



HEALTH AND SAFETY POLICY

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TLE Independent School – Health and Safety Policy Statement

The Company is subject to the various regulations under the Health and Safety at Work Act 1974 and the policy is set out in the following pages. It is in everyone's interest to read these carefully and to ensure that the appropriate sections are complied with.

As a Company we have an excellent safety record, and it is our aim to maintain and improve that record of our own staff but also of our customers, representatives, and visitors by ensuring that employees of TLEIS are aware of the part they must play to ensure health and safety.

The legal framework and the specific requirements relating to health and safety policies are contained in section 2(3) of the Health and Safety at Work Act 1974 which states that 'it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of this general policy with respect to health and safety at work of his Employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his Employees.'

The Health and Safety Policy of any organisation has a pivotal role in determining the standards of health and safety that apply within that said organisation.

This Health and Safety Manual has been structured to assist TLEIS to meet the requirements of relevant legislation. This manual contains the information we need to effectively manage the hazards and risks associated with our premises and activities.

It is the policy of the Company to safeguard, in every way possible, the health and safety of its employees and learners whilst at work and within education. To achieve this, it is necessary to obtain the full support of every employee.

Organisation and Responsibilities

While everybody working within TLEIS has a duty to ensure that every possible consideration is paid to health and safety of all who work at TLEIS, the law requires that the ultimate responsibility of health and safety in each workplace rests with the highest level of Management.

Therefore, overall, and ultimate responsibility for health and safety within the Company rests with the TLEIS Head of School. However, it is the responsibility of everyone in our organisation to co-operate in providing and maintaining a safe working environment. All Employees are responsible for their own safety and the safety of those affected by what they do or fail to do.

This section contains information about our organisation and responsibilities for health and safety. In practice, certain duties must be delegated, and we aim to have an unbroken and logical delegation of duties via our management team. Therefore, we have allocated health and safety responsibilities to individual members of staff to ensure that we are managing health and safety effectively. We have also identified the responsibilities that we all hold as Employees and the rules that we must adhere to.

The Grange Farm Community Centre- Roles and Responsibilities:

Building - North Lincolnshire Council footprint- Privately

Senior Caretaker

Name: Abi Pullin

Role: Caretaker

Responsibility: Provides the maintenance of the building and the premises, in the absent of the owners.

Building- All building maintenance Lower-level Caretakers- higher lever issues- North Lincolnshire council.

One Fire point tested every week- Recorded in The Granges log sheet

Fire alarms Tested

Chubb- smoke alarms -tested every 6 months- Recorded in The Granges log sheet

Chubb- fire extinguishers Tested every year- Recorded in The Granges log sheet

North Lincolnshire Tester- PAT Testing/ Electrics- tested yearly

Emergency lighting yearly test – North lincs council

The Company (TLEIS) undertakes to: -

- Ensure as far as is practicably possible that working conditions are safe and without risk to health.
- Exercise vigilance to detect and remove hazards.
- Give staff training and instruction, as necessary, to enable them to work in safe environment
- Make available safety equipment as necessary.
- Ask employees in the Company (TLEIS) to consult Directors regularly to promote safety and reduce hazards.

Employee Responsibilities

All Employees have the responsibility for:

The Health and Safety at Work Act 1974 requires the employer to prepare, and as often as may be appropriate revise, a written statement of the general policy with respect to the health and safety at work of Employees.

- Taking reasonable care for the health and safety of themselves and for that of other persons who may be affected by their acts or omissions.
- Co-operating with Management to enable them to fulfil their statutory duty.
- Observing all relevant Company rules and instructions relating to health, safety, and welfare to ensure not only their personal safety but also that of others.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare at work.
- Not being under the influence of any alcohol, illegal or prescribed drugs that impair their ability to work in a safe manner.
- Using the personal protective equipment, clothing or safeguards provided.
- Ensuring that personal protective equipment is stored correctly and kept in good condition.
- Immediately reporting any conditions or practices likely to jeopardise health or safety.
- Ensuring they only operate machinery or use equipment where they have received appropriate training and are authorised to do so, using all necessary guards and safety devices.
- Ensuring that any damaged work equipment is reported immediately and removed from service until it is repaired.
- Conducting themselves in an orderly manner while on Company business and being alert for obstacles and other hazards and refraining from any form of horseplay.
- Reporting all accidents, whether any injury was sustained, and any case of ill health which may be related to the work activity or any medical condition which might affect the health of themselves, fellow workers or others.
- Being aware of the fire evacuation procedure, location of any break glass alarm points and fire extinguishers.
- Complying with the Company's no smoking policy and not, by their acts or omissions, creating or increasing the risk of fire.
- Maintaining a good standard of housekeeping at the place of work.

