

Health And Safety at Work etc. Act 1974

Health And Safety Policy of:

Lancashire Global Education Centre
37 St. Peters Square
PRESTON
PR1 7BX

General Statement of Policy:

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out in this document.

The policy will be kept up to date. To ensure this, the policy and the way in which it has been operated will be reviewed each year.

Signed..... on behalf of LGEC Management Committee.

Name

Position

Date

Responsibilities

- Final responsibility for Health & Safety rests with the LGEC management committee but operational responsibility is delegated to the **Chief Executive**.
- **All employees & volunteers** have the responsibility to adhere to this health and safety policy, in order to achieve a healthy and safe workplace. They also have a responsibility to take reasonable care of themselves and others.
- All staff & volunteers must read this policy together with any appendices and sign where indicated.
- If anyone notices a health or safety problem, which they are not able to put right, they must straight away tell the appropriate person named above.
- Consultation between staff is provided by regular staff meetings.
- **The Chief Executive** is also responsible for:
 - **Safety training**
 - **Safety inspections**
 - **Investigating accidents**
 - **Monitoring maintenance of equipment**

General Arrangements

Accidents

- First Aid box and accident book is kept in the grey cupboard at the top of the stairs.
- Person responsible for checking contents: **Administration Officer** (monthly)
- Person responsible for reporting incidents: **Chief Executive**
- Qualified First Aider(s): **Desna Mackenzie**

Location of fire extinguishers

- Downstairs hallway - one red (**label**) / water (for paper, wood & textiles)
 - one black (**label**)/carbon di-oxide (for most types of fire)
- Upstairs landing - one red (**label**) / water (for paper, wood & textiles)
 - one black (**label**)/carbon di-oxide (for most types of fire)

Fire Evacuation Procedure

On discovering a fire:

- Raise the alarm by pressing one of the panic buttons
- Dial 999
- Leave the building by the nearest available exit.
- Only use fire extinguishers if safe to do so

On hearing the alarm

- Leave the building - using the nearest available exit
- Do not stop to collect any personal belongings

- Assemble across the road

Advice, Consultancy and Further Information

Health and Safety suspension file kept in top drawer of cabinet in Schools Office.

Local Authority Occupational Health & Safety (01772) 906333

Local inspectors office - HSE Preston (01772) 836200

Training

All employees & volunteers will receive information and training with regard to Health & Safety. The training and information provided will include:

- **location & types of fire extinguishers**
- **operation of fire extinguishers**
- **fire evacuation procedures**
- **working safely with VDUs**

Contractors and Visitors

Care is taken to display notices with regard to:

- the steep staircase
- reaching books/resources from high shelves
- working safely with VDU's
- any other potential hazards

Risk Assessments

A competent person will carry out risk assessments on an annual basis. Identified risks are to be recorded and attached to this policy. It is essential that each member of staff & volunteers read the risk assessments and suggested actions in order to minimise the hazards identified. Please notify the appropriate person named above, if you have any suggestions or comments about these.

Housekeeping & Premises Safety Procedures

Cleanliness: Each member of staff & volunteer should keep his or her work area(s) clean. Paper should be filed or stacked neatly to reduce the risk of fire. Each member of staff & volunteer is responsible for cleaning equipment used in the kitchen area and leaving it clean & tidy.

Safe stacking and storage: Staff to ensure that items/equipment left on shelves and in their work area are safely stored, so as not to be a hazard to themselves and others.

Keeping gangways/exits clear: Staff should be aware that things should not be left where they could be a hazard to themselves and to others.

Checking equipment: Each member of staff to check equipment is safe before use - if considered unsafe then it is not to be used. Any faults/problems are to be reported to appropriate person.

Special Access: Two or more persons must be present when anyone uses the stepladders.

Roof tiles and Gutters: The landlord has responsibility to make sure that these are cleaned and inspected on a regular basis.

Inspecting plugs and cables: These will be checked annually for loose wires or connections.

Use of extension leads and portable equipment etc: It is the responsibility of staff & volunteers to not leave trailing wires where people could trip over them, and report any faults immediately.

Gas Boiler: To be serviced annually by a reputable contractor

Dangerous substances: None

Fluids under pressure: None

Homeworking

For employees that occasionally work from home, LGEC must ensure that the place of work is safe. We will provide guidelines and support to staff & volunteers working at home.

Employees must conduct a risk assessment to identify any hazards in their home working environment, and show that reasonable steps have been taken to reduce the risk. Risk Assessment forms are available and will be filed with the employee's personnel records.

