



Policy Review Record

This policy relates to all members of staff under the governance of the Learning Hub. This includes; The Learning Hub; The Venue.

Policy Name: Health and Safety Policy

Date policy written/amended	Amended/written by	Authorised by	Next review due
October 2019	Sarah Cox		October 2020
June 2021	Sarah Cox	Board of Directors 6 th July 2021	July 2022
01.08.2023	Sarah Cox	5 th September 2023	September 2024
02.07.24	Sarah Cox	Board of Directors 3 rd July 2024	July 2025

Foreword by the Manager

1.1 The purpose of this Health and Safety Policy is to set out our commitment to health and safety and to define our organisation and arrangements for health and safety management. In addition, the policy describes how to obtain information and advice on health and safety matters. It is not sufficient merely to read this policy. Our commitment to health and safety must be translated into effective action. **The lead for all Health and Safety matters within the Melton Learning Hub Charity is Sarah Cox (sarah.cox@mlh.org.uk).**

1.2 The Policy of The Melton Learning Hub is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff and students. To this end, information, training and supervision are provided as necessary. Responsibility is also accepted for the health and safety of other people who may be affected by the Hubs activities.

1.3 The Hubs Health and Safety Policy provides an overview of the organisation, systems, and procedures by which the Hub intends to achieve its health and safety objectives. The Hub will make sufficient resources, both of time and money, available for implementation of its policy. The allocation of safety related duties, the particular arrangements made to implement the policy, and the way in which the policy is monitored is set out in this document.

1.4 A copy of this policy will be made electronically available to all members of staff and will be required reading, a summary explained to all students during their induction process. **Staff are encourage to alert the Manager to any issues they feel relate to Helath and Safety**

1.5 This Health and Safety Policy gives all the essential guidance required to create and maintain a health and safe working environment. Many of the identified actions are required by law and must be observed others are simply best practice.

Health and Safety Policy Statement

2.1 The management of Health and Safety is regarded as being of the utmost importance for all students, staff and visitors to the Melton Learning Hub and its associated premises. Therefore the Hub recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations and guidance. So far as is reasonably practicable to aim for zero work related fatalities as well as an incident and injury free environment. It is the policy of the Board of Directors, so far as is reasonably practicable to, work towards this aim by adopting a continuous improvement approach through:

- 3 • Ensuring all statutory inspections and planned preventative maintenance programmes are undertaken at the correct time intervals;
- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Ensuring the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- Establishing and maintaining safe working procedures among staff and students;
- Maintaining any place of work under the Hubs control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;

- The provision and maintenance of a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Formulating effective procedures for use in case of fire and for evacuating the Hub premises;
- Laying down procedures to be followed in case of accident;
- Providing and maintaining adequate welfare facilities;
- Providing such protective equipment as is necessary for the health and safety at work of employees and students;
- The encouragement of staff to set high standards of health and safety by personal example, in order that students leaving the Academy should take with them an attitude of mind which accepts good health and safety practice as normal;
- Effectively monitoring the effectiveness of health and safety provisions within the Hub and making changes as the need arises;
- Keeping the Hub Health and Safety Policy under at least annual review in order to support the policy of continuous improvement and to duly publish any amendments.

3. Organisation Arrangements, People and Resources

Although health and safety within the Hub is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the Hubs safety objectives. The Manager is responsible for the management of Health and Safety matters within the Hub premises. This section outlines the responsibility that each element within the Hub has towards the health, safety and welfare of those connected with the Melton Learning Hub.

3.1 The Directors and Manager are responsible for implementing this policy within the Hub. In particular they will:

- Monitor the effectiveness of the Hubs health & safety policies and the safe working practices described within them and shall revise and amend them, as necessary, on a regular basis;
- Make arrangements to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established which enable the Hub to fulfil its health and safety obligations;
- Make arrangements to draw the attention of all staff employed at the Hub to the Hubs H&S policies and procedures and of any relevant safety guidelines and information issued by the Hub;
- Make arrangements for the implementation of a compliant accident reporting procedure and draw this to the attention of all staff at the Hub as necessary;
- Ensure that regular safety inspections are undertaken;
- Make arrangements for informing staff and students, of relevant safety procedures

3.2 The Manager has an overall responsibility for the application of this policy, but it would not be practical to attempt sole management of Hub health and safety. Therefore the staff team has

delegated duties in order to support high standards of health and safety. The Manager will monitor the following:

- The management of all health and safety matters in the Hub in accordance with the health and safety policy;
- The effectiveness and suitability of risk assessments;
- That suitable information is available for the Board of Directors on matters of health and safety;
- That communication of information received on health and safety matters is distributed to appropriate people;
- That accident and incident investigations take place where required;
- That Health and Safety practices and procedures within the Hub are reviewed as necessary by an external Health and Safety auditor (LEBC);
- That staff health and safety training needs are addressed;
- The effective liaison with the Board of Directors and the staff team on policy issues and any identified issues related to health and safety within the Hub;
- The co-operation with and provision of necessary facilities for trade union safety representatives;
- That appropriate and regular inspections of the Hub are conducted to check the suitability of working practices;
- That accidents and hazards are recorded and reported as appropriate to the Board of Directors for staff, students and visitors.

