

# Health & Safety

## Health and Safety Policy

IMS-HSE-010

Version 6.00



**Disclaimer**

While we do our best to ensure that the information contained in this document is accurate and up to date when it was printed please refer to the electronic copy on the intranet for the latest version.

If you require further clarification on our document control system, please contact the Quality Assurance Department.

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## **2 Introduction**

The Management of Kibble Education and Care Centre is committed to ensuring a safe and healthy living, working and training environment for all pupils and trainees under their care, for all staff, visitors and any other persons affected by the organisation's activities.

The organisation will comply with Health and Safety statutory requirements as a minimum standard and over and above this, Kibble Education and Care Centre will encourage a positive safety culture where staff and management work together to ensure risks are avoided or controlled to an acceptable level.

The following policy explains the way in which the Health and Safety systems operate, how they are managed and how responsibilities for Health and Safety are allocated.

Similarly, the policy brings to the notice of all employees their personal duty whilst at work, under Section 7 and 8 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions at work.

Employees are to cooperate with Kibble Education and Care Centre as their employer, to enable them to comply with the relevant statutory provisions in relation to Health and Safety. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any relevant statutory provisions.

The relevant contents of this policy will be explained to all staff and the whole policy will be made freely available for their further inspection.

This policy will be reviewed and updated at a minimum of annual intervals to reflect any changes in size and nature of the organisational business.

## **3 Scope**

This procedure applies to Kibble Education and Care Centre along with the following associated / subsidiary companies:

- Kibbleworks (KWL)
- Kibble Campus Developments (KCDL)
- Kibble Construction (KCL)
- Kibble Trading Limited (KTL)

## **4 Aim**

The aim of this procedure is to clearly communicate Kibble's Health and Safety strategy and controls in place within Kibble and how they relate to all areas of the organisation, its subsidiaries and Associated Companies.

## **5 Responsibility**

### **5.1 Chief Executive**

- Ensure as far as reasonably practicable is responsible for the health, safety and wellbeing of all Kibble Education and Care Centre employees and those who may be affected by the undertakings of Kibble Education and Care Centre
- Ensure that adequate resources are available to implement and maintain the Health and Safety policy
- Ensure that Health and Safety is an integral part of management responsibilities and culture

### **5.2 Executive Director with responsibility for Health and Safety**

- Meet as required with the Health and Safety Manager to oversee Health and Safety issues
- Ensure appropriate action is taken on any matters pertaining to Health and Safety and employee well-being that is brought to their attention
- Establish an effective communication system within all services for the dissemination of information related to Health and Safety and employee well-being matters

### **5.3 Health and Safety Manager**

As the competent person will:

- Compile and present reports on Health and Safety issues
- Implement and monitor emergency procedures
- Check Health and Safety monitoring forms carried out at unit and departmental level
- Investigate injury accidents, dangerous occurrences and ill health reports and to present findings as appropriate
- Monitor and review Fire Safety plans and fire log books
- Liaise with Facilities Manager regarding Health and Safety prioritisation of maintenance
- Manage a Health and Safety management system within all Kibble Education and Care Centre services to ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures deemed necessary to eliminate or control risks.
- Organise and progress Health and Safety training throughout Kibble Education and Care Centre
- Monitor, audit and provide advice on Health and Safety legislation, Food Safety Legislation, work practices and codes of practice.
- Review and update the Health and Safety Policy and Food Safety Policy in order to meet statutory obligations and compliance requirements
- Liaise with the HSE or other enforcing agency as and when required
- Assist Facilities Manager with Legionella Policy and Register
- Assist Facilities with the Management of the Asbestos Register

### **5.4 Facilities Manager**

- Along with the Health and Safety Manager, identify Health and Safety issues for prioritisation
- Hazard spotting and reporting
- Ensure maintenance team compliance with Health and Safety regulations
- Ensure that outside contractors comply with Health and Safety regulations
- Along with the Health and Safety Manager manage the Asbestos Register
- Along with the Health and Safety Manager manage the Legionella Policy and Register

