

SUNTRAP HEALTH AND SAFETY POLICY

Health and Safety Policy Statement

Suntrap Forest Education Centre

1. This policy statement complements (and should be read in conjunction with) a workplace health and safety policy for Waltham Forest Council.

http://forestnet.lbwf.gov.uk/hs_policy.pdf

2. In compliance with the Health and Safety at Work etc. Act, the Head of Suntrap will ensure so far as is reasonably practicable that:

- all places and premises where staff and service users are required to work and engage in activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on Suntrap premises or taking part in activities elsewhere e.g. off-site visits);
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and service users can avoid hazards and contribute in a positive manner towards their own health and safety and others;
- a healthy working environment is maintained including adequate welfare facilities.

3. In addition to the above the Head of Suntrap will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.

4. Employee involvement is an important part of managing safely, and consultation on health and safety with employees forms part of this policy.

5. This policy will be reviewed and revised as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Responsibilities of the Head of Suntrap

For;

- ensuring this service complies with the health and safety legislation and the Council's health and safety management system.
- ensuring that all significant risks relating to the premises, practices and procedures associated with their work activities are assessed and are either eliminated or adequately controlled.
- planning, implementing and reviewing the organisation and arrangements for managing health and safety in this Service.
- ensuring that data relating to health and safety performance is collated, analysed and submitted in line with quarterly performance reporting to the Corporate Health & Safety Committee.
- ensuring that health and safety implications are considered when service planning, and when changes to processes or directorate structures or wider organisational changes are proposed.
- ensuring that Suntrap staff comply with the health and safety legislation, The Council's health and safety management system and local codes of practice or procedures designed to ensure health and safety.
- ensuring that all significant risks from hazards relating to the premises, practices and procedures associated with their work activities are assessed and are either eliminated or adequately controlled.
- ensuring that Suntrap staff are competent to undertake their work activities and their responsibilities under this policy by assessing the health and safety training needs of staff and providing the appropriate health and safety information, instruction and training.
- carrying out quarterly inspections of the premises and take appropriate remedial action where necessary; and record the inspection for health & safety monitoring purposes.

Detailed Arrangements and Procedures

The following procedures and arrangements have been established at Suntrap to eliminate or reduce health and safety risks to an acceptable level:

1. Accident Reporting, Recording & Investigation

If Suntrap staff have administered first aid;

- For minor injuries (cuts, grazes etc.) which do not need further treatment a report should be written in the Minor Accident Book in First Aid room.
- For more serious accidents and incidents a report should be completed using Waltham Forest's Accident Report Form (on ForestNet or Appendix 1).

Copies sent to;

1. Head of Suntrap
2. Health & Safety Unit at: Town Hall, Forest Road, E17 4JF
healthandsafety@walthamforest.gov.uk
3. Insurance & Risk Management Unit at: Town Hall, Forest Road, E17 4JF
insurance-section@walthamforest.gov.uk
4. Head Teacher of the school/organisation involved (if applicable).

Major injury as listed below;

1. Fracture other than to fingers or toes.
 2. Amputation.
 3. Dislocation of the shoulder, hip, knee or spine.
 4. Loss of sight (temporary or permanent).
 5. Chemical or hot metal burn to the eye or any penetrating injury to the eye.
 6. Injury resulting from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
 7. Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents.
 8. Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, injection or through the skin.
 9. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected materials.
 10. An over three day injury, where an employee does not suffer a major injury but is either away from work or unable to do their normal work for more than three days, excluding the day of the accident but including any rest days or days off.
 11. An injury to a member of the public which meant that they had to be taken from the scene of the accident to a hospital for treatment.
- If the incident is serious it should be reported as soon as possible to the school.
 - No statement about any accident or incident should be made by individual members of staff to the media. Press and media representatives should be referred to the Head of Centre, the Head Teacher of the visiting school or the Officer responsible as appropriate.

2. Activity Risk Assessments

- Suntrap Senior Tutor will ensure that each activity has an event specific risk

assessment, which is reviewed on an annual basis.

- Suntrap staff are responsible for reading and complying with the risk assessment for each activity which they lead.