3.3 Manager and Fire Officer will:-

- Support the Board of Directors to agree an effective emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- Support the Board of Directors to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established which enable the Hub to fulfil its health and safety obligations;
- Support the Board of Directors to ensure that staff with control of resources (both financial and other) give due regard to safety;
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- Report to the Board of Directors any defect in the state of repair of the buildings or their surrounds which has been identified as being unsafe and provide details with regards to whether the interim arrangements are reasonable to limit the risk entailed;
- Undertake annual reviews of the overall H&S policy and risk assessments.
- Implement and monitor the Working At Height, Manual Handling and COSHH policies

- Co-ordinate arrangements for the design and implementation of safe working practices within the Hub;
- Investigate any specific health and safety problems identified within the Hub and take or recommend (as appropriate) remedial action;
- Assist in carrying out regular safety audits of the Hub and its activities and make recommendations on methods of resolving any problems identified;
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the staff team or third party contractors;

3.5 Directors Meetings and Health and Safety

The Board of Directors meet termly to review safety and will:-

- Scrutinise accident and ill health data;
- Examine safety inspection reports and discuss any action required;
- Make recommendations about training needs;
- Monitor health, safety and welfare information and how it is communicated and made available within the workplace;
- Review fire drill reports and make recommendations for any arising outcomes

The Manager will:

- Provide the kitchen staff and senior meals supervisor with termly list of any students with food allergies and medical conditions that they need to be aware of and inform and introduce them to any new students with serious medical conditions/food allergies that they need to be aware of;
- Contact parents/carers when requested by First Aiders/other staff to inform them of head injury or other injury as detailed in the First Aid policy.

3.8 First Aid Leader: The First aid Leader is responsible for supporting health and welfare issues within the school and in particular:-

- Acting as the lead First Aider, when on duty, to whom student or visitor illness/injury can be referred by staff and the first-aiders for a second opinion;
- Maintain the Hubs medical equipment and first aid cabinets;
- Co-ordinate the work of the first aiders in school specific procedures;
- Review first aid statistics termly with the Manager and make recommendations on any policy/procedural reviews required to improve safety.

3.9 The Manager is responsible for

- Reviewing any Health & Safety implications in relation to the Health & Safety implications in relation to pupils with physical disabilities and specific SEN needs

3.10 Hub Staff

All staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Take reasonable care of their own health and safety and that of others, including their colleagues and the students in their care;
- Co-operate with the employer on health and safety matters;
- Carry out activities in accordance with training, instructions, policies and procedures;
- Exercise effective supervision over all those for whom they are responsible, including students;
- Be aware of and implement safe working practices and to set a good example personally;
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure the classrooms and other areas are tidy and good housekeeping practices are followed;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required
- Provide written job instructions, warning notices and signs as appropriate;
- Request/provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, take action to improve health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Report defects and make recommendations to the Manager when necessary
- Where private vehicles are used to transport children to and from Hub functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used, permission has been obtained from parents/carers and business insurance is in place for the vehicle.

9 N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Manager. It must be realised that newly appointed Hub staff could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to

their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

3.11 Students

Students are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow students;
- Ensure good house-keeping rules are followed;
- Observe standards of dress consistent with safety and/or hygiene;
- observe all the safety rules of the Hub and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes

3.12 Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the health & safety rules of the Hub.

3.13 Visitors to the Hub have to sign in and wear their badge at all times. Reception staff should inform visitors what to do in the event of a fire. Visitors must sign out when they leave and hand back their badge so this information can be cross referenced by office staff in the event of a fire. It is the duty of all personnel within the Hub to ensure the health and safety of all visitors to the school.

3.14 Parents

Parents are expected to support the Hub in any health and safety matters reported to them on newsletters/letters.

3.15 Contractors:

It is the responsibility of contractors and their employees to read and comply with the Hub Health and Safety policy. Staff liaising with contractors working at the Hub should bear in mind they have a responsibility to take appropriate action if they observe the contractor, or his employees, using any working practice (or item of equipment) which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Manager. Staff must ensure that contractors arriving at the Hub report to Reception and that a nominated person ensures that the contractors are informed of any hazards on the Hub site.

4. Planning and Implementation

4.1 Staff Consultation

- Staff will be consulted via the staff meeting and asked for their input on the Health & Safety policy.
- Staff will be encouraged to report any H&S concerns using a H&S report form and/or through the filing in of maintenance requests which list H&S concerns

4.2 Staff Information

- Staff will be given access to a copy of the Health and Safety policy through sharepoint and asked to confirm they have read and understood their roles and responsibilities
- Key health and safety information will also be included in the staff handbook
- New employees will be given health and safety information at induction.

