



BUXTON TRAINING ENTERPRISES LTD
EXCELLENCE THROUGH EDUCATION AND EXPERIENCE

BUXTON TRAINING ENTERPRISES LIMITED

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

Buxton Training Enterprises Limited (BTE) believes high standards of Health, Safety and Environmental control are an essential part of good business management.

BTE recognises its health and safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 (1999 as amended) and other subsequent enactments or relevant legislation. BTE will meet its responsibilities to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people such as students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

BTE will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary BTE will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

BTE will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

BTE requires the support of all staff to enable the maintenance of high standards of health and safety in all activities.

All employees must comply with the legal obligations placed upon them and cooperate with the company in meeting its legal requirements.

BTE is committed to continually improving its health and safety performance.

Signed (Managing Director)

Date

Updated: January 2019

To be reviewed: September 2019

To be reviewed: September 2020

To be reviewed: September 2021

To be reviewed: September 2022

To be reviewed: September 2023

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ORGANISATION AND RESPONSIBILITIES

Responsibilities of the Managing Director

Formulating and ratifying the provision's Health and Safety Statement and health and safety plan;

- Regularly reviewing health and safety arrangements at the staff meetings and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition;
- Ensuring that risk assessments are completed and recorded of all the work activities including those off site which could constitute a significant risk to the health and safety of employees or others;
- Ensuring that the statement of intent and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the provision's budget, seeking further advice where necessary and ensuring that action is taken;
- BTE to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations;
- Employees to have necessary competence to conduct their duties in relation to health and safety matters;
- Promoting high standards of health and safety within the provision;
- Active and reactive monitoring health and safety matters within BTE including health and safety inspection reports and accident reports.
- The day to day management of health and safety matters in the provision in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are completed and recorded of all BTE work activities including those off site which could constitute a significant risk to the health and safety of employees or others;
- Conduct active and reactive monitoring of health and safety matters and take remedial action (where necessary) to reduce risk;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;

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- Identifying staff health and safety training needs and arranging for them to be provided;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;
- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the provision;
- Maintenance of health and safety documentation associated records to ensure they remain up to date with current legislation and good practice;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents, incidents and near misses are investigated;
- Participating in any Health and Safety Audits arranged by the LA;
- Providing health and safety induction training for all new employees;
- Maintenance of health and safety training records including the provision of refresher training;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and conduct a formal, documented induction;
- Drawing up and reviewing policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections and making reports where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Passing on health and safety information received to the appropriate people;

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- Acting on health and safety reports from above and below in the hierarchy.

Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed as outlined within health and safety policy and risk assessments;
- Co-operating with the LA and Managing Director on all matters relating to health and safety by complying with the health and safety policy;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Reporting immediately to their Manager any serious or immediate danger;
- Reporting to their Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
- All staff have responsibility to follow the COVID-19 risk assessment and ensure the safety and hygiene of themselves, other staff and students.

Anyone found working to their own or other persons detriment, in disregard to this policy or other procedure could be held personally responsible in law and may be subject to disciplinary proceedings which may lead to their dismissal.

Responsibilities of the Students:

- Co-operate with the provision with regard to health and safety and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- To maintain personal hygiene and follow BTE's COVID-19 procedures and risk assessment.

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ARRANGEMENTS

Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Karen Harpham – For all Health and Safety and First Aid

Rick Harpham – For all Health and Safety

Mandy Levick – For all Health and Safety and First Aid

Jake Bell – For First Aid

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

| Type of emergency procedure | Location(s) |
|--------------------------------------|---|
| Fire Evacuation Procedure | Procedures set out in the Fire Risk Assessment. Details logged in the Fire Log Book |
| Bomb Alert | Procedures set out in the Bomb Alert Procedure |
| Gas Leak | Procedures set out in the Gas Leak Procedure |
| Electrical Fault | Procedures set out in the Electrical Fault Procedure |
| Water | Procedures set out in the Water Procedure |
| Storm or Flood Damage | Procedures set out in the Storm/Food Damage Procedure |
| Persons Threatening Violence on Site | Procedures set out in the Persons Threatening Violence on Site Procedure |

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Manager is informed immediately and that where appropriate the emergency services are called. The Manager will liaise with the emergency services when they arrive and take advice from them.

| | Responsibility |
|---|----------------|
| The controlled evacuation of people from the building or on the site to a place of safety in an emergency | All staff |
| Summoning of the emergency services (as necessary) | All staff |
| That a roll call is taken at the assembly point | All staff |
| That no-one attempts to re-enter the building until the all clear is given by BTE staff or the emergency services | All staff |

The responsibility of the fire evacuations and smoke alarm testing is communicated and discussed within staff meetings/briefings and planned with the designated Fire Wardens.

