



**SAYERS CROFT**

**HEALTH AND SAFETY**

**POLICY**

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## **SAYERS CROFT FIELD CENTRE - HEALTH AND SAFETY POLICY**

This statement of Safety Policy is produced in respect of Sayers Croft Field Centre and forms the basis of future planning and implementation of health and safety matters within the Centre.

### **1. STATEMENT OF GENERAL POLICY**

- 1.1 The Head of Centre, working in conjunction with information, procedures and codes of practice as identified in and developed from risk assessments, is responsible for setting out the overall policy insofar as Sayers Croft Field Centre is concerned.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Head of Centre, ensuring that all employees fulfil their duties to co-operate with it. Arrangements will also be made to bring this policy to the notice of all staff, including new employees and temporary staff.
- 1.3 The Head of Centre recognises the need to consult staff on health and safety matters and the need to consult individuals before allocating particular health and safety functions.
- 1.4 It is the Head of Centre's policy to take all steps within his power to prevent personal injury, health hazards and damage to property. It is also the Head of Centre's policy to extend this protection to pupils, students, visitors, contractors and members of the general public from foreseeable risks.
- 1.5 The Head of Centre recognises his responsibility under the Health and Safety at Work, etc. Act so far as is reasonably practicable to:
  - (a) provide plant, equipment and systems of work which are safe and without risks to health;
  - (b) make arrangements for ensuring, so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances;
  - (c) provide adequate training, information, instruction and supervision, so far as is reasonably practicable, to enable all staff employed in the Centre and pupils, students and visitors to perform their work safely and efficiently;
  - (d) to promote the development and maintenance of sound safety, health and welfare practices;
  - (e) to maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises;
  - (f) to provide and maintain a working environment that is so far as is reasonably practicable, safe, without risks to health and adequate as regards welfare facilities for staff and pupils, students and visitors;
  - (g) to ensure sufficient funds are available to provide as necessary protective clothing and equipment to all staff employed at the Centre for the safe use of machinery, equipment and substances;
  - (h) to maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the Centre.

## 2. **ORGANISATION**

The Head of Centre recognises the need to identify organisational arrangements at Sayers Croft for implementing, monitoring and controlling health and safety matters. The Head of Centre must also ensure that the centre budgets reflect the finance necessary to implement health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability, are as follows.

### 2.1 **The Head of Centre**

- 2.1.1 To be responsible for implementing the safety policy and for all matters relating to health, safety and welfare within the establishment.
- 2.1.2 The day to day management of health and safety matters will be delegated to staff through the line management structure.
- 2.1.3 Will delegate to the premises manager the duty of managing contractors entering the Centre to undertake maintenance, service, or works contracts.
- 2.1.4 To ensure the safety policy is effectively implemented and understood at all levels. The policy will be regularly monitored, effectively controlled and revised as necessary.
- 2.1.5 To be responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- 2.1.6 To ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
- 2.1.7 To arrange meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations.
- 2.1.8 To seek advice, when appropriate, from outside agencies that are able to offer expert opinions.
- 2.1.9 To have the right to stop what is considered unsafe practises, or the use of any plant tools equipment, machinery, etc. which equally he considers to be unsafe.
- 2.1.10 To make arrangements for improvements to premises and (with appropriate member of staff) plant, tools and equipment which are the establishment's responsibility.
- 2.1.11 To review from time to time
  - (a) provision of First Aid
  - (b) fire and evacuation procedures
- 2.1.12 To monitor that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.
- 2.1.13 To ensure that in all schemes of work for pupils/students arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.
- 2.1.14 To consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties where appropriate.
- 2.1.15 To be responsible for emergency procedures and evacuation of the Centre.
- 2.1.16 To ensure that the Centre always provides adequate support to visitors in terms of first aid and dealing with potential emergencies.
- 2.1.17 To ensure up to date risk assessments have been carried out for all aspects of work at Sayers Croft.

### 2.2 **Deputy Head of Centre**

- 2.2.1 To be responsible and accountable to the Head of Centre for all matters relating to health, safety and welfare, especially relating to education and grounds.