4.3 Information for students, visitors and contractors

- Information for pupils will be given at assemblies and in certain lessons as required
- Information for parents will be given on the website
- Information for visitors will be provided on the signing in system.

4.4 Training

- An annual review of health and safety training needs will be undertaken by the Manager when developing the CPD schedule for the new academic year. Online training programmes will be made available for any staff who have been identified as having training needs as a result of their role or their particular circumstances. Records of this training and the content of training will be kept centrally on staff files.

4.5 Risk Assessments

- Risk assessments will be undertaken to cover all aspects of the premises which are under the control of the Hub (including fire, classrooms) and methods of work (including manual handling, working at height and lone working). The assessment identifies all defects and deficiencies together with the necessary remedial action or risk control measures. Risk assessments will be carried out once and then reviewed annually unless there is occasion to review earlier.

4.6 Risk Assessment Methodology

The following methodology will be used to assess risk:-

- Hazards identified through inspections, discussions, reviewing of accident statistics, review of any health and safety concerns reported by staff
- Categories of individuals potentially at risk – some hazards may present a special or high risk to certain individuals such as pregnant women, new employees, individuals with disabilities or medical conditions, lone workers or children
- Scale of the risk assessed taking account the number of people who might be affected in one incident, individuals particularly at risk, concentration of substances, heights, weights etc and details of previous incidents
- Potential severity of harm – i.e. parts of the body likely to be affected, nature of the harm (ranging from slight to extremely harmful)
- Potential likelihood of staff/visitors/students carrying out unsafe acts through lack of knowledge, underestimation of the practicality and usefulness of safe working methods or the likelihood of short cuts
- Control recommendations identified to eliminate risk altogether or to reduce levels of risk through adaptation of working practices, introduction of planned maintenance, setting up of emergency arrangements, purchase of protective equipment or use of new technologies.

4.7 Reviewing and Monitoring

The Manager will annually monitor the risk assessment process, calling in all those responsible for carrying out assessments and checking that a suitable number of assessments have been completed. The risk assessments will be reviewed to consider and assess the potential impact and knock on effects of the possible control measures which could be introduced and the viability of the financial implications. The agreed actions will then be used to update the policies and procedures and responsibility/timelines agreed for the measures to be put into place.

4.8 The Manager will bi-annually monitor the health and safety 'policy' (this document) to ensure that it is still relevant and workable. All employees will be informed of any changes through staff meetings.

5. Accident Reporting and Investigation

5.1 Any accident or injury is to be reported to the Manager by the person or persons involved in the accident and entered in the accident report book. Accident books are held in the office. The Manager is to ensure that the Board of Directors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

5.2 All significant accidents or incidents that are considered to be dangerous and near miss situations are to be reported to the Manager. There will be an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. All contractors must ensure that accidents involving their personnel are reported to the Manager.

6. General Safety Arrangements

6.1 Good Housekeeping - Slips, Trips and Spills Slips, trips and falls are the largest cause of accidents. Accidents can be prevented by following the guidelines listed below:-

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean
- Do not obstruct emergency exits

6.2 Flooring Floors to be checked regularly by the Manager to ensure they are stable, level, have no bumps or holes and are not slippery. Concerns to be reported to the Manager to agree control measures such as repair, replacement or provision of safety signs. All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard.

6.3 Cable Management All staff are responsible for ensuring equipment is positioned so cables do not cross pedestrian routes. Cable covers/ties should be used to fix cables to surfaces and ensure they are tucked out of the way. Staff who need assistance should raise this with the ICT tutor or the Manager.

6.4 Spillages, Spillages must be cleaned up immediately using an appropriate cleaning method.

6.5 Tables/Chairs Students should be briefed to tuck chairs under tables and pack items/equipment away to reduce the risks of trips and falls. Class Tutors should ensure access routes are clear of desks and equipment.

6.6 Coats/Bags Class Tutors and support staff are responsible for ensuring students hang up their coats and put their bags in the box provided so they do not cause a potential tripping hazard in the corridors (which could prove fatal in the event of a fire). Staff noticing bags/coats strewn across the floor have a responsibility to go into the class they believe may be responsible for the hazard to request immediate remedial action.

6.7 Weather Conditions

In poor weather conditions, the Manager is responsible for ensuring key pathways are gritted before staff and students start to arrive in the morning and at key intervals through the day as required. Students should not be allowed in the playground until the ice has melted (or access restricted to less icy areas). The Manager is responsible for deciding when wet play should be announced in these conditions.

