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Including DSE, Fire, Lone Working, and Traffic Management statements.

**Health & Safety Policy Statement**

##### In accordance with Health and Safety at work act 1974

Our statement of general policy is;

* to provide adequate control of the health and safety hazards arising from our training and enrichment activities. This includes in-house and off site;
* to consult with our employees, volunteers, students and parents/guardians and employers who offer work experience opportunities on matters affecting health and safety;
* to provide and maintain a safe environment and equipment;
* to ensure safe handling and use of substances;
* to provide information, instruction and supervision for employees, volunteers, students, visitors, contractors and any other party on the premises;
* to ensure that all employees, volunteers and students are competent to do their tasks and to give them adequate training;
* to prevent accidents and cases of work-related ill health;
* to maintain safe and healthy working conditions;
* to review and revise this policy annually, or if necessary, at more frequent intervals.

Review Date: Sep 2022

**RESPONSIBILITIES**

Overall and final responsibility for health and safety is that of **the Senior Leadership Team** hereinafter referred to as **SLT**.

Person(s) Responsible for ensuring this policy is put into practice is **Benjamin Byrne**.

To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas;

|  |  |
| --- | --- |
| General health and safety | Benjamin Byrne; Haydn Dear |
| First Aid | Sarah Bland |
| Safeguarding | Charlotte Dear; Elliott Hitchens |
| Fire warden | Benjamin Byrne |
| Risk assessing | Benjamin Byrne |
| Building and maintenance | Haydn Dear; Benjamin Byrne  |
| External work placements | Rosie Parris |
| Woodwork Centre | Elliott Hitchens; Benjamin Byrne |

All employees, students, volunteers and visitors must;

* co-operate with supervisors and managers on health and safety matters
* not interfere with anything provided to safeguard their health and safety
* take reasonable care of their own health and safety
* report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## HEALTH & SAFETY HAZARDS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by **Benjamin Byrne**. Additional risk assessments may be completed by job coaches employed by CANTO Learning. These additional risk assessments will be reviewed by the aforementioned person(s).

The findings of the risk assessments will be reported to either a member of the **SLT, Haydn Dear or Charlotte Dear** if there are concerns for the safety of staff, students or members of the public.

Action required to remove hazards or implement control measures will be approved by **SLT.**

Responsibility for ensuring that the action required is implemented by **Benjamin Byrne or Bekki Cottrell.**

A check that the implemented actions have removed/reduced the risks, will be carried out by **Benjamin Byrne.**

Assessments will be reviewed every 12 months or when the work activity changes.

The existing assessment will be reviewed by **Benjamin Byrne** and the appropriate staff member (if applicable). Any necessary changes will be discussed with a member of the **SLT** before a revised assessment is issued.

When a student attends an external work placement, a Health & Safety Assessment of the workplace will be carried out by the manager responsible for placements. The job coach for the appropriate students will also be responsible for preparing an assessment. This should reflect the individual’s abilities and that adequate preventative measures are in place.

**Benjamin Byrne** and **Elliott Hitchens** hold regular meeting to discuss health and safety at Woodwork Centre. Issues or concerns raised from these meetings are shared with **Haydn Dear.**

# CONSULTATION WITH EMPLOYEES, VOLUNTEERS, STUDENTS

**Consultation with employees** is provided by;

* Daily timetable emails
* Working group meetings
* Monthly leadership team meetings
* Annual appraisals

**Consultation with students** is provided by;

* Daily key worker sessions
* Monthly IAG sessions with either a key worker, job coach or IAG Officer
* Regular programme reviews with programme leads

**Key Workers**

In addition to their Programme Lead, each student will be allocated to a member of staff who will be their key worker. Students are encouraged to raise any issues (including health and safety concerns) with their key worker, who will try to resolve the problem. If a suitable resolution is not achievable, the key worker will relay the problem to the appropriate Programme Lead.

# SAFE ENVIRONMENT & EQUIPMENT

The **SLT** and **Benjamin Byrne** will be responsible for identifying all equipment/environment in need of maintenance. It is the responsibility of all staff to relay concerns regarding equipment/environment safety to either **SLT** or **Benjamin Byrne**.

Responsibility for ensuring effective maintenance procedures are drawn up rests with **SLT** and **Benjamin Byrne**.

Responsibility for ensuring that all identified maintenance is implemented rests with **SLT** and **Benjamin Byrne**.

