



# River Bourne Edge Alternative Provision

## Health and Safety Policy

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| Policy agreed (date): | Sept 2025 |
| Next review (date):   | Sept 2026 |

## **Introduction**

Directors of River Bourne Edge Alternative Provision have overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities.

Directors / Senior Leadership Team (SLT) of River Bourne Edge Alternative Provision will work in a way that tries, to ensure that risks to learners, employees, volunteers, service users and visitors are adequately managed at all times.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and associated regulations and will observe all relevant regulations and codes of practice made under it.

The commitment to health and safety is a management responsibility and it is the duty of our directors to uphold this policy and to provide the necessary funds and resources to implement it.

Directors of River Bourne Edge Alternative Provision will provide and maintain safe and healthy working conditions and environment for all learners, employees, volunteers, and service users, plus any other people who are directly affected by our activities such as members of the public at our events.

This responsibility will be delegated to a named employee for specific events or activities, who will ensure the policy is upheld. They will be named in advance and noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

## **Responsibilities**

1. The Directors of River Bourne Edge Alternative Provision are responsible for the implementation and monitoring of health and safety policies and making changes where necessary.
2. All accidents or unsafe incidents will be investigated by the directors as soon as possible, and recorded appropriately.
3. Directors of River Bourne Edge Alternative Provision are responsible for:
  - Assessing the risk to the health and safety of employees and visitors and identifying what measures are needed to comply with its health and safety obligations.
  - Providing and maintaining equipment, and systems of work that are safe and without risk to health.
  - Ensuring that equipment is safe and well maintained.
  - Providing information, instruction, training and supervision in safe working methods and procedures.
  - Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving.
  - Encouraging employees to co-operate to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
  - Establishing emergency procedures as required.

## **Staff and Volunteer Responsibilities**

River Bourne Edge Alternative Provision employees and volunteers will ensure that:

1. They are aware of the contents of this health and safety policy
2. They comply with the policy.

3. They take care of themselves and others who may be affected by their actions or omissions
4. They report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the owner of the organisation or their manager at once.
5. They record accidents at work in an accident book located in *a place where it can be readily accessed by employees and be available for inspection.*
6. If the directors are not present, they should report the incident to the most senior member of staff present, who will report it to the directors as soon as possible.
7. They are aware of all fire procedures for the environment in which they are working
8. If they identify anything which they think could be in any way unsafe, they will report it to the owner of the organisation or their manager.

### **Responsibilities of staff working with our learners**

1. Exercise effective supervision over all those for whom they are responsible, including students.
2. Be aware of and implement safe working practices and set a good example. Identify
3. actual and potential hazards and introduce procedures to minimise the possibility of any accidents.
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Report any accident (or incident where personal injury could have arisen) and take appropriate corrective action, including logging the incident in the accident book.

### **Health & Safety Officer**

The on-site Health and Safety Officer will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible director. They will work within their level of competence and seek appropriate guidance and direction from the responsible director.

They will be expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements

### **All River Bourne Edge Alternative Provision Staff**

The responsibility of applying local safety procedures on a day-to-day basis rests with the River Bourne Edge Alternative Provision staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their supervision are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff.

### **Fire Safety Co-ordinator**

The Health and Safety Officer is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible director. They will attend the fire safety coordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety plan. The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible director.

## **Health and Safety Arrangements**

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for River Bourne Edge AP provision and are to be used alongside other current provision premises procedures & policies.

In carrying out their normal functions, it is the duty of all staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

## **Accident/Incident Reporting & Investigation**

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors, students or contractors is to be reported and recorded.

All significant accidents, incidents and near-misses are to be immediately reported to the Director responsible for health and safety. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

## **Contractors on Site**

HCC approved contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to reception where they will be asked to sign the visitor's book and will meet with either the Health & Safety Officer or the Site Supervisor.

## **Curriculum Activities**

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant staff using the appropriate risk assessments.

## **Electrical Equipment**

The directors will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be tested annually.
- Equipment testing/inspection can only be carried out by a competent person.
- Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Health and Safety Officer, site manager and attended to as soon as possible

## **Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the sites emergency evacuation plan. The provision has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced. Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

## **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety plan. The fire safety coordinator is the competent person for fire safety on the premises. (see fire safety plan)

The director/s will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory fire safety induction
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits they exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety plan
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

## **First Aid**

Arrangements regarding first aid provision are set out in the First Aid Policy.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

## **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (eg. Boilers, local exhaust ventilation, sport equipment) will be inspected by appropriate competent contractors or as locally arranged. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out

Good Housekeeping Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported.

## **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the responsible director.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment. All hazardous substances are to be stored in the secure and signed storage when not in use which is in the cleaner's cupboards for these premises. This is to remain locked at all times

### **Risk Assessments**

The directors will ensure that *all potential hazards present* in the environments in which the operations take place and *any potential hazards associated with delivering the defined scoped of operations* are assessed in line with the current relevant legislation.

Risk Assessments will consider:

1. The nature of the hazard
2. Identify who might be harmed if exposed to the hazard and how they might be harmed (Learners, employees, volunteers and/or clients)
3. The likelihood of harm and how significant that harm will be to specific individuals and other generally
4. What suitable and sufficient controls are needed to prevent exposure to the hazard or mitigate the risk of harm to a reasonable and acceptable level in line with any legislation or regulations.

Assessments will be reviewed when there is:

- A change in legislation
- A change of premises or change to the environment in which the operations take place
- A significant change in the scope of operations and associated task are carried out
- The introduction of new equipment or any other reason which makes original assessment not valid.

### **Training**

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

1. At induction.
2. On transfer or promotion to new duties.
3. On the introduction of new equipment.
4. When changes are made to systems of work.
5. When training needs are identified during risk assessments.

### **Resolving Health & Safety Issues**

1. Any employee, service user or volunteer with a health and safety concern must first raise it with their manager or the directors.
2. If, after investigation, the issue is not corrected in a reasonable time, or the director decides that no action is required but the employee or volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Council and/or the Health and Safety Executive.

### **Monitoring and Evaluation**

This policy will be monitored and reviewed annually by the directors to ensure that that risks to employees, volunteers, service users and visitors are minimised at all times.