

# HEALTH AND SAFETY POLICY

## HEALTH AND SAFETY AT WORK ETC ACT 1974

Company Name: The Blueberry Academy

Address: 5 Silver Street, York, YO1 8RY

Melbourne Centre, Escrick St, York, YO10 4AW

### General Policy Statement

Our policy is to provide and maintain working conditions, equipment and systems of work, which are safe and healthy for all our employees, and to provide information, training and supervision sufficient to maintain safety. We also accept our responsibility for health and safety of persons other than employees who may be affected by our activities.

The arrangements for implementing this policy and the particular duties of persons for safety matters are specified within the policy.

Our policy will be revised in the light of changes in circumstances of our business or amendments in the law. The effectiveness of this policy will be periodically reviewed and updated.

Signed: ..... (Director)

Signed: ..... (Director)

Date: .....

### Organisation

1. Overall and final responsibility for health and safety in the organisation is that of:

Andy Bucklee.....

2. Day-to-day responsibility for ensuring implementation of this policy is that of:

Andy Bucklee / Andrew Cambridge / Nick Haigh.....

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

<u>Name</u>	<u>Area</u>
Nick Haigh	Health & Safety Officer
Dave Tabron	Central Training premises / Fire Safety
April Watson	Shop
Nick Haigh	First Aid & Health equipment
Katie Johnson	Staff Training / Activity Risk Assessments
Dave Tabron	COSHH
Nikita Poli	Record storing
Dom Cooper	Employer Workplace Assessments
Lee Preston	Silver St office
Mark Draper	BCE
Joel Botelho	Scarborough Services

4. **All employees have to:**

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided in the interest of health and safety
- To take care of their own health and safety and that other persons who could be affected by their actions
- Report all health and safety concerns to an appropriate person
- Not enter restricted areas or use equipment for which suitable and adequate training has not been received

5. The responsibility for consulting with employees on matters of health and safety is with:

..... Andy Bucklee / Nick Haigh .....

## ARRANGEMENTS

### Information, Instruction, Training and Supervision

- The Health and Safety law poster is displayed at ...Office.....

- Health and Safety advice is available from: Nick Haigh Andy Bucklee / [www.hse.gov.uk](http://www.hse.gov.uk)

- Supervision of learners will be arranged/undertaken/monitored by

.....Andrew Cambridge / Katie Johnson.....

- Assessments for DDA compliance and impact on Health and Safety will be assessed by:

.....Andrew Cambridge .....

- When working at locations that are under the control of others, health and safety information will be provided

Andy Bucklee / Andrew Cambridge / Nick Haigh.....

- Health and Safety meetings are held bi-monthly - chaired by Andy Bucklee

**Competency for Tasks and Training**

- Induction training will be provided for all employees by

Andy Bucklee / Andrew Cambridge / Nick Haigh / Katie Johnson.....

- Specific jobs requiring special training are:

<u>Job</u>	<u>Trainer</u>
Use of Cleaning materials and equipment	Dave Tabron
Use of Workshop	Paul Jones
Employer placement assessment	Dom Cooper
PAT Testing	Richard Plant

- Training records are kept at/by

Andy Bucklee / Andrew Cambridge / Nick Haigh.....

- Training will be identified, arranged and monitored by

..... Andy Bucklee / Andrew Cambridge / Katie Johnson / Nick Haigh.....

**Accidents, First-Aid and Work-Related Ill Health**

The appointed person(s)/first-aider(s) is/are

<u>Name</u>	<u>Area</u>
Dominique Cooper	
Liam Gargan	
Alice Gostling	
Dave Tabron	
Paul Jones	
Katie Johnson	
Angela Taylor	
John McGrath	
Joanne Anderson	

- All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept by/at  
... Katie Johnson.....located in Office.....
- The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority/ Incident Contact Centre is  
... Andy Bucklee / Andrew Cambridge / Katie Johnson.....
- All accidents will be investigated by  
... Andy Bucklee / Andrew Cambridge.....
- All cases of work related sickness absence will be investigated by  
... Andrew Cambridge .....

**Safe Plant and Equipment**

- All equipment requiring routine maintenance will be identified and effective maintenance procedures drawn up and implemented by  
... Dave Tabron / Nick Haigh.....
- Any faults or concerns regarding plant/equipment should be reported to  
...Nick Haigh.....
- New plant and equipment will be checked to ensure that it meets health and safety requirements before it is purchased by  
... Andy Bucklee / Andrew Cambridge .....

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

- All substances requiring a COSHH assessment will be identified by  
..... Andy Bucklee / Dave Tabron / Paul Jones.....
- COSHH assessments will be carried out, monitored and reviewed by  
..... Andy Bucklee / Dave Tabron.....
- All actions identified as necessary in the assessments will be implemented and monitored by  
..... Andy Bucklee / Andrew Cambridge.....
- All employees will be informed and trained about relevant use of hazardous substances by  
..... Andy Bucklee / Andrew Cambridge.....
- Where necessary Health surveillance will be arranged by  
..... Andy Bucklee / Andrew Cambridge / Katie Johnson.....

### **Risk Assessments Process and Policy**

- Risk assessments for existing and new activities will be checked by  
..... Andy Bucklee / Katie Johnson / Dom Cooper /  
with assessments undertaken by all session leaders.
- The findings of the risk assessments will be reported to  
.....Andrew Cambridge / all staff members / .....

- Responsibility for ensuring the action required in the risk assessments is implemented lies with

.....Andy Bucklee / Andrew Cambridge / Nick Haigh.....

- Assessments will be monitored and periodically reviewed by

..... Andy Bucklee / Katie Johnson / Angela Whitehall.....

### **Consultation**

- Regular health and safety meetings to be arranged by employer's representative and/ or staff/union representative - Bi-monthly meetings

- Records of meetings and resulting action / development plans to be produced by:

.....Andy Bucklee / Katie Johnson / Nick Haigh.....

### **Emergency Procedures - Fire and Evaluation**

- Information and training in emergency procedures, fire and evacuation to be provided by

..... Andy Bucklee / Katie Johnson / Nick Haigh.....

- Records of training to be kept by

..... Andy Bucklee / Katie Johnson / Nick Haigh.....

- Escape routes are checked by

..... Andy Bucklee / Dave Tabron.....

- Fire extinguishers are maintained and checked by/every

..... Dave Tabron .....

- The fire alarm is a loud beeping sound

- Alarms are tested by/every

..... Emma Goodwin weekly.....

- Emergency evacuation will be periodically tested, monitored and reviewed by

..... Nick Haigh .....

### **Safe Learner**

- The 'Safe Learner' concept is introduced to all learners through induction and ongoing support.
- All learners, through the quality of their learning experience:
  - Gain an understanding of the importance of health and safety
  - Understand how hazards are identified, risks are assessed and the principles of control measures
  - Develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.
- All learners understand their own responsibilities to maintain a safe environment.
  - The actions of individuals do not create any health and safety risks
  - Individuals do not ignore significant risks in the workplace
  - Individuals act to put things right, including reporting situations that pose a danger to people in the workplace and seeking advice

### **Covid Secure Procedures:**

See separate Covid Secure Document.