3. Animal care and cleaning

- Suntrap staff will ensure that all animal have been cleaned to a sufficient standard (all staff will be trained on induction). Suntrap staff undertaking animal cleaning duties will make sure they are familiar with and abide by the specific risk assessment for the task (Staff risk assessments file in staffroom).
- Suntrap Tutor Resources Manager will ensure that the outdoor animals have been cleaned and health checked weekly.
- Suntrap Senior Tutor will ensure that the indoor animals have been cleaned and health checked as required.

4. Asbestos

- The Asbestos Management Procedures File is located in the cabinet in the front hall. Contractors may have sight of plan prior to starting any work on the premises. Staff should not drill anything to walls without first obtaining approval from the Head of Centre.
- Suntrap staff must report any damage to the toilet cisterns (which contain asbestos) to the Head of Suntrap.

5. Dogs on site

- Staff and visitors are allowed their dog on site at the discretion of the Head of Suntrap. It is the owner's responsibility to ensure good control, behaviour and care is exercised at all times.
- The owner must ensure that they have suitable insurance in case of injury or damage to the building.

6. Electrical Equipment [fixed & portable]

- The Council is responsible for arranging annual PAT testing of portable electrical equipment and for a 5 yearly cycle of fixed electrical equipment testing.
- Staff should carry out a visual check of electrical equipment before use.
- Any faults should be reported to the Head of Centre and recorded in the Faults File (in staffroom).

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

- The Council is responsible for appointing an accredited person to undertake a Fire Risk Assessment (FRA - file located in cabinet in front hall). It is the Head of Centre's responsibility to ensure that actions needed as a result of the FRA are completed.

- The Head of Suntrap is responsible for ensuring that there is an up to date Fire and Emergency Evacuation Procedure which is reviewed on a regular basis.
- The Council is responsible for appointing contractors to maintain the fire alarm. Suntrap staff responsible for reporting faults to the council.
- The Suntrap Tutor Resources Manager will ensure that fire drills will be undertaken twice per year (as a minimum) and recorded in the fire log (cabinet front hall).
- For procedure and responsibilities in a fire drill (and other regular testing of fire alarm, emergency lighting etc.) see the **Fire and Emergency Evacuation Procedures** for Suntrap Forest Education Centre (cabinet front hall).

8. First Aid

- The Designated First Aider and Appointed Person at Suntrap Forest Education Centre is: Kerry Rolison Paediatric first aid valid until 05/02/17.
- All staff will undertake annual first aid training.
- Suntrap staff carry a first-aid kit on all field excursions or the first-aid room is clearly signed on the first floor of the Centre.
- Suntrap staff are responsible for ensuring that their individual first aid kit has appropriate contents.
- Head of Suntrap will check contents of first aid kits each half term.
- Head of Suntrap is responsible for ensuring there is an adequate and up to date supply of first aid equipment (kept in first aid room).
- Suntrap staff to report if first aid equipment is running low.
- First-aid should be rendered, but only as far as knowledge and skill permit.
- If necessary and practicable the casualty may be escorted back to the Centre and their condition monitored. If the situation is too serious for this action, summon the emergency services using the 999 service and alert the Head of Suntrap as soon as possible.

9. Food hygiene

- All staff to have a current and up to date food hygiene certificate (in Employee folders in Head of Suntrap's office).
- Suntrap Tutor Resources Manager to check and record temperature (folder in cabinet in front hall) of all fridges and freezers. All faults must be reported in the Faults file (in staffroom).

10. Grounds maintenance

- Suntrap Tutor Resources Manager is responsible for ensuring there a maintenance regime for the grounds which is subject to regular checks.
- Suntrap Tutor Resources Manager will be responsible for ensuring that a log is kept to monitor the maintenance of machinery used for grounds maintenance.
- Suntrap Tutor Resources Manager is responsible for ensuring that a risk assessment has been completed for any grounds maintenance work to be undertaken.
- Suntrap staff undertaking ground maintenance will ensure they are familiar with and abide by the specific risk assessment for the task (Staff risk assessments file in staffroom).

11. Hazardous Substances (COSHH)

- Safety data sheets are located in the Head of Centre's office.
- Suntrap staff undertaking cleaning duties will make sure they are familiar with and abide by the specific risk assessment for the task (Staff risk assessments file in staffroom).
- Suntrap staff undertaking animal cleaning duties will make sure they are familiar with and abide by the specific risk assessment for the task (Staff risk assessments file in staffroom).

