

# Health and Safety Policy

## VIP Education

<b>Approved by:</b>	The Senior Leadership Team
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<b>Last reviewed:</b>	September 2025
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<b>Next review due by:</b>	September 2026
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## **Statement of Intent**

At VIP, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Providing a safe environment to non-employees, such as pupils and visitors.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities are available.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 1. Legal Framework

- 1.1. This policy has due regard to statutory legislation including, but not limited to, the following:
- Health and Safety at Work etc. Act 1974
  - Workplace (Health, Safety and Welfare) Regulations 1992
  - Management of Health and Safety at Work Regulations 1999
  - Control of Substances Hazardous to Health Regulations 2002
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
- DfE 'Health and safety: advice on legal duties and powers' 2014
  - DfE 'Health and safety for school children' 2015
  - DfE 'Keeping children safe in education' 2023
  - HSE 'Sensible health and safety management in schools' 2014
  - The statutory framework for the Early Years Foundation Stage
- 1.3. This policy should be used in conjunction with other relevant VIP and procedures: including
- First Aid Policy
  - Risk Assessment Policy
- In addition, there is associated premises management documents that are relevant such as records of safety checks.

## 2. Duties of the Directors

- 1.1. The Directors will:
- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
  - Appoint a Member of the SLT to be responsible for Health and Safety.
  - Ensure that roles and functions of staff in relation to Health and Safety and Welfare are clearly set out and written into individuals' job descriptions and induction processes.
  - Create and monitor a management structure responsible for health and safety.
  - Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.

- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and, make reasonable adjustments to prevent them occurring.

1.2. The Directors endeavour to provide:

- A safe place for all site users including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

### **3. Duties of the Senior Leadership team**

- 3.1. The SLT have the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 3.2. The SLT will require contractors and others, when working on-site, to take all reasonable care of their own employees and others who may be affected by their work.
- 3.3. The SLT will co-operate with and provide relevant information to the Health and Safety representative and, where necessary, make recommendations to consider appropriate action.
- 3.4. The SLT will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by all members of staff.
- 3.5. The SLT will also liaise with the LA and the Health and Safety Executive (HSE) where necessary.

### **4. Duties of all Members of Staff**

- 4.1. All members of staff will:
  - Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
  - Co-operate with their employers on health and safety matters.
  - Carry out their work in accordance with training and instructions.

- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
  - Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
  - Avoid any conduct which puts themselves or others at risk.
  - Be familiar with all requirements laid down by the Directors.
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- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
  - Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
  - Use the correct equipment and tools for the job and any protective clothing supplied.
  - Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
  - Report any defects in equipment or facilities to the Directors.
  - Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
  - Make suggestions as to how VIP can reduce the risk of injuries, illnesses and accidents.
  - Exercise good standards of housekeeping and cleanliness.
  - Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

## **5. Obligations of Contractors**

- 5.1. All contractors must meet with the Directors or nominated person prior to commencing work to discuss policies, procedures and expectations.
- 5.2. Contractors working on VIP premises are required to identify and control risks arising from their activities.
- 5.3. Contractors will inform the Directors of all potential risks to staff, pupils and visitors.
- 5.4. Contractors must sign the Visitor's Book.
- 5.5. Contractors on-site are not allowed to smoke, play radios, use their mobile phones unless in the course of their duty
- 5.6. Contractors must not have unsupervised contact with children unless the appropriate safeguarding checks have been carried out.

## **6. Pupils**

- 6.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of VIP
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.
- Inform any member of staff of any situation which may affect their safety.

## **7. Training**

- 7.1. The Directors will ensure that staff members are provided with the health and safety training they need for their role. This may not mean attendance on training courses; training may be online or simply involve providing staff with basic instructions and information about health and safety in the Buildings.

