



Youth Challenge

Health and Safety Policy

Reviewed By	Victoria Sutton
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Statement of Intent

Youth Challenge is the working environment for groups of individuals. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

Aims

- To provide, as far as we are able, a safe, secure and healthy working environment for staff and children at Youth Challenge, and visitors.
- To encourage those at Youth Challenge to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment

Objectives

Be vigilant around the school premises for intruders.

- Maintain electrical equipment to an appropriate standard.
- Administer appropriate procedures according to fire regulations.
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness.
- Have a procedure in place for reporting faulty equipment.
- Maintain regular checks of the building and outdoor equipment, safety and security.
- Be aware of the pressures on all staff and the possible effects which stress may have.
- Give guidance on lone working and personal safety.
- Give guidance on the use of images.
- Inform about what should be done in a case of emergency.
- Administer appropriate procedures for checking DBS's & ID of visitors.
- Administer safer recruitment policy.

Organisation

Responsibilities of individuals

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- Observe standards of dress consistent with safety and/ or hygiene.

- Keep good standards of hygiene and cleanliness.
- Know and apply the procedures in respect of emergencies.
- Co-operate with other employees and the safety representative in promoting health and safety measures.
- Report any hazard or breakage.
- Follow health and safety instructions and use appropriate safety equipment and protective clothing.
- Maintain safety tools and equipment.
- Report any incidents, accidents, assaults or 'near misses'.
- Set a good example to the children in their care.
- Supervise pupils and ensure that they know about emergency procedures and safety measures.
- Ensure that pupils' bags, coats and belongings are safely stowed away.
- Include all relevant aspects of safety in the curriculum
- Make parents/ volunteers aware of safety procedures in the classroom/ work area.
- Give clear instruction and warning as often as necessary.

Responsibilities of post-holders

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- Agency staff and new members of permanent staff are made familiar with health and safety procedures.
- The Academy Lead is informed if any difficulties occur.
- They set a good example.
- They keep an overview of the areas for which they are responsible.
- They keep up-to-date with new pieces of advice relating to health and safety.
- They keep an overview of equipment and substances kept in their areas.
- All donated equipment is safe for use, if necessary seeking specialist advice.

Responsibilities of the Academy Lead and the Local Governing Body

- To regularly review the safety and security of the Youth Challenge building during Local Governing Body meetings.
- To undertake risk assessments as and when required.
- To put into practice the procedures described in associated policies
- To act upon referrals from employees.
- To record and inform relevant external agencies as and when appropriate.

- To ensure access to this policy and other health and safety information as legally required.
- To ensure that a termly walkabout is conducted to review health and safety in practice in Youth Challenge.

Section 3 – Arrangements

The arrangements section of the health and safety manual has been designed for educational establishments / departments to complete with the relevant health and safety information for staff, visitors and contractors.

3.1 Roles & Responsibilities	
The Senior member of staff in Youth Challenge with responsibility for Health and Safety matters is: Primary: Secondary:	Victoria Sutton
The LGB Member appointed for health and safety is:	Tony Rowan
Consultation with staff, regarding health and safety	
3.2 Risk assessment	
The persons responsible for ensuring risk assessments are carried out is:	Victoria Sutton
Copies of risk assessments are located :	Academy network / printed copy in main office
Staff who have undergone training and are competent to carry out risk assessments are:	Lee Fitton on behalf of Academy and LA building
Any hazards noted within the establishment/ departmental environment must be reported to:	Ruth Jackson

The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented	Lee Fitton
Risk assessments will be reviewed on an annual basis by	Lee Fitton
The educational visits coordinator is:	Gemma Morris (Secondary)
Educational visits risk assessments and paperwork are located in:	Office / Network (Evolve)
3.3 Emergency & Fire Arrangements	
<p>The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the academy lead, deputy head in their absence and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.</p> <p>The priorities in an emergency situation are as follows:</p> <ul style="list-style-type: none"> • to ensure the safety of all persons, their removal from danger, • their care and the application of first aid and medical treatment where appropriate; • to call the emergency services when appropriate; • to safeguard the premises and equipment, if this is possible without putting persons at risk 	
The competent 'RESPONSIBLE PERSON' for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Byron Billington- Deputy Head
Fire drills will be practised by:	All on site
Fire drills will be held:	Termly
Fire alarm points will be tested and recorded on a weekly basis by:	Smithills Caretaking Team
Means of escape, automatic doorstops and mag lock doors will be checked and recorded on a weekly basis by	Smithills Caretaking Team
Fire fighting equipment will be checked and recorded on a monthly basis by:	Smithills Caretaking Team
Emergency lighting will be tested on a monthly basis by	Smithills Caretaking Team
Records of tests, checks and drills will be held in/ the main office by:	Lee Fitton and shared with Academy Leads
Fire extinguishers will be serviced on an annual basis arranged via:	Corporate Property Services
All staff should undertake fire training on an annual basis.	
3.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation	
<i>Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an</i>	

