – Offices, Classrooms, Meeting Rooms

- 9.1. As soon as an unhealthy, unsafe or faulty condition of premises, floor surfaces and coverings, furniture and equipment – or the potential for such a condition is discovered, all practical steps must be taken to eliminate/minimise the risks, and the matter must be reported immediately to the HSO.
- 9.2. Hazardous activity not already covered by specific instructions must be reported to the HSO who will advise and draw up safe working procedures.
- 9.3. Protective clothing must be worn for any tasks for which it is supplied. Long hair and trailing parts of clothing must be kept away from moving machinery e.g. Copiers/Printers/Shredders.
- 9.4. Undue haste, the cause of many office accidents, should be avoided. Staff should always walk and never run in corridors and on staircases and should look where they are going; and should wear appropriate footwear, not strapless shoes or flip flops.
- 9.5. Electrical, telephone, computer or dictating machine cables must never lie uncovered across any floor space over which people will walk, as these are a major tripping hazard.
- 9.6. Desk, pedestal or filing cabinet drawers and cupboard doors must not be left open in such a way to be a safety hazard.
- 9.7. Waste-bins, briefcases, bags, packages or waste materials etc. must not cause obstruction.
- 9.8. Liquids should never be left where they might be knocked over onto electrical equipment such as computers, keyboards or terminals, photocopiers etc.
- 9.9. Spilt fluid must always be wiped up as soon as possible, whether from the floor or any other surface.
- 9.10. Sharp or pointed objects should be used with particular care. Any broken glass etc. should be very carefully wrapped, and if necessary, marked before disposal.
- 9.11. Work places should be kept tidy to reduce the risk of fire or accident and help provide a better working environment.
- 9.12. Equipment, furniture, materials etc. must always be positioned safely; only the minimum may be stored in the floor.
- 9.13. When needing to reach high level shelving etc. only a safe ladder should be used and a colleague should always be nearby.
- 9.14. Nothing too heavy should be carried. Clear vision over and around any carried load must be maintained. Correct postures when lifting or carrying should be maintained. (see advice poster in Staff Kitchen and Caretakers Workshop)
- 9.15. Electrical/electronic equipment should only be used by competent persons in accordance with the manuals provided and / or laid down procedures, and should always be treated with great care. Equipment thought to be faulty or defective must be reported promptly, and not used until checked or repaired by someone suitably qualified. It should never be “tinkered with”. Loose and unsheathed wiring must also be reported to allow prompt repair. Equipment should be unplugged when not in use unless in a type where 24 hour operation is the norm.

PAT testing (Portable Appliance Testing): This should be done regularly as follows:

Fixed installation – normally every five years.

Portable Appliances. class 1 - every 12 months; class 2 every 48 months.

- 9.16. Bar type electric fires must not be used. Other types of electric heaters may only be used with the permission of the HSO. Where such permission has been granted heaters should only be plugged directly into a power point that has the correct rated fuse/plug fitted. Extension cables must be fixed to the floor.
- 9.17. Information regarding an accident or illness must be given at the earliest opportunity to the HSO who will.

Give advice and assistance

Arrange for First Aid to be given by an appointed first aider if not already done

Decide how to use appropriate emergency services

Summon doctor or ambulance

Arrange for the ill/injured to be taken to a Hospital's casualty department

Inform THE ORGANISATION's most senior manager present

Ensure a record of the incident is in the Accident Book

Inform or ask a Senior Manager to inform the family/next of kin (if warranted)

- 9.18. When a 'near miss' incident occurs, from which a member of staff may suffer a measure of shock, the HSO must be informed. Such items listed in the preceding paragraph (17) which are considered relevant to the case must be complied with. The 'near miss' must be recorded in the Accident Book kept in the main office.
- 9.19. At least one First Aid Box will be provided containing only those items required by the Health & Safety (First Aid Regulations 1981).
- 9.20. Staff should familiarise themselves with:
the means of sounding the Fire Alarm using the "break glass" call points throughout the building.
the Fire Escape Routes
the address and contact details of the local hospital
- 9.21. Staff should familiarise themselves with the special instructions to be observed in case of Fire or Bomb Scare incidents which are posted in the office and staffroom. (see appendix 1)
- 9.22. Staff in contact with infectious conditions must obtain medical clearance before attending work and on arrival must inform the most senior manager present.
- 9.23. Road Travel
THE ORGANISATION's drivers should take a rest of at least 15 minutes every 2 hours at the discretion of the driver. No pressure must be put upon the driver to continue driving, the decision of how alert they are and when to stop must be theirs. Where possible a long journey in one day should be avoided and other methods used.
- 9.2.4 Mobile Phones
Mobile phones emit and receive radiowaves. Mobile phone users may wish to reduce their exposure to these radiowaves by keeping their calls short as talking for long periods prolongs exposure. It is illegal to use a mobile phone whilst driving unless you are using a hands-free kit.