### 5.5 **Transport Manager**

- Manage safety of Kibble Education and Care Centre Fleet

### 5.6 **Human Resources Manager**

- Carry out safe recruitment of staff
- Provide adequate training to ensure employees are competent to do their work

### 5.7 **Learning and Development Manager**

- Manage first aid trainers and first aid training

### 5.8 **Operations and Service Managers**

- Develop a positive attitude to Health and Safety among their staff and the young people within their care by visibly demonstrating their commitment to Health and Safety within their service
- Monthly Health and Safety monitoring forms
- Weekly fire logs
- Risk Assessments
- Reporting of all incidents, accidents, dangerous occurrences and near misses
- Ensure all staff are Health and Safety aware and where necessary allocating specific Health and Safety responsibilities to key personnel within their service
- Ensure all employees in their area of control are made aware of all relevant Health and Safety matters, in particular information on hazards and any precautions to be taken in order to avoid harm
- Hazard spotting and reporting
- Identify staff Health and Safety training needs

### 5.9 **All Staff**

- Act with due care for their own health, safety and welfare and that of others who may be affected by their actions or omissions at work
- Cooperate as far as necessary to enable Kibble Education and Care Centre to perform any duty and comply with any Health and Safety legislation or requirement related to compliance
- Display Health and Safety awareness and report to their line manager or the Health and Safety Manager any hazards or shortcomings in Health and Safety arrangements
- Report to their line manager and Health and Safety Manager any injuries, incidents, accidents or near misses including accidents or injuries that may be sustained by young people when off site.
- Complete appropriate forms

## **6 Accident and Incident Reporting**

All staff will make themselves aware of the Accident / Incident Procedures of this Policy.

The accident book complies with New Data Protection Act 1998 and is managed by the Health and Safety Manager, who completes and signs all forms. The accident / incident reports used by all staff are obtainable from reception and from the Health and Safety document section of Kibble Education and Care Centre's intranet "KibbleNet".

A relevant incident would be potentially work-related ill health, an accident and a near miss (an unplanned, uncontrolled event with the potential to cause damage, loss or injury) or medication incident.

In the event of such an incident, staff must notify their Line Manager.

The Accident / Incident Form will be completed with the all relevant information.

The form must be completed prior to the end of the working day.

If staff are unable to complete the form themselves due to the injury, the line manager, person in charge of incident or first aider must complete and report incident on their behalf before the end of their working day.

Accident / Incident forms are obtainable from reception and from the Health and Safety document section of the intranet. Completed forms must be addressed and placed in the internal mail system for the Health and Safety Manager.

In order to ensure that appropriate action is taken to avoid the recurrence of an accident or near miss, all accidents and near misses must be investigated. The degree to which they are investigated will be determined by the seriousness or the potential seriousness.

Minor incidents involving only first aid treatment will in all probability be investigated by a brief discussion between the investigator and the injured party. More serious incidents will require more thorough investigation and perhaps involve interviews and witness statements.

The accidents and diseases relating to a work activity requiring to be reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995), will be carried out using form F2508 available on E-Mail from the Health and Safety Executive website. This is the responsibility of the Health and Safety Manager.

All accidents / incidents resulting in damage to property, machinery or tools and equipment require to be reported on an accident / incident report form and a maintenance order request submitted to the Facilities Manager to request repair / checking of equipment.

Nature of incident	Action required
<b>Accident resulting in the death of a person</b>	Report to the Health and Safety Incident Contact Centre immediately 0845 300 9923 Notify the Health and Safety Manager ext 2010 or via reception or Safe Centre Operations room Complete accident / incident report form.
<b>Accident resulting in a major injury to any person</b>	Complete accident / incident report form.  Notify the Health and Safety Manager ext. 2010 or via reception or Safe Centre Operations room Report incident under RIDDOR regulations.
<b>Accident resulting in the incapacity of employee to carry out normal duties for more than 7 days (including weekends)</b>	Complete accident / incident report form.  Notify the Health and Safety Manager ext. 2010 or via reception or Safe Centre Operations room.  Report incident under RIDDOR regulations.
<b>Accident resulting in a member of the public or young person being taken to hospital</b>	Complete accident / incident report form. Report incident under RIDDOR regulations.
<b>All other injuries to any person</b>	Complete accident / incident report form.
<b>Incident - Near miss or medication incident</b>	Complete accident / incident report form.