12. Hire of campsite out of hours

- The group leader is responsible for ensuring that all campers follow the rules stated on the booking form.
- Zip wire key is only provided when group leader has read and signed the risk assessment.

13. Lone Working

- Suntrap staff to read and abide by the lone working procedures (Staff risk assessments file in staffroom).

14. Monitoring the Policy and results

- Head of Suntrap is responsible for updating the Health and Safety policy on an annual basis.

15. Play equipment in the field

See Play Equipment Risk Assessments

- Head of Suntrap will ensure annual Health and Safety Play Inspection is carried out by a Registered Play Inspectors International, Inspector. Visit website:

<http://www.playinspectors.com/RPII-Inspectors> Inspection report held in Head of Centre's office. Date of next inspection September 2016.

- All adults supervising and users of the play equipment to comply with the risk assessments.
- Any faults will be reported and recorded in the fault file in the staff room. The weekly staff briefing will monitor actions to remedy faults.

16. Poster on Health and Safety Law

- Head of Suntrap is responsible for ensuring that the poster is up to date and is presented in an appropriate place.

17. Reporting Faults

- Any faults should be reported to the Head of Centre and recorded in the Faults File (in staffroom).
- Folder to reviewed during weekly staff briefings.

18. Safeguarding

- Head of Suntrap will ensure that all staff and regular volunteers have correct DBS clearance.
- Suntrap staff and volunteers abide by the safeguarding policy (located in staffroom).

19. Security

Doors

- All external doors **MUST** be kept closed and access to the building made using the keypads. Suntrap staff will not disclose code to visiting staff.
- If a group (class) is using the garden for lunch or play, doors may be left open **ONLY** while the group is in the grounds. It is the responsibility of the Suntrap staff member leading the group to ensure doors are closed at the end of lunch/playtime.

Visitors

- All visitors should sign in to the visitors' book located in the front hall.
- Anyone in the grounds without permission should be asked to leave by Suntrap staff (if safe to do so).

20. Storage, cleaning & waste disposal

- Suntrap staff will ensure that their classroom has been cleaned and tidied to a sufficient standard (all staff will be trained on induction). Suntrap staff undertaking cleaning duties will make sure they are familiar with and abide by the specific risk assessment for the task (Staff risk assessments file in staffroom).
- Suntrap staff will ensure that equipment has been cleaned to a sufficient standard and that it is stored correctly after use.

- Contract cleaner is responsible for cleaning all toilets, corridors, stairs and staffroom to a sufficient standard (as stated in their contract).
- Contact cleaner is responsible for ensuring deep cleans of the building are carried out (as agreed with Head of Suntrap). Specialist equipment is stored in locked cupboard and used by contract cleaner only.
- Suntrap staff will ensure that their classroom general waste bin is emptied and disposed of in large outside bin. Compost bins to be emptied into outside compost bin and cleaned in outside tap. Contact cleaner responsible for emptying bins in toilets, corridors and staffrooms. Outside bin must be kept closed.
- Suntrap staff will encourage all visitors to use recycling bins and ensure that are used appropriately. Suntrap staff will empty them when full and take to local recycling centre. Electrical waste must be taken to recycling centre.
- Spillages to be cleaned immediately by Suntrap staff using appropriate cleaning resources and procedures.
- The council is responsible for ensuring that sanitary bins are emptied by a contractor on a regular basis.
- Cleaning equipment to be stored in areas that are out of bounds to visitors and in labelled bottles.

21. Smoking

- No smoking is allowed anywhere on Council premises (including the grounds).

22. Training and Development

- Suntrap staff will be undergo H&S training as part of their induction.
- H&S arrangements will be reviewed on a regular basis as set out by the Head of Suntrap.

23. Use of VDU's / Display Screens / DSE

- Staff using screens for a prolonged period will ensure that they have undertaken the councils VDU risk assessment.

24. Use of vehicles by staff

- Suntrap staff should only take under 18s in their vehicle with the appropriate insurance.
- Suntrap staff using their own vehicle for off-site visits are responsible for ensuring that they have the correct insurance, MOT and tax.

25. Vehicles on Site

- Suntrap will ensure there is signage at entrance to alert drivers to hazards.