Where relevant to their role, staff will receive the following training:

- Fire warden training
- Legionella training
- Positive Physical Support Training
- Safeguarding Training
- Training for working at height
- Fire safety training
- Manual handling training

The Directors will ensure that a suitable number of staff are trained in each area and that VIP is compliant with legal requirements at all times.

- 7.2. The Directors will ensure that there are an appropriate number of first-aid trained staff members in the Buildings.
- 7.3. Staff members will be provided with regular training opportunities and have access to support where needed.
- 7.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of VIP
- 7.5. The Directors will ensure a record is kept of all training.

## **8. First Aid**

Directors and staff will:

Registered office: Unit 1, Brindley Court, Dalewood Road, Chesterton, Newcastle-Under-Lyme, ST5 9QA  
Company Registration Number: 12497086

- 8.1. Act in accordance with the First Aid Policy at all times.
- 8.2. Ensure ample provision is made for first aid equipment on-site and that a suitable number of trained staff are available for emergency First Aid.
- 8.3. Ensure that a minimum of two staff are qualified in Emergency First Aid at Work.
- 8.4. Named staff members who are qualified in Emergency First Aid at Work are displayed at all First Aid Box locations.
- 8.5. Ensure that First Aid boxes are sited at suitable locations and signposted. The Directors is responsible for checking the First Aid boxes and replenishing them as necessary.
- 8.6. The Directors will ensure that relevant numbers of staff are trained in First Aid:

#### First Aid at Work

- Minimum of 2 members of full time staff

#### Emergency First Aid

- Minimum of 4 members of full time staff

#### Paediatric First Aid

- All staff working with EYFS pupils

## **9. Contacting the Emergency Services**

- 9.1. Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.
- 9.2. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

## **10. Fire Safety**

- 10.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.
- 10.2. The Directors is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 10.3. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 10.4. VIP will test evacuation procedures on a termly basis and keep records.
- 10.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 10.6. Firefighting equipment will be checked on an annual basis by an approved contractor.

- 10.7. Fire alarms will be tested weekly from different 'break glass' fire points around VIP, and records will be maintained and held the VIP office. This will be done in Stop gap1 and 2.
- 10.8. Emergency lighting will be tested on a monthly basis, and records will be maintained and held in by the Directors.

## **11. Accident Reporting**

- 11.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated 'on duty' registered first aider using the standard Accident Book.
- 11.2. Staff will be responsible for informing the Directors if the accident is fatal or a "major injury" as outlined by the HSE.

## **12. Significant Accidents**

- 12.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- 12.2. The 'specified injuries' which must be reported include the following:
  - Accidents to employees causing either death or major injury.
  - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven day period does not include the day of the accident).
  - Fractures, other than to fingers, thumbs and toes.
  - Amputation of an arm, hand, finger, thumb, leg, foot or toe.
  - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
  - Any crush injury to the head or torso, causing damage to the brain or internal organs.
  - Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
  - Any degree of scalping requiring hospital treatment.
  - Any loss of consciousness caused by head injury or asphyxia.
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.
- 12.3. Additional reportable occurrences include the following:
  - The collapse, overturning or failure of any load-bearing part of any lifting equipment.
  - The explosion, collapse or bursting of any closed vessel or pipe work.
  - Electrical short circuit or overload resulting in a fire or explosion.
  - Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
  - Any accidental release of a biological agent likely to cause severe human illness.
  - Any collapse or partial collapse of scaffolding over five metres in height.
  - When a dangerous substance being conveyed by road is involved in a fire or released.

- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.
- Poisonings.
- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma.
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

### **13. Reporting Procedure**

- 13.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Directors, or person appointed on their behalf, will file a report as soon as is reasonably possible.
- 13.2. The person will complete the relevant RIDDOR report.
- 13.3. The HSE no longer accept written accident reports, except for in exceptional circumstances. VIP will report all significant accidents and injuries to the Local Authority.