Any problems found with environment or equipment should be reported to:

* **Benjamin Byrne;** or
* **Haydn Dear;** or
* **Charlotte Dear;** or

A check that new environment and equipment meets health and safety standards before it is purchased will be carried out by either; **Benjamin Byrne** or **SLT**.

**LONE WORKING STATEMENT**

CANTO Learning will protect their staff as far as is reasonably practicable from the risks of lone working. Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with any health and safety risks for people working alone.

CANTO Learning is committed to providing a safe working environment as far as reasonably practical that meets the needs of its staff and volunteers. Consideration shall therefore be given to the health and safety implications in respect of lone working.

Individuals are lone working when they are on their own, they cannot be seen or heard by another employee of CANTO Learning, cannot expect a visit from another employee of CANTO Learning for some time and/or where assistance is not readily available when needed. Therefore, lone workers are those who work by themselves without close or direct supervision.

This includes times where:

* Only one person is on the premises.
* One person works in a separate zone from others.
* One person works outside normal hours.
* When one person is driving a company vehicle.

Anyone who is or who potentially may be a lone worker shall receive information, instruction and relevant training in respect of all identified hazards involved and all associated risks e.g. violence and aggression, accident or injury, and vehicles/driving.

* It is the responsibility of the Health and Safety Lead to coordinate the risk assessment for lone workers in consultation with Haydn Dear.
* Anyone who is lone working shall be provided with a means of communication.
* Anyone who is lone working shall be given the opportunity to be provided with a personal alarm.
* Lone workers shall follow all instructions contained in the procedures below.
* It is the responsibility of the Health and Safety Lead and/or Haydn Dear to regularly re-assess risks, recording any new findings and acting appropriately in light of those findings.
* It is the responsibility of the line manager to ensure that workers do not suffer from undue stress as a consequence of lone working.
* It is recognised that some workers are required to work alone without direct supervision; in these situations, CANTO Learning will ensure that adequate support is provided.

Risk assessments for general activities take lone working into consideration. There may be occasions supplementary risk assessments may need to be produced to cover additional or ‘one off’ tasks. These assessments will be generated and shared with relevant persons.

All staff members are to take relevant and sensible precautionary measures whilst lone working. If a member of staff feels that they are putting themselves at risk through lone working, they should discuss the situation with their line manager. Further efforts by the line manager or Health and Safety Lead shall be made to eliminate or reduce hazards as far as reasonably practicable.

Risk assessments for on-site lone workers must include:

* Safe entry and exit
* Location, e.g. zone of the building
* Risk of violence e.g. from visitors
* Safety of equipment for individual use
* Channels of communication in an emergency e.g. panic buttons in rooms
* Site security

Risk assessments for mobile lone workers must include:

* Premises risk assessment where applicable
* Communication and traceability
* Personal safety and security

Following completion of risk assessment, consideration must be given to any appropriate action that is required.

**LONE WORKING PROCEDURES**

Whenever staff or volunteers work within an office or classroom, they should try to ensure that there are other members of the organisation in the same zone as them or at least in the building.

If a member of staff is meeting an individual who is not employed by CANTO Learning on their own, they should ensure this individual does not sit between them and the door and that they have clear access to leave. It is also advisable to tell a colleague they are meeting with an individual on their own.

* If there are concerns about the meeting, they should be seen with another member of staff present.
* If this is not possible, make sure that the door is left open.
* If a member of staff is seeing an individual when no one else is nearby, check someone else is in the building and make sure the door is left open.
* Staff must record all details of any planned visits which must be made available to all senior leadership team members.

All staff working off premises or out of normal operating hours shall:

* Contact a delegated colleague and leave the following information before attending the visit:
	+ Their name
	+ Destination
	+ Expected time of arrival on site
	+ Vehicle make and registration
	+ Contact telephone number
* upon arrival on site, telephone or text the delegated colleague with the following information:
	+ The expected length of time on site
* On leaving the site, contact the delegated colleague with the following information:
	+ Time of leaving the site
	+ Expected home time or details of next destination
* On arriving at home/next destination, contact the delegated colleague with the following information:
	+ They have arrived safely home, or if at a new destination give another “expected length of time on site”. The process will then recommence until such time as the lone worker has arrived safely home. The procedure ensures that the line manager is aware of the staff member’s movements during the visit/s.

