

Health and Safety Policy - Organisation

(Roles and Responsibilities)

'Creating a safe and respectful learning environment for all.'

Safe and Sound

The Health and Safety Policy sits within the Safe and Sound framework which has been developed to bring together the key principles of Equality and Diversity, Health and Safety and Safeguarding within an umbrella of strategic direction and operational support.

Safe and Sound Mission

Through developing practice, collaboration, research and dissemination the Safe and Sound steering group seeks to ensure that everyone in our care receives support which meets their individual needs.

Responsibilities

Overall and final responsibility for health and safety is that of the **Chief Executive Officer**. Day to day responsibility for ensuring this policy is put into practice is delegated to the Safe and Sound Manager and Health and Safety Officer.

To ensure health and safety standards are maintained/improved for everyone, the following people have specific responsibility in the following areas.

Safe and Sound Manager will:

Be responsible for the safety performance at Babington Centres.

The Safe and Sound Manager will ensure the health and safety arrangements are being applied effectively and they will:

- Impart to employees and learners the understanding that accidents can be prevented and is an important part of their work.
- Apply the established company safety rules and procedures.
- Control the work of contractors who are on site in so far as the maintenance of the health, safety and welfare of employees, learners and anyone else affected by the work being performed
- Liaise with the Health and Safety Officer in all aspects of Health and Safety.
- Nominate a Health and Safety Champion in each Centre to carry out day to day responsibility for health and safety.
- Review and, where applicable draft new, health and safety policy and present those revisions to management for ratification before publication.
- Carry out health and safety audits to effectively monitor the Babington's health and safety performance against documented systems and procedures and legal requirements
- Provide the Board of Directors with an annual report on Health and Safety Performances

The Health and Safety Officer will:

- Have sufficient skills, knowledge, and experience to provide competent advice
- Provide information, instruction, training, and supervision to all employees.
- Review accident reports and progress any actions
- Review the results of risk assessments conducted at Babington Centres and liaise with the Safe and Sound Manager regarding control of risks
- Provide information, instruction and training to new employees and other such training as may be requested by the Safe and Sound Manager, Director of Quality and Service

Standards/ or CEO.

- Complete health and safety inspections at least annually at all Babington centres
- Support in the investigate all accidents reported to him/her under the company procedure to determine their cause and initiate remedial action and where appropriate complete a RIDDOR report.

People and Talent (HR) and Learning and Development will:

- Be responsible for ensuring all staff who have disclosed a health or medical concern are adequately risk assessed prior to commencing employment with Babington
- Ensure all new recruits to Babington shall be formally inducted by means of a formal training programme that will include suitable reference to general health and safety matters (e.g. work practices, fire evacuation, first aid, safety rules) and this will be kept on file.
- Liaise with the Health and Safety team on all new starters requiring any form of risk assessments to carry out their job role effectively i.e. DSE assessments.
- Ensure all staff complete their mandatory health and safety training and individual personnel records are updated to reflect this.
- Provide competent external specialist training for employees as required by statutory provision, ACOP requirements or other guidance in relation such issues as First Aid/Fire Warden.

Babington's Centre Health and Safety Champion will:

- Be responsible for day-to-day health and safety in the Centre.
- Complete health and safety checks of the Centre, including fire equipment and general premises check.
- Record fire alarm tests and conduct fire evacuation drills.
- Ensure that safe systems of work are carried out in accordance with the risk assessments
- Ensure health and safety paperwork and records are maintained and that the Health and Safety file and Fire Logbook are kept in order and up to date.
- Attend quarterly Safe and Sound meetings to be kept up to date with any changes in relation to health and safety within the business.

Employees and Learners have a duty to co-operate in the operation of this policy by:

- Co-operating with the Safe and Sound Manager, Health and Safety team, supervisors, managers and trainer on health and safety matters including assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.
- Advising People and Talent, their line manager or health and safety of any mobility issues where they may need assistance in the event of an emergency evacuation.
- Not interfering with or recklessly misusing anything provided to safeguard their health and safety and that of others.
- Taking care of their own health and safety and that of others by working safely and efficiently.
- Using any protective equipment/clothing provided as instructed.
- Reporting incidents that have led or may lead to injury or damage to an appropriate person.