LGEC has a responsibility for:

- Maintenance of electrical equipment supplied by LGEC (i.e. laptop, video camera)
- Keeping a record reported of accidents, injuries & diseases arising from work related activities in the home.
- Ensuring that display screen equipment used by home workers is safe and does not affect the user's health.
- Checking that LGEC's insurance covers equipment and public liability for home workers (i.e. if a clients visit the employee at home).

The employee is responsible for:

- Electrical sockets
- Their own electrical equipment
- Following guidelines regarding using computers & at home
- Reporting accidents, injuries & diseases arising from work related activities in the home.

Confidentiality & Data Protection

LGEC does not recommend that confidential or sensitive information be removed from the office. In exceptional circumstances, the information must be kept in a secure place, i.e. a lockable cabinet. Information held on home worker's computer files must only be accessible via a secure password.

Events & Activities Off Premises

Employees & volunteers using their car on LGEC business (i.e. to transport clients around) must provide proof third party liability insurance. This will be filed in the employee's personnel file.

For activities and events off premises, the Project Co-ordinator must conduct risk assessments for each venue and activity undertaken. Risk Assessment forms are available and should be filed in central venues file in the school's office.

Staff & volunteers who's work includes residential and activities involving young or vulnerable people, will receive appropriate training and sign a CRB Disclosure Form to provide permission for checks to be made with the Criminal Records Bureau. All staff & volunteers will receive a copy of LGEC's Child Protection Policy & Procedures.

Residentials and Activities Off Premises Involving Young or Vulnerable People

With regard to residentials and activities off the premises organised by LGEC staff, involving young or vulnerable people, the following should be carried out:

- An itinerary for the residential or activity should be produced in advance and filed in an identified location in the office and in the project file.
- A pre-activity checklist will be completed (see Appendix 1)
- Risk assessments should be completed which cover the itinerary, including the journey, venue and activities that may take place, with a copy filed in an identified location in the office, and in the project file.
- Emergency and home contact details will be collected for all those who are attending the residential or activity, filed in an identified location in the office and in the project file.
- Check that staff & volunteers have CRB checks in accordance with the Child Protection Policy.
- Where young people under the age of 18 are involved, consent forms signed by parents or guardians have been obtained giving permission for the young people's involvement in the activity.
- If necessary, a senior staff member will be identified as an emergency contact for the duration of the residential or activity
- During the residential or activity, LGEC staff will complete an incident report in case of any accident or incident (see p.36, LYA guidelines).
- LGEC reception staff have copies of the itinerary and contact lists in case of a query.
- Where we are contributing to a residential organised by an external organisation, we should obtain copies of their risk assessments too, in order to identify any additional risks .

Cash Handling

Staff & volunteers collecting and handling money should ensure that the appropriate financial documentation is completed and kept in a secure place when off LGEC premises. On LGEC premises, all cash shall be kept in the petty cash tin. (Please see financial procedures)

Manual Handling

Manual Handling is all about moving. Most manual handling injuries build up over a period of time to backs, hands, arms and feet. They include bending down, reaching, stretching, twisting, stooping, repetitive movements, prolonged periods of activity, pushing and pulling. Before you perform a task, you may need to think about how you can reduce the risk of injury, such as bending your knees when lifting objects. Some frequent activities will be included in the risk assessments attached. LGEC can provide further information and guidelines to avoid Repetitive Strain Injury. (See Health & safety Tips when working at the Computer)

If you feel that you require instruction or training in correct handling procedures for a specific task, please ask your supervisor.

Lone Working

It is advised that if you are working alone in the building or when the ground floor is unoccupied, that the front door is latch is locked to prevent anyone entering the building unnoticed.

Any staff working off premises should ensure that their whereabouts are noted in the LGEC diary and inform reception staff or another colleague if they feel they may be in a potentially vulnerable situation.

APPENDIX 1)

Suggested guideline checklist for LGEC Trips & residentials

Location:	
Meeting venue & time:	
Transport arrangements:	
Staff attending:	
Ratio of staff to young people:	
Consent forms:	
Insurance checked for venue / activity provider:	
Accommodation:	
Drivers & Passenger Lists:	
Equipment:	
First Aid Person:	
First Aid Kit:	
Food & special diets:	
Maps/Routes:	
Disability Awareness:	
Medical Requirements:	
Evening entertainments:	
Emergency Contact No's:	
Dropping off arrangements:	

****Attach emergency telephone numbers and home contact lists****