

# Health and safety policy



**This is the statement of general policy and arrangements for:**

Crea8ing Careers  
Name of organisation

**Overall and final responsibility for health and safety is that of:**

Crea8ing Careers  
Name of employer

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Lynnette Akwei-Howe

Statement of general policy	Responsibility of ( <i>Name / Title</i> )	Action / Arrangements ( <i>Customise to meet your own situation</i> )
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Lynnette Akwei-Howe	Carry out risk assessment and monitor working environment
To provide adequate training to ensure employees are competent to do their work	Lynnette Akwei-Howe	Provide adequate training when necessary/required and kept up to date - ensure new employees are updated
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Lynnette Akwei-Howe	Employees and volunteers to discuss during supervision. Informed of procedure to raise issues.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <b>(See note 1 below)</b>	Lynnette Akwei-Howe	Ensure employees and volunteers are aware of evacuation procedure and fire meeting point.

# Risk assessment

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Lynnette Akwei-Howe	Ensure chemical substances are safely stored		
Health and safety law poster is displayed:	Lynnette Akwei-Howe			
First-aid box and accident book are located: First-aid = toilet area and Accident book = Staff Information Shelf Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Lynnette Akwei-Howe			
Signed: (Employer)		Date:	09/08/2019	
Subject to review, monitoring and revision by:	August 2020	Every:	12	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

**All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.**

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide ( [www.hse.gov.uk/risk/casestudies/](http://www.hse.gov.uk/risk/casestudies/) ). Simply choose the example closest to your business.

**Organisation name: Crea8ing Careers**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff, pupils and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening		All staff and volunteers supervisor to monitor	Ongoing	

Poisonous chemicals	Staff, pupils, volunteers and visitors may be harmed by inappropriate use of chemicals	Stored safely in designated area. Containers clearly marked.	Ensure staff are aware of designated area and follow storage procedure. Pupils not allowed access to storage areas.	<i>All staff and volunteers, supervisor to monitor</i>	Ongoing	
Burns and scalds	Staff, pupils and volunteers may be injured using kettle and equipment in kitchen area.	Untrained staff, visitors and volunteers not to use cooking equipment in kitchen area. Water set below safety limit on temperature to avoid scalding. Trained staff only to use kettle and equipment in kitchen facility.	Designated staff and volunteers to be trained in safe use of kitchen equipment.  No untrained staff to use kitchen equipment.  Pupils not to use kitchen equipment or allowed in kitchen areas.	<i>All staff and volunteers, supervisor to monitor</i>	Ongoing	
Electrical Shock/electrical issues	Staff, pupils, volunteers, visitors may trip over extension leads, wiring, etc	No official requirement for PAT testing frequency, it is recommended offices with stationary and IT equipment should be tested <b>every 48 months</b> .  Moveable equipment such as extension leads and portable equipment should be tested <b>every 24 months</b>	Ensure no loose wires or cables trailing across the floor.	<i>All staff and volunteers, supervisor to monitor</i>	2 years and 4 years	
Fire within the sites	Staff, pupils, volunteers visitors	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.  <b>Smoking</b> In the interest of Health and Safety, and to minimise the potentially harmful effects of passive smoking, Crea8ing Careers operates a no smoking policy. Smoking isn't permitted anywhere in the building.	Note 1: Implement emergency procedures for evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>  Fire Procedure (see below)	<i>All staff and volunteers, supervisor to monitor.</i>	Test Fire Alarm regularly (monthly)	
Movement between sites for education or work purposes	Staff, pupils and volunteers	Staff and volunteers to assess risks, trip hazards etc.  Pupils to always be accompanied by staff and/or volunteers  Follow Health and Safety procedures for third party premises.  Follow safeguarding procedures.	Ensure sufficient staff when accompanying between sites	<i>All staff and volunteers, supervisor to monitor.</i>	Ongoing	
Pupil and visitor	Staff pupils, visitors and volunteers	Follow safeguarding, behaviour policy, Placement policy, Pupil risk assessment, Intimate care and	Ensure policies are implemented and reviewed regularly.	<i>All staff and volunteers, supervisor to</i>	Ongoing	

behaviours and support requirements		touch policy, restraint policy, and other related policies		<i>monitor in line with role and specific duties</i>		
Unwanted visitors on site at Little Centre	Staff pupils, visitors and volunteers	<p>Ensure visitors are met at Little Centre, Beechwood entrance. Entrance to be always monitored by staff/volunteers when pupil sessions taking place.</p> <p>Children/young people escorted to session room by staff/volunteers</p> <p>Areas being used for children/young people to be out of bounds to general public</p>	<p>Ensure awareness by centre staff and management.</p> <p>No Access Signs displayed when children/young people sessions running for required areas</p>	All staff/volunteers, programme facilitator	Ongoing	
.....Main Office	Staff, visitors and volunteers	At main office door to be kept shut and access only with permission or open if being monitored by staff/volunteers				

### 1. Fire Procedure:

If you notice unexplained smoke or any other sign of fire, you should:

- Raise the alarm immediately by operating a break-glass call-point, if available.
- Attack the fire with the appliances provided but only if it's safe to do so. Only use a fire extinguisher if you have been trained to do so, and there is no personal risk.

On hearing the alarm:

- Evacuate the building as quickly as possible by the nearest route and make your way to the designated assembly point. Close doors as you leave. If you think fire is on the other side of a door – DO NOT OPEN – get out by another route.
- Do not panic. Stay calm.
- Do not stop to collect any belongings.
- Do not use lifts.
- Only re-enter the building when you are told it's safe to do so by the Fire Officer in charge.

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

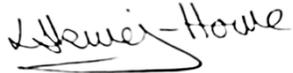
You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/> Combined risk assessment and policy template published by the Health and Safety Executive 11/11

REVIEWED BY:

Lynnette Akwei-Howe

DATE: 09/08/2019

A handwritten signature in black ink that reads "Lynnette Akwei-Howe". The signature is written in a cursive style with a long horizontal stroke at the bottom.