Subcontractors have a duty to cooperate in the operation of this policy

and must:

- Fully understand and comply with Babington's standards for health, safety and welfare under Babington's Health and Safety Policy.
- Communicate any standards and rules within the Company Health and Safety Policy to any subcontractor.
- Ensure competence of any subcontractor employed to work on any of the Company site.
- Liaise with the Company Management in relation to any work carried out and, in particular, any deviations from the planned activity where this may give rise to the need for additional risk assessment.

First Aider

The First Aiders will ensure that:

- Prompt attention is given to anyone requiring first aid treatment in accordance with the training received.
- Their First Aid Training Certificate is Valid and logged with the Learning and Development team
- The First aid kit contains the materiel prescribed in the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and related guidance (L74 2009).
- Any First aid provided is recorded on the accident/incident and near misses reporting form and submit a copy to Health and Safety and People and Talent team
- Any injury that is reportable under RIDDOR 2013 is communicated to the Health and Safety team.

Fire Wardens/ Marshals

Fire Wardens/ Marshals shall ensure that:

- They report any Fire equipment that is not maintained in a clean and accessible condition.
- Their Fire Warden/ Marshal Training Certificate is Valid and logged with the Learning and Development team
- They have read and fully understand their centre Fire risk assessment.
- In event of an emergency, they direct the evacuation of people from the building to the assembly point ensuring assistance is available to those with mobility difficulties according to their Personal Emergency Evacuation Plan (PEEP).
- They maintain a calm behaviour and conduct a premises search to ensure all have evacuated the premises.
- They complete the Fire Drill Observation Report and submit to health and safety in a timely manner.

General Arrangements

Introduction

This document sets out the general health and safety arrangements within Babington which are applicable to all our employees. The arrangements are designed to facilitate the management of health and safety within our company, to ensure that high standards of health and safety are achieved and to ensure compliance with relevant legislative requirements. Internal arrangements will be supported by full operational procedures, where required.

Communications

Babington will consult and communicate with their employees in order to meet the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and

to ensure that any issues or concerns over health and safety are effectively dealt with.

The company will consult employees when there are:

- Changes to the company health and safety policy and procedures
- Changes in legislation or best working practices
- Plans for Health and Safety training
- Changes in the company's activities or processes
- New equipment or technologies that could affect their health and safety

Employees should report to their Line Manager where they have any concerns with unsafe conditions or hazards which may affect the safety of themselves or others.

Line Managers should inform the Safe and Sound Manager/ Health and Safety team of any issues brought to their attention who will then ensure that appropriate action is taken.

The company will hold regular safe and sound meetings to ensure that effective communication and consultation has taken place.

Other forms of communication will take place by via e-mails, safe and sound newsletter or Yammer (Babington's online social media platform).

Hazard Reporting

Babington will endeavour to ensure that the premises that we are responsible for are maintained to a very high standard and to this end regular inspections will be carried out.

Should any persons notice any potential hazard or defect, we request that they report this situation immediately to their Line Manager and the health and safety team (healthandsafety@babington.co.uk) who will take the necessary action.

Accident/ Incident/ Near Misses Reporting

Babington will ensure that:

- All accidents, no matter how minor, will be recorded with copies being stored.
- Accidents, dangerous occurrences and near misses, dependant on the severity will be investigated within 48 hours or less by the Health and Safety team.
- Where an employee of another company or organisation is involved in an accident, a copy of the reporting form shall be sent to their employer.
- Any accidents/incidents/near misses that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); are reported to the Health and Safety Executive.
- Accident statistics are periodically reviewed to identify trends and common causations.

Accidents or incidents which occur on our premises relating to staff or a learner must be reported to the Line Manager and the Health and Safety team and entered onto the relevant form and submitted to healthandsafety@babington.co.uk, for staff accident or incidents the relevant form must also be submitted to People and Talent at people@babington.co.uk

Accidents / incidents occurring off site will be reported to the Line Manager and reported in accordance with the site rules, then recorded and brought to the attention of the health and safety team and entered onto the relevant form and submitted to healthandsafety@babington.co.uk, for staff accident or incidents the relevant form must also be submitted to People and Talent at people@babington.co.uk.

Any injuries should be brought to the attention of the nominated first aider, either at our premises or on another site, to establish whether further medical attention is required. i.e.

treatment at a hospital. Where a hospital visit is required the Line Manager must inform the Health and Safety team.

Accidents and incidents dependent on the severity will be investigated by the Safe and Sound Manager and/ or the Health and Safety team and/ or Directors and your assistance may be required, we ask that you cooperate with us in the event of any workplace accident/incident investigation.