6.8 Outdoor Hazards When taking students on trips which involve walking in muddy fields, uneven ground or wet areas, the trip leader must ensure children are briefed on the footwear required for the trip. Children who do not have suitable footwear may need to be left behind (or use Hub workboots) if there is considerable risk.

6.9 Halls The staff team is responsible for checking the halls on a daily basis and putting away any equipment that has been left.

6.10 Playground The staff team are responsible for checking the playground morning and evening for rubbish and stray equipment that could cause a hazard.

6.11 Kitchen, Lunchtime duty staff are responsible for clearing up (or bringing to the attention of the kitchen staff) any spillages that could cause slipping hazards.

6.13 Machinery and Equipment All members of staff and students involved with the use of machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the Manager. In addition, all, kitchen, art, construction, mechanics and outdoors educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. The following equipment must be checked by approved inspectors or appropriately trained staff in accordance with appropriate guidance and or legislation:

- All electrical appliances
- Workshop equipment e.g. lathes, kilns
- Fixed gym equipment *See Provision and Use of Work Equipment Regulations 1998

7. Electrical Safety

7.1 The Hub has a duty of care to provide a safe workplace for staff, students and visitors. This obligation includes the provision, regular testing and maintenance of safe electrical equipment.

7.2 the Manager is responsible for organising an annual schedule of Portable Appliance Testing. Tested equipment will be tagged by an approved contractor if appropriate as per the statutory guidelines, this includes leads and cables and staff laptops. Staff members must ensure that any nonvisible portable equipment (such as camera leads, Christmas tree lights, laminators etc) are provided for testing. Any items failing the test must be disposed of immediately.

7.3 Staff members must treat all electrical equipment including leads and cables with care. Any staff members who notice damaged, worn or abused electrical equipment must ensure that the equipment is not used and report the issue to the Manager immediately. Additionally, all staff must follow the safety guidelines below:-

- Only authorised and fully qualified personnel are to install or repair electrical equipment
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs
- Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly
- Electrical equipment that is known to be, or suspected of being faulty must not be used
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected
- All staff have a responsibility to ensure portable electrical appliances are used correctly, that they are positioned securely and appropriately and there are no trailing wires which could cause a hazard
- Electrical equipment not owned by the Hub can only be used after it has passed testing

8. Fire Prevention

- A fire notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area. Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Smoke detectors are placed at suitable locations around the Hub and Venue, call points are located at all exits and in other salient points and fire extinguishers and blankets are located throughout the Hub and Venue, particularly in higher risk locations, and are suitable for the different types of fire that could arise.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

9. Gun and Bomb Scares - In the event of gun or bomb scares, the alarm should be sounded and evacuation carried out as in a fire emergency.

10. Civil Emergencies or Serious Health Risk Close to Hub/ Venue

In the event of an emergency close to the Hub/Venue the Manager and staff will heed the advice of the police or other civil authorities and take whatever action to ensure the safety of the students.

11. Flood/Seasonal Weather Conditions In the event of exceptional weather conditions or a flood, it may be necessary to close the Hub/Venue. If this happens during operating hours, parents will be contacted to collect their children.

11.1 Where possible, decisions regarding the closure of the Hub due to adverse weather conditions will be made before lessons start or on the previous afternoon. In these circumstances, staff will be contacted by the Manager, and parents informed by phone.

12. Heating/Power/Water Failure or Gas Leak

12.1 If a problem occurs during hub hours, the Manager will be called to arrange an emergency contractor who will visit, assess and inform what action needs to be taken to rectify the problem. If the problem will take some time to rectify, it may be necessary to close the Hub/Venue, in which case parents will be contacted using the texting service and asked to collect their children.

12.2 In the event of a gas leak, it may be necessary to evacuate the Hub/Venue immediately. The Manager will determine whether students should be sent home or escorted to the designated safe area, for collection from there.

12.3 In the event of a heating failure, the Hub may consider hiring emergency portable heaters. No paraffin heaters will be used as they represent substantial fire risks. If services failure is likely to lead to the closure of the Hub/Venue for more than 24 hours, the Behaviour partnerships and schools will be informed and given an indication of when the problem should be rectified. Parents will be informed by phone and the posting of notices.

13. Security

13.1 The Hub and its contents are constantly at potential risk from criminal damage, burglary, theft and arson. In these circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in the Hub/Venue will have at least one of several predictable results:

- loss of equipment
- loss of records
- drain on resources
- demoralisation of staff and students
- disruption of educational life
- displacement of staff and students
- total loss of centre

13.2 Whatever the precise outcome, any criminal attack upon the Hub will inevitably impact the running of the Hub. It follows that every realistic step should be taken to prevent it. This demands good risk management.

14. Access

14.1 During Hub operating hours, access will be granted via the front gate and staff have been issued with key fobs to gain entry to the main building. In the event that these are lost, even temporarily, this must be reported immediately to the Manager.