- 2.2.2 To ensure they and their staff are familiar with the Centre's Health and Safety Policy and what it means to their work activities.
- 2.2.3 In the exercise of this responsibility they must ensure that:
- (i) all staff under their control receives instruction in their duties regarding health and safety matters;
  - (ii) all staff under their control are adequately trained to carry out their duties efficiently and effectively. This is extremely important for all staff who operate, use or instruct in the use of plant, machinery and equipment or staff who use, handle and store hazardous substances/chemicals.
- To be responsible under Section 6 of the Health and Safety at Work, etc. Act for ensuring that all education supplies and materials received from suppliers - machinery, equipment, substances, etc. - are accompanied by adequate information and instruction prior to use.
- 2.2.4 To report to the Head of Centre all problems, defects and hazards and if appropriate make recommendations to the Head of Centre on any practices, premises, equipment, etc. which give rise to risks to health and safety.
- 2.2.5 To ensure that where conditions apply, all pupils, students, visitors or persons under their control, receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- 2.2.6 To ensure that all staff under their control must report, using the agreed procedure, all problems, defects and hazards that are brought to their notice.
- 2.2.7 To ensure that temporary staff under their line management are made aware of the Health and Safety Policy and of any special arrangements, procedures, relating to their work area before commencing work.
- 2.2.8 To be responsible for ensuring competent person(s) or specialists are consulted as necessary to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- 2.2.9 To ensure that risk assessments are undertaken for all educational activities and that these are regularly reviewed. From these, safety guidance notes will be produced and published on the centre's website
- 2.2.10 To ensure that all chemicals used in their operational area have up to date Safety Data Sheets and COSHH risk assessments

### 2.3 **Finance and Administration Manager**

- 2.3.1 To be responsible and accountable to the Head of Centre for all matters relating to Health and Safety and welfare within the sphere of their activity.
- 2.3.2 To ensure they and their staff are familiar with the Centre's Health and Safety Policy and what it means to their work activities.
- 2.3.3 In the exercise of this responsibility to ensure that:
- (i) all staff under their control receives instruction in their duties, regarding health and safety matters.
  - (ii) all staff under their control are adequately trained to carry out their duties efficiently and effectively.
- 2.3.4 To be responsible under Section 6 of the Health and Safety at Work etc. Act for ensuring that everything they receive from suppliers - machinery, equipment, substances, etc. - is accompanied by adequate information and instruction prior to use.
- 2.3.5 To report to the Head of Centre all problems, defects and hazards and if appropriate make recommendations to the Head of Centre on any practices, premises, equipment, etc, which give rise to risks to health and safety.
- 2.3.6 To ensure risk assessments are carried out for all tasks undertaken in the main office.
- 2.3.7 To advise visiting staff to seek further medical advice (Doctor or Casualty) as appropriate for children in their care.
- 2.3.8 To ensure that all chemicals used in their operational area have up to date Safety Data Sheets and COSHH risk assessments

## 2.4 **Outdoor & Adventure Manager**

- 2.5.1 To be responsible and accountable to the Head of Centre for all matters relating to health, safety and welfare relating to adventurous education at Sayers Croft.
- 2.5.2 To ensure they are familiar with the Centre's Health and Safety Policy and what it means to their work activities.
- 2.5.3 In the exercise of this responsibility to ensure that:
  - (i) all staff delivering adventurous activities receive instruction in their duties regarding health and safety matters;
- 2.5.4 All staff undertaking adventurous activities are adequately trained to carry out their duties efficiently and effectively.
- 2.5.5 To ensure that procedures are adhered to by users of the pool in accordance with "Safety in Swimming Pools", "Sports Council" and Centre operational guidelines and procedures through line managed staff.
- 2.5.6 To be responsible under Section 6 of the Health and Safety at Work, etc. Act for ensuring that all education supplies and materials received from suppliers - machinery, equipment, substances, etc. - are accompanied by adequate information and instruction prior to use.
- 2.5.7 To report to the Head of Centre all problems, defects and hazards and if appropriate make recommendations to the Head of Centre on any practices, premises, equipment, etc. which give rise to risks to health and safety.
- 2.5.7 To ensure that where conditions apply, all pupils, students, visitors or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- 2.5.8 To ensure that all staff undertaking adventurous activities must report to them, using the agreed procedure, all problems, defects and hazards that are brought to their notice.
- 2.5.9 To ensure that temporary staff undertaking adventurous activities are made aware of the Health and Safety Policy and of any special arrangements, procedures, relating to their work area before commencing work.
- 2.5.10 To be responsible for ensuring competent person(s) or specialists are consulted as necessary to advise on health and safety matters. Areas of concern are likely to be technical issues, where the centre technical advisor will be consulted.
- 2.5.11 Ensure that risk assessments are undertaken for all outdoor and adventure activities and that these are regularly reviewed. From these, safety guidance notes will be produced, both documents will be available for all Centre staff and visiting group leaders.
- 2.5.12 To be responsible for ensuring that all first aid kits on site and portable kits used by staff and visiting groups are fully provided with appropriate contents as set out by the Health and Safety Executive.
- 2.5.13 To ensure all adventure equipment is regularly inspected and logs kept and maintenance undertaken where necessary to meet standards acceptable to the LEA's
- 2.5.14 To ensure that all chemicals used in their operational area have up to date Safety Data Sheets and COSHH risk assessments

