

The Bosco Centre	
Policy:	Health and Safety Policy
Applies to:	College
Reviewed:	October 2023
Next Review:	October 2024

This document aims:

- To provide a safe and healthy work and play environment for children, young people, learners, young adults, staff, and all other people who come onto the premises of our Centre. Onsite visitors will be made aware of their general health and safety responsibilities, as well as that of Bosco Centre, (**See part 3 Under on-site visitors**)
- To ensure that all members of the Centre understand their own responsibility in maintaining their healthy and safe environment.
- To ensure all members are aware of the procedures for fire/ flood/ bomb threat evacuation, accident and emergencies.

Statement of Intent

The Trustee Body of Bosco Centre recognises and accepts its responsibilities under: The **Health and Safety at Work Act 1974, The Management and Safety at Work Regulations of 1999, and the Regulatory Reform (Fire Safety) Order 2005** to ensure that arrangements are in place, to secure as far as is reasonably practical the health, safety and welfare of staff, learners, and other people using or visiting the premises. They will also make sure that any learner will be placed in a healthy and safe environment for placements in their training.

The Health and Safety at Work Act 1974 has been used as a basis for the formulation of this policy.

Responsibilities

Health and safety Leads

Trustee representative	Annabel Clarkson
Nursery	Bellinda Barrie
College	Sapphire Wilkin
Admin and ICT	Alfredo Santos

The Trustee Body

The responsibility for ensuring that health and safety procedures within the Centre comply with the recommended guidelines rests with the Trustee Body, which will ensure that all necessary procedures are devised, implemented, monitored and reviewed. In order to fully implement and monitor all areas of health and safety the following trustees and members of staff have delegated responsibility. All key issues are reported back to the full Trustee Board.

Principal's responsibility

As the key manager the Principal is responsible for the day to day running of the Centre and implementing the Health and Safety Policy. The Principal will assist in the development and maintenance of safe conditions for staff, members, learners, and anyone using the premises.

The Principal in particular will:

- Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all the users of the premises
- Ensure that health and safety inspections are carried as appropriate to meet statutory requirements (PAT, Fire Extinguishers, Fire Alarms)
- Consult with all staff on Health and safety matters
- Attend or send representative to briefings and training arranged by LEA /Southwark Council / College Training Agencies
- Report regularly on Health and Safety matters to the Trustee Body.
- Ensure contractors on site follow safe working procedures
- Provide new employees and learners with Health and Safety policy and induction
- The Principal may delegate this work to the Health and Safety representatives of each area of the Centre's Activities

All staff and learners will be required to:

- Participate in a Health and Safety induction
- Co-operate with Health and Safety arrangements
- Take responsible care of their own Health and Safety and that of anyone else affected by them
- Report to the Health and safety Rep, any defect or issue that they are aware of.
- Use equipment and tools correctly and safely
- Promote safety awareness among the members and ensure that they understand their responsibilities and take responsible care of their own safety and that of others

All members of the Centre including learners, by using common sense at all times, will be expected to take responsible care of their own safety, and that of others by:

- Being familiar with the instructions and guidance on safety within the Centre.
- Reporting any identified hazard to a staff Health and Safety representative.
- recognize their corporate responsibility for ensuring that the health and safety policy is implemented in the centre
- Contribute to the monitoring and review of the health and safety policy.

Staff are responsible for the resources of their subject and to see that the equipment they use are regularly checked and pose no hazard to the user. The Principal must be notified of any defect/s of equipment.

Display screen equipment

It is the policy of The Bosco Centre to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with Display Screen Equipment.

The Bosco Centre will fulfil its obligations by:

- The assessment of workstations, using a self assessment approach, supported by a nominated senior staff member to identify and reduce risks from the use of display screen equipment.
- The provision of suitable work equipment
- The provision of information and training for users
- Completing Health and safety checks as to trailing wires, overloaded sockets, space around the desk etc
- The provision of fully adjustable chair to avoid poor posture
- The provision of eye and eyesight testing for users, and the provision of spectacles where these are required solely and specifically for DSE work.
- Making arrangements for regular breaks for employees working with DSE.

The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002). The person responsible for the DSE assessment process and these measures is Alfredo Santos, Head of ICT.

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that determines, as far as is practicable, the health, safety and welfare of themselves and anyone else who may be affected by whatever they do or don't do. As visitors to the premises, they must not be put at risk by circumstances relating to the premises that are outside their control.

Therefore, the Principal will ensure that, where contractors are appointed directly, meetings are held to agree health and safety measures prior to works commencing and during the project.

Contractors are advised health and safety related issues or circumstances that may affect their health and safety whilst on the premises

Communication

All staff must be aware of points of contact in the building and assembly areas re H+S issues, evacuation in case of fire, flood or bomb threat.

