

# Policy Review Record

This policy relates to all premises under the governance of the Melton Learning Hub social enterprise. This includes; the Learning Hub;The Venue and the Country Park Cafe

Policy Name: Health and Safety

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| Date policy written/amended | Amended/written by | Authorised by | Next review due |
| 15th November 2016 | Sarah Cox |  |  |
| August 2018 | Sarah Cox | Sarah Cox | August 2019 |
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**The Melton Learning Hub**

**Health and Safety Policy:**

Overview

The Melton Learning Hub provide a range of service to children & families with complex needs. The services can be provided for short periods of respite over the course of several days or educational placement in our alternative provision. This involves 1:1 and small group working. The services relate to alternative education, adventure respite and crisis response services, individual mentoring, complex family work, and other associated services.

Our aim is to increase:

* The number of children attending school or being fully engaged in an alt. education provision
* Placement stability for children within their current family or care setting,
* Mental and physical well-­‐being by the provision of demanding and nurturing activities

The service can involve lone working from a variety of activity settings within and beyond the county of residence for the child.

The Melton Learning Hub prepared our own health and safety policy statement, using the combined template available on the HSE website at [www.hse.gov.uk/risk/risk-­‐](http://www.hse.gov.uk/risk/risk-)assessment-­‐and-­‐policy-­‐ template.doc with the central aim of minimizing and risk of harm to CFS employees and customers.

The Manager is responsible for H & S and is supported by the board of Directors. This is in hand with more specific guidance for staff this general policy is disseminated at Team meetings, and via our online electronic policy guide.

Our collective decision making re Risk Assessment follows the HSE guidance and adheres to the five steps

1. Identify Hazards
2. Decide who might be harmed
3. Evaluate risks and decide on precaution
4. Record your findings and implement them
5. Review your assessment and update if necessary

For further information and to view our example risk assessments, see [www.hse.gov.uk/risk.](http://www.hse.gov.uk/risk)

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|  | | | **The Melton Learning Hub** |
| **Sarah Cox – The Manager** |
| Helen Simpson |
| **STATEMENT OF GENERAL POLICY** | **RESPONSIBILITY OF:**  **Name/Title** | **ACTION/ARRANGEMENTS** | |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. | Helen simpson | Policy and review date set for related polices Proforma and system for risk assessment in place  Training for all staff in place via Melearning online H and S course  Weekly activity review process and scrutiny of actual activity plans to spot potential H and S issues before they occur.  Use of significant events monitoring to amend risk assessment and management plans. | |
| To provide adequate training to ensure employees are competent to do their work. | Sarah Cox | All staff to be inducted to general and specific guidance re H and S.  All staff to undertake Health and Safety training (MeLearning) prior to working alone and without a senior attending the session.  Written risk assessment and guidance on how to reduce likelihood and severity to be available to all staff via electronic case management system. | |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health. | Helen Simpson | Accident and significant events reviewed in weekly staff meeting.  manager to offer immediate guidance and support should a dangerous occurrence be evident.  Code of conduct for staff prompts immediate notification to manager of any potential or actual  harm to self or other. | |
| To implement emergency procedures – evacuation in case of fire or other significant incident. | Helen Simpson | Introduction to fire safety prior to any activity or obtain guidance for any third party venue we operate from.  Lead mentor to be aware of any procedure to implement at each venue for fire or emergency evacuation.  Grab bag with basic survival kit phone, first aid, map, etc.) To be available at all venues  H & S records of practice fire evacuations  Records of site Risk assessments (inc fire) to be kept at each venue.  (You can find help with your fire risk assessment at [www.communities.gov.uk/firesafety.)](http://www.communities.gov.uk/firesafety.)) | |

# This is the statement of general policy and arrangements for:

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

All staff

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| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. | Sarah Cox  Helen Simpson  Lucie Larke- Beauty  Ben Seal- Construction | | | Toilets, washing facilities and drinking water provided at all venues.  System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.  Daily vehicle cheeks to be carried out by the nominated driver.  Staff trained in safe handling/use of substances (on line social care TV). (See www.coshh-essentials.org.uk.) | |
| Health and safety poster is displayed: | Reception area. | | | | |
| First-aid box and accident book are located:  Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923 | Filing cabinet main area. | | | | |
| Signed: (Employer) | Sarah Cox | Date: | 14/11/16 | | |
| Updated Signed | *Sarah Cox* | Date | 14/11/16 | | |
| Subject to review, monitoring and revision by: | Sarah Cox | Every: | 12 | | months or sooner if work activity changes |

Employers with five or more employees must have a written health and safety policy and risk assessment. For further information and to view our example risk assessments, see [www.hse.gov.uk/risk.](http://www.hse.gov.uk/risk)