## 2.5 **Domestic Services Manager**

- 2.5.1 To be responsible and accountable to the Head of Centre for all matters relating to health, safety and welfare within the sphere of their activity.
- 2.5.2 To ensure they and their staff are familiar with the Centre's Health and Safety Policy and what it means to their work activities.
- 2.5.3 In the exercise of this responsibility to ensure that:
  - (a) all staff under their control receives instruction in their duties, regarding health and safety matters;

- (b) all staff under their control are adequately trained to carry out their duties efficiently and effectively. This is extremely important for all staff who operate plant or machinery or staff who use, handle and store hazardous substances/chemicals.
- 2.5.4 To be responsible under Section 6 of the Health and Safety at Work, etc. Act for ensuring that everything they receive from suppliers - machinery, equipment, substances etc. - is accompanied by adequate information and instruction prior to use.
- 2.5.5 To ensure all equipment and machinery is adequately maintained.
- 2.5.6 To ensure all COSHH assessments (for cleaning chemicals) are up to date
- 2.5.7 To ensure that domestic staff are aware of any implications of the policy as it affects their work activities (e.g. storage arrangements for materials, equipment, substances, etc.). To report to the Head of Centre all problems, defects and hazards and if appropriate make recommendations to the Head of Centre on any practices, premises, equipment, etc. which give rise to risks of health and safety.
- 2.5.8 Ensure that risk assessments are undertaken for all domestic activities and that these are reviewed annually

## 2.6 **Education Staff**

- 2.6.1 To be responsible and accountable to the Deputy Head of Centre for all matters relating to health, safety and welfare within their sphere of their activity.
- 2.6.2 To ensure they are familiar with the Centre Health and Safety Policy.
- 2.6.3 To ensure the safety of visiting groups through advice to visiting leaders.
- 2.6.4 To ensure that the visiting groups' programmes do not present health and safety risks to all staff or participants and report problems to their line manager if they cannot resolve them.
- 2.6.5 To undertake risk assessment of all activities delegated by their line manager and for any new activities developed.
- 2.6.6 To produce safety guidance for Centre and visiting staff as delegated by their line manager.
- 2.6.7 To be responsible for delegated areas of responsibility.
- 2.6.8 To be responsible under Section 6 of the Health and Safety at Work, etc. Act for ensuring that everything in their own area of responsibility received from suppliers - machinery, equipment, substances etc. - is accompanied by adequate information and instruction prior to use
- 2.6.9 To ensure that all chemicals used in their operational area have up to date Safety Data Sheets and COSHH risk assessments

## 2.7 **Groundsman**

- 2.7.1 To be responsible and accountable to their line manager for all matters relating to health, safety and welfare within this sphere of activity.
- 2.7.2 In the exercise of this responsibility to ensure that:
  - (a) all staff and volunteers assisting in the grounds receive instruction in their duties, regarding health and safety matters.
  - (b) no one is asked to undertake tasks for which they are not adequately trained or qualified.
- 2.7.3 To assist in the production and review of risk assessment for all grounds activities.
- 2.7.4 To ensure that all machinery and equipment in their work area are adequately maintained.
- 2.7.5 To ensure that all chemicals used in their operational area have up to date Safety Data Sheets and COSHH risk assessments