15. Drinking Water

15.1 Water in all the classrooms is drinking water taken from the mains. Any water which is not drinking water has been labelled accordingly.

16. Contractors

Wherever possible repairs, installations of new fixtures and fittings and decorations will be conducted outside Hub operating hours. Where this is not possible, the Manager will supervise works to monitor any potential hazards arising from inadequate measures being taken by contractors so appropriate action can be taken. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, they will be responsible for taking such actions as are necessary to prevent building users being exposed to the risk of injury.

17. Office Equipment

17.1 Office equipment will be checked annually for electrical safety as part of the PAT testing. There are some items of office equipment that are not suitable for use by children or for which usage needs to be restricted/supervised.

17.2 VDU Computer screens will be positioned with due regard to lighting levels, glare and/or reflection. Where necessary blinds or glare screens will be utilized to eliminate any identified issues. Screen brightness, colour and flicker rate will be taken account when deciding suitability of screens. Staff will be encouraged to have annual eye tests and also to take regularly breaks from looking at the screen. (See Display Screen Equipment Checklist).

17.3 DSE assessments re work stations will be assessed by a trained member of staff (to review seating position, height of keyboard, positioning of screen, positioning of cables and suitability/adjustability of chairs to alleviate/minimize fatigue and discomfort

18. Waste Disposal

18.1 The Hub currently has 1 standard 1100L bins (which are used for normal waste and lunchtime kitchen waste) and 1 x 1100L recycling bins provided under contract. These bins are emptied once a week for 52 weeks per year. In the event of non-collection, the Manager is responsible for chasing up BIFFA to request immediate removal.

19. Lone Working

The Academy recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and managing them adequately. Any questions regarding its operation should be addressed to the Manager.

20. Manual Handling Staff and students are not to lift, drag, push or carry heavy/awkward loads that pose a risk of injury unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should contact the Manager to conduct the necessary assessment.

21. Use of Vehicles Only those persons authorised and in possession of the appropriate license (and with suitable business usage insurance) are to drive vehicles on Hub business. Students cannot be taken in staff cars without permission from parents.

22. Working At Height Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches or an unstable surface is strictly forbidden. Foot stools and step ladders are available if required.

23. COSHH

23.1 Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure. Where the hazards are known specific steps can be taken. The most important steps are:

- Identify the hazard.
- Assess the risk.
- Eliminate, substitute, or prevent or control the risk.
- Maintain and monitor the controls.
- Monitor the health of the workforce.
- Ensure assessments and controls are up to date.

23.2 It will be the Hubs responsibility to inform, instruct and supervise any health issues that may arise through the normal and appropriate work of the staff, contractors and visitors. To this end the Hub will maintain a COSHH folder, and risk assess any other area or task that identify a health hazard. The Melton Learning Hub acknowledges that no substance can be considered completely safe and all reasonable steps will be taken to substitute as many COSHH substances for safer alternatives as is reasonably practicable.

23.3 Curriculum / Premises Upkeep / In House Cleaning It is the stated aim of The Melton Learning Hub that non COSHH products will be used across its premises. As a result, all employees will be responsible for identifying products that do not pose a hazard. In the rare circumstances where a non COSHH alternative product is not available, express permission must be sought from the Manager for a COSHH product to be purchased. Section 6 of the Health and Safety at Work etc Act 1974 requires manufactures or suppliers to make safety sheets available on the substances they supply. Potentially hazardous substances are also required to carry some of the information on their labels, including the appropriate danger, its symbol and the appropriate risk and safety phases. A copy of the Material Safety Data Sheet (MSDS) must be obtained for any product on site which is identified as harmful. These will be obtained from the supplier or manufacturer by the office when placing orders, or by staff when purchasing items to bring into centre.

The Manager will be responsible for the management and implementation of the COSHH policy and for undertaking risk assessments. The information on the MSDS will be reviewed when undertaking a risk assessment, giving consideration to whether Personal Protective Equipment (PPE) such as eye protection, masks, gloves etc are required. The control measures resulting from the risk assessment

may also recommend certain groups of children/adults do not come into contact with the product. These control measures and procedures need to be approved by a member of the Management Team before the product(s) is (are) used.

24. COSHH Emergencies In the event of a child swallowing or having a reaction to a product which requires medical attention, the first aid recommendations on the product sheet should be followed immediately and the details of the product must be given to the medical team (ideally with a copy of the fact sheet).

25 Equipment

Equipment must be carefully stored at the end of the lessons to ensure students do not make use of the equipment without suitable supervision and the items do not represent a Health and Safety or tripping hazard. PE mats must always be hung up and stored away from fire escape routes as they can give off toxic fumes.