First Aiders/Appointed Persons

The Appointed Persons/First Aiders are, in addition to any duties set out in this document or elsewhere, responsible for:

- Keeping up-to-date of first aid practices relevant to the work and maintaining a valid first aid training certificate.
- Checking that appropriate and sufficient first aid boxes are sited about the premises, and they are properly stocked and maintained.

- Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained in a proper state of readiness.
- Being aware of the various hazards likely to be the cause of injury and the appropriate first aid treatment necessary.
- Providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
- Recording details of all accidents and treatments in the appropriate registers.
- Being aware of the emergency procedures and ensuring suitable and sufficient notices are displayed.

Fire Safety Procedures

Fire Marshall – Philippa Nelson

Fire Marshall – Layne Borrill

Fire Marshalls are, in addition to any duties set out in this document or elsewhere, responsible for:

- Being aware of the emergency procedures.
- Checking suitable and sufficient notices are displayed.
- Checking fire escape routes and doors are kept clear.
- Checking fire doors are kept closed.

Upon hearing the fire alarm, they will:

- Collect roll call registers.
- Help employees and other persons to evacuate the building using the nearest safe exit.
- As far as possible ensure that their section is fully evacuated, including nearby toilets and all occupied rooms inside TLEIS.
- Go to the designated assembly point. (Main car park)
- Conduct a roll call.
- Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.

FIRE MARSHALS MUST NEVER PUT THEMSELVES AT RISK WHILE

UNDERTAKING THEIR ROLE

Visitor's Responsibilities

We have a duty of care to visitors to our premises and will take all reasonably practical steps to:

- Ensure their safety. Where visitors may be exposed to risk adequate information on the risk will be provided.
- Visitors must sign in on entry to the premises.
- Visitors must observe all relevant company rules and instructions relating to health, safety and welfare to ensure not only their personal safety but also that of others.

- Visitors must not enter any area unless authorised to do so.
- On leaving the premises the visitors will be required to log out via reception.

RIDDOR

RIDDOR requires certain incidents be reported to the enforcement authorities. The four categories of incidents that need to be reported are defined below along with the appropriate reporting procedures.

DEATH OR SPECIFIED INJURY

If there is an accident connected with work and:

an Employee, or a self-employed person working on the premises is killed or suffers a specified injury (including as a result of physical violence); or a member of the public is killed or taken to hospital.

Then the enforcing authority must be notified without delay (e.g., telephone) and within ten days an accident report form completed online (F2508) must be sent to the enforcement authority (See 'WAYS TO REPORT' below).

Over-Seven-Day Injury

From 6 April 2012, the over-three-day reporting requirement for people at work changed to the over-seven-day reporting period. You only have to report injuries that lead to a worker being incapacitated for more than seven consecutive days (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

If there is an accident connected with work (including an act of physical violence) and an Employee, or a self-employed person working on the premises, suffers an over- seven-day injury, an 'F2508' report form must be completed online and sent to the enforcing authority within ten days (See 'WAYS TO REPORT' below).

Disease

If a doctor notifies the Company that an Employee suffers from a reportable work- related disease, then an 'F2508a' disease report form must be completed online and sent to the enforcing authority (See 'WAYS TO REPORT' below).

Dangerous Occurrence

If an incident happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported. An 'F2508' report form must be completed online and sent to the enforcing authority within ten days (See 'WAYS TO REPORT' below).

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WAYS TO REPORT

It is a legal requirement that certain accidents/incidents and diseases be reported to the Health and Safety Executive by completing form F2508/F2508a via one of the following methods:

By web to: www.hse.gov.uk/riddor/report.htm

By telephone to: 0845 300 9923 (fatal and specified injuries only)

Communication and Consultation

We recognise the value of effective methods of communication and consultation with Employees in achieving a positive health and safety culture in our business, to ensure not only that up-to-date information is available when required, but also that our workers are fully involved with our Management of health and safety.