## 2.8 Premises Manager

- 2.8.1 To be accountable to the Head of Centre for all matters relating to health and safety and welfare within this sphere of their activity.
- 2.8.2 To ensure they are familiar with the Centre's Health and Safety Policy and what it means to their work activities.
- 2.8.3 In the exercise of this responsibility to ensure that:
  - (a) all staff under their control receives instruction in their duties, regarding health and safety matters;
  - (b) all staff under their control are adequately trained to carry out their duties efficiently and effectively. This is extremely important for all staff who operate, use or instruct in the use of plant, machinery, equipment or staff who use, handle and store hazardous substances/chemicals.
- 2.8.4 To have overall responsibility for repairs and general maintenance of the swimming pool. To be responsible for the safe treatment and dosage of the Centre swimming pool and plant equipment and storage of substances used to maintain the pool.
- 2.8.5 To be responsible under section 6 of the Health and Safety at Work, etc. Act for ensuring that everything in their area of responsibility received from suppliers - machinery, equipment, substances, etc. - is accompanied by adequate information and instruction prior to use.
- 2.8.6 To report to the Head of Centre all problems, defects and hazards.
- 2.8.7 To ensure all electrical/ mechanical/ gas problems are promptly communicated to the council's contractors.
- 2.8.8 To ensure that all contractors entering the site are adequately supervised.
- 2.8.9 To ensure that the Centre minibus is properly maintained and MOT'd.
- 2.8.10 PAT testing for all centre electrical equipment
- 2.8.11 To ensure that all chemicals used in their operational area have up to date Safety Data Sheets and COSHH risk assessments

## 2.9 Chef Manager

- 2.9.1 To be responsible and accountable to the Head of Centre for all matters relating to health, safety and welfare within the sphere of their activity.
- 2.9.2 To ensure they are familiar with the Centre's Health and Safety Policy and what it means to their work activities.
- 2.9.3 In the exercise of this responsibility to ensure that:
  - (a) all staff under their control receives instruction in their duties, regarding health and safety matters;
  - (b) all staff under their control are adequately trained to carry out their duties efficiently and **effectively**. This is extremely important for all staff who operate, use or instruct in the use of plant, machinery equipment or staff who use, handle and store hazardous substances/chemicals.
- 2.9.4 To be responsible for ensuring a thorough risk assessment of the kitchens is undertaken and reviewed annually. To be responsible for undertaking hazard analysis of critical control points in the supply of goods and the production of meals.
- 2.9.5 To ensure they familiarise themselves with the Food Safety Act 1990 and the implications as far as the Centre is concerned.
- 2.9.6 To ensure they inform the Head of Centre of any potential hazard or defects and make recommendations as appropriate.
- 2.9.7 To ensure all equipment and machinery are adequately maintained.
- 2.9.8 It is extremely important that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.

2.9.9 To ensure all COSHH Safety Data Sheets and risk assessments for chemicals used in the kitchen are up to date.

## 2.12 **All Staff**

2.12.1 To be made aware of what is expected of them and in particular in relation to the area in which they work. Procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.

2.12.2 To have responsibility under the Health and Safety at Work, etc. Act and be asked to report all accidents, possible hazards and defects. To bring any urgent matters to the attention of the Head of Centre or delegated line manager in his absence.

2.12.3 To be given access to the Health and Safety Policy and asked to familiarise themselves with all documents relating to health and safety at the Centre.

2.12.4 To be familiar with the fire procedure.

2.12.5 To ensure all visitors sign into the office visitors' book, wear a visitor's badge if on site unaccompanied by Centre staff and sign out on departure.

## 3. **ARRANGEMENTS**

### 3.1 **Health and Safety discussion and committee**

3.1.1 The Head of Centre recognises that to achieve effective management of the Centre Health and Safety policy, frequent discussion with relevant staff is essential. Health and Safety matters will be dealt with as agendas for managers, education and support staff meetings and will be discussed at no more than monthly intervals.

3.1.2 In addition a Health and Safety Committee may be convened whenever it is considered necessary. This committee to include the Head of Centre or his representative, all appropriate managers and relevant staff representative

### 3.2 **Accident Reporting/Investigation**

3.2.1 The Accident and/or Dangerous Occurrence Book are kept in the main office.

3.2.2 (a) To report all injuries, accidents or near misses, complete an accident form. This book should be passed on to the Head of Centre (or delegated representative) for signing. This report will then be entered into the WCC accidents database. Very minor bumps and incidents may be reported on the minor incident report form

### 3.3 **First Aid Provision and Emergency Procedures**

All education staff, office staff and Managers must have current first aid certificates. As many other staff should receive basic training in resuscitation and casualty management as possible.

### 3.4 **Fire Precautions**

The Fire Risk assessment will be up dated annually

The Centre fire log book will record all tests and drills carried out by Centre staff, also all false alarms, maintenance call outs and visits by the Fire Brigade.

