



**ASPIRE & ACHIEVE LTD.
HEALTH & SAFETY POLICY
2022-2023**

General Statement of Health & Safety Policy

The following statement outlines the health and safety objectives of Aspire & Achieve, with the aim of ensuring best practices in the management of health and safety. Aspire & Achieve will:

- Take all necessary steps to provide a safe and healthy environment for pupils, employees, and others affected by its activities.
- Ensure compliance with all relevant health and safety legislation.
- Allocate adequate resources to implement this policy, seeking external specialist advice and support when necessary.
- Recognize that health, safety, and welfare are integral to all activities and manage them effectively.
- Expect employees and pupils to cooperate in complying with legal obligations, take care of their own health and safety, and consider the safety of others.
- Provide necessary information, instruction, and training to employees and pupils as required.
- Regularly evaluate the health and safety policy to ensure objectives are met and update it to reflect new legislation and changing circumstances.

Signed: D. Joseph Date: 01/09/22 Centre Manager

Signed: J Wheelhouse Date: 01/09/22 Proprietor

1. Organisation and Responsibilities

Responsibilities for implementing and reviewing the centre's Health & Safety Policy are as follows:

- The Centre Manager and Proprietors are collectively responsible for strategic health and safety planning and periodic review of health and safety performance.
- The Centre Manager and Proprietors are responsible for ensuring the full implementation of the centre's Health & Safety Policy.
- The Centre Manager and Proprietors are responsible for implementing and monitoring the requirements of this policy and relevant legal obligations specific to their areas of activity.
- Competent persons have the responsibility of advising staff on their obligations under the Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1999, and all other health and safety legislation. They are also responsible for liaising with Leeds City Council's Health & Safety Officers, HM Inspectors of the Health & Safety Executive, and West Yorkshire Fire and Civil Defence Fire Officers.
- Leeds City Council's Health & Safety Officers are responsible for providing advice and support on all aspects of health & safety to schools.

Competent Person: Dawn Joseph Health & Safety in the Workplace Training Course: Virtual College – completed June 2012

2. Implementation

2.1 The Centre Manager and Proprietors will implement the centre's Health & Safety Policy by:

- Allocating adequate resources, both personnel and financial, for implementation.

- Planning, organizing, and implementing arrangements to eliminate or control significant risks and comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidelines, and codes of practice to implement the centre's Health & Safety Policy.
- Ensuring that responsible managers and employees are capable, through recruitment, training, or other means, to carry out their duties for health, safety, and welfare.
- Identifying hazards, recording significant findings of assessments, and taking actions to protect the health and safety of affected groups.
- Ensuring that all employees are familiar with and comply with the requirements of the centre's Health & Safety Policy, and that new employees are inducted into the policy and any relevant guidelines and instructions of the centre.
- Ensuring that contractors and subcontractors have effective arrangements for health, safety, and welfare.
- Establishing systems for monitoring all arrangements to ensure their effectiveness.
- Reviewing information from monitoring systems to ensure continued compliance with performance standards.

2.2 Staff

All Aspire & Achieve staff members will ensure that:

- They comply fully with the centre's Health & Safety policy.
- They bring any health and safety matters they cannot directly address to the attention of the Centre Manager.
- They identify significant hazards within their department/role and undertake suitable risk assessments, including general workplace risks, substance risks, equipment risks, etc.
- They implement safety measures and controls identified by risk assessments.
- They provide suitable and sufficient information, instruction, and training to employees and pupils to enable compliance with the policy and legal standards.
- They ensure that equipment and substances are suitable for their intended purpose.
- They take reasonable care of their own health and safety and that of others affected by their actions or omissions.
- They cooperate with management in complying with relevant statutory provisions.
- They use all work equipment and substances in accordance with the instruction and training received.
- They do not intentionally misuse anything provided in the interests of health, safety, and welfare.
- They follow all prescribed safe working practices and refrain from working while unfit to do so.

- They report any health and safety problems they cannot resolve themselves, or any shortcomings they find in the health, safety, and welfare arrangements, directly to their manager.

2.3 Pupils

All pupils will be responsible for:

- Complying with centre rules and procedures.
- Taking reasonable care of themselves and others.
- Cooperating with teachers and staff members.
- Using equipment and substances in the manner instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting any hazardous or dangerous conditions to a member of centre staff.

3. Audit and Review

The principal means used for reviewing the centre's Health & Safety Policy will be:

- An audit of health and safety management across the centre.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the Health & Safety Policy and that the Policy remains effective.

4. Standards Affecting the Whole Centre

4.1 Safety Management System

- The Centre Manager is responsible for all aspects of Health & Safety within the centre.
- The Proprietors have overall strategic responsibility for health and safety within the centre.
- Risk assessments will be undertaken by designated staff responsible for each activity and will be held in the office with the Centre Manager.

