

Health & Safety Policy

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Approved by: Graham Chambers

The Triple Skillz in the Community Ltd Health and Safety Policy will be reviewed annually and revised as necessary. Any required amendments from review will be presented to The Directors for acceptance.

This document should be read in conjunction with the Risk Assessment Policy.

Statement of Intent

Triple Skillz recognizes that ensuring the health & safety of staff, learners and visitors is essential to the success of the organization.

We are committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work-related ill health
- Meeting legal responsibilities under health and safety legislation as a minimum
- Assessing all risk to anyone who could be affected by our curriculum/non-curriculum activities and putting in place measures to control these risks
- Ensuring safe working methods and providing safe work equipment
- Providing effective information, instruction, training and supervision
- Consulting with employees and their representatives on health & safety matters
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective
- Setting targets/objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist through the organization
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

Health and safety management procedures will be adopted, and responsibilities assigned, to ensure the above commitments can be met. All Directors, staff and learners will play their part in its implementation.

Organisation

1. Introduction

In order to achieve compliance with the Statement of Intent of Triple Skillz in the Community, the Managing Director and Education Manager will have additional responsibilities assigned to them as

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detailed in this part of the Policy

2. The Directors

- The Directors Team is responsible for ensuring that:
- The health and safety policy statement is clearly written and it promotes a positive attitude towards safety for staff and learners.
- The Directors/Managers at Triple Skillz are aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted
- Sufficient funds are set aside with which to operate safe working practices
- Health and safety performance is monitored, failures in health and policy or implementation recognised, and policy & procedure revised as necessary

3. Managing Director

The Managing Director has the overall responsibility for ensuring that the health and safety policy is effectively implemented and that proper resources are made available in order to achieve this.

- a) They will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant
- b) They provide the final authority on matters concerning health and safety at work
- c) They will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner

4. The Education Manager

The Education Manager is responsible for monitoring health and safety. They will achieve this by ensuring that:

- This Policy is clearly communicated to all relevant persons
- Appropriate information on significant risks is given to visitors and contractors
- All staff are provided with adequate information, instruction and training on health and safety issues
- Additional responsibilities for health, safety and welfare are allocated to specific individuals, they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them
- Risk assessments of the premises and working practices are undertaken
- Safe systems of work are in place as identified from risk assessments
- Emergency procedures are in place
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition
- Records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents etc
- Arrangements are in place to inspect the premises and monitor performance
- Accidents are investigated, and any remedial actions required are taken or requested
- The activities of contractors are adequately monitored and controlled

5. Obligation of all staff

This includes Sports Tutors, Mentors, Behavioural Specialists and Pastoral Lead. They must:

- Apply the Triple Skillz Health & Safety Policy to their own area of work and be directly responsible to the Education Manager for the application of the health and safety procedures and arrangements
- Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Education Manager

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- Report to the Education Manager, and problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carry out regular inspections of their work areas to ensure that equipment, furniture and activities are safe and record these inspections where required
- Ensure, so far as reasonably practicable, the provision of sufficient information, instruction training and supervision to enable learners to avoid hazards and contribute positively to their own health and safety
- Ensure all information on accidents, dangerous occurrences and near misses are recorded thoroughly and reported

5.1 Other obligations

Staff are expected to:

- Exercise effective supervisions of learners and know the procedures in respect of fire, first aid and other emergencies, and carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to learners as often as necessary.
- Ensure the use of personal protective equipment where necessary.
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Managing Director

6. Learners

- Learners, in accordance with their age and aptitude, are expected to
- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instruction of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

7. Procedures and Arrangements

The following procedures and arrangements have been established at Triple Skillz to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a summary of all the key health and safety arrangements applicable to the centre:

7.1 Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Education Manager/ or a Director of Triple Skillz who will ensure that the accident is investigated and reported to the Year / Pastoral heads of the student's relevant school as well as the parents or guardians of the student involved.

All incidents or near misses – i.e., something which has the potential to cause harm although it does not do so on this occasion, must also be reported so they can be investigated, and appropriate steps taken to prevent a more serious occurrence.

7.2 Curriculum Safety (including out of school learning activities)

The Education Manager is responsible for ensuring that risk assessments are in place for curriculum activities where there is potential risk to staff and learners. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

7.3 Display Screen Equipment

The Education Manager/ Managing Director and other relevant Directors are responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable

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surfaces.

7.4 Educational Visits and Journeys

The Education Manager and Lead Tutor are responsible for ensuring that all school trips are managed in accordance with the school policy for educational trips which all teachers must be familiar with.

7.5 Electrical Safety

The Managing Director is responsible for ensuring that the hard wiring system is inspected regularly by the landlords of the building (eg: The local Council) That PAT testing is carried out every year to any electrical equipment we use.

The Education Director will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & safety Executive. All staff must be familiar with school procedures and report any problems to the Education Director/ or Business Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Education Director.