26. Off Site Visits

26.1 All personnel that arrange or actively participate in Hub/Venue visits must follow the procedures outlined.

26.2 Mini buses and coaches hired to carry 3 or more children aged between 3 and 15 years must be fitted with a seat belt for each child. The seats must face forwards and seat restraints must comply with current legal requirements. All passengers must wear seat belts at all times. The mini bus must also be fitted with a fire extinguisher and first aid kit. If these requirements are not met, the trip cannot go ahead.

27. Hub/Venue Events

27.1 When organising special events (i.e. summer fayre, Christmas concert, community dinner etc) the event organiser and Manager will be responsible for preparing a short written assessment of the activities that make up the event. All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. The following activities/attractions MUST have an individual written assessment:- • Stands/Stalls • Displays involving animals, weapons, flames or special effects No bouncy castles will be allowed at any Hub or Venue event.

27.2 Each activity at an event will have its own special hazards which could affect all or particular groups of visitors (i.e. unsupervised children, pregnant women, older people). These risks must be considered and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed. When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

27.3 Additionally an emergency plan also needs to be created. The plan should include what action should be taken, who will co-ordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities.

28. Health Issues.

28.1 Alcohol and Drug Abuse -Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the Hub and increases the risk of accidents both to themselves, colleagues and students. Staff who are deemed to be under the influence of non-prescribed drugs or alcohol will be excluded from work and will be subject to disciplinary procedures. Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

28.2 Stress

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them”. This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress. If you have any concerns regarding your workload, or are experiencing difficulties outside work which may be having an effect on your health, please discuss these with your manager.

28.3 Well-Being The Melton Learning hub recognises that staff are its most important resource. We seek to value our staff through personal and professional support, involvement in Hub decisions and access to professional development. In addition to acknowledging the Hubs responsibility to staff well-being, staff have the primary responsibility for their own health and well-being. This involves taking care of oneself and letting the Hub Manager know about any aspect of work or the working environment which may be affecting health. All well-being activities should be focused on all staff working together to improve their working conditions and this should be done within a “no-blame” environment. The Melton Learning hub will:

- provide a range of strategies for involving staff in Hub decision making processes
- develop appraisal systems linked to clear job descriptions
- provide additional support in particularly stressful times
- regularly review communication systems to ensure staff are well informed
- ensure all staff have access to professional development opportunities
- ensure staff have knowledge of and access to union representation
- regularly review the demands on staff time to see if things can be done differently
- work towards a positive ethos where everyone is valued
- work towards positive staff/student relationships, to ensure an effective teaching and learning environment and a happy place to work for staff and students
- through training and building security, provide staff with a sense of safety and the confidence to deal positively with stressful incidents
- respond sensitively and flexibly to external pressures impacting on staff lives
- maintain contact with staff when they are absent for a long time, and provide support on their return to work

29 Display Screen Equipment (DSE Assessments) Under the Health and Safety (Display Screen Equipment) Regulations 1992 the Academy has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work.

30. Expectant Mothers Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. Female staff (full and part-time) are advised to inform their Line Manager as soon as possible and in writing when pregnancy has been confirmed so a risk assessment can be undertaken. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way. As every pregnancy is different, pregnant staff must keep their line manager informed regarding any issues which mean they feel the risk assessment needs to be updated or their duties adjusted in any way.

31. Violence at Work

31.1 The Health and Safety at Work, etc Act 1974 places duties on every employer to:

- Provide and maintain systems of work that are safe
- Provide all necessary information, instruction, training and supervision to enable individuals to be safe
- Provide and maintain a safe place of work with safe access and egress.

31.2 In addition, employers are required to assess the risks to staff (and others) in the workplace and this includes the risk from foreseeable acts of violence, threatening behaviour or abuse at work. Employers should identify preventative and protective measures and make arrangements to implement control measures that follow from the risk assessment, so far as it is reasonably practicable, and put user-friendly and accessible procedures into place which staff should be familiar with and be able to refer to them immediately. These procedures must be reviewed regularly and updated as necessary.

31.3 The Hub and the staff acknowledge and accept their legal obligation:

- To provide and maintain safe systems of work
- To provide all necessary information, instruction, training and supervision to enable individuals to be safe
- To provide and maintain a safe place of work for employers, pupils and visitors to the Hub and Venue
- Declares its intention to take all reasonable and practicable measures to this end and to support fully those employees who are the victims of violence, threatening behaviour and abuse
- Acknowledges that every employee has the right to be treated with dignity and respect — assaults on staff are not acceptable
- Will take measures to deter violence, threatening behaviour or abuse and take action against those responsible.

31.4 The Melton Learning Hub defines the term as: “any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or her employment”. This includes physical violence, intimidation, bullying and foul language. The Melton Learning Hub encourages close links with parents and the community and believe students benefit when the relationship between home and centre is a positive one. The vast majority of parents, carers and other visitors to the centre are keen to work with us and support us. However, on the rare occasions when a negative attitude towards the Hub is expressed, this can result in aggression, verbal or physical abuse towards Hub staff. We expect and require staff to behave professionally in these difficult situations and attempt to diffuse the situation where possible, seeking the involvement as appropriate of other colleagues; However, all staff have the right to work without fear of violence and abuse.