Records of timed drills will be kept

The operation of the emergency walkie talkies will be tested at least monthly

Fire drills will be undertaken before any group of children spend their first night at the Centre.

Nominal rolls will be held for all groups.

In the event of serious accidents, fires, explosions and spillages, the Head of Centre (or delegated person) must be informed immediately. In the event of serious fire, injury or fatality the WCC senior duty staff must be informed

### 3.5 **Working in Hazardous Environments**

Guidance notes will be produced for Centre staff and visiting group leaders for all educational activities. Particular hazards are identified in each of these and guidance notes provided where appropriate. Where particular hazards arise these will be brought to the attention of Centre staff and visiting leaders. Staff should be aware that the outdoor environment is constantly changing and that hazards are not always predictable. If it is deemed too hazardous to undertake an activity in particular conditions, the activity must not be attempted. This dynamic risk assessment is essential in the outdoor industry

### 3.6 **Housekeeping / Cleaning Arrangements**

It is the responsibility of all staff to ensure that their work areas are kept reasonably clean and tidy and that fire exits are not blocked.

It will be part of the Domestic Services Manager's duties to make checks that fire exits are clear and fire doors are closed.

Toilets and showers will be cleaned daily when in use.

### 3.7 **Training**

Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and, indeed, a re-training programme for existing staff.

There are various categories of training requirements. They can be defined as induction training, informative/awareness training and specific 'hands on' training.

#### 3.7.1 **Induction Training**

This will apply to all new employees including part-time, voluntary and temporary staff. All will be given the induction manual and will indicate that they have completed the induction requirements.

#### 3.7.2 **Informative/Awareness Training**

A more in-depth approach, in-house training showing staff what they must and must not do, providing supervision until they gain an understanding of what is required and making them aware of their tasks, providing written procedures and arrangements.

#### 3.7.1 **Specific Training**

This is a 'hands-on' training approach where it is recognised that employees will require an accepted level of competence to perform their tasks.

The Centre has developed a comprehensive training and induction package for all educational and adventurous activities. Where possible staff will be acquire nationally recognised qualifications. Where these do not exist staff will be trained to a syllabus and their competence assessed by appropriately qualified external assessors. All staff leading groups will be trained in group management skills and techniques relevant for the environment in which they operate

First Aid - the Centre will have a minimum of 10 persons certificated in First Aid. There will always be a first aid qualified person on site when children are in residence.

### 3.8 **COSHH (Control of Substances Hazardous to Health)**

The Head of Centre recognises the need to carry out risk assessment for all hazardous chemicals on site.

### 3.9 **Plant Machinery/Equipment/Contractors**

3.9.1 The Head of Centre recognises that it may be necessary to seek specialist advice in determining the safety requirements for:

- (i) adequate and correct guarding of machinery;
- (ii) general inspection of plant, equipment and machinery;
- (iii) storage and transportation of toxic substances, gases, etc.;
- (iv) disposal of toxic and other waste substances and materials.

3.9.2 Inspections of the Centre will be invited by the Union Safety Representative, Departmental Health and Safety Officer and Fire Protection Officer.

3.9.3 No new machinery/equipment or substances must be brought into the premises unless it has been cleared by a senior officer as appropriate.

The Centre will ensure procedures are in place for the repairs and maintenance of plant, machinery, equipment and systems of work which are safe and without risk to health.

3.9.4 Appropriate line managers will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment.

3.9.5 Appropriate line managers will be required to select and provide suitable protective clothing/equipment and of the correct type. Staff are expected to wear the safety clothing/equipment provided. A register of PPE issued to staff will be kept.

3.9.6 All contractors entering or working on the premises will be the responsibility of the Head of Centre or Premises Manager.

### 3.10 **Swimming Pool**

3.10.1 The maintenance of the swimming pool plant will only be carried out by trained and qualified persons in line with the Pool Operations Plan

3.10.2 Visiting groups of children may only use the pool when a lifesaver is present and must follow the pool operating procedures.

### 3.11 **Noise and Vibration**

The Head of Centre recognises there may be problems experienced by staff with noise and vibration. Necessary specialist advice will be sought to monitor the hazard as appropriate.

### 3.12 **Communicating Information to Employees**

The Head of Centre will be responsible for ensuring that any regulations, information, guidance notes, etc. received are passed immediately to appropriate staff.