



ASPIRE

HEALTH & SAFETY POLICY

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AIMS OF THE POLICY

It is the policy of The Aspire Hub to take all reasonable steps to ensure the health, safety and welfare of the pupils, staff and visitors. The Aspire Hub will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc. Act. 1974.

The Aspire Hub will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of accidents and illnesses.

All employees will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.

PUPILS/CHILDREN

The objective is to minimise accident and sickness absence rates and to promote the well being of staff and pupils by developing a positive attitude to Health and Safety.

The Aspire Hub accepts that involvement, co-operation and effective communication of all employees on both an individual and collective basis is crucial to the accomplishment of The Hub's Health and Safety aims.

The Aspire Hub will seek to achieve its aim by:

- Preventing injury and ill health in classrooms, kitchens and all other areas of The Aspire Hub
- Providing and maintaining an adequate workplace, preventing harm to people at the point of risk and minimising hazards
- Promoting the well being of all staff and pupils and developing a positive attitude to Health and Safety throughout The Hub.
- Meeting Health and Safety responsibilities in respect of those who are not employees
- Creating and maintaining a positive Health and Safety culture which secures the commitment and participation of all staff and students
- Regularly monitor and reviewing progress.
- Allocating resources to meet requirements.

It is the responsibility of the Aspirations Room Leader to ensure that staff in their charge are given health and safety information and instructions specific to their area of work.

While Aspire will take all reasonable steps to ensure the health and safety of its employees, health and safety is also the responsibility of the employees. It is the duty of each employee to take reasonable care of their own, children and other people's welfare and to report any situation which may pose a threat to the well-being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their manager. An effective health and safety programme requires continuous communication between employees at all levels.

All injuries, however small or slight, sustained must be reported to their manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The accident book is located at the following point: in a locked cupboard in the reception area along with the first aid kit. A review of the accidents log on will be undertaken every quarter. Accidents for both staff and children will be recorded on scholarpack.

The specific arrangements for the implementation of the policy are detailed below.

Organisation

The Board of Aspire has overall responsibility for health and safety. Aspire has appointed a designated safety officer to have responsibility for overseeing, implementing and monitoring the policy. This is Danny Maher, in this policy, they will be referred to as a Director. Lauren Bullock, will be responsible as their deputy in case of absence.

Health and safety committee

Aspire sees communication between workers at all levels as an essential part of effective health and safety management. Any concerns or comments relating to health and safety will be discussed in the weekly Board Meetings. The purpose of covering health and safety in the meetings is to provide an opportunity in which information may be conveyed and questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.



Communication and co-operation

Aspire will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of this policy. Important updates will be cascaded down to employees via managers in team meetings which are conducted regularly.

All employees are expected to co-operate with managers, Directors and to accept their duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves, children on site and all other people affected by the operations of Aspire. Disciplinary action under Aspire's disciplinary procedure may be taken against any employee who violates safety rules and procedures or who fails to perform his or her duties under this policy.

Training

All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Inspections

Aspire believes that regular systematic inspections of the workplace are an important instrument in ensuring that it demonstrates compliance with the law. Regular inspections of the workplace will be conducted, inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work equipment

Aspire will take all reasonable steps to ensure the safety of all employees using work equipment provided. Aspire will seek to liaise with suppliers to ensure that any new equipment is designed and supplied to work in a safe manner, and will seek to inform and train employees to use the equipment in a safe and efficient manner. Should employees have any problems relating to the operation of equipment, or the safety of that equipment they should immediately inform their manager, so that steps can be taken to remedy the situation promptly.

All work equipment procured, hired or used by Aspire will comply with statutory requirements and is to be maintained in good working order and repair. Aspire will endeavour to ensure, in liaison with equipment suppliers and manufacturers, that all equipment used in the workplace is safe and suitable for the purpose. All workers will be provided with such protection as is adequate to protect them. All work equipment will be clearly marked with health and safety warnings where appropriate. The use of any work equipment which could pose a risk to the well-being of persons in or around the workplace will be restricted to authorised persons. Equipment should only be used by personnel properly trained and authorised. Disciplinary action under Aspire's disciplinary procedure may result from improper or unauthorised use of work equipment.

Personal protective equipment

Aspire will provide personal protective equipment (PPE) where risk assessment identifies the requirement for worker protection. All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective PPE. All personnel required to use PPE will be provided with adequate information to enable a fuller understanding of the issues associated with its use. Aspire will:

- Carry out an assessment of proposed PPE to determine whether it is suitable
- Take appropriate action following assessment of risk
- Ensure that where two or more items of PPE are used together, these are compatible and are as effective used together as they are separately



- Provide accommodation for correct storage of PPE
- Arrange for the maintenance, cleaning and repair of PPE (this includes training individuals to undertake before use and after use checks)
- Train staff in the safe use of PPE
- Replace any PPE as necessary and at no cost to the employee
- Provide adequate information to every employee in respect of any risks which may exist

PPE may include (this list is not exhaustive):

- Disposable/ reusable gloves
- Disposable/ reusable aprons
- Face covers

Manual handling operations

Aspire will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned.