Fire Wardens at BTE are:

Mandy Levick

Karen Harpham

Jake Bell

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Note: The priorities are as follows:

- To ensure the safety of all people, 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 people at risk.

| | |
|---|--------------------------------------|
| The person responsible for arranging, recording and monitoring fire drills at least once per term is: | All staff – agreed in meetings |
| Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (e.g. in the school office) | Health and safety file in the office |
| The competent person responsible for carrying out and updating the fire risk assessment for the premises is: | Managing Director |

Fire Prevention and Detection Equipment Arrangements

The person responsible for initiating the test of the following fire safety systems and completing the record sheets:

| System | Location of Test Records | Person Responsible |
|--------------|--------------------------|--------------------|
| Smoke Alarms | Office | Managing Director |

| | |
|--|----------------------------|
| The person responsible for carrying out a termly visual inspection of all emergency fire-fighting equipment and to whom any short comings should be immediately reported is: | Managing Director |
| The contractor responsible for conducting the annual test of fire-fighting equipment inspection and maintenance is: | Nottingham Fire Protection |

Location of Main Service Isolation Points

The location of the positions of all main service isolation points are as follows:

| Service | Location of isolation point details |
|-------------|--|
| Water | The water supply can be switched off under the kitchen sink (The supply was installed by Water Plus) |
| Electricity | Meter is located in store cupboard. Only accessible to staff. Supplier is Eon. |
| Gas | The meter is located in the staff office. Only accessible to staff. Supplier is Eon. |
| Telecoms | Telephone and internet services are provided by Unicom. |

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

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 make an entry in the accident report book as soon as possible after the event:

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Incident book is kept by the following people at the location specified:

| | |
|---------------------------|--------------------------------------|
| Location of Incident Book | Person in Charge of Accident Reports |
| Office | Managing Director/First Aiders |

Accident reports should be completed by competent First Aid staff and the school and parent/guardian of the child informed immediately. The Managing Director should then be informed.

The person responsible for monitoring accidents and incidents to identify trends and patterns is: Managing Director

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.

The requirements of RIDDOR 2013 will be followed in respect of any reportable accident, dangerous occurrence or near miss.

First Aid

The terms of the Health and Safety (First Aid) Regulations 1981 will be complied with as a minimum standard of cover and practice.

The following employees are first aiders have been trained to First Aid at Work level
The following employees are appointed persons have been trained to Emergency Aid for Schools level:

Mandy Levick
Jake Bell
Karen Harpham

The names of current first aiders and appointed persons emergency aiders are displayed in the kitchen and staff office.

The Managing Director is responsible for ensuring first aid qualifications are maintained.

The Managing Director is responsible for ensuring first aid is available to staff and students during working hours.

First aid boxes and first aid record books are kept at the following points in the school.

| | |
|---------------------------|-----------------------|
| Location of First Aid Box | First Aid Record Book |
| Kitchen | Office |

Travelling first aid boxes are taken out for any outside activity along with a mobile phone to call for emergency services if needed.

A termly check of the first aid box is carried out by the Managing Director and re-stocked as necessary.

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Any items used is reported to the Managing Director upon reporting an accident.

The nearest medical centre is: Highcroft Surgery, High Street, Arnold, Nottingham.
Their telephone number is: 0115 8832330.

The closest accident and emergency department is Queens Medical Centre:
0115 9249924.

Administration of Medicines

| | |
|--|-----------------|
| The person responsible for dealing with the administration of medicines, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is: | First Aid staff |
|--|-----------------|

| | |
|--|-----------------|
| The person responsible for the supervision and storage where appropriate of medication is: | First Aid staff |
|--|-----------------|

Risk Assessments

The Managing Director will be responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated to all staff and students.

All employees 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 the Director and Managing Director.

Verbal reports should be followed up in writing using the hazard reporting form which can be found in the health and safety file by the Managing Director.

Defective furniture must be taken out of use immediately and reported to the Director and Managing Director.

The Managing Director is responsible for initiating a risk assessment of hazards identified and any remedial action decided upon.

Where necessary BTE will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. It must always be taken out of the building and in our refuse bin. This is the responsibility of all staff.

All staff are responsible for ensuring the good housekeeping of their own rooms and the building.

Gedling Borough Council are responsible for the removal of BTE waste. Any hazardous or clinical substances should be disposed of correctly by BTE staff following guidance from the council.

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Repairs and Maintenance

The Managing Director is responsible for any damage or wear and tear of the premises which may constitute a hazard. Defective furniture should be taken out of use immediately and repaired or replaced.

Premises Security

All staff have permission and are responsible for locking and unlocking the building on a daily basis, disarming security alarms. Staff are aware of the lone working policy and this must be adhered to if own their own.

For any callouts out of working hours are the responsibility of the Managing Director.

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be dealt with by all staff who are first on site.

A contingency plan is in place for sever weather warnings and staff are aware of this procedure.

Health and Safety Training

A full health and safety induction is given to all staff upon commencing at BTE.