The local enforcing authority:

0845 345 0055

[www.direct.gov.uk](http://www.direct.gov.uk)

[www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)



## **7 Health and Safety Communication**

- Health and Safety is discussed at team meetings Any health and safety, infection control or fire safety issues are highlighted to Operations Managers and Service Mangers by the Health and Safety Manager. On occasion the Health and Safety Manager will take part in team meetings to relay information or carry out short training sessions.
- Included in the Board meeting agenda and the Special Services sub committees will be the Health and Safety Manager's report and feedback from the monitoring of accident statistics and monitoring of Health and Safety checks.
- Health and Safety is also discussed at the Risk Management meetings and time scales to complete work discussed then to be passed on to the Director with responsibilities for the service and Executive Director with responsibilities for Health and Safety. These issues will be raised at the following Health and Safety agenda within the unit team meetings and completion or further issues fed back to relevant Directors via board reports.
- Communication also includes the display of Health and Safety posters on the various sites according to the Health and Safety Executive guidelines.

## **8 Staff Health and Safety Induction**

All new staff will receive an organisational and service specific induction which will include an explanation of the following.

- Health and Safety induction for the specific job function i.e. Safe Crisis Management for Care Staff
- Emergency procedures, evacuation routes, assembly points and the layout of the premises
- First Aid and First Aid arrangements
- Welfare arrangements
- The Health and Safety Policy
- The Accident and Incident reporting arrangements
- All other relevant procedures referred to in the Health and Safety Policy

The emergency procedures, evacuation routes, assembly points and the layout of the premises will be explained on the first day of employment.

Documents will be maintained as evidence of training and understanding of training, such as course registration, course feedback forms along with questionnaires or quizzes.

## **9 Staff Health and Safety Training**

Health and Safety training will be issued to staff arising from changes in legislation, job requirements, and changes in procedures, equipment or systems of work or from accident investigations or incident investigations.

## 10 Young Person Health and Safety Induction

Young people will receive explanations of the emergency procedures as soon as they will benefit from this explanation. Young people will be shown around the relevant premises as soon as possible. The timing of the above will be at the discretion of the staff concerned.

Young people will be informed of the importance of not interfering with emergency equipment, fire prevention and will be actively encouraged to participate in developing a safe living and working environment.

Further Health and Safety advice and instruction will be issued to young people when it is appropriate to do so. This will include explanations of the following:

- The Safety Policy
- First Aid procedures
- Rules and procedures relating to Health and Safety (Dos and Don'ts)
- Basic electrical safety
- Basic safe lifting techniques
- Personal Protective Equipment
- Personal Hygiene
- Hazardous substances
- Safety in the work place
- Safe use of work equipment (Knives, display screen work stations, etc...)
- Accident reporting

## 11 Emergency Procedures

In accordance with Regulation 8 of the Management of Health and Safety at Work Regulations, appropriate emergency procedures to deal with situations presenting serious and imminent danger will be drawn up with support from the Health and Safety Manager by each respective service within Kibble Education and Care Centre.

1. All staff will have the fire and emergency procedures explained at the induction and will attend fire safety awareness training once a year as a minimum and take part in a fire evacuation drill once a year as a minimum
2. In the event of a fire, gas leak, burst water pipe or dangerous electrical fault all staff must evacuate the building ensuring all young people and visitors are taken to the assembly point, where a head count must be carried out
3. If it is safe to do so and access allows –employees will cut off the supply at the main isolation point as highlighted in unit emergency plans
4. After emergency point has cut off – staff must not switch back on – only maintenance supervisor or contractor will be allowed to put supply back on
5. Staff and clients should only re-enter a building after consultation between duty manager and maintenance supervisor / contractor or in the case of fire the Watch Commander
6. Employees must never try to rectify faults
7. All staff will participate in regular fire drills with young people. Fire drills will take place every six months