31.5 This policy sets out the action that will be taken to reduce the frequency of assaults, monitor their occurrence, train staff, support victims of violence and deal with incidents when they occur. This includes:-

- Maintaining a safe working environment and safe practices
- Identifying levels of risk of violence faced by members of staff
- Assessing who is exposed to the risk of violence
- Reviewing risk assessments at regular intervals or when there is any change to the risk of violence
- Providing adequate training for all staff
- Ensuring a structured, supportive response from management in the event of an assault
- Implementing a standard reporting and monitoring system
- Considering exclusion or the application of appropriate disciplinary procedures and sanctions in the case of pupil assailants
- Reference, if appropriate, to the police
- The use of statutory powers
- Relief from duty, if appropriate, following assault

31.6 The Manager will be responsible for undertaking Violence in the Workplace risk assessments and will:-

- Include the whole of the site, including areas adjacent to the site
 - Include staff who visit students at home as part of the risk assessment process.
 - Identify and assess the risks: activities and workplaces should be looked at and considered for what could reasonably be expected to cause harm
 - Consider everybody at the workplace and everyone using the site
 - Determine appropriate actions to manage those risks: existing precautions should be examined to establish whether they are adequate and whether more should be done
- 36.8 Any identified actions will be implemented and may include measures such as:

- training programmes

- alterations to Hub/Venue entrances
- implementing procedures for visitors to the Academy site
- communications systems
- emergency procedures
- the provision of alarms or back-up for staff

31.7 Where necessary, the Hub will utilise the employer's statutory powers to seek to prevent any person entering the Hub premises who causes or permits nuisance or disturbance to those people lawfully using the premises. The Hub will establish and maintain close liaison with the local police. It will draw up a procedure enabling the police to be called and to respond promptly when incidents occur and will work with the local police to confirm the circumstances in which they will pursue a prosecution against an assailant. The Hub will seek to agree with the police that they will obtain evidence and initiate a prosecution when a member of staff at the Hub is assaulted, even if the assault is minor.

31.8 Dealing with offensive weapons: If a member of staff becomes aware either that a student is in possession of an offensive weapon or that there has been an incident involving a weapon, the following actions should be taken:

- Immediately inform a member of the Management Team, should not try to deal with the situation alone
- The senior member of staff on site must decide whether it is necessary to contact the police
- The duty Manager should consider whether to deal with the matter as a disciplinary issue. If the person refuses to co-operate, the police should be called. No further action should be taken until the police arrive. However, in some exceptional circumstances, action may have to be taken immediately. If this is the case, the person should be isolated from other people if possible. A colleague or adult witness should be present.

31.9 Assaults by Adults In the case of an assault by a visitor or intruder, the Manager or member of the management team will immediately:

- Inform the police, requesting their immediate attendance
- Take steps to ensure that all staff and pupils are safe and secure
- Take appropriate steps to isolate the assailant. Subsequently the Hub will liaise with the police. If the assailant is known, send her/him a letter stating that her/his behaviour is unacceptable and that s/he is not permitted to come onto the Hub premises in future without an appointment. If s/he does so, and causes a nuisance or disturbance, s/he will be regarded as a trespasser and will be liable to prosecution for causing a nuisance or disturbance as a trespasser on educational premises. Where appropriate, take action to prosecute her/him either directly or via the police. Where such episodes are a recurrent problem, the Hub will consider putting a formal notice on the entrance or entrances to the Hub informing intruders that they may face prosecution.

31.10 Assaults by Students: In the event of an assault on a member of staff by a student, the assailant should normally be removed from Hub immediately. In cases where it is impractical to remove her/him from the premises (e.g. where attempts to contact parents have been unsuccessful), the student concerned should be isolated from other students. Exclusion from the

beginning of the next day should be considered. The removal of the student, as a fixed-term exclusion, will allow for an investigation of the circumstances of the assault. Permanent exclusion procedures may then follow. If/when the student returns to the Hub, the Manager will consult the assaulted member of staff about appropriate arrangements. In the event of a serious assault, s/he will not be required or expected to teach, supervise or support the student concerned.