Please refer to the Accident/ Incident/ Near Misses Reporting Policy and Procedure – Document 3005

Control of Substances Hazardous to Health 2002 (COSHH)

Where possible Babington will prevent the risks to health from exposure to hazardous substances by substituting the products it uses for those with non-harmful properties.

Where exposure cannot be prevented then control measures will be used that will reduce the risk to as low as reasonably practicable.

Any substances to be used will be company approved products only and must be accompanied by the manufacturers Safety Data/ Technical Sheet. In addition, a COSHH risk assessment will be completed for each substance.

All substances must be logged and used by authorised persons only. Authorised persons are those persons who have received sufficient training in the use of the substance, including handling and storage.

Any personal protective equipment identified in the COSHH assessment as being required must be worn when using the substance.

Please refer to the Control of Substances Hazardous to Health 2002 (COSHH) Policy – Document 3010

Driving at Work

Babington has a duty under the Health and Safety at Work Act 1974 (HSWA) to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks which cannot be eliminated.

Babington will take all reasonable steps to manage the health and safety of those employees who drive on company business using either a company vehicle or their own private vehicle. This is to ensure that we comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work.

Please refer to the Driving at Work Policy – Document 2209

Display Screen Equipment (DSE)

Babington will ensure that:

- Information, instruction and training are provided on the use of DSE.
- The workstations of all employees, who habitually use DSE for a significant part of their work, are assessed.
- Any risks identified from the assessment are reduced.
- All areas such as hardware, software, workstation, the environment, nature of the work and any other factors specific to individuals using the equipment i.e. health conditions, are considered.

Under the Health and Safety (Display Screen Equipment) Regulations 1999, workers who habitually use DSE for a significant part of their normal work are covered by these regulations. It is recommended that a DSE assessment be carried out every year for all employees by their line manager or the health and safety team and any recommendations made will be actioned where appropriate.

Babington also has information sheets on the correct posture to be adopted at your

workstation.

Please refer to the Display Screen Equipment (DSE) Policy – Document 1718

First Aid

Babington will ensure that suitable first aid provision is provided (see First Aider section above). Across our centres there will be signage displayed for the location of first aid kit/s. Where necessary the health and safety team will carry out an accident/ incident investigation in line with The Management of Health and Safety at Work Regulations 1999, regulation 5.

Fire

Fire Risk assessments will be undertaken in accordance with the Regulatory Reform Fire Order 2005.

UK legislation places duties on Babington to implement effective arrangements for emergency evacuation of all staff including those who may need some assistance to manage their escape to a place of safety.

Managers and or Fire Wardens/Marshals will therefore be responsible to ensure a Personal Emergency Evacuation Plan is completed for any staff members or learners who will need assistance in the event of an emergency evacuation.

Employees and learners must ensure that all emergency escape routes are always maintained and free from obstruction. This includes all final exit routes which must not be obstructed by personal belongings or plant/machinery.

Firefighting equipment shall be provided where required. Should the need to use a fire extinguisher arise, then the Health and Safety team must be notified in order that it can be replaced.

Please refer to the Fire Safety Policy and Procedures - Document 3007

Plant, Tools and Equipment (Work Equipment)

Under the Provision and Use of Work Equipment Regulations 1998 all employers are required to ensure that all items of work equipment provided and/or used by their employees and any self-employed persons working on their behalf meet the requirements of these regulations.

Babington will ensure that:

- All work equipment is suitable for the purpose for which it is provided.
- All work equipment is maintained in an efficient state, efficient working order and in good repair.
- Risk assessments are undertaken for all work equipment.
- All work equipment is where necessary, inspected prior to use and at regular intervals to ensure its ongoing safety for use.
- Where specific risks exist, Babington will ensure that the use of such equipment is restricted to authorised persons.
- Where necessary, appropriate signage is provided warning of specific risks associated with the relevant work equipment.
- Relevant, regular and refresher training is provided to persons operating work equipment.

Please refer to the Provision and Use of Work Equipment (PUWER) Policy – Document 3009

Smoking

Since the first of July 2007 it was illegal to smoke in virtually all 'enclosed' and 'substantially enclosed' public places and workplaces, including vehicles used primarily for work.

Smoking including vaping will only be permitted in designated areas that meet the

requirements of the 'Smoke Free Law' and are generally outside, away from a building with open windows.