8. Persons appointed by the Operations or Service Manager must complete the fire precaution logbooks on a weekly basis
9. Fire exits must never be locked or obstructed on either side of the exit
10. All passageways must be kept clear and free from obstruction.
11. All defects found in firefighting equipment must be reported to Facilities Manager and Health and Safety Manager immediately and recorded in logbook

**In the event of a fire, the priority is to evacuate the building. Staff should never fight fires unless they have been specially trained and it is safe to do so.**

## **12 Contacting the Emergency Services**

To contact the emergency services:

**Dial 9 999 or dial 999 or 112 from mobile phone**

Request emergency service required. Advise the location and give postcode:

On each and every emergency call out it is imperative a member of staff go to and remain at the main entrance to the premises to guide the emergency services to the exact location of incident or casualty.

## **13 Risk Assessments**

One of the most important aspects of Health and Safety and its management is risk assessments. The purpose of a risk assessment is to determine the hazards and implement control measures either to reduce the risk or eliminate the risk associated with the hazards.

There are five stages to risk assessments:

1. Identify the hazards
2. Identify the people who may be at risk and how
3. Evaluate the risk control measures
4. Monitor the effectiveness of the control measures and assessments
5. Record and review all risks

The duty to undertake risk assessments is made explicit in regulations under the Health and Safety at Work Act. The regulations requiring the carrying out and recording of risk assessments relevant to Kibble Education and Care Centre are as follows:

- Fire Regulation as contained in Part 3 of the Fire (Scotland) Act 2005 as amended and the Fire Safety (Scotland) Regulations 2006
- Control of Substances Hazardous to Health Regulations 2002
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992

Reference to the following Regulations will be required in order to determine the control measures, if they are adequate, appropriate and suitable:

- Health and Safety (First Aid) Regulations 1981
- Provision and Use of Work Equipment Regulations 1998
- Work Place (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992

### 13.1 Hazard Identification

The risk assessment should start with the identification of hazards in the work place associated with work activities.

A walk round the site should highlight areas of concern. The information found can be used in conjunction with the accident reports to indicate any problem areas.

Once the hazards have been identified they should be evaluated, taking into account the likelihood of harm and the severity of the outcome and any existing control measures.

The people carrying out the tasks are aware of the risks they face any short cuts they take and the potential for harm and require to be consulted in gathering information to carry out a risk assessment.

### 13.2 Work Activity Risk Assessment

The work activity risk assessment will highlight the requirement to carry out any further risk assessments, for example if the work risk assessments show a risk of repetitive strain injury, then an ergonomic risk assessment form will be required. Similarly, to assess the risk of manual handling will result in a manual handling risk assessment form being required and the use of chemicals will require a COSHH assessment to be carried out.

All work equipment including display screen equipment to be assessed and recorded on the appropriate risk assessments.

### 13.3 Ergonomic Risk Assessment

Well-motivated and productive people have had to give up work because of pain and disablement from upper limb disorders. The Management of Health and Safety at Work Regulations 1992 requires employers to assess the Health and Safety risks and upper limb disorders (also known as work-related upper limb disorders, repetitive strain injuries and musculoskeletal disorders) must be included as part of the risk assessments.

Upper limb disorders can occur in jobs that require repetitive finger, hand or arm movements; twisting movements; squeezing, hammering or pounding movements; pushing, pulling, lifting or reaching movements. Repetition, force, awkward posture and insufficient recovery increase the risk.

### 13.4 Manual Handling Risk Assessment

Manual Handling activities, i.e. those that require bodily effort to move, lift or support any load. Manual handling injuries account for the highest proportion of lost time injuries; especially back injuries. Commonly the injuries build up over a period of time and are a succession of poor manual handling techniques; it is less common for one single incident to cause injury.

### 13.5 Workstation Risk Assessment

The display screen workstation of both users and operators must meet the minimum requirements in the DSE Regulations. In addition they must be assessed and reviewed as necessary and any risks eliminated or reduced to the lowest reasonably practicable level.