31.11 Action When an Assault Occurs: If a member of staff is assaulted, the following action should be taken.

- S/he should be allowed access to a private area for as long as necessary where s/he can sit with a friend, representative or colleague.
- S/he should be allowed to leave the Hub and go home if s/he wishes and the employer will make appropriate arrangements which may include arranging transport for her/him. • S/he may have to attend a hospital, accompanied by a friend, representative or colleague.
- Similarly, s/he may have to attend her/his GP's surgery and may wish to be accompanied.
- In addition, staff who have been assaulted will be provided with other appropriate support, including legal advice.
- If the assault has occurred away from the premises, the Hub should be formally notified.
- A written record covering the circumstances leading up to the assault, the assault itself and any injury should be made as soon as possible.
- As soon as practicable after the assault, the member of staff should prepare a written statement on the incident and should be given the opportunity to consult her/his trade union before submitting it.
- Written statements should be obtained as soon as practicable from all witnesses. Wherever possible, they should be prepared on the day of the incident or as soon as possible thereafter.
- The member of staff who has been assaulted should be provided with a copy of all written statements.
- The incident must be reported to the police. The Manager, acting on behalf of and with the consent of the member of staff, will normally inform the police of any assault on Hub premises. If the member of staff concerned does not wish the police to be informed, those views will be taken into consideration. In all cases, the member of staff has the right to report the incident personally to the police.
- The incident must be reported to the Board of Directors.
- The member of staff should be advised to contact their trade union representative. In any discussions about the incident, the staff member may be accompanied by a representative of her/his trade union who will be accorded facilities time to support and advise the member of staff.
- The Manager will undertake an investigation and prepare a formal written report as soon as practicable. This report will be agreed with the employee concerned. The report will be given to the police by the Manager or her/his representative and to those with overall responsibility for health and safety.

31.12 Further support for the victim of assault: The Hub will permit the assaulted member of staff to take reasonable paid time off to consult her/his trade union, the police or legal advisors and to attend court if a prosecution is initiated, or for the purposes of any other form of litigation. If the assailant is prosecuted, the employee and other employees who are witnesses may be required to give evidence in court. Paid 31 leave of absence will be granted for this purpose and appropriate cover will be provided.

32. First Aid Procedure

32.1 The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed within the Hub premises, together with clear instructions for summoning outside medical facilities, on the Hubs first aid emergency procedure notice.

32.2 First aid boxes will be established in the Hub premises, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and students. The person responsible for the first aid boxes contents will ensure, where reasonably practicable, that it is fully equipped at all times. There are portable first aid kits available for the playground and to take out on trips.

32.3 The Hub accident record book will be maintained and this record book is to be made available to any other authorised person or body whenever requested. It should be secured when not in use in order to comply with the Data Protection Act.

32.4 Only qualified/suitably trained persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the Hubs needs and satisfy as far as is reasonably practicable the legal requirements of the Health and Safety (First Aid) Regulations 1981. All serious cases of injury should receive appropriate qualified medical attention.

32.5 Where possible, a qualified first aider will go on any educational visit.

32.6 Parents will be expected to inform the Hub if their child has an allergy and a list of any such children will be kept and provided to class tutors. Students with serious, life threatening conditions such as diabetes and serious allergies where an epi-pen may be required will be brought to the attention of all staff (if deemed appropriate and agreed with parents) during staff briefing so all staff are aware of the symptoms and emergency treatment. Children requiring medication during the day will be required to hand in their medication to the office. The designated member of staff will be responsible for administering this medication.

32.7 In the event of a serious injury or if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

33. Right to Refuse Unsafe Work

33.1 The Occupational Health and Safety Act give a worker the 'Right to Refuse Work' that they believe to be unsafe. The Hub supports that any worker has a Right to refuse work if one or more of the following is true:

- Any machine, equipment or tool that the worker is using or is told to use is likely to endanger himself or herself or another worker

- The physical condition of the workplace or workstation is likely to endanger the worker

33.2 If the worker finds one or both of these conditions to be true they are responsible to immediately notify their line manager that the work is being refused and explain why. The supervisor or employer then must investigate the situation immediately, in the presence of the worker and one of the following:

- Manager
- Another worker, who, because of knowledge, experience and training, has been chosen by the workers (or by the union) to represent them

33.3 If the situation is deemed to be safe, the worker will return to work

References: HSE Website www.hse.gov.uk HSE Five Steps to Risk Assessment - [http://www.hse.gov.uk/pubns/indg163\(rev3\).pdf](http://www.hse.gov.uk/pubns/indg163(rev3).pdf) HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm> Improving school security <http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/standard/publicationDetail/Page1/0%2011%202709168> HSE Managing risks in education <http://www.hse.gov.uk/services/education/index.htm> Guidance on First Aid for Schools <http://media.education.gov.uk/assets/files/pdf/g/guidance%20on%20first%20aid%20for%20schools.pdf> Education (School Premises) Regulations 1999 (SI 1999 No.2) <http://www.legislation.gov.uk/uksi/1999/2/contents/made> HSE's infoline is 08701 545500 The Health and Safety at Work etc. Act 1974. The Management of Health and Safety at Work Regulations 1999 (L21) The Workplace Health Safety and Welfare Regulations 1992 (L24) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) School Standards and Framework Act 1998 School Inspections Act 1996. Education Act 1996

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