7.6 Fire Precautions and Emergency Procedures

The Education Manager is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually
- That the school emergency plan and evacuation procedures are regularly reviewed
- The provision of fire awareness training to all staff
- That an emergency fire drill is undertaken every half term
- The preparation of specific evacuation arrangements for staff and/or learners with special needs.
- The formal maintenance and regular testing of the fire alarm and emergency lighting
- The maintenance and inspection of the firefighting equipment
- The maintenance of exit/escape routes and signage
- Supervision of contractors undertaking hot work
- All staff must be familiar with the Triple Skillz Fire Safety Risk Assessment, emergency plan and evacuation procedures

7.7 First Aid

The names of Triple Skillz First Aiders are displayed on notice boards around each site. First Aid supplies are kept in the Kitchens of both the classroom and the sports complex. It is the responsibility of the Managing Director to ensure that stocks of supplies are kept up to date. All staff must be familiar with TS ITC arrangements for First Aid.

7.8 Hazardous Substances

In the event that Triple Skillz has to carry out any maintenance including the cleaning of the facilities then the Director on duty is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. All staff are reminded that no hazardous substances should be used without the permission of the Director on Duty. Staff members will complete an assessment for any authorised products if needed. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older learners under supervision.

7.9 Inclusion

Triple Skillz complies with the school's policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidelines. The Education Manager is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any learner with SEN. All teaching and support staff must be given any information about a learner's needs and receive such training as is necessary for them to be able to support the learner's learning, social and personal needs. Where it is considered essential to exclude a learner from all or part of an activity this exclusion must be authorised by the Director on Duty.

7.8 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Mentors and other staff may work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify the Education Manager of their location and intended time of departure. Lone workers should not undertake any activities which present a
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significant risk of injury.

7.9 Managing Medicines & Drugs

No learner is allowed to take medication into the centre without a letter of consent from their parent or carer along with evidence of a prescription.

Staff must notify the Education Manager if they believe a learner to be carrying any unauthorised medicines/drugs. The centre policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

7.10 Maintenance and Inspection of Equipment

Monthly site inspections take place which includes all equipment around the centre. Concerns are logged and actioned by the Education Manager. In relation to budgets for maintenance the Managing Director should work with the Directors/Proprietor and Leicester City Council to ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair. All faulty equipment must be taken out of use and reported to the Education Manager/Directors. Staff must not attempt to repair equipment themselves.

7.11 Manual Handling and Lifting

The Managing Director will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but may ask a colleague for assistance. Learners are not allowed to move or lift any heavy or unwieldy furniture or equipment. Support staff who assist learners with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

7.12 PE/ Sports Equipment

The Sports Tutors are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the learners. Risk assessments have been completed for all sports activities and all staff must be familiar with these. Gym equipment should be monitored with inspections monthly, and maintenance of the equipment should take place in accordance with the manufacturer's guidance. Any faults should be reported immediately, and the equipment labelled out of order until the problem is fixed. All sports equipment must be visually checked before lessons and returned to the designated store area after use. Learners must not use the PE equipment unless supervised.

7.13 Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Managing Director's responsibility to ensure adequate supplies of suitable PPE. Where a need for PPE has been identified it must be worn by any staff member or learner who might be at risk of injury or harm to health. Any staff member or learner who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Directors.

7.14 Risk Assessments

It is the Education Manager's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school. The Education Manager is responsible for ensuring general risk assessments are complete with the exception of the areas listed below.

Leads of Dept (i.e Vocational Lead – Boxing/football) will undertake risk assessments for their specialist areas including maintenance and cleaning. The Education Manager will ensure that risk assessments are completed by all staff who organise and lead school visits.

7.15 Security/Violence

The Directors & Staff on duty are all responsible for the security of the site and will undertake regular checks of the entrance points and outbuildings. Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to Reception/ entrance. If an intruder becomes aggressive staff should seek assistance. Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the office area at the Gratrix Community Centre, Thurncourt Road or on site at the centre the student is on roll with, with the school's pastoral lead. In short, it must be held where assistance is available. The Managing Director should be notified in advance of these meetings where possible. Any incidents of verbal abuse or threatening behaviour by parents, visitors or learners must be reported immediately to the Directors.

7.16 Site Maintenance

The Directors and the building Landlords are responsible for ensuring the safe maintenance of the site premises and grounds and for ensuring cleaning standards are maintained. They will undertake routine

inspections of the site. All staff are responsible for reporting any damage or unsafe condition to Rendall Munroe/Graham Chambers immediately.

7.17 Smoking/ Vaping

Triple Skillz is a non-smoking non-vaping site (including the car park), any staff members who smoke are expected to do so before or after work off site (including the car park). Students are only allowed to smoke or vape when they have a permission slip signed by parents/carers, this must be done in the designated area and only when staff are supervising. Triple skillz staff will promote healthy living to students including 'stop smoking' information.

7.18 Staff Training & Development

The Education Manager is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. All new staff will receive specific information and training as part of the school induction process. All staff will receive fire awareness training on an annual basis. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties. Health and safety will be a regular agenda item for staff meetings and on the August Inset Day in each new academic year.

7.19 Stress

Triple Skillz Directors are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

7.20 All Premises used:

Each venue is visited by the Sports Tutor and individually risk assessed with advice from the operators. A plan of the area, emergency alarms and fire exits will be prepared and issued to relevant staff with the facility Normal Operating Procedures. All teachers and learners are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or learners.

7.21 Visitors

All visitors must report to the Duty Director at Triple Skillz via the entrance to both sites. This includes parents, volunteers, supply teachers/specialists. Visitors to Triple Skillz will be made aware of the emergency procedures and other safety information as is relevant. Contractors undertaking maintenance work at the provision will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.