### **14. Reporting Hazards**

- 14.1. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 14.2. A recording system is kept for staff to record any unsafe equipment, procedures or near misses. It is the responsibility of the site manager to check the records daily and to inform the Senior Leader as appropriate.
- 14.3. Serious hazards will be reported to the Directors.

### **15. Accident Investigation**

- 15.1. All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.

- 15.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 15.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 15.4. The Directors will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

## **16. Active Monitoring System**

- 16.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The procedure for actively monitoring our system includes:
  - Regularly examining documents to ensure compliance with standards.
  - Regularly inspecting premises, plants and equipment.
  - Annual audits, including fire risk assessments and health and safety audits.
  - Regular reports and updates to the Directors.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health.
- The Bi-Annual Health & Safety checklist is completed by Directors.
- The following check systems are undertaken:
  - Fire extinguisher checked annually.
  - Fire alarms, fire doors and emergency lighting checked monthly.
  - Water hygiene.
  - PAT Testing

## **17. Bomb Threat Procedure**

- 17.1. All staff members must fully understand Bomb Threat procedure.
- 17.2. In the event of an emergency, the procedures outlined in the Bomb Threat procedure and/or evacuation Policy will be followed.
- 17.3. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
  - Where is the bomb?
  - What time is it due to go off?
  - What kind of bomb is it?
  - What does it look like?
  - What will cause it to explode?
  - Why are you doing this?
  - What is your name?
  - What is your address?
  - What is your telephone number?
- 17.4. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

- 17.5. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 17.6. Staff should note the exact time of the call and write down exactly what was said by the person calling as this may be useful for the Police.
- 17.7. The staff member receiving the call will contact the Directors immediately, who will then alert the Police.
- 17.8. The Directors will decide whether or not to evacuate the building.

## **18. Evacuation and Lockdown**

- 18.1. VIP will follow the procedure outlined in the Business Continuity Plan in the event of a crisis.
- 18.2. In the event of a fire, the Fire Evacuation Plan will be implemented.
- 18.3. If an evacuation is deemed necessary, all staff will follow the fire evacuation procedure.

## **19. Visitors to VIP**

- 19.1. All visitors will sign in.
- 19.2. Once signed in, visitors will be escorted to the area VIP concerned.
- 19.3. No contractor will carry out work on the Buildings without the express permission of the Directors/Directors, other than in an emergency or to make the site safe following theft or vandalism.
- 19.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to VIP.
- 19.5. Visitors and contractors will wear a visitor's badge at all times while on VIP grounds.
- 19.6. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 19.7. Temporary staff make staff aware of their arrival and sign the visitors' book.
- 19.8. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them out of the building
- 19.9. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999/112 phone call.

## **20. Personal Protective Equipment (PPE)**

- 20.1. VIP will provide employees and pupils who are exposed to a hazard, which cannot be controlled by other means, with PPE.
- 20.2. PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.
- 20.3. All staff and pupils will be provided with protective eyewear where the activity deems this necessary. Visitors will also be supplied with PPE when appropriate.
- 20.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to staff.

- 20.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 20.6. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 20.7. PPE includes workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, computing equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE).
- 20.8. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE.
- 20.9. Thorough risk assessments are carried out by staff to determine the suitable PPE to be used for each hazard, and these are reviewed on a regular basis.
- 20.10. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- 20.11. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.  
Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

## **21. Maintaining Equipment**

- 21.1. When not in use, PPE will be properly stored, kept clean, and in good repair.
- 21.2. Inspectors, or a trained health and safety professional, will inspect the following equipment for health and safety issues annually:
  - All electrical portable appliances.
  - All fixed equipment.
  - Playground equipment.It is the responsibility of staff to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

## **22. Hazardous Materials**

- 22.1. All equipment, materials and chemicals will be held in appropriate containers and areas to be locked at all times, conforming to health and safety regulations.
- 22.2. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 22.3. Storage life will be considered by all staff. All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to.
- 22.4. The Directors is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- 22.5. No hazardous substances will be used without the permission of the Directors.
- 22.6. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 22.7. Dust and fumes will be safely controlled by local exhaust ventilation regulations.