The Managing Director is responsible for co-ordinating the provision of the health and safety training needs of teaching staff and is responsible for reviewing the effectiveness of the training. Records of training will be kept in the CPD file.

An annual inspection will take place by the Managing Director and findings will be discussed with all staff during the monthly staff meetings.

Employees who feel that they have a need for health and safety training of any kind should notify the Managing Director in writing or during the monthly staff meetings.

Manual Handling of Objects and Manual Handling of People

The Managing Director is responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or where necessary a risk assessment to be created.

All staff are aware and have received training in manual handling.

Work Equipment

Any work equipment must be used following the manufacturers guidelines and training must be in place as necessary for its safe use. Equipment must not be used without instruction by the Director or Managing Director and permission given to use it.

Students must be fully supervised by staff if using equipment and must have been trained and instructed beforehand. A risk assessment will be put into place as necessary.

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If equipment is faulty or damaged staff must not take it upon themselves to make repairs. The Managing Director must be told and repairs made by competent persons or replaced as required.

Catering Equipment

The Managing Director and in her absence, the Director is responsible for selection, inspection, maintenance, training of catering equipment to staff.

The relevant catering tutor is responsible for the training, supervision and safe use of equipment when working with students.

The Managing Director is responsible for completing a risk assessment.

The relevant tutor is responsible for ensuring an adequate schedule of deep cleaning is carried out in the food area and that this is logged accordingly.

Health and Fitness Equipment

The Managing Director is responsible for completing a risk assessment on all activities carried out during the Health and Fitness lessons in line with the relevant staff.

The tutor is responsible for supervising the class at all times when using fitness equipment and is also responsible for daily visual inspections on any equipment prior to use.

Portable Electrical Appliances

The Managing Director is responsible for ensuring portable appliances testing is carried out at appropriate intervals and is recorded in the health and safety log. Termly visual inspections are to be carried out by the Managing Director to identify any faults or concerns. A risk assessment is carried out and updated as required.

Staff must not bring onto the premises any portable electrical appliances unless and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is the Managing Director:

Display Screen Equipment (DSE)

DSE assessments will be carried out and findings will be acted upon by the Managing Director. Where applicable eye tests will be given to employees following HSE guidelines.

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The requirements of the COSHH Regulations 2002 (rev) and other legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved.

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A COSHH risk assessment will be carried out by the Managing Director and Data Sheets obtained where necessary,

Cleaning of the site

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Director and Managing Director who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Provision of Information

The Managing Director is responsible for organising and carrying out termly safety inspections and must ensure follow up action is completed.

Records of employee's signatures indicating that they have received, read and understood health and safety information is kept in the health and safety file.

All new employees will receive a full health and safety induction.

All health and safety documentation will be kept in the health and safety file and the maintenance will be done by the Managing Director.

The health and safety notice board will be maintained on site and updated by the Managing Director.

The Health and Safety Law Poster is displayed in the kitchen for all staff and students to view.

The person responsible for ensuring that the appropriate risk assessments and approval for off site visits is the Managing Director.

Visitors

| | |
|---|--------------------------|
| On arrival all visitors should report to reception where they will be issued with: An identification badge Relevant health and safety information DBS details Visitors to sign in the visitors book To follow the COVID-19 procedures for hygiene and safety | Administrator of the day |
|---|--------------------------|

Contractors will be arranged by the Landlord and the Managing Director. All relevant health and safety documentation referring to external and major work to the building will be dealt with by the Landlord. Any internal building repairs will be arranged by the Managing Director and risk assessments will be requested.

Smoking/Vaping

Smoking/vaping is prohibited in the building and on the street outside

No smoking signs are displayed in the building and all staff are aware of the policy.

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Stress

BTE have devised a policy relating to stress at work and all staff are aware of this. Regular briefings are held with all staff to ensure stress in the workplace is avoided and effective plans are put into place to avoid stress related illness.

If staff are suffering from work related stress, they must speak to the Managing Director immediately and in confidence.

Counselling is offered if staff deem this necessary as part of our stress management procedure.

Lone Working

BTE have a lone working policy which must be read and adhered to by all staff. This is kept in the policy file in the office. The policy must be followed at all times for the safety of staff.

Bullying/Harassment

BTE have a bullying and harassment policy which must be read by all staff. This is kept in the policy file in the office.

Any bullying or harassment must be reported to the Managing Director immediately.

Insurances

BTE have full insurance in place to cover Employers Liability, Public Liability and Professional Indemnity.

COVID-19

A formal COVID-19 risk assessment has been carried out. This will be updated in line with Government recommendations and/or other changes. As the situation regarding COVID-19 is fluid, the risk assessment will be kept under continual review. See risk assessment for hazards and control measures. The risk assessment has been completed by the Managing Director will be responsible for reviewing it weekly and updating it as necessary.

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