Display screen equipment

Many employees are required to routinely use Display Screen Equipment (DSE) as part of their daily work. All reasonable steps will be taken by Aspire to secure the health and safety of employees who work with DSE. Aspire will conduct health and safety assessments of all workstations staffed by employees who use DSE as part of their usual work and will ensure that all workstations comply with statutory requirements, thus reducing risks to DSE users to the lowest extent reasonably practicable.

DSE users will be allowed periodic breaks in their work. Breaks in work may take the form of other work activities or tea breaks.

Employees are entitled to eye tests to ensure their visual acuity is compatible with the requirements of DSE work. If the examination reveals the need for corrective lenses, then the cost of providing lenses and frames, for display screen activity only, will be the responsibility of Aspire.

Control of substances hazardous to health

Within the working environment, many substances are routinely used that could potentially be injurious to health if not properly stored, handled or used correctly. Aspire is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and Aspire's own knowledge of the work process and utilising relevant information and guidance.

Aspire will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

Substances that could be hazardous to health will be locked away in a cleaning cupboard.

Employees at special risk

Aspire recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. Aspire therefore requires that all employees advise their manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

Fire safety precautions

Fire is a significant risk within the workplace. All employees are under a duty to report immediately any fire, smoke or potential fire hazards to the fire service.

A Director is responsible for the maintenance and testing of fire alarms and fire-fighting, prevention and detection equipment.



All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees must use electric fires and other heaters with caution and keep flammable materials away from sources of heat. Employees must report any faulty electric cable or loose connection immediately to their manager or to a Director. All electrical equipment which does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves and should not use dual or other socket outlets unless these have been properly authorised by a Director.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the building. If a smoke detector sounds, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors must never be blocked, jammed or tied open. Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space. Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Lifts should not be used in the case of an emergency evacuation. Employees should ensure that they are familiar with the position of the nearest fire-fighting equipment, alarms and emergency exits.

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit in an orderly fashion and assemble at the designated assembly point. The designated assembly is: Car park

Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Smoking

Smoking is prohibited in all areas of the workplace.

Reporting of accidents, diseases and dangerous occurrences

Legislation requires that certain prescribed events, injuries and diseases be formally reported. In the event of an accident resulting in injury, the accident book will be filled in by the employee and a first aider, along with any evidence, photographs, diagrams etc.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The report will then be submitted to a Director who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Managers are responsible for reporting all cases of accident and disease to a Director. A Director is responsible for reporting cases of accident and disease to the relevant enforcing authority.

First aid

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station. The first aid station is located in the office, on the 4th shelf on the open shelving unit.

In an emergency, if speed is considered essential, an ambulance should be called by a Qualified first aider.

Company safety rules

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy
- All employees must immediately report any unsafe practices or conditions to their manager or to a Director
- Horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person
- Employees must not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by their manager
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers
- No employee should undertake a job which appears to be unsafe
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task
- All injuries must be reported to a manager or to a Director
- Work shall be well-planned and supervised to avoid injuries in the handling of heavy materials and while using equipment
- No employees should use chemicals without the knowledge required to work with those chemicals safely
- Suitable clothing and footwear will be worn at all times. Personal protective equipment must be worn wherever appropriate



Housekeeping

- Work sites must be kept clean and tidy
- Covid cleaning procedure must be adhered to consistently
- Any spillage must be cleaned up immediately
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely
- All combustible waste materials must be discarded in sealed metal containers
- All materials must be properly and safely used and when not in use properly and safely secured.
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Access and egress

- Covid cleaning procedure must be adhered to consistently
- Walkways and passageways must be kept clear from obstructions at all times
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately
- Trailing cables are a trip hazard and should not be left in any passageway
- Any change in the floor elevation of any walkway or passageway must be clearly marked
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard
- Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.

Tools and equipment

- Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the manager to determine who is authorised to use specific tools and equipment
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a manager or to a Director so they can be repaired or replaced
- All tools must be properly and safely stored when not in use
- No tool should be used without the manufacturer's recommended shields, guards or attachments
- Approved personal protective equipment must be properly used where appropriate

- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.



Date	Ratification	Reviewed by
February 2017	This policy was ratified by the board of Directors	Directors
June 2017	Reviewed and minor changes made	LB
May 2019	Reviewed and changes to smoking areas updated	GB
May 20	Reviewed and minor changes made	GB