

HEALTH AND SAFETY POLICY



DATE LAST REVIEWED:	August 2019
BY (Name / Job Title)	Melanie Parr – Student Services Manager

Relevant legislation: **Health and Safety at Work Act 1974**

Written in line with Health and Safety Executive guidance.

Introduction

Dv8 Sussex provides high quality work based training in the creative industries for young people.

This training should prepare learners for the realities of the work place and use the creative careers that attract disenfranchised young people as a vehicle to re-engage them in learning and to improve educational achievement, basic and key skills and their own confidence and motivation.

1. Our statement of general policy is:

- 1.1 To provide adequate control of the health and safety risks arising from our work activities
- 1.2 To consult with our employees on matters affecting their health and safety
- 1.3 To provide and maintain safe premises and equipment
- 1.4 To ensure safe handling and use of substances
- 1.5 To provide information, instruction and supervision for workers
- 1.6 To ensure all workers are competent to do their tasks and to give them adequate training
- 1.7 To prevent accidents and work related ill health
- 1.8 To maintain safe and health working conditions
- 1.9 To review and revise this policy as necessary at regular intervals

2. All employees must:

- 2.1 co-operate with supervisors and managers on health and safety matters
- 2.2 not interfere with anything provided to safeguard their health and safety
- 2.3 take reasonable care of their own health and safety
- 2.4 report all health and safety concerns to an appropriate person (as detailed in this

3. Health and safety risks arising from Dv8 activities

- 3.1 Risk assessment will be undertaken by the relevant Centre Manager/ Head of Student Support or Curriculum Area Lead.
- 3.2 The findings of the risk assessment will be reported to all relevant staff
- 3.3 Action required to remove / control risks will be approved by the relevant centre Manager
- 3.4 The relevant Manager will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed / reduced the risk
- 3.5 Our assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Implementation: All staff

Responsible: Managing director

Last updated: August 2019

Taken from HSE INDG 259(rev1) An introduction to health and safety

4. Health and safety risks arising from work experience placement activities

- 4.1 Self assessments will be requested for all work placements prior to the experience commencing.
- 4.2 Our assessments will be reviewed every 24 months or when the work activity changes, whichever is soonest

5. Health & Safety in classrooms and shared areas

- 5.1 Every member of staff is responsible for Health & Safety within any Dv8 Sussex centre that they use: includes common areas as well as teaching spaces and you have a duty to report any hazards/risks to the Centre Team.
- 5.2 A whole centre risk assessment is in place, with which all staff have a responsibility to be familiar with
- 5.3 There is a mandatory Health & Safety Questionnaire which all students should complete during their induction.
- 5.4 All staff have a responsibility to minimise risks and hazards during any teaching, learning, assessment, enrichment or break-time activity and where risks can't be eliminated, control measures should be put in place and monitored in collaboration with the Senior Management Team.
- 5.5 Please do not put yourself - or others - at risk by working with hazardous substances, working at height, manual handling, using work equipment, undertaking any construction/demolition work without first having a risk assessment signed-off by a member of the Senior Management Team.
- 5.6 Teaching staff must always induct students on proper and safe use of specialist or hazardous equipment, and to not do so will be considered an act of negligence or gross misconduct.

6. Safe premises and equipment

- 6.1 The relevant Centre Manager will be responsible for:
- Ensuring effective maintenance procedures are drawn up
 - Identifying all premises / equipment needing maintenance
 - Ensuring that all identified maintenance is implemented
 - Any problems found with premises / equipment should be reported to The relevant Centre Manager
 - The relevant Centre Manager will check that new premises and equipment meets health and safety standards before it is purchased

7. The relevant Centre Manager will be responsible for:

- Identifying all substances, which need a COSHH assessment
- Undertaking COSHH assessment
- Ensuring that all actions identified in the assessments are implemented
- Checking that new substances can be used safely before they are purchased
- Ensuring that all relevant workers are informed about the COSHH assessments

Implementation: All staff

Responsible: Managing director

Last updated: August 2019

Taken from HSE INDG 259(rev1) An introduction to health and safety

- o Assessments will be reviewed every 24 months or when the work activity changes, whichever is soonest

8. Information, instruction and supervision

- 8.1 The health and safety law poster is displayed in a publicly viewable place in the relevant Dv8 Centre
- 8.2 Health and safety advice, leaflets and other information is available from The relevant Centre Manager.
- 8.3 Supervision of learners will be arranged / undertaken by the relevant Centre Manager/ Head of Teaching, Learning and Assessment/ Curriculum Area Leads.
- 8.4 The relevant Centre Manager is responsible for making sure that our employees working at other locations under the control of other employees are given relevant health and safety information.

9. Competency for tasks and training

- 9.1 Induction training in all aspects of Health and Safety for all new employees will be provided
- 9.2 Job specific training will be provided if deemed necessary
- 9.3 Training records will kept in the confidential HR records at the relevant Dv8 centre
- 9.4 Training will be identified, arranged and monitored yearly through PDR and staff questionnaires.

10. Accidents first aid and work related ill health

- 10.1 Health surveillance is required for workers doing the following jobs.
 - Teaching
 - Admin
 - Management
 - Support
- 10.2 Health surveillance will be arranged by the relevant Centre Manager for management staff, tutors and support staff at each centre and the records kept at the relevant Dv8 Centre.
- 10.3 The first aid box(es) are kept at each Dv8 delivery centre and are restocked by the relevant Centre Manager
- 10.4 Each Dv8 delivery centre will have at least 2 registered First Aiders, who will be signposted and can be contacted via the relevant Centre Manager
- 10.5 All accidents and cases of work related to ill health are to be recorded in the accident book.
- 10.6 A separate accident book is kept at each Dv8 delivery centre.
- 10.7 The relevant Centre Manager is responsible for reporting accidents, diseases and dangerous occurrences to the Dv8 Managing Director.
- 10.8 Under no circumstances are staff to administer or give out prescribed or un-prescribed medication to students. We are also not able to store medication for students. Should storage be requested to by a student or parent/ carer, a full risk assessment will have to be carried out and training given by a medical professional.

Contact Numbers for advice and reporting of all dangerous occurrences are:

- **Telephone:** 0845 3009923
- **By Fax:** 0845 3009924

- **Internet:** <http://www.riddor.gov.uk/>
- **Form:** by completing the relevant hard copy form and sending by post to:
Incident Contact Centre
Caerphilly Business Park
Caerphilly, CF83 3GG

11. Monitoring

- 11.1 To check our working conditions, and make sure our safe working practices are being followed we will develop a culture of Health and Safety that runs across all company activities and delivery services.
- 11.2 The relevant Centre Manager is responsible:
- for reporting accidents
 - for investigating work related cases of sickness absence
 - for acting on any investigation findings to prevent a recurrence

12. Fire and emergency

The relevant Centre Manager is responsible for making sure that a fire risk assessment is carried out and implemented at each Dv8 delivery centre. This will include

- Escape routes are checked by the relevant Centre Manager every 4 wee
- The fire extinguishers are maintained and checked by authorised agent annually.
- Emergency evacuation will be tested at each Dv8 Delivery Centre by undertaking a simulation evacuation / Fire Drill every 6 months.