All delegated colleagues must be made aware of the line manager’s or Head of Centre’s number. In the event that the employee does not telephone or text their designated colleague the designated colleague must contact the line manager or Head of Centre. Efforts should then be made to contact the employee, however if there is no response the police shall be informed.

**DISPLAY SCREEN EQUIPMENT**

Whilst preparing this policy, the following pieces of legislation have been taken into consideration:

* Health and Safety at Work Act 1974 – Section 2
* Health and Safety (Display Screen Equipment) Regulations 1992

**Definitions**

DSE – (Display Screen Equipment) – Any graphical display screen including monitors, tablet displays and laptop.

DSE User – Any employee of CANTO Learning that is required to use DSE as part of their work, either on site or whilst working remotely.

Workstation – The direct area in which DES Users interact with their DSE. This will generally include (but will not be limited to) a desk, laptops/desktop computers, mouse, keyboard, chair, office stationery, and paperwork.

**Responsibilities**

CANTO Learning will:

* Fulfil all of their responsibilities in line with current employment law and legislation.
* Ensure that employees act in accordance with the DSE Policy.
* Ensure that employees are given the opportunity to complete a workstation questionnaire.
* Provide the necessary information, training and support to DSE users to enable them to understand and manage these risks within their roles.
* Reassess the risks of DSE at least annually in addition to assessments of any new task(s) that involve the use of DSE.
* Ensure that all incidents, accidents and near misses involving the use of DSE are recorded and reviewed to prevent further occurrences.
* Arrange for further support or assistance if advised of any pre-existing health conditions that may be impacted by the use of DSE.
* Resolve any problems highlighted by risk assessments as soon as possible and consult with employees on any changes.
* Employees will:
* Act in accordance with their responsibilities as stated in the Health and Safety at Work Act 1974.
* Report any defects or fault with that impact their workstation or any DSE.
* Follow the procedures, information and training they have been supplied by CANTO Learning.
* Adopt good posture whilst at their workstation.
* Organise their work in order to take suitable breaks from their DSE.
* Undertake a workstation questionnaire.
* Report any pain, discomfort, or eyestrain to their manager.
* Report any medical conditions that may be impacted by the use of DSE.

**DSE and Health Issues**

There are several conditions that have been associated with the use of DSE. These include:

* Fatigue and/or stress
* Visual fatigue - including eyestrain, sore eyes, or headaches.
* Musculoskeletal disorders - such as back pain.
* Upper limb disorders - including pain in the hands, wrists, arms, neck, shoulders or back.
* Repetitive strain injury (also known as RSI) – Results from extended and uninterrupted periods of time using DSE.

If employee experience any of the conditions listed, they should notify their manager as soon as possible. Early detection of health issues related to the use of DSE will allow CANTO Learning to address the cause  and protect employees from permanent damage.

**Risks Assessment**

Risk assessments for the use of DSE is considered during the general risk assessment checklist used whilst assessing work tasks. CANTO Learning has recognised that some tasks require greater use of DSE and the risk assessments of these tasks place a greater emphasis on safe working practise whilst using DSE.

**Eye Tests** (*for employees who require glasses for DSE work and use DSE as part of their duties – see* [Eyes and eyesight testing - Display screen equipment - HSE](https://www.hse.gov.uk/msd/dse/eye-tests.htm))

*Unsure – question for SLT/Trustees.*

**Laptops and other Portable DSE**

All portable DSE (laptops, tablets, and phones) are subject to this policy and the legislation referenced within it.

Where possible, all portable DSE should be operated on a flat and stable surface. Screens should be angled in such as way that they are easy to read whilst maintaining good posture and employees should continue to plan their work to allow or frequent breaks from DSE.

Employees using laptops should be aware that extended use of a laptop can lead to postural issues. For example, bent neck or wrist discomfort. Employees experiencing pain or discomfort resulting from the use of any portable DSE should inform their manager.

CANTO Learning will provide a separate keyboard and/or mouse to employees using a laptop if requested. DSE other than laptops are supplied in suitable cases for safe transport and grip.

**Shared Workstations**

There are shared workstations available for employees to use. These  workstations are located in (name or room(s)).

The arrangements for these workstations include:

* Furniture that is in good condition and full working order to ensure safe use.
* Adjustable seating.
* Access to an external mouse and keyboard.
* Employees that are required to use shared workstations will have had suitable instruction  to enable them to arrange the workstation  appropriately.
* A risk assessment for the use of DSE will be produced for each shared workstation area.
* Additional hygiene precautions, such as anti-bacterial wipes and hand sanitiser.

