

**The Health and Safety  
Manual for**

**SMARTT North East Ltd**



# Health & Safety Manual and Procedures

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## HEALTH & SAFETY POLICY

### SMARTT North East Ltd

This Health and Safety Policy is a written statement outlining an employer's legal duties under the Health and Safety at Work Act 1974 ("the Act"). It sets out how Health and Safety issues are managed within the organisation and is a commitment to planning and managing Health and Safety at work. It is the key to achieving an acceptable working environment and preventing accidents and instances of work-related ill health.

It is the Policy of SMARTT North East Ltd to take all possible steps to ensure the health, safety and welfare of all employees, volunteers and other persons engaged in work for the organisation and any learners and other third parties who come into contact with the business.

It is the duty of each employee to comply with the company safety policy and to co-operate with the management of the company to ensure that the work place remains as safe as possible.

If any person is in any doubt as to whether anything is safe or unsafe then they must assume that it is unsafe until further guidance has been given by their manager or by the safety officer.

The Managing Director of the company is fully committed to maintaining safe systems of work and fully recognises their overall responsibility for safety in the work place.

Any member of staff who does not comply with this safety policy or any other safety requirement will be liable to disciplinary action.

Barry Joyce                      13th May 2013



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Director SMARTT North East Ltd    DATE

## 1. Organisation And Lines Of Responsibility

Overall responsibility for the health and safety of all persons within the company rests with the Managing Director of SMARTT North East Ltd

SMARTT North East Ltd has a nominated safety officer who has overall responsibility for reviewing and making recommendations on all matters relating to health and safety.

The safety officer who has overall responsibility for the day to day safety operations will be Barry Joyce.

The safety officer will ensure through the management organisation that:

- All persons employed by the company receive adequate health and safety training. In addition employees will receive adequate instruction and supervision to enable them to undertake their work in a safe manner.
- All volunteers have a nominated member of staff to report to and a health & safety briefing is carried out to enable them to work within this health & safety policy.
- All plant and equipment are suitable for their intended purpose and that it is maintained in a safe condition at all times.
- All persons working at a venue, whether or not employees of the company, are adequately notified of all known hazards and protective measures.
- That the company risk assessments, along with all other safety documentation, are brought to the attention of all relevant parties.
- All employees are required to comply with their legal requirements under current National statutory provisions. All staff must co-operate with the management of the company to allow it to comply with the legal requirements for health and safety.
- Individual members of staff who have any concern regarding their own safety, or that of a third party, are responsible for reporting the matter to their manager without delay.
- All members of staff will receive a copy of this safety policy and will be required to sign to state that they have read and understood it. New members of staff and new volunteers will be required to read and sign a copy of this safety policy before they start work and their manager will familiarise, explain and assist them to begin work in a safe manner.
- All learners will receive a health & safety briefing and copy of this policy during their induction session and will sign to state they have read and understood it.

Lead Tutors who directly control the work of other staff and volunteers are responsible for organising their day-to-day work in compliance with this health and safety policy and particularly: -

- ensuring that safe working procedures are followed and that safe working conditions are maintained at all venues;
- seeing that staff, volunteers and learners are trained and instructed in safe working methods and follow them;

- investigating accidents and taking steps wherever possible to prevent a recurrence
- Completion of annual health and safety inspections for external venues already approved by the safety officer
- To follow up any minor health and safety concerns as a result of the health and safety inspection.

Instructors have responsibility for their own health and safety. They must also take specific responsibility for:

- Ensure all learners receive appropriate induction to their learning venue and any work placement or other external venue visited within their programme of learning
- Monitoring and reviewing of learners on an ongoing basis
- Completion of learner's review to show continuous health and safety competency and awareness
- Report any possible risks or Hazards found to the Lead Tutor.
- Report any concerns or issues re learner's health and safety

## **2. Use of External Learning Venues**

The safety officer will carry out a health and safety check on all new external learning venues prior to approving them for use for the delivery of SMARTT North East Ltd programmes. This assessment will inform a risk assessment for each venue which will be available within the programme management file for each programme of learning and shared with staff, learners and other third parties where relevant. This risk assessment should also include issues reported to the organisation that owns or manages the venue.

Staff will ensure they are fully briefed by venue management on their health & safety policy and procedures and will report any possible risks to the safety officer.

Staff will ensure each all learners take part in a health and safety induction relevant to their learning venue including practicing the evacuation procedures.

## **3. External Visits**

SMARTT North East Ltd delivers learning in a number of settings including schools and a high percentage of delivery is in Sunderland schools. For this reason, SMARTT fully subscribes to the Sunderland City Council Code of Practice for External Visits. Copy of this process can be provided upon request or viewed at

[http://www.derwenthill.co.uk/documents/external\\_visits\\_cop\\_2011\\_final\\_v77055.pdf](http://www.derwenthill.co.uk/documents/external_visits_cop_2011_final_v77055.pdf)

## **4. Fire Safety**

The safety officer will ensure staff the necessary fire-fighting equipment is provided at an external venue in accordance with the requirements of the local Fire Authority.