- Suntrap staff will ensure that they follow the coach safety risk assessment.
- Suntrap staff will ensure that they follow the grounds risk assessment.

26. Visitors

- All visitors should sign in to the visitors' book located in the front hall.

27. Volunteers

- Head of Suntrap will ensure that all staff and regular volunteers have correct DBS clearance.
- Suntrap staff responsible for a volunteer must ensure that they have had specific H&S briefing.
- Volunteer is responsible for ensuring that they abide by the event specific risk assessment provided by Suntrap staff.

28. Water Quality/Temperature/Hygiene

- It is the Councils responsibility to ensure that water hygiene samples and checks take place as required. Folder kept in the cabinet in the front hall.
- Suntrap Tutor Resources Manager will ensure that the showers have been run on a weekly basis and recorded in the folder kept in the cabinet in the front hall.

ACCIDENT/INCIDENT REPORT (AIRF2)

TO BE COMPLETED ON SAP BY ALL EMPLOYEES. When you submit the completed form on SAP it will go to your manager who will review the accident/incident with you and finalise the form, it will then be submitted to the Health and Safety Team. For non-employees please complete this form, write clearly so that the form can be scanned, copied or emailed. **Whether on SAP or form please complete all sections and** submit the information within **8 days** of the accident or incident happening. See end of form for where to send non-employees form.

A. ABOUT THE INJURED/AFFECTED PERSON (IAP)

Full name:

Home Address including postcode:

Home phone no:

Age: ☐ Male ☐ Female

Job title:

Was the injured person? (tick 1 box only)

- | | |
|---|---|
| <input type="checkbox"/> an employee | <input type="checkbox"/> on a training scheme |
| <input type="checkbox"/> a contractor | <input type="checkbox"/> on work experience |
| <input type="checkbox"/> a service user | <input type="checkbox"/> a member of public |

Which directorate?

Work address including postcode:

Work phone no:

B. ABOUT THE TYPE OF INJURY

Describe the injury and the part of the body

Did the injured person?

- ☐ Become unconscious
☐ Need resuscitation
☐ Remain in hospital for more than 24 hours
☐ Receive first aid – give details of first aider
☐ None of the above

C. ABOUT THE ACCIDENT OR INCIDENT (A/I)

Date of A/I:

Time of A/I:

Location of A/I:

Did the A/I result in?

- ☐ A near miss
☐ A minor injury
☐ A member of staff being **off sick** from work, (please indicate number of days)
☐ A member of the public/Pupil/visitor being taken to hospital for treatment.
☐ A major injury e.g. broken bone etc.
☐ A fatality

Did the accident involve being?

- ☐ Exposed to or contact with harmful substance
☐ Exposed to fire
☐ Exposed to an explosion
☐ Falling from a height
☐ Hit by moving, flying or falling object
☐ Hit by moving vehicle
☐ Hit by something fixed or stationary
☐ In contact with electricity
☐ In contact with moving machinery
☐ Injured while handling, lifting or carrying
☐ Injured by an animal
☐ Physically assaulted by a person
☐ Slipping, tripping or falling on same level
☐ Trapped by something collapsing
☐ Verbally abused or threatened
☐ Another kind of accident, please specify:

What immediate action has been taken to prevent a recurrence? If NONE, state why not

D. ABOUT WHAT HAPPENED

Give as much detail as possible.

Continue on a separate sheet if necessary

I, the undersigned, state that the above is a true and accurate account of the accident/incident.

Signature of IAP:

Date:

Witness information:

Witness name:

Address:

Phone no:

Witness name:

Address:

Phone no:

E. ABOUT THE MANAGER MAKING THIS REPORT

Name:

Work phone no:

Email:

Have you reviewed the risk assessment relating to the work activity? ☐ YES ☐ NO

Have you inspected the area where the accident happened? ☐ YES ☐ NO

Have you implemented corrective action to prevent a recurrence? ☐ YES ☐ NO

Have you informed staff about the corrective actions? ☐ YES ☐ NO

Signature:

Date:

Retain the original form in the accident file on site.
Send copies of the completed form to the following:

Health & Safety Unit at:

Town Hall, Forest Road, E17 4JF
healthandsafety@walthamforest.gov.uk

Insurance & Risk Management Unit at:

Town Hall, Forest Road, E17 4JF
insurance-section@walthamforest.gov.uk