Prosecutions can be made by the Local Authority against individual employees and employers who disregard the law and smoke in smoke free workplaces - it is a criminal offence.

No-smoking signs will be displayed to the main entrance door to our premises and our employees have been provided with these signs to be placed in company vehicles.

All employees must observe individual centre rules for smoking.

Lone Working

Where the conditions of service delivery or its associated tasks require employees to work alone, both the individual employee member and their Line Manager have a duty to assess and reduce the risks which lone working presents.

Please refer to the Lone Working Policy and Procedure – Document 3003

Personal Protective Equipment (PPE) Policy:

It is Babington policy to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992 and the Personal Protection Equipment Regulations 2002.

Adequate stocks of personal protective equipment are held by the respective centres that will be provided to all employees, learners and visitors where the requirement has been defined by risk assessment as a means of providing protection from risk to their health and safety while at work.

Any personal protective equipment provided by the Company shall be:

- Properly fitting,
- Appropriate to the hazard,
- Issued on a personal basis and be used when required,
- Compliant with any relevant standards for the type of protection,
- Maintained in good working order,
- Recorded as having been issued to an individual employee/learner/visitor.

Any employee, learner or visitor provided with personal protective equipment will receive comprehensive training and information on the reason for the issue of the PPE, how to acquire replacements, its correct use, identification and reporting of defects and its maintenance.

The Managers will endeavour to ensure that all personal protective equipment provided to employees, learners or visitor is used properly by them and that it is maintained.

The delivery team will ensure that learners for whom they are responsible use the PPE provided correctly within their work activity.

Welfare

Babington will ensure that adequate welfare facilities for people at work are provided in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

These provisions will include:

- Adequate ventilation, either natural or mechanical.
- Adequate working temperatures, normally at least 16 degrees Celsius for sedentary workers.
- Sufficient lighting to enable people to work and move about safely, and appropriate for any detailed tasks being carried out. Lighting should be natural where possible with further illumination provided artificially. Premises will also have and maintain an emergency lighting system.
- Appropriate cleaning of the workplace, furniture, furnishings and finishes.
- Appropriate storage and removal of waste.

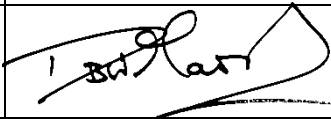
- Adequate room dimensions and space to allow people to move about with ease.
- Suitable and ergonomically efficient workstations and seating.
- Sufficient traffic routes to allow people and vehicles to circulate safely and with ease.
- Windows and skylights that can be cleaned safely and, where required, can be opened.
- Doors and gates that are suitably constructed and fitted with safety devices if necessary.
- Suitable and sufficient sanitary conveniences and washing facilities.
- An adequate supply of drinking water.
- Suitable and sufficient, readily available rest facilities.
- Maintenance of the above.

Areas of work shall be kept clean, tidy and free from accumulating waste materials with procedures for dealing with spillages.

Floors and floor coverings shall be maintained in a safe condition, clear of obstructions to avoid slips, trips and falls especially where cables are trailed over walking areas.

Areas where there is risk of danger of anyone falling or being struck by falling objects will have effective measures in place (fencing or guarding) to prevent personal injury, including windows or ventilators that are designed to be opened.

Babington will liaise with Landlords where necessary to ensure adequate welfare provision is in place across all centres.

CEO Name:	David Marsh
CEO Signature:	
Date:	6 th December 2021

The company's Health and Safety Policy will be kept up to date in particular with regards to any changes in the company's activities including any change in the nature or size of the business.

The Safe & Sound Manager is the owner of this document and is responsible for ensuring that the policy is reviewed annually and approved and signed by the CEO.

This document is issued on a version-controlled basis and is available to all colleagues on the corporate intranet (Boris)

Document Management:

Owner: Safe & Sound Manager
 Effective Date: 01/12/2021
 Review Date: 30/11/2022
 Document reference: DOC 3008 Health and Safety Policy Organisation

Change History Record

Version control	Substantive change narrative	Author of substantive change	Date of substantive change
1.0	Existing policy formatted and version controlled in line with ISO27001 and approved for publication	Information Security	28/10/2019
2.0	Existing policy updated to include health and safety arrangements	Safe and Sound Manager	01/12/2020
3.0	Policy updated to reflect changes in job titles and legislation checked to ensure they are current and relevant	Safe and Sound Manager	23/11/2021