Consulting and communicating on matters of health and safety is not only a legal requirement but also is essential to promote and maintain a safe and healthy working environment. An effective line of communication and consultation keeps Employees informed of health and safety matters, can help to motivate them, and encourages active participation in the risk Management process.

The Company acknowledges that it has a duty under the Health and Safety (Consultation with Employees) Regulations 1996 to consult with Employees on health and safety matters. This relates to:

- Introducing any new measures in the workplace that may affect the Employee's
- Health and safety e.g., new equipment, new work procedures.
- Informing Employees of the Company's competent persons.
- Providing health and safety information as required by other legislation e.g., asbestos, display screen equipment, fire safety, first-aid, hazardous substances, protective equipment, etc.
- The planning and organisation of health and safety training.
- Any health and safety consequences of the introduction of new technologies into the workplace. Consultation can be either with each employee individually, with groups of employees, or through elected representatives, whose names and the groups they represent should be made known to all employees.

Consulting with Elected Safety Representatives

Where arrangements are made for employees to elect representatives for health and safety, the company will ensure that they receive training to allow them to carry out the functions of an employee representative. The main functions of an employee representative are to:

- Make representations to the employer on potential hazards and dangerous occurrences or general matters affecting health and safety in the workplace.
- Represent Employees in consultations with inspectors from the Enforcing Authority.

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Consulting with Employees

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will not be limited to, the following:

- Conversations with individuals.
- Staff meetings.
- Information displayed on notice boards.
- Internal publications and memos.
- Supervision. Increased supervision and appropriate training to ensure correct working practices are followed.
- Any Employee wishing to raise a matter for discussion should bring it to the attention of the Head of Centre.
- We will also ensure the following are prominently displayed:
 - The 'Health and Safety Law - What You Should Know' poster.
 - Our current Certificate of Employers' Liability Insurance.
 - Our Health and Safety Policy Statement.

Risk Assessment

The most important tool in managing health and safety is risk assessment. This is careful examination of what in the workplace could cause harm to people, so that decisions can be made as to whether enough precautions have been taken, and whether additional ones should be introduced, to prevent harm.

There are five stages to risk assessment: identifying the hazards, identifying who could be harmed and how, risk evaluation, recording the significant findings and monitoring and reviewing the risk assessment.

Hazard and Risk

- A 'hazard' is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation).
- A 'risk' is the likelihood of potential harm from that hazard being realised.
- The extent of the risk will depend on.
- The likelihood of that harm occurring.

- The potential severity of that harm, i.e., of any resultant injury or adverse health effect; and the population which might be affected by the hazard, i.e., the number of people who might be exposed.

Legislation specifies that risk assessments be undertaken to identify hazards arising from the work activity, assess the risks to the health and safety of Employees or other persons who may be affected, and establish control measures to eliminate or reduce the risks to levels as low as is reasonably practicable and to enable the employer to fulfil statutory obligations.

Specific risk assessments are required by certain Regulations. These regulations may contain a specific reference to the requirement for risk assessment or may refer to the Management of Health and Safety at Work Regulations 1999 for this requirement. This policy document sets out what the Company is doing to ensure suitable and sufficient assessments are carried out, appropriate remedial action is taken, and Employees are informed of the findings of the assessments.

It is our policy to:

- Identify those specific risk assessments we are legally required to carry out by ensuring all aspects of our work are reviewed, including routine and non-routine activities.
- Appoint a Competent Person or persons to carry out suitable and sufficient risk assessments of our activities. (Vicky Willerton- Head of School)
- Identify, prioritise, and implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected
- Amend our risk assessments when changes occur and review them regularly to ensure they are kept up to date.
- Train Employees on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risks.
- **Training Procedures**

Adequate training and instruction are essential not only to ensure that employees are able to work efficiently and safely but also to comply with statutory requirements. It is a requirement that all employees complete their induction, understand their job role. Additional training will be completed on the needs of the service and in line with current legislation.

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly and understand the need for them.

<u>Written by...</u>	Vicky Willerton	18/01/2024
<u>Approved by...</u>	Tracey Moyse-Mitchell	01/08/2025
<u>Reviewed by...</u>	Simone Quashie-Trafford Tracey Moyse-Mitchell Philippa Nelson Tracey Moyse-Mitchell	17/12/2025 18/12/2025 03/09/2026 03/09/2026
<u>Signed...</u>	<u>V. Willerton</u>	
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