#### 13.5.1 Work Breaks

Regular breaks from display screen work should be taken. The guidance suggests a 5 – 10 minute break in every hour of such work. The “breaks” cannot be saved in lieu of a shorter day and should not involve activities which require eye focal distances similar to display screen work or which require repetitive movements of fingers hands or arms.

#### 13.5.2 Eye Tests

Free eye and eyesight tests must be provided for users on their request and repeated at appropriate intervals, i.e. every two years or as advised by an optician. Where glasses or other corrective appliances are necessary the employer must provide those free of charge, Kibble Education and Care Centre do this through “Cash for Health” but only to the extent of the cost of basic frames and the lens prescription necessary to do the display screen work.

## 14 Control of Substances Hazardous to Health - COSHH

The Control of Substances Hazardous to Health Regulations 2003 updates the previous regulations on COSHH making them more explicit, and hopefully making it easier to comply.

The risks associated with hazardous substances must be assessed and reduced as far as possible. Any control measures must be maintained in efficient working order. Faulty and defective equipment must be reported and removed, repaired or replaced.

The starting point for COSHH assessments is to draw up a complete inventory of all the hazardous substances the employee is likely to encounter or be exposed to during work activities, for example chemical and biological agents and dusts, therefore it is imperative that no chemicals be brought in from home to use within the Kibble Education and Care Centre premises and all chemicals used are identified to the Health and Safety Manager by Operations, Service and Support Service Managers: this will allow for the appropriate COSHH risk assessments to be carried out, monitored and reviewed.

Chemicals can be identified from container labels and safety data sheets. No chemicals are to be decanted into unmarked containers and should be stored within a lockable area.

Biological agents such as body fluids must be taken into account. Control measures should be put into place.

Information will be made available to an employee on risks associated with any hazardous material or substance that they may encounter or be exposed to during work activities. They will also be instructed and trained on the use and the limitations of control measures. The information should include information on handling, storage, and spillage procedures along with spillage kits, first aid procedures and supplier or manufacturer details. Although records will be held centrally, information of materials will also be available at point of use and storage. Emergency procedures relating to the substances will also be available to all staff, for example information should be available of chemicals stored in an area and in the case of fire: the information should be passed to the emergency services. Similarly, information will be held in case of ingestion and again the information should be passed to the emergency services.

## 15 Safe Systems of Work

A safe system of work is a formal procedure, which results in a systematic examination of a task in order to identify all of the hazards and is usually derived from the findings of the risk assessment. It defines safe methods to ensure that the hazards are eliminated or the risks are minimised. In simple cases where the hazards of a task are low and insignificant the recorded risk assessment will be sufficient. In other cases it will be necessary to produce a formal written system of work.

### 15.1 The Legal Requirements

The Health and Safety at Work Act 1974 requires all employers to provide systems of work that are, so far as reasonably practicable, safe and without risks to health.

“Reasonably practicable” means that the time, trouble, cost and physical difficulty of taking measures to avoid the risk are not wholly disproportionate to it. The size or the financial position of the employer is not taken into account.

### 15.2 Is a Safe System Required?

Many hazards are clearly identifiable and can be overcome by physically separating people from them, for example a guard on a piece of machinery.

A safe system of work is required when hazards cannot be physically eliminated and some of the element of risk remains. The risk assessment should identify the need for a safe system of work as a control measure against significant hazards.

The majority of safe systems of work necessary to control task hazards identified by the risk assessment process will be defined during discussions and introduction to the work place during an operative's induction and skills training. In other cases it will be necessary to have simple written procedures and in exceptional cases a formal permit to work systems may be necessary.