The Principal and, or appropriate Health and Safety qualified person, will ensure that all H+S guidance and advice is kept in a place easily accessible to staff. (Main office)

Risk assessment

The Principal will ensure that:

- Those responsible for the health and safety in the different areas of work and the management of the work placements of learners, will be trained in Health and Safety so that they may be competent and confident in their duties
- Risk assessments for the premises, the equipment and safe systems of work are carried out for the Bosco Centre. Including:
 - Learner and Staff induction on and off site

- Work Placement Management
 - Learner supervision
 - Accident reporting and first aid procedures
 - Evacuation procedures
 - Violence
 - Personal and site security
- Tutors will prepare risk assessments / potential hazard reports for their classes each term
- Tutors will report any actual hazards on a day to day basis

The risk assessment will also cover:

- COSSH – (Control of substances Hazardous to Health (1999))
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences (1995)
- FIRE PRECAUTION BOMB THREAT/FLOODING THREAT – (Workplace Regulation 1997)
- Reporting of relevant accidents to the authorities on the appropriate format.

Visitors

On site visitors to the Centre / school, are to be responsible for their own health and safety as far as is reasonably practical. They will be made aware of the Visitors log book for signing in and out of the building. Notices are displayed immediately visitors enter the building outlining the evacuation procedures in an emergency. These are also displayed in other areas of the building.

Risk assessments of potential work placements

Risk Assessments of potential work placements for learners will be made and documented, and learners will not be placed in work placements until the risk band is low to medium. The placements will be monitored by The Work Placement Officer, who is H & S trained.

Fire precautions/emergency planning

The centre has a contract for maintenance of the fire alarm system and fire fighting equipment. Procedures in the event of a fire, bomb threats, loss of utilities, have been circulated to and are known by all staff, who are given an information sheet on Fire Safety responsibilities. Notices giving instructions in the event of a fire, bomb threat, major disaster, etc, are displayed in each room of the building. Sweep procedures will take place in the event of a bomb threat, but this will be carried out by the Anti Terrorist Squad, after the relevant phone calls have been made.

Loss of utilities is covered by our Insurance Policy, and Service Level Agreements with Water, Electricity and Gas

Emergency evacuation

A drill will be held twice a term and significant details recorded in the Evacuation Log. The fire alarm will be tested weekly, using a different call point each time. Any deficiencies will be notified to the Principal who will ensure that these are fixed immediately.

Accidents, incidents, near misses and dangerous occurrences

These are recorded in accordance with Southwark Council Education and Leisure services/ DFE policy and other College agencies. Investigation into accidents and near misses are recorded at Bosco Centre as part of risk assessments. The Nursery has its own policy for accidents.

First aid procedures

The main duties of First Aiders are to give immediate first aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Principal.

Qualifications and training

All First Aiders hold a three year certificate - First Aid at Work. Once the certificate has expired, 28 days are allowed from its expiry date to complete the First Aid at Work for re-qualification. Any First Aider who is not able to complete this 2 day re-qualification course within the allocated time, will have to re-take the 3 day First Aid at Work.

Paediatric first aid (Nursery Staff) If this certificate expires before it has been renewed, there is no re-qualification. The whole course must be completed again in order for the staff member to remain qualified in Paediatric First Aid.

First aiders

Nursery	Leigh Tucker Lead All staff Pediatric First Aid trained
College	All teaching staff

First Aid Kits are found in the utility room downstairs, the cupboard in the students' kitchen upstairs and in the main office.

Accidents outside

Adult to take young person inside or send another young person to find the named person on duty. Depending on the nature of the accident, the child or young person, if a break is suspected, may be left in position found, until a qualified First Aider advises what to do. If the need arises the Principal or administration officer will notify the parents and call for an ambulance. All incidents to be recorded in the Accident Book in the main office.

Accidents of a serious nature

The procedure for accidents of a serious nature must be reported to the HSE on the relevant forms. Copies can be downloaded from HSE website.

Outings and trips

Risk assessment to be carried out prior to visit

Appropriate First Aid Kit must be taken when going on outings with the children or young people and in so far as possible a First Aider.

Ratio:

Nursery	1:3
Juniors	1:5
Seniors	1:10

Qualified instructors must be used for any outdoor activity

Administration of medicines

Parents of young children will normally be encouraged to administer medicines at home. However, when this is not possible, or a child, young person, trainee is asthmatic, diabetic, the following procedures will be taken. Medicines, clearly labelled with name time and dosage, will be administered by the person in charge at the time. All medicines will be kept in the kitchen area, and if needed, in the fridge.

Illness/accident

Parents of children and young people and the senior young people themselves, will be expected to provide an emergency telephone number in case of need.

If it is necessary to call an ambulance, parents/next of kin, will be contacted and either come to the Centre or meet the child or young person at the hospital. Should the latter be the case, a member of staff will accompany the child, young person or learner in the ambulance. The centre should be notified of any health problems, e.g. asthma, diabetes fits, etc, so that a record may be kept in the Centre.

Any accidents of a serious nature will be reported, according to procedures to the relevant bodies – Southwark Education, DFEE, and HSE.

Reporting, monitoring and reviewing

The Principal, together with the staff H+S representatives, will monitor H+S through monthly risk assessments, and she will report it to the Trustee Body at each Meeting.

The policy statement will be reviewed on an annual basis, or more frequently should the need arise, e.g. on the publication of new directives from Southwark Council / Government / HSE guidelines.