4.2 Accident Reporting and Investigation

- All accidents/injuries that occur at the centre will be recorded in the Accident Book, which is held in the office.
- The person who witnessed the accident/injury should complete all sections of the book.
- The detailed copy should then be taken out of the book and stored in the filing system in the office, following data protection guidelines.
- Accidents should be investigated as soon as possible by the management of the premises where the accident occurred.
- All accidents/injuries that are required to be reported under RIDDOR guidelines will be reported by the Centre Manager.

4.3 Building Work Contracts and Contractors

- The Centre Manager is responsible for procuring and overseeing any building work required at the centre.
- Where possible, work will be scheduled when there are no pupils on-site.
- All contractors must sign in and out when pupils are on-site to ensure their safety.
- Contractors will not be at risk from any centre activities.

4.4 Display Screen Equipment

- A workplace risk assessment may be carried out wherever a member of staff uses a computer for at least an hour a day.
- Pupils will use computers for a maximum of 40 minutes at a time, with a break of at least 15 minutes in between.

4.5 Educational Visits

- Individual risk assessments will be undertaken for all educational visits and authorized by the Centre Manager.
- Appropriate parental consent will be sought, and all contact/emergency details will be recorded for individuals.

4.6 Electrical Appliances

- All electrical appliances will be subject to annual Portable Appliance Testing (PAT) to ensure safety.

4.7 Emergency Evacuation

- Systems are in place for emergency evacuation, with clearly identified fire exits and procedures displayed on the centre walls.
- Designated Fire Safety Officer: Tyresha Richards

4.8 First Aid

- At least one member of centre staff on-site will be First Aid trained to deal with all First Aid issues.
- First Aid posters are displayed on the centre walls, and the First Aid kit is locatedI apologize for the cutoff once again. Here's the continuation of the policy:

in the office.

- A list of qualified First Aiders is displayed in designated areas.

4.9 Fire Safety

- Fire alarm systems are tested weekly by the landlord.
- Fire extinguishers are located at the front door and in the kitchen.
- Fire procedures and guidance for using fire extinguishers are displayed in the centre.

4.10 Gas, Electric & Water Services

- The responsibility for gas, electric, and water services lies with the landlord.

4.11 Glazing

- Exterior glazing is the responsibility of the landlord, while interior glazing is the responsibility of the Company Proprietor.

4.12 Lone and Isolated Working

- Lone working may be required when there are no pupils on-site.
- Staff should notify another member of centre staff or a Proprietor if they will be lone working.
- Staff will follow the HSE Working Alone guidance to ensure safety.

4.13 Medication

- Staff will be notified of any medication requirements for pupils during their initial visit.
- Medication will be recorded in their file, and all staff will be made aware of it.
- Medication will be kept in the office and accessed by a member of centre staff.
- If medication needs to be stored in the fridge, a secure storage system will be provided.

4.14 Mobile Phones

- Pupils will hand in their mobile phones to the office at the start of the day.
- Mobile phones will be locked in a secure unit and can only be accessed by a member of centre staff.
- Items will be returned at the end of the day.

4.15 Personal Protective Equipment (PPE)

- The centre will provide necessary PPE for activities that require it.

4.16 Risk Assessments

- The lead teacher/tutor will be responsible for completing a risk assessment for each activity.
- Generic risk assessments will be completed by allocated staff and monitored by the Centre Manager.
- Risk assessments should be reviewed regularly, at least annually.

4.17 Visitors

- Any person visiting the centre must sign in and out, wear a visitor badge, and display it at all times.
- All centre staff will display identification badges.
- The Centre Manager must be notified of anyone without a centre badge.

4.18 Absconding & Illness

- Attendance is monitored twice daily (AM and PM) and reported to the designated staff at the pupils' school.
- If a pupil is ill, parents/carers must inform the centre before 9 am of their absence.
- If a pupil falls ill while at the centre, the parent and designated school staff member will be notified, and it is their responsibility to transport the pupil home.
- If a pupil absconds, the designated staff member will be notified, and parents/carers will be informed. Police may be called if necessary.

4.19 Substances

- The centre has a separate document called Control of Substances Hazardous to Health statement.

4.20 Traffic Management

- All staff and visitors must use allocated Unit 7 car parking spaces, as indicated in the centre's notice.
- Pupils will not be allowed to leave the centre without a staff member supervising.
- Pupils transported via taxi will be accompanied by a member of staff.

4.21 Training Records

- Staff training records are held with the Centre Manager.
- An annual training needs analysis will be conducted during staff annual reviews.

4.22 Work Experience

- Parent/carers will be notified of any risks involved in work experience.
- Checks will be made to ensure that the company follows Health & Safety legislation.

4.23 Work Related Violence

- If a pupil or visitor is violent towards anyone within the centre, the offender will be asked to leave the premises.
- For young people, it will be the responsibility of their school.
- In extreme cases of violence, the police will be called.