Employees will  be responsible for ensuring any shared workstation they have used is left in a safe and secure condition. This will include removing all additional equipment and stationery that they have used at the shared workstation.

**TRAFFIC MANAGEMENT**

The following plan has been prepared to inform all visitors, staff, and students of the rules regarding vehicles and pedestrians whilst on site. The peak times referred to in this plan are 08.30 to 09.00 hours and 15.40 to 16.15 hours.

**Pedestrians**

There are pavements along the street which lead towards the two pedestrian gates. Pedestrians arriving and departing are advised to use these gates and not the vehicle only entrance/exit. At least one of these gates should be unlocked and available for pedestrians throughout the day but both gates should remain closed.

Once on-site pedestrians should use the pathway which leads from the gates straight to the main entrance. The only crossing point once on site leads to the staff car park which is not used during peak times.

**Students**

Students are expected to enter the site in a safe and responsible manner. There are three points students should be aware of:

1. Students should use the pedestrian gates to enter the site and not the car park entrance.
2. Students must not enter through the hedges to the front or side of the site.
3. When using the pavements, students must walk to reduce the risk of injury.

**Student collections**

Vehicles arriving to collect students from 15.40 will need to follow the roundabout and wait to be signalled to park by the kerb by a member of CANTO Learning staff.

Upon arrival, drivers should remain in their vehicles, CANTO Learning staff will have students brought to the vehicle.

**Staff**

Staff are expected to provide an outstanding example of good health and safety whilst arriving and departing the site. There is a designated car park for staff with an over-flow area to the front of the site. Drivers should ensure they operate their vehicles slowly and considerately at all times.

Staff need to ensure they enter and exit the staff carpark carefully as it crosses the pedestrian pavement.

**Visitors**

Visitors are permitted to use the site carpark for appointments and visits only. However, visitors should be made aware that the carpark can be very busy during peak times. As such, visitors should ensure they park in a responsible manner to avoid impeding traffic on the site.

Visitors are only permitted to use the entrance on Tonmead Road and must report to reception/Coffee Shop to sign in. Visitors will need to sign out at the end of their visit and are only permitted to leave via the reception/Coffee Shop doors.

**Deliveries and Services**

All delivery/service drivers must be made aware of the site rules prior to their arrival. All delivery/service drivers must report to the Coffee Shop whereby they will be advised of the most appropriate parking area.

Any large-scale vehicles (trucks/lorries/heavy plant) which may need to access the site will need to have parking arrangement in place and agreed upon before arrival.

**Disabled Access**

The pedestrian gates and the reception doors are wide enough to accommodate pedestrians with mobility limitation.

There is a bay to the side of the building which is reserved for permit holders. If visitors, staff, or students would like more information on disabled access they should contact reception on (01604) 741 150.

**The local area**

It is recognised that parking can be difficult during peak times. To minimise our impact on traffic and congestion in the area, we ask that the following information is taken into consideration by anyone parking in the local area and not on site.

The main approach road, Tonmead Road, has double yellow lines along both sides of the carriageway and should never be used for parking. There is limited parking on Brownlow Court just off Tonmead Road. As this is a residential road, those parking there will need to ensure they are not blocking driveways or garages. There is alternative short-term parking in the nearby park.

**Monitoring**

Monitoring and amending this plan is the responsibility of those identified on the HSE Health and Safety Law poster found in reception. This will be done annually. This plan may be reviewed earlier if an incident has taken place or alterations to the site which requires amendments to be made, this will be at the discretion of the Head of Centre.

Issues regarding vehicles or pedestrians on site will be dealt with as they arise and in the most time effective manner possible. How any issues are resolved will be determined by the severity of the issue; this will be at the discretion of the Head of Centre. The Crisis Management policy contains further details on how CANTO Learning will respond in the event an emergency.

**Non-Compliance**

All incidents of non-compliance should be escalated immediately to the Senior Leadership Team who will make a record and take appropriate action.

If non-compliance of these rules is reported in relation to Local Authority (LA) contracted services, the LA should be informed.

**SAFE HANDLING & USE OF SUBSTANCES**

**Benjamin Byrne** will be responsible for identifying all substances that will need a COSHH (Control of Substances Hazardous to Health) assessment.

**Benjamin Byrne** will be responsible for undertaking COSHH assessments.

**Benjamin Byrne** will be responsible for ensuring that all actions identified in the assessments are implemented.

**Benjamin Byrne** will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every **12 months** or when the work activity or chemical changes.