The following points must be considered:

- The preparation and authorisation needed to start the task
- The provision of a clear, planned sequence of events
- A specification of work methods
- Procedures for completing and leaving the task

### 15.3 Five Steps to a Safe System of Work

#### 15.3.1 Assess the Task

Take account of:

- All aspects of the task and all of the risks presented; hazards to health as well as Health and Safety should be considered
- Take account of machinery and substances, potential failures of machinery, toxic hazards, electrical hazards, design limits, electrical hazards, toxic hazards and the risk of inadvertently operating automatic controls
- Who does what, training required, work out any foreseeable errors, any short cuts and details of what to do in the event of an emergency

- Where the task is carried out, including details of any hazards in the work place, any problems that may occur due to weather, or problems caused by lighting, or if there are other people working near by
- How the task is carried out, exact procedures, potential failures and eventualities and how to deal with them

### **15.3.2 Identify the Hazards**

A safe system of work cannot be relied upon until the task has been assessed, and any hazards and risks identified and where possible eliminated or reduced.

### **15.3.3 Define Safe Methods**

When defining the safe method of work, involve the people carrying out the task. Practical knowledge of a task will prevent assumptions being made. Ensure that the methods of work are clear and planned.

### **15.3.4 Implement the System**

A safe system of work must be communicated properly to staff, they must understand it, they must be aware of the need for a safe system of work and it must continue to be applied correctly. Stress the need to avoid short cuts. Ensure all are fully trained, have all the skills required of them and that they are fully aware of the potential risks and precautions they need to take.

### **15.3.5 Monitor the System**

Once the safe systems are in place, they require to be monitored to ensure that staff continue to use them, the systems are effective and that they are workable. Any changes to the work practices or work equipment need to be taken into account.

## **16 Food Hygiene**

For information on food hygiene and HACCP refer to the relevant Catering Manual.

## **17 Infection Control**

Kibble Education and Care Centre recognise that due to the nature of specific work activities some groups of employees may be at a slightly higher risk from infection and seek to ensure that such risks are kept to a minimum via risk assessment and safe working practices.

Further standard operating procedures for Infection Control, the reporting of needlestick /sharps injuries, bites and management of blood borne viruses can be found on Kibble Intranet. Similarly, information on specific infections, cleaning policies, glove policies etc. are also held on the Kibble Intranet.

## **18 Transport**

For information on transport refer to the Kibble Education and Care Centre Transport Policy.

## **19 First Aid Policy and Procedures**

The aim of this policy is to ensure that Kibble meets its statutory duties to staff under Health and Safety legislation and also meets its duty of care towards young people to provide first aid.

This will include:

- Providing a sufficient number of suitably qualified first aiders throughout each service and shift taking in to consideration the number of staff and young people within each area and the nature of activities undertaken for example PE and the swimming pool areas.
- To provide relevant training
- To provide adequate and appropriate resources and facilities
- To follow accident and incident reporting procedures
- To ensure the completion of first aid forms

Kibble will provide Emergency First Aid at Work, First Aid at Work and First Aid at Work refresher training. First Aid training is managed by the Learning and Development Manager who will appoint trainers and assessors from amongst the staff group. These individuals will receive the appropriate level of training and continued monitoring to deliver and assess Kibble Education and Care Centre's first aid training. The Training Department will assist the Learning and Development Manager in the arrangement, delivery, assessment, evaluation and administration of the training to employees.

### 19.1 First Aid Box

The first aid box will be subject to audit. The findings of these audits will be presented to the Operations Managers for action and if necessary to Senior Management.

Details of any first aid carried out should be recorded and reported on the First Aid form.

### 19.2 Automated External Defibrillator (AED)

There are two Automated External Defibrillators available within Kibble Education and Care Centre for information regarding their use and care refer to "IMS-HSE-020 AED Policy".

## 20 Young Person Work Experience Placements

Young people on work experience placements within Kibble Education and Care Centre are regarded in Health and Safety law as employees and must be provided with Health and Safety information and training.

Young people new to the work place will face unfamiliar risks from the job they will be doing and from the working environment. Prior to work commencing Health and Safety training will be given to achieve an understanding of the risks involved.

Work placement risk assessments will be completed by the Health and Safety Manager prior to a young person commencing any work experience.

## 21 Contractors

Kibble Education and Care Centre will only use contractors that can demonstrate their ability to discharge their primary responsibility to safeguard their employees and to others who may be affected by their actions. The activities of the contractors will be monitored to minimise the risks presented to employees, young people and all visitors to Kibble Education and Care Centre.