- 22.8. No staff member or pupil should ever be put at risk through exposure to any hazardous substance.
- 22.9. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 22.10. Control measures will be checked and reviewed on an annual basis to ensure continued effectiveness, even when they are known to be reliable.

## **23. Medicine and Drugs**

- 23.1. The Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to by all staff.

## **24. Smoking**

- 24.1. VIP including its grounds, are designated no smoking zones and display appropriate signage.

## **25. Housekeeping and Cleanliness**

- 25.1. Contract cleaners will be monitored by the Directors. The standard required will be clear in the service level agreement held with the contracted cleaners.
- 25.2. Special consideration will be given to hygiene areas.
- 25.3. Combustible waste is removed from the site daily.
- 25.4. The site staff will ensure that grounds are kept clear of large stones/bricks and litter daily.
- 25.5. Waste collection services will be monitored by the site staff.
- 25.6. Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 25.7. The Directors is responsible for ensuring that the building is at a safe temperature for staff and pupils to work in.

## **26. Infection Control**

- 26.1. VIP actively prevents the spread of infection through the following measures:
  - Maintaining high standards of personal hygiene and practice.
  - Maintaining a clean environment.
- 26.2. VIP employs good hygiene practice in the following ways:
  - Displaying posters throughout the building, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after

touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.

- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout VIP.
  - Employing cleaners to carry out thorough and frequent cleaning that follows national guidance.
  - Providing PPE where necessary.
  - Classroom support staff immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste.
  - Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand.
  - Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor.
  - Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the premises.
- 26.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- 26.4. VIP keeps up-to-date with national and local immunisation scheduling and advice.
- 26.5. All cuts and abrasions should be covered with waterproof dressings.
- 26.6. Hand sanitiser is available in all toilets.

## **27. Risk Assessment**

- 27.1. The Directors have overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in VIP
- 27.2. Annual risk assessments will be conducted for all areas of the building.
- 27.3. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 27.4. The Directors will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 27.5. Staff will complete the necessary risk assessment for any off-site educational visit, which must be approved by the Directors who will ensure risk assessments are completed by staff leading day trips or residential stays.

## **28. Slips and Trips**

- 28.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks VIP following procedures:
- Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear.

- Individual factors (weather, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how.
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced.
- Record the findings.
- Review the assessment regularly and revise if necessary.

## **29. Security and Theft**

- 29.1. Policy and procedures to reduce security risks are addressed through emergency and security planning.
- 29.2. Doors are closed and secured to ensure the safeguarding of pupils and staff.
- 29.3. Exterior lighting is fitted to ensure visibility at all times.
- 29.4. Staff and pupils are responsible for their personal belongings and VIP accepts no responsibility for loss or damage.
- 29.5. Thefts may be reported to the Police and staff members are expected to assist the Police with their investigation.
- 29.6. All members of staff are expected to take reasonable measures to ensure the security of equipment being used.
- 29.7. Missing or believed stolen equipment will be reported immediately to the Directors.

## **30. Adverse Weather**

- 30.1. The SLT and site staff, in liaison with the Directors, will make a decision on VIP closure on the grounds of health and safety.
- 30.2. If a closure takes place, the Directors will be promptly informed.

## **31. Educational Trips and Visits**

- 31.1. Health and safety policy and procedures concerning trips and visits, are outlined separately. Trips and visits have individual risk assessments.

## **32. Manual Handling**

- 32.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 32.2. Activities that are likely to involve manual handling will be risk assessed separately.

### **33. Working at Heights**

- 33.1. Where staff are required to work at height an individual risk assessment will be carried out.
- 33.2. Staff must follow any guidance, or implement systems to mitigate risk as set out in the risk assessment.