**PEST CONTROL SYSTEM**

The monitoring and inspection of the of the kitchen and food storage areas is the responsibility of the staff working in those areas. Said individuals will also be responsible to completing the ‘Pest Control Checklist’.

In the event an infestation is discovered the health and safety lead and a member of SLT will need to be informed immediately. Thereafter, appropriate action will be taken to destroy or eradicate pests. SLT will investigate the cause of the infestation if it is deemed necessary to do so.

Any pesticides used will be specifically approved for the intended use and situation, and in line with the manufacturer’s instructions. In the event that professional grade pesticides are required where in-house expertise is inadequate, a suitably trained pest control contractor will be contacted.

# INFORMATION, INSTRUCTION & SUPERVISION

The **HSE** **Health & Safety Law** poster is displayed in the **main entrance** to the building.

Details of the **Qualified First Aiders** and the **Fire Action Notice** are displayed on notice boards in the following locations;

* in the canteen and all kitchen areas
* Reception area

#### All delivery/teaching Rooms

#### Offices

* Staff room
* Walkways

Health and safety advice is available from;

* **Benjamin Byrne**
	+ **Haydn Dear**
	+ **EFA (Education Funding Agency)**
	+ **HSE (Health and Safety Executive)**

First Aid advice is available from;

* + **Sarah Bland**
	+ **Benjamin Byrne**

**COMPETENCY FOR TASKS & TRAINING**

Induction training will be provided for all employees, volunteers and students by;

* **Charlotte Dear**
* **Haydn Dear**
* **Sarah Bland**
* **Tara Moore**

**Additional training will be outsourced or provided by a current, qualified member of staff in a specific area.**

Training records are kept in the appropriate staff files. These files are in the relevant office and are also store electronically.

Training will be identified, arranged and monitored by;

 **Charlotte Dear or Sarah Bland**

# ACCIDENTS, FIRST AID & WORK-RELATED ILL HEALTH

At present, health surveillance is **not required** for any task carried out at CANTO Learning.

First aid kits are kept in **the Jupiter room** located in the **Silver Zone,** the **Mercury room** located in the **Blue Zone** and in the **Reception Office** and top of the **stairs** located in the **Purple Zone. Sarah Bland** is responsible for its upkeep and maintenance of first aid equipment and consumables. The lead first aider is **Sarah Bland.**

Qualified first aiders are;

|  |  |
| --- | --- |
| * **Sarah Bland**
 | * **Leanne Ruggles**
 |
| * **Benjamin Byrne**
 | * **Anna Woods**
 |
|  | * **Tina Ruggles**
 |
| * **Elliott Hitchens**
 |  |
| * **Rosie Parris**
 |  |
| * **Terri-Anne White**
 |  |

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in **the Jupiter room** located in the **Silver Zone**.

After the admission or first aid where first aid equipment or materials are used, an additional **First Aid Register** is to be completed. This register will be monitored to ensure that first aid supplies are kept at an appropriate level.

If the health of a student becomes a concern we may need to send them home. If there are immediate medical concerns for students, staff or visitors we will call an ambulance. For information regarding specific students please refer to their care plan.

Responsibility for reporting accidents and diseases to the enforcing authority rests with;

**Benjamin Byrne** or

**SLT**.

**ADMINISTERSTRATION OF PRESCRIPTION MEDICINES**

Students may be on programme who require regular or emergency medicines. These include **buccal midazolam**, **rectal diazepam** and **insulin.**

The staff qualified in delivering buccal midazolam & rectal diazepam are;

 **Leanne Ruggles,**

 **Sarah Bland,**

 **Elliott Hitchens**

 **Rosie Parris** and

 **Benjamin Byrne**

The staff qualified in delivering insulin are;

* + - **Leanne Ruggles**
		- **Sarah Bland**
		- **Rosie Parris**
		- **Tina Ruggles**

### INCIDENTS

All incidents including near-misses must be recorded on the appropriate incident report form. This can be obtained from the staff room. Once completed, it needs to be given to the appropriate programme lead**.** If personal injury has occurred, then this needs to be recorded in the **Accident Book** located in the **Jupiter room**.

Responsibility for reporting incidents and dangerous occurrences to the enforcing authority and the **ESFA** rests with;

* **Benjamin Byrne** or
* **SLT**.