## **22 Fire Safety**

Fire is an important aspect of Health and Safety in work places, accounting for many millions of pounds lost due to insurance claims, property damage and lost productivity, most importantly the risk to human life and injuries. All of these aspects can be minimised through good fire safety management systems and effective prevention / precaution procedures.

### **22.1 Fire Safety Responsibility**

#### **22.1.1 Health and Safety Manager**

- Fire risk assessments
- Fire awareness audits and audits of fire logs
- Compile and present findings to Operations Managers and Senior Managers as appropriate
- Fire awareness training with all staff and pass information to training department to maintain training records
- Fire awareness training with night staff
- Compile Personal Emergency Evacuation Procedures where necessary and ensure that the people named within the PEEP is aware of their duties

#### **22.1.2 Operations Managers and Service Managers**

- Provide staff within units and departments time to carry out fire log checks
- Ensure fire evacuation drills are carried out as appropriate and at the minimum of every six months
- Check on recording of drill and take action as required on the findings of the evacuation

#### **22.1.3 All Staff Carrying Out Fire Checks**

- Ensure that staff in the unit are aware of emergency fire procedures and fire assembly points
- Check all fire exits are clear on both sides
- Check that all staff can open the fire exits
- Check that heating cupboards and electrical cupboards are clear
- Ensure that the loft space is not used for storing flammable items
- Notify Operations and Service Managers if above two points are not being complied with
- Check that fire extinguishers are in place, are unobstructed and ready for use
- Test alarms and complete fire log weekly
- Hold emergency fire evacuations drills. Maintain log noting duration and degree and success of drill

#### **22.1.4 All Staff**

- Be aware of fire exit points, break glass points and location of fire extinguishers
- Be aware of emergency fire procedures and fire assembly points

### **22.2 Causes of fires:**

- Faulty or misused electrical equipment
- Smoking; discarded cigarette ends
- Accumulation of refuse
- Portable heaters
- Fat fryers

- Gas
- Flammable materials and substances
- Arson

### **22.3 Fire Risk Assessment**

Appropriate fire risk assessments will be carried out and the information gained used to provide the appropriate fire fighting equipment, fire procedures and training.

### **22.4 Personal Emergency Evacuation Procedures (PEEP)**

A PEEP is a personal plan tailored to meet the needs of a disabled person or a young person who during a fire evacuation has displayed fear/ excitement or refusal to leave the building for example hiding rather than leave. The PEEP is drawn up in consultation with either the person concerned and or with staff. Once the PEEP is in place it is identified within fire training.

### **22.5 Staff training:**

Staff must know:

- The fire hazards in their workplace and how fire can be prevented
- What the fire alarm is: i.e. siren or bell
- Where the fire assembly points are for their area of work
- Where the fire call points are located
- The fire exits and routes of escape
- Their responsibilities and fire evacuation to follow in an emergency
- Know the different types of fire extinguishers, their location and when they should be used
- Know how to call the fire brigade

All the above points should be checked with staff and the findings recorded.

When contacting the Fire and Rescue Services the following information should be given:

- Name and address of the premises
- Location of fire if known
- If anyone is trapped or injured
- What action is being taken, i.e. evacuation of premises
- Details of main access points to premises

Wait until the operator confirms the name and address of the premises and for any further instructions.

The Duty Manager must be contacted and a person must be sent to wait the arrival of the Fire and Rescue Services to direct them to the incident.

## **23 Review and Audit:**

The Health and Safety Manager, the Quality Assurance Department, along with the Internal Audit department and on occasion external auditors with specific Health and Safety knowledge will carry out audits. These audits aim to ensure appropriate systems are in place, adequate control systems are in place and are implemented and that appropriate workplace precautions are in place.

## **24 Disciplinary Procedures**

Due to the importance of Health and Safety rules and procedures Kibble Education and Care Centre reserves the right to consider disciplinary action against employees who violate Health and Safety rules or standards (safe systems of work) or fail to use personal protective equipment provided. In all cases Kibble Education and Care Centre's disciplinary procedures will be followed a copy of which can be obtained from the HR Department.