<i>accident report as soon as possible after the event for both employees and non-employees (including pupils, visitors etc.)</i>	
Location of Accident Forms	Main office
Persons responsible for accident forms:	Academy Leads/First Aiders
Persons responsible for carrying out accident investigations is:	Academy Lead
<i>Accident forms must be completed and returned to Occupational Safety & Health Team, Bolton Council.</i>	
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Academy Lead
<i>Where accidents are found to be caused by faulty plant, equipment premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.</i>	
3.5 First Aid	
The following have received first aid training: Ruth Jackson Joy Plowes Nicola Jones Kelly Shacklady	
The person responsible for ensuring first aid qualifications are maintained is	DSL- Collette Morris
First aid boxes are located in:	Located in every learning area/ mobile kits for use on trips
Travelling first aid boxes are located in:	Main office
The location and contents of all first aid boxes will be checked on a	Termly basis
The persons responsible for the checks is:	Sumaiya Lala
Stock of first aid materials will be checked and re-ordered by	Sumaiya Lala
The address and telephone number of the nearest medical centre/NHS GP is	Halliwell Medical Centre 01204 523716
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital 01204 390390
Person responsible for ensuring staff have access to occupational health provisions	Academy Lead
3.6 Pupils with medical/ special needs	
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	DSL- Collette Morris

The person responsible for ensuring pupil specific risk assessments are conducted is:	Personal Development Lead- Gemma Morris
The person responsible for the supervision and storage of pupils medicines is	DSL- Collette Morris
3.7 Maintenance and premises	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Ruth Jackson
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to	Ruth Jackson
Defective furniture or equipment should be taken out of use immediately logged in the caretaker's log book and reported to:	Ruth Jackson
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc. is:	Dave Appleton
3.8 Health and safety training	
The person responsible for drawing the attention of all employees to the following health and safety matters as part of their induction training is:	Academy Lead/DSL
<ul style="list-style-type: none"> • Health and Safety Policies: • Education Visits Policy • Risk Assessment • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procures for Hazardous Substances • Good Housekeeping • Hazard Reporting and Maintenance Procedures • Special Hazards/Responsibilities Associated with their Work Activity • Special Needs of Young Employees (e.g. Work Experience Placements) 	
The person responsible for organising health and safety training is:	Academy Lead
3.9 Work Equipment	
<i>The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.</i>	

Ladders - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	Lee Fitton
Person(s) authorised to use:	Trained staff
Lifts - The person responsible for ensuring that lifts are inspected and serviced every six months is:	Lee Fitton / CPS
Caretaking and cleaning equipment - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Bolton Council Cleaning Services
Person(s) authorised to use:	Bolton Council Cleaning Services
Art/Science Equipment - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Academy Lead
PE Equipment - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Academy Lead
Person(s) responsible for regular (daily) visual inspection is/are:	Academy Leads and all users
Contractor responsible for annual full inspection and report is:	CPS
3.10 Portable Electrical Appliances	
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Viki Sutton via corporate properties
Person responsible for ensuring formal visual inspection and testing takes place:	Lee Fitton via corporate properties
3.11 Personal Protective Equipment (PPE)	
<i>Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing Ruth Jackson as soon as they become aware of a need to repair or replace PPE, which they use. This will then be ordered Academy Lead.</i>	
3.12 Hazardous substances	
Copies of all the hazardous substances inventories are held in:	File in main office
The person responsible for maintaining, undertaking and updating the COSHH risk assessments is	Area specific staff members: Jill Penfold, Kelly Shacklady, Kim Robinson
3.13 Asbestos	

The person responsible for making arrangements for dealing with asbestos and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	At Youth Challenge Academy reception
The asbestos management plan is held:	At Youth Challenge Academy reception
The person responsible for ensuring that the plan is updated annually and as appropriate following work on the fabric of the building is:	Robertsons FM
3.14 Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Building Owner – Bolton Council
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Bolton Council
The person responsible in school for carrying out the regular inspections is:	GMS
3.15 Work Experience	N/A
3.16 Visitors	
On arrival all visitors should report to: And will be: <ul style="list-style-type: none"> Requested to sign in Asked for identification (if not already known) Issued with a visitors pass and health and safety information (if first visit) 	Main Office
3.17 Contractors	
The person responsible for selecting contractors and vetting contractor's health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Corporate property services
The person in control of contractors whilst on site is:	Lee Fitton
3.18 Noise	
Any employee concerned about the noise levels at work should report the matter to the Main Office who will arrange for remedial action or for an assessment to be made by the health and safety team.	
3.19 Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages which occur whilst they are in charge of an area. Other spillages, leaks or wet floors should be reported to:	Ruth Jackson
3.20 Display Screen Equipment	
The display screen equipment assessor for the establishment is	Bolton health and safety team

3.21 Miscellaneous

The Health and Safety Law Poster is sited:

Kitchen

The person responsible for updating it is:

Ruth Jackson

Smoking: In line with the Smoke-free (Premises and Enforcement) Regulations 2006, the LGB has prohibited smoking in the school and in vehicles under its control