# NEW AND EXPECTANT MOTHERS

CANTO Learning has certain obligations towards all employees and students once notified in writing that an individual is a new or expectant mother. When an employee or student provides written notification stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, CANTO Learning will immediately take into account any risks identified in the relevant risk assessment(s). If the risk assessment(s) has identified any risks to the health and safety of a new or expectant mother, or that of her baby, CANTO Learning will take action to remove, reduce or control the risk.

New and expectant mothers will be granted access to one of the planet rooms (Jupiter, Venus or Mercury) for rest throughout the day if required.

# MONITORING

To check our working conditions and ensure our safe working practices are being followed, CANTO Learning will;

* + - Review the content and coverage of the Health & Safety Policy at least once every 12 months
		- In the event of an injury or incident review the risk assessment (if any) or review the task, to see what changes may need to be made to prevent the incident occurring again
		- Carry out regular checks on the premises
		- Remove use any equipment that seems to be dangerous
		- Ensure that only authorised employees and students use specialist machinery, equipment or plant
		- Discuss with students at their periodic reviews their knowledge of our health and safety policy
		- Encourage employees, volunteers and students to report any problems that they believe may affect the health and safety of themselves or others
		- Carry out (at three monthly intervals) a review of all accidents and incidents during the previous three months to identify any trends or recurring problems and address them.

 The responsibility for investigating accidents and incidents rests with;

Benjamin Byrne or

 SLT.

Investigating absences causes by work related illnesses is the responsibility of Charlotte Dear.

Responsibility for acting on investigation findings to prevent a recurrence rests with Charlotte Dear.

**GENERAL FIRE STATEMENT**

This section has been formulated demonstrate how CANTO Learning aims to comply with its legal obligations to staff, students and visitors under the Regulatory Reform (Fire Safety) Order 2005, hereby referred to as ‘the Order’.

This policy addresses our obligation under The Order that requires the College to:

* Develop a policy to minimize the risks associated with fire
* Reduce the risk of an outbreak of fire
* Reduce the risk of the spread of fire
* Provide a means of escape
* Demonstrate preventive action
* Maintain documentation and records in respect of fire safety management

CANTO Learning has appointed a responsible person who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto the property and of anyone not on the premises but who may be affected.

The body appointed as the responsible person is Benjamin Byrne. The responsible body must ensure that competent persons carry out Fire Safety Risk Assessments.

**FIRE MARSHALS**

The appointed Fire Marshal is responsible for identifying fire hazards within the premises. The Fire Marshal will report any hazards to the appropriate person.

The appointed Fire Marshal is Benjamin Byrne.

The Marshal will:

* Contact the Northamptonshire Fire and Rescue Service as required.
* Assist in evacuations.
* Provide essential information to the Northamptonshire Fire and Rescue Service during an emergency.

**COMPETENT PERSONS**

CANTO Learning will appoint competent persons to carry out the following duties:

* Carry out risk assessments
* Advise Fire Marshals
* Assist with fire drills

The competent persons include the Responsible person stated above, Haydn Dear, the work placement coach, all Job Coaches.

A competent person will only be regarded as competent if they have the appropriate level of training, experience, and knowledge. Training and supervision will be provided for nominated competent persons.

**DOCUMENTATION & RECORDS**

CANTO Learning documents and keeps records to prove that we have acted responsibly. The following records will be kept in good order, up to date and available for scrutiny at any time upon request, unless otherwise stated:

* The Health and Safety Policy.
* Fire evacuation procedures.
* Copies of all risk assessments.
* Records of all fire training.
* A record of all fire drills (at least four per year) listing all evacuation times, name check times and any other comments.
* Records of weekly tests of fire alarms and auto-release doors.
* Record of annual inspection and testing of all firefighting equipment.
* Records of periodic tests of emergency lighting.
* Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
* Records of any unwanted alarm activations and action taken and pass information on for action where appropriate.

FIRE RISK ASSESSMENT

Following the training of the competent person, that person shall make, record, review and, where applicable, revise the Fire Safety Risk Assessments at regular intervals in accordance with The Order. They should also be carried out if there has been any significant change in the physical layout of a building or a change of use.

The Fire Safety Risk Assessments must take into consideration everyone who may enter the premises, whether they are employees, students, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with additional needs.

All staff have a duty to identify all potential or actual hazards and to make this information available to those who carry out the risk assessments.