The safety officer will ensure staff are aware of their role in using fire-fighting equipment and, where necessary, trained appropriately.

Staff will ensure fire exits are kept clear at all times and no fire door to or from an occupied room is locked. Smoking is only permitted in designated areas highlighted by venue management to staff and learners.

No doors are to be wedged or propped open in any way.

Flammable materials must never be exposed to hot surfaces or direct heat sources.

In the event of a gas leak switch off all equipment and evacuate the premises immediately. Contact the Emergency Services immediately.

In the event of a fire the premises should be evacuated immediately in accordance with local procedures.

## **5. Electrical Safety**

Ensure that all electrical equipment you use is in good order. Do not use any electrical equipment that does not appear to be in good order but report it to your supervisor without delay.

Changes to the electrical system (including new plugs) should only be undertaken by competent persons who have been trained and all works required should be reported to the safety officer.

Work on 3 phase electrical systems or live plant must never be undertaken by unqualified personnel and live working requires a specific risk assessment to be undertaken.

General Safety Requirements For Electrical Systems

- Switch off all electrical equipment after use. Do not overload sockets.
- Do not allow wires to project into the walkways where they present a tripping hazard.
- Use a residual circuit breaker when operating a portable hand tool.

## **6. First Aid**

The company will provide first aid facility in accordance with the requirements current National standards.

If you suffer an injury, however slight, report it to your manager or tutor at once. The injury must be entered in the accident book and you will be required to provide a full explanation of the events surrounding the accident.

If a serious accident occurs the first aider should be contacted at once. The first aider will arrange for an ambulance to be summoned immediately.

If chemicals come into contact with your skin or eyes or if they are swallowed or inhaled then seek immediate first aid.

## **7. Students with Medical Needs**

The safety officer should consider what reasonable adjustments they might make to enable learners with medical needs to participate fully and safely.

Alternative Education Programmes – any school commissioning a place on a programme for a learner with medical needs will be required to provide a copy of their individual health care plan and written consent from a parent or carer agreeing their child can participate in the agreed learning programme.

A separate risk assessment will then be carried out to determine whether the company is able to meet the support needs of the learner. It may be that an additional support worker or another volunteer might be needed to accompany a particular learner. Arrangements for taking any necessary medicines will need to be taken into consideration.

All staff delivering learning should be aware of any medical needs and emergency procedures. If members of staff are concerned about whether they can provide for a child's safety, they should discuss this with the safety officer who will liaise with the school and parent to ensure the best outcome for all parties.

## **8. Training**

General induction training will be provided for all new members of staff. Additional training will be provided for nominated members of staff as required, particularly with respect to risk assessment.

The planning of training in health safety is the responsibility of the safety officer. Documented training records will be maintained.

If any member of staff feels that he/she could benefit from specific safety training in addition to that which has been assessed as relevant by the Company then they should approach their supervisor.

## **9. Accident Recording & Reporting**

SMARTT provides a standardised procedure for recording, reporting and investigating accidents which occur either in the learning venue or on external visits to staff, learners or other third parties involved in learning programmes.

At an external venue, staff must notify the person responsible for first aid on the premises and complete the organisation's accident record. A copy of that record should be forwarded to the safety officer at SMARTT review and further investigation if required.

Should an accident occur whilst travelling to or from a setting then the safety officer should be notified. An investigation will then be carried out if needed and actions/recommendations for minimising future risks put in place.

The safety officer has direct responsibility for ensuring all accidents are reported and investigated thoroughly and ensuring the SFA are made aware of all reportable incidents to learners under RIDDOR – the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The board of directors has overall responsibility for the health and safety of all staff and learners.

In the event of an accident, which requires the casualty to attend hospital for treatment, it is recommended that casualties be sent in a taxi to the hospital if they are unable to make their own way and an ambulance is not required.

All accidents/ dangerous occurrences must be reported to the safety officer and written in the accident book maintained at the learning venue. A completed accident form should be given to the safety officer for filing and updating on the database.

When completing the accident form you must ensure that the following information is obtained;

- Name of casualty
- date and time
- the injury sustained in detail
- treatment given and by whom
- Whether they were sent or advised to seek further attention
- Both parties must sign the form and date it

Should an injury result in the person having more than 3 days off work, a broken bone, result in death or being caused by a dangerous occurrence then it is reportable under RIDDOR. Further information on what is reportable is available via the HSE website.

Reporting under RIDDOR must be done immediately online, and then followed up in writing within 10 days using one of the following methods:

- Internet [www.riddor.gov.uk](http://www.riddor.gov.uk) (anytime),
- Email [riddor@natbrit.com](mailto:riddor@natbrit.com)

However, in the instance of fatal and major injuries only then the Incident Contact Centre should be called on 0845 300 9923 (8:30am-5:00pm).