### **34. Lone Working**

- 34.1. Policy and procedures concerning employees' lone working are addressed in the staff handbook.
- 34.2. Staff members are required to sign statements confirming that they have received, read and understood the staff handbook, prior to being allowed to undertake lone working.

### **35. Workplace Health and Safety: Stress Management**

- 35.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

### **36. Workplace Health and Safety: Display Equipment**

- 36.1. Display screen assessments will be carried out by the Directors for who regularly use laptops or desktop computers.

### **37. Transport Safety**

Please see Safe Driving for Work Policy

And VIP Transporting Policy and Transport Risk assessment

### **38. Policy Circulation**

38.1. This policy and associated health and safety polices will be available to every member of staff on the staff shared area and VIP website. Staff shall sign a statement which affirms that he/she:

- Has read and understood the policy.
- Has agreed to comply to the policy.

**This is the health and Safety Policy statement of:**

**Future Believers Limited**

**Our Statement of general policy is:**

- To provide adequate control of health and safety risk arising from our work activities to our own employee's and also to others who may be affected by them.
- To consult with our employees on matters affecting their health and safety.
- To ensure the safe handling and use of substances.
- To provide information, instructions and supervision for employees.
- To ensure all employees are competent to do their task, and to give them adequate training.
- To prevent accidents and cases if work-related ill-health
- To maintain safe and healthy working conditions.
- To make available adequate resources for managing and controlling health and safety,
- To review and revise this policy, as necessary, at regular intervals

Signed (employer)

*Matthew Hogg*

Date

Employee:

Date

### **All employees need to:**

- Co-operate with issues regarding health and safety matters.
- Do not obstruct anything that is provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person as detailed on this policy statement.

### **Responsible person(s)**

Overall responsibility for health and safety is that of:

**Future Believers Limited**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

**Ian Brough**

The responsibility to maintain and improve health and safety standards is held by the following people in the following areas:

Name and areas:

**Throughout Stop Gap 1 and 2.**

## Arrangements

The person responsible for ensuring risk assessments are carried out is:

**Matthew Hogg**

The competent person including consultant who review risk assessment's is:

**Matthew Hogg / Ian Brough**

Action required to remove / control risks will be approved by:

**Senior Leader Team**

The person responsible for ensuring the action required is implemented is:

**Ian Brough**

The time frequency within which assessments will be reviewed (unless there is a change that means it must be done sooner is:

**Annually**

Target date for overall completion is:

**Date: 1<sup>st</sup>**

**Month: October**

Year: **2023**

## **Safe Handling and use of substances**

The person responsible for identifying all substances that need a COSHH assessment is:

**Ian Brough**

The person responsible for undertaking COSHH assessment is:

**Ian Brough**

The person responsible for ensuring:

- All action identified in the assessments are implemented
- All employees are informed about COSHH assessment:
- All new substances can be used before they are purchased is
- Any changes will be notified to all staff accordingly

## **Competency for updates**

Induction updates will be provided for all employees by:

**Ian Brough**

Records are kept:

**In upstairs office (Unit 2)**

Updates will be identified, arranged and monitored by:

**Ian Brough**

### **Accidents, first aid and work-related ill health**

The first aid boxes are kept:

**Ground floor Medical room / upstairs office**

The appointed first aider is/are:

**Jade Johnson/ Joel Edgington Plunkett**

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in:

**Medical room**

The person responsible for reporting accidents is:

**Staff Member involved.**

## Monitoring

To ensure our safe working practices are being followed, we will:

**Update all Staff within Team Meetings and / or via email**

The person responsible for investigating accidents is:

**A member of the Senior Leader Team**

## Emergency procedures – fire and evacuation

The person responsible for ensuring:

- Fire risk assessment is undertaken and implemented:
- Escapes routes:
- Fire extinguishers are maintained and checked:
- Alarms and testing:
- Emergency evacuation procedures:

**Fire warden: Joel Edginton Plunkett**



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