A 'five step' approach will be taken as follows:

1. Identify potential fire hazards in the workplace.
2. Decide who might be in danger, in the event of a fire, within the workplace or while trying to escape from it and note their location.
3. Evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (e.g. by improving the fire precautions).
4. Record findings and details of the action taken as a result.
5. Keep the assessment under review and revise it when necessary.

EMERGENCY PROCEDURES – FIRE & EVACUATION

Responsibility for ensuring that the fire risk assessment is undertaken and implemented rests with Benjamin Byrne.

The escape routes are checked weekly by Benjamin Byrne, who will make a visual inspection. Once a month, this inspection will also include signage and fire extinguishers. A completed copy of the inspection will be kept.

In the event of a fire or emergency evacuation, the following staff will have specific responsibilities.

|  |
| --- |
| Clearing the Building |
| Green Zone | Dinh Truong; Nicky Dillon |
| Blue Zone | Carly Tennant; Leanne Ruggles |
| Yellow Zone | Terri-Anne White; Marisa DeZarlo |
| Orange Zone | Lis Svendsen; Tara Moore |
| Silver Zone | Haydn Dear; Benjamin Byrne |
| Purple Zone (ground floor) | Zoe Letts; Jodie Smith |
| Purple Zone (first floor) | ? |
|  |  |
| White Zone | Frances Kempinska; Jamie Law |
| Taking the registers |
| Students | Zoe Letts; SLT |
| Staff | Zoe Letts; SLT |
| Visitors | Zoe Letts; SLT |

In the event of an evacuation, all persons, including students, staff, visitors, contractors or other guests, will need to exit the building and make their way to the meeting point at the edge of the car park as signposted.

Students will need to form a line behind the post corresponding the colour of their keyworker zone. It is the responsibility of keyworkers to ensure students know where to go and how to conduct themselves during an evacuation.

Administrative staff will ensure all visitors, contractors, staff, and other guests are accounted for. All unaccounted-for individuals should be reported to the Fire Marshal without delay along with the last known location of the individual(s).

The fire warden (Benjamin Byrne) is responsible for confirming the building is clear and as such should be the last to leave the premises. All unaccounted persons during an evacuation should be reported to the Fire warden immediately with their last known location.

A register produced by the on-duty manager will be used to confirm everyone is accounted for.

MAINTENANCE OF FIRE EQUIPMENT

Fire extinguishers are maintained and checked by a commercial fire service, currently, Churches Fire every 12 months. A document visual check of the extinguishers is carried out monthly.

Electrically powered equipment will be PAC tested annually on or before the date testing is needed.

The fire alarms and smoke detectors are the responsibility of CANTO Learning, who arrange for the necessary inspections and tests.

Emergency evacuation will be tested every month. It will be in accordance with the schedule prepared by Benjamin Byrne and Haydn Dear and the results will be recorded. These results may be discussed during staff meetings as required. Churches Fire will conduct regular discharge testing of the emergency lights.

In the event of a total failure of the fire detection/alarm systems occurs students, staff, visitors and any other person on the premises will be directed to the canteen pending assessment of the situation. An engineer may be called to rectify the fault if required. If the fault cannot be rectified the college may need to close until the fire detection/alarm systems can be reinstated.

EMERGENCY PROCEDURES – COMMUNICABLE DISEASES AND VIRUSES

For health and safety guidance in relation to COVID-19, see First Aid Policy/COVID-19 policy.

Students and staff infected with a communicable disease or virus such as HIV or Hepatitis B will be assessed for risk and measures to safeguard others may need to be enforced. Assessments will be kept confidential and only accessible to those with consent from either the staff member, student (if over 18 years and independent) or parent/carer or guardian.

Information regarding a person’s communicable disease or virus status should be treated with the upmost confidence and any instances of bullying or harassment as a result of a person’s communicable disease or virus status will be dealt with immediately.

If a student or member of staff with a communicable disease or virus has suffered an injury where the skin has been cut or broken, regardless of the size of the injury, the following procedure will need to be undertaken:

* One of the aforementioned first aiders will need to be summoned immediately
* At no point should other members of staff or students approach or touch the bleeding person
* Depending upon the nature of the injury the emergency services may be contacted
* The first aider to arrive first will need to ensure gloves are worn at all times while treating the casualty
* Once the situation has been resolved the first aiders will need to use a biohazard cleaning kit to clean any blood that may have been spread
* The biohazard cleaning kit should be used even for a small amount of blood

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