## 10. Investigating Accidents

Accidents not reportable under RIDDOR will be recorded on the accident review sheet and database and a copy of the accident report form will be added to accident file for learners/staff.

All accidents or dangerous occurrences which are reportable under RIDDOR will be investigated immediately by the safety officer.

The immediate cause and underlying cause of the accident will be identified and copies of pre accident risk assessments examined so that any remedial action can be agreed and target dates set for improvement. This information will be added to the review database to ensure remedial action is carried out to agreed timescales.

Relevant paperwork that is part of any contractual obligation will be completed documenting agreed targets for improvement and action.

The investigation process to be completed within fifteen days of date notified.

## 11. Cleanliness

Good housekeeping in all areas of a learning venue is an essential feature of safety and the prevention of accidents. The use of the HSE classroom checklist will enable staff to take appropriate action to:



- Ensure that loose and worn flooring is reported to your supervisor.
- Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times.
- Close all cabinets, cupboards and drawers after use.
- Never overload shelving or store heavy items above head height except on load bearing purpose built racking.
- Never leave a lit cigarette unattended in the designated smoking area.
- Clear away immediately any dangerous substance or spillage. Dangerous substances are marked and are defined as toxic, harmful, irritant, flammable or oxidising.
- Dust and fumes should not be inhaled. If dust or fumes are produced by any activity then cease the task immediately until protective measures have been put into place.
- Equipment must not be left where it can be a tripping hazard.

## **12. Manual Handling**

Lifting and moving loads by hand is the biggest cause of injury in the work place. Lifting should be carried out in accordance with the following guidelines:

- If a load is awkward or beyond your capability you must get help.
- Check all packaging and articles for sharp edges and projections before lifting.
- Ensure that there are no obstructions in your path before lifting any article.
- Ensure that you can see around a load when lifting it.
- Ensure that there is adequate room to put down a load when you have moved it.
- When lifting stand close to the load with your feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying position).
- Always use your entire body weight in a controlled manner when pushing a load.

Heavy goods are to be lifted in accordance with the Company assessments for manual handling. Do not use lifting equipment unless you have been specifically authorised.

## **13. Control Of Substances Hazardous to Health**

The law requires the company to control the use, disposal and transportation of all hazardous materials.

An assessment has been carried out of all materials used by the company and concluded that no hazardous substances are currently used or likely to be used in the future.

Employees are not permitted to purchase or to bring to work substances which are deemed hazardous to health unless a formal assessment has been made.

Disposal of chemical products must only be carried out on the direct instruction of the safety officer.

It is a strict requirement of the company that when any person handles a chemical they never mix it with any other chemical product. The mixing of chemicals can lead to harmful chemicals being formed inadvertently.

## **14. Protective Clothing**

Where protective clothing is provided it must be worn by any employee, learner or other third party. It is a strict legal offence for an employee to abuse or disregard safety equipment. You are obliged to use all personal protective equipment which has been provided following a detailed assessment.

One of the major causes of injury in the work place is cuts to the hand. Personal protective clothing in the form of gloves are a significant method of protection from such injuries. Gloves should always be worn when handling sharp items and when moving loads.

Persons wishing to handle chemicals must first read the material assessment to determine the precise nature of the clothing required for any particular product.

## **15. Machinery**

SMARTT do not currently provide machinery in the work place but adequate training will be provided prior to use of any machinery if provided in the future

If you have not received training then under no circumstances should you attempt to operate it. Prior to authorisation being given to operate machinery an assessment of your competence will be carried out.

If at any stage whilst using any item of machinery you begin to feel unwell you must stop what you are doing, isolate the plant concerned via the remote electrical supply switch and report to your supervisor.

Never talk to another member of staff when you are operating machinery. Do not approach or distract any other employee operating machinery.

## **16. Guarding**

It is not only dangerous but illegal to remove a guard from a machine unless you need to clean or repair it.

Only trained personnel may clean or repair items of plant which require guarding to be removed. Equipment which is to be cleaned must be isolated electrically. The electrical supply should be locked out and a notice should be fixed to the switch point advising that re-connection of the supply can be hazardous.

If any part of the equipment you are using is unguarded you should stop work immediately, isolate the plant concerned, and report the matter to the safety officer without delay.

## **17. Visitors & Contractors**

Any visitors or contractors will be required to comply with this safety policy and with all other written safety instructions.

## **18. Risk Assessments**

The company has carried out a full review of all hazards and produced detailed written risk assessments for all members of staff to review.

All staff are required to read the SMARTT North East Ltd risk assessments and abide by their requirements at all times.

IF AT ANY TIME YOU ARE CONCERNED BY ANY ASPECT OF SAFETY IN THE WORK PLACE THEN STOP WORK AND MAKE IMMEDIATE CONTACT WITH THE SAFETY OFFICER. IF YOU CANNOT CONTACT THE SAFETY OFFICER THEN MAKE CONTACT WITH YOUR SUPERVISOR.