



Health & Safety Policy

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Health and safety policy (Statement of Intent)

This document details the arrangements for the effective management of health, safety and welfare provision at The Write Time. This document sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

The main legislation covering this policy is the Health and Safety at Work etc. Act 1974 and regulations made under that Act.

The Write Time will ensure that the objectives of this statement are communicated to our employees, initially through our induction training. We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

The Write Time is aware that the Managing Director (Chris Murray) is ultimately responsible for health and safety and the senior managers within the company are also individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to Chris Murray.

We recognise that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities. To this end we have developed and implemented training where necessary which clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments.

Health and Safety policy statement

Employees, Young people and Visitors

It is our policy to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, young people and visitors who may be directly affected by the activities of the Company as required by law is treated with the utmost importance.

The Write Time will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance and with the provision of welfare facilities.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that risks arising from work activities under our control are identified, recorded, adequately controlled or eliminated.



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5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout the organisation.
8. Involve employees in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision for all employees to avoid hazards and contribute to their own health and safety at work.
12. Ensure that employees receive appropriate training, and are competent to carry out their designated responsibilities.

Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

Managing Director

The Managing Director has overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

1. Ensuring necessary arrangements are in place for managing health and safety effectively, and senior managers are accountable for health and safety.
2. Health and safety is considered in the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for health and safety consultation with employees and decisions in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of SLT meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the company and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.

Signature:

Date: 28/08/2020



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Competent Person (for H&S)

The Competent Person (Sam Murray, Head of Quality) is responsible for ensuring health and safety requirements are identified, implemented and reviewed to comply with the legal requirements of the organisation. In addition to any duties set out in this document or elsewhere, the Competent Person will oversee the health and safety provision of the organisation is maintained to meet any legal requirements. The Competent Person is responsible for in particular:

1. Ensuring that health and safety is considered prior to the implementation of new premises, working environments or processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
3. Ensuring that where a training requirement is identified, this is communicated to the relevant managers with responsibility for health and safety within departments. This will ensure employees are competent for their respective roles and their health and safety responsibilities.
4. Ensuring that arrangements are in place for the identification, control or elimination of risks in relation to health and safety.
5. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
6. Ensuring suitable controls are in place for the effective management of contractors.
7. Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
8. Reviewing accidents and other incidents in relation to health and safety and reporting to the Managing Director on the outcome of these investigations.
9. Investigating accidents and or incidents to ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.
10. Informing the Managing Director of any situation which may affect or incur adverse publicity for the organisation.



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Managers

Managers are responsible for, day to day health and safety operations, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Monitoring and reviewing the implementation of the health and safety policy.
2. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee.
3. Ensuring employees under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
4. Ensuring that risk assessments are completed for all significant site or work activities and assessment results are implemented and communicated to employees.
5. Ensuring the arrangements for fire, first aid and accidents are implemented.
6. Ensuring the health and safety management system is implemented.
7. Ensuring the policies, procedures and safe working practices are complied with.
8. Ensuring appropriate procedures are in place for maintenance and use of work equipment and the health and safety aspects are fully assessed.
9. Ensuring contactors are competent for the work they carry out and this is sufficiently monitored to record performance.
10. Ensuring personal protective equipment if provided is worn and maintained.
11. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
12. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
13. Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented.
14. Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
15. Ensuring that health and safety records and documentation are complete and are systematically stored.



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Students and Employees

It is the duty of all students and employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Visually check work equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto company premises without first obtaining permission from their supervisor/manager.
7. Behave in a responsible manner while on company business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/ supervisor.

Important note for all staff, employees, and employers

All Health and Safety accidents, incidents, hazards, and near misses must be reported to Sam Murray. This done by completing the Health and Safety/ Incident Log that is available to all employees on Schoolpod as a top-level menu item. Health and Safety must not be taken lightly, and as such, all staff at all levels are encouraged to 'over report' rather than 'under report'. Although instructions and training have been given, a 'How To...' guide is available on the company shared drive should you need a refresher.

It is of paramount importance that all employees recognise that this log must be kept in the event of a 'near miss' concern as well as an actual occurrence.



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Regarding Near Miss occurrences, the HSE states that:

Near-miss reporting

A simple, and potentially anonymous, system for reporting near-miss incidents is a very important way of identifying problem areas. This will help you highlight some of the less obvious hazards in a workplace, or identify areas where a problem is developing.

Some models suggest that for every accident there are approximately ninety near-misses.

If there is a good reporting system in place, the hazard could be dealt with before someone is injured.

It can be difficult to get staff to report near-misses or minor slip accidents, as they are often seen as funny or embarrassing occurrences (until someone is hurt). It is important to create a culture which encourages reporting of these accidents.

Schoolpod terms a 'near miss' as a 'concern', and it is essential that this is highlighted/checked when completing a near miss report on our MIS.



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Fire Marshals (Mei Lee Ho, Alton McDonald)

Fire marshals are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Be familiar with the organisational emergency procedures.
2. Taking appropriate and effective action if a fire occurs.
3. Identifying hazards in the workplace and recording and report their observations.
4. Ensuring that escape routes and doors are kept clear and are available for use.
5. Ensuring fire doors are kept closed.
6. Checking suitable and sufficient notices are displayed.

If a fire is discovered, the fire wardens should:

- Ensure that the alarm has been raised.
- Check that manufacturing processes have been made safe.
- Collect roll call registers.
- Evacuate students and staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned.
- Ensure the fire service has been called.
- Go to the designated assembly point.
- Conduct a roll call.
- Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
- Report to the senior manager to confirm all persons are accounted for and report any persons missing.

FIRE WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

Fire drills will be carried out at least once per term to maintain standards, and practice evacuation in preparation for actual emergencies.



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First Aiders / Emergency Responders

First Aiders¹ and or emergency responders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
2. Maintaining their qualification status as an approved first aider / emergency responder.
3. Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
4. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
5. Taking charge when someone is injured or falls ill and providing treatment or advice within the limits of their training and experience and ensuring the professional services have been contacted if necessary or requested.
6. Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
7. Recording details of all accidents and treatments in the site accident book.
8. Ensure there is a medical room on site.
9. Ensuring the relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.

Part 4 - Security

All staff are responsible for ensuring that the premises is safe and secure at all times.

1. Access to the building is restricted to members of staff.
2. All young people and visitors are requested to use the intercom to gain access to the building.
3. All staff, young people and visitors must use the signing in and out procedure

Part 5 - Trips and Visits

The Write Time have a separate policy and procedure for offsite visits.

¹ Please see TWT First Aid Policy for further details



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Part 6 - Monitoring & Review for health and safety

Health and safety performance shall be monitored on an on-going basis.

Senior Management shall monitor health and safety performance at SLT meetings; this shall include review of health and safety audits, accidents and near misses.

The Health & Safety Competent Person shall carry out quarterly inspections to check compliance with this policy, and an annual health and safety audit.

Part 7 - Further sources of Information

The Management of Health and Safety Regulations 1999

The Adventure Activities Licensing Regulations 2004

Health & Safety Executive, Information about reporting injuries

Health and Safety Executive, information on a range of health and safety issues

Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities)

Outdoor Education Advisers' Panel, National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom

CLEAPSS, Advice on science safety

Association for Science Education, for advice on science safety

Association for PE, for advice on safety in PE and school sports

Council for Learning outside the Classroom, information on 'school trips' including accreditation