9.2.5 Laptop Users

The two main problems with laptop use are carrying heavy items with the computer (so causing manual handling injury) and using the laptop in a less than ideal location (train, car hotel etc.0 which encourages poor posture. It is suggested that laptop users, wherever possible avoid use when travelling or where it is difficult to achieve a comfortable working posture. Any symptoms of discomfort should be highlighted and efforts made to find solutions to reduce pain. Laptop users should avoid carrying heavy equipment and ideally should use a ruck sack style bag to distribute the weight evenly across both shoulders.

10. PREGNANT WORKERS

- 10.1 Once the Line Manager has been informed that a member of staff is pregnant, a risk assessment will be carried out. This will examine the physical workplace and working conditions e.g. work station and posture, lifting loads, working hours. Specific medical advice given to the individual will also be taken into account. The Staff Room will be available for necessary rest breaks.

Appendix 1



HOPE HOUSE HEALTH & SAFETY GENERAL STATEMENT



We are committed to the Health, Safety and Welfare of our pupils, congregation, members of staff, our volunteers and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent all work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with relevant parties about Health and Safety and provide you with the information, instruction, supervision and training that we consider necessary. We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a health and safe environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others using these premises.

This policy will be reviewed annually and revised as necessary.

Organisation and Responsibility

The overall responsibility for Health and Safety lies with the School and Church Charity Trustees

The following person is nominated as their contact for Health and Safety: Mike Stead – Administrator

If you need any more information or have any concerns about Health and Safety, please contact a Church or School Director or the Administrator

Appendix 2

EMERGENCY EVACUATION PROCEDURE

(a) FIRE

IF YOU DISCOVER A Fire –

1. SOUND THE ALARM

By breaking the glass of the nearest FIRE ALARM Call Point.

2. SHOUT “FIRE – LEAVE NOW”

To alert all nearby occupants

3. TELEPHONE the EMERGENCY SERVICES

By dialling 9 999 on the phone in the main office, computer room or EYU or 999 from a mobile phone and provide the information requested by the emergency operator

4. ALERT THE MAIN OFFICE

By dialling 21 on an internal phone, but only if safe to do so.

5. FIGHT THE FIRE IF SAFE TO DO SO

But only if the fire is blocking an exit route:

Use the nearest appropriate extinguisher –

CO2 for electrical equipment fires

(only ever hold this extinguisher by the handle and never by the nozzle due to the extreme cold generated by the CO2 gas which can burn the skin on contact.)

Water – for normal fires

Fire Blankets are fitted in the kitchens for smothering e.g. spilt fat fires.

6. LEAVE THE PREMISES

- as quickly as possible by the route noted on the notice in the room you are in.
- help your colleagues if they need it
- close all fire doors behind you
- do not return for anything
- go to the assembly point
- listen for instructions from the company fire officer or member of South Yorkshire Fire Department

When satisfied that the premises are cleared the company Fire Officer or most senior manager present will:

If safe to do so:

- Shut off the gas and electricity at the mains.
- Fire Marshall (in conjunction with class/form teachers) will check that all staff and pupils are accounted for via signing in sheet and pupil registers.
- On arrival of the Fire Brigade the Company Fire Officer will report to the Senior Brigade Officer of any persons thought missing.

- No-one may return to the building until permission is given by the Senior Brigade Officer

(See Fire Risk Assessment & Procedures for fuller information)

(b) BOMBSCARE

IF YOU SUSPECT AN OBJECT OF BEING A BOMB

1. ALERT PEOPLE THROUGHOUT THE BUILDING

(by using the page facility on the phone system and in person where necessary)
telling them where the object is –
enlisting the help of others as necessary

2. TELEPHONE THE EMERGENCY SERVICES

By dialling 9 999 on the phone in the main office, computer room or EYU or 999 from a mobile phone and provide the following information:

Reason for call – POLICE, BOMB SCARE

Your name

The address

NB. The Police will call the Fire Brigade.

IF A BOMB SCARE IS DECLARED

1. LEAVE THE PREMISES AS QUICKLY AS POSSIBLE

By a route avoiding the suspected object if within the building

Help your colleagues if they need it

Do not touch any unfamiliar parcels or objects either inside the building or outside

Close all fire doors behind you

Do not return for anything

Go to the assembly point

2. PREVENT OTHERS FROM ENTERING THE PREMISES

The Company Fire Officer (or most senior manager present) will check that all staff/pupils are accounted for.

When satisfied that the buildings are cleared, the company Fire Officer will:

If safe to do so:

Shut off the gas and electricity at the mains.

No one may return to the building until permission is given by the Senior Police or Fire Brigade officer.

(c) LETTER BOMBS

IF A SUSPECT PACKAGE IS RECEIVED

1. DO NOT probe it or attempt to open it in any way

2. CHECK POSTMARK-

If from an unusual source, carefully place the package in a safe position away from staff and visitors

3. TELEPHONE THE EMERGENCY SERVICES

By dialling 9 999 from the phone in the main office, computer room or EYU or 999 from a mobile and provide the following information:

Reason for call – POLICE, SUSPECTED LETTERBOMB – your name, address

Notify the HSO / Company Fire Officer.

Evacuate the building as above.

MST/Ver.2/02.01.13