



## Health and Safety Policy

### Introduction

Bridge Training and Development aims to manage health and safety effectively and to minimise risk to our students, employees, volunteers and visitors.

Under the Health and Safety at Work Act, section 2(3), we need to demonstrate that we are committed to proactive safety management. We aim to maintain a safe working environment by constant monitoring of health and safety procedures. It is our aim to identify and control safety issues through risk assessment; delivering Health and Safety training to all students engaged in practical activities on site; review and monitoring at monthly staff meetings; and an annual audit and review by the Lead and Deputy Health and Safety Officers.

Students, staff and volunteers who breach the Health and Safety Policy will be subject to disciplinary action. This action will be carried out when students, staff or volunteers place themselves or others in unnecessary danger through neglect, horseplay, stupidity or deliberate acts.

The Health and Safety Officer and the Deputy Health and Safety Officers are Neil and Sue Hornby. Their contact details are:

Neil Hornby: 07791509728 nshornby@yahoo.co.uk

Sue Hornby: 07813807545 suehornby.bridge@gmail.com

### Risk Assessments

Master copies of all risk assessments are kept in the Risk Assessment folder in the main office. This will be shown to all new staff and volunteers at induction who may photocopy for their own reference as required. They are working documents and amendments or updates should be written on the master copies as necessary. Staff and volunteers must inform the HSO of any such changes. The HSO will inform the rest of the team. Identification of hazards is crucial so that risks can be minimalised. Staff and volunteers undertaking a task for which there is no risk assessment, must write one and inform the HSO.

It is essential that students have an understanding of the health and safety aspects of their work and working environment, and the precautions that are required to work safely. It is a legal requirement of the Health and Safety at Work Act to provide training, information and instruction. All Coaches are expected to refer to health and safety/risk management at the start of their training sessions and to monitor the session for risks throughout.

No one should use machinery that they are not trained to use. Staff and volunteers should speak to the HSO or DHSO if training is required.

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

PPE will be supplied free of charge. It is the responsibility of students, volunteers and staff to ensure such equipment is used and stored properly. Examples of PPE include the following:

- Safety boots – to be worn during all practical activities such as maintenance, construction, woodwork and animal care.
- Gardening Gloves – must be worn all horticultural tasks and lifting where the hands are at risk.
- Gloves must be worn on the holding hand when storing
- Safety goggles must be worn when working with metal against metal, eg hammering, filing etc.
- Overalls must be worn when working with animals, painting, wood preserving etc.
- Helmet, visor, high visibility vest, ear protectors and harness– must be worn when strimming. Other similar equipment must be worn when litter blowing, maintaining tools etc.
- Catering hats and aprons, oven gloves for catering.

### **Hygiene**

Disposable gloves to be worn when handling and serving food.

Use blue paper towel to dry hands (not towels) in the kitchen.

Smallholding boots and overalls must be removed in the boot room and not worn inside the building.

Overalls worn for inside animals must be removed in the animal care room.

Hand washing facilities are available and hands should be washed after contact with the animals, going to the toilet, removing overalls and boots and before eating. Staff are responsible for giving effective hand washing advice to all students and should supervise hand washing.

Food and drink should not be consumed around the site. Eating and drinking is restricted to designated areas only. Water bottles are allowed on site in hot weather, but advice must be given not to touch the lid area with hands particularly if working in the animal or growing areas.

### **Infection awareness**

The Bridge is a smallholding site with a range of pets, poultry, farm animals and an organic growing area. Consequently there will be risks to health. Information on Ecoli, Weil's Disease (Leptospirosis), snake bites and heat stroke will be provided at staff and volunteer induction. It is staff and volunteers responsibility to read these documents carefully so that they are aware of prevention and symptoms. Heat stroke is a medical emergency and will be dealt with by a First Aider but information is included in the staff and volunteer induction so that they can recognise the symptoms, take necessary measures to reduce risk for themselves and others, and react appropriately.

All staff and volunteers must check with their doctor that their Tetanus vaccination is up to date.

### **Accidents**

All accidents must be reported to a First Aider for treatment immediately. All accidents, however minor, must be recorded. If staff or volunteers witness a near miss or potential accident, they must inform the HSO or DHSO as soon as possible. Should an injury be RIDDOR reportable, it will be reported to the Trustees and an investigation will be carried out. There is a list of current qualified First Aiders on the health and safety notice board.

### **Medication**

Under no circumstances must any medication (pills, mixtures, creams, sprays etc) be contained within the first aid boxes or kits, or dispensed by a First Aider. The sharing of personal medication such as Paracetamol, Aspirin or creams with students is not allowed under any circumstances.

Parents/carers of children requiring prescribed medication must complete a 'Request to Administer Medication' form. The medication will then be administered by Diane as necessary.

### **Machinery**

No one should use or operate any machinery before they have received the required training relating to that equipment. This also applies when students are on a placement or visit. No one should use, or supervise the use of, equipment they feel unsafe using.

Staff or Volunteers who use equipment that they feel is unsafe or faulty in any way, you must alert all users to it, remove from use, and inform the HSO or DHSO immediately.

All portable powered equipment is PAT tested annually. Personal portable electrical equipment must not be used on site. All equipment is serviced regularly. Refer to PUWER folder in office for details of specific equipment.

All new equipment purchased must be PUWER compliant. Checklists are available in the PUWER folder.

### **Hazardous Substances**

The Control of Substances Hazardous to Health Regulation (COSHH) requires us to take steps to ensure that substances do not harm students or staff. This includes all kinds of substances such as kitchen cleaners, paint, fertilizers, disinfectants etc. PPE must be worn as appropriate to each activity, eg gloves and goggles. For advice on necessary PPE and hazards relating to particular substances, refer to the Data Sheet in the COSHH folder or speak to the HSO. Some people may be susceptible to allergies when handling chemicals. Students should be told to notify a member of staff if they notice any changes in their general well being after contact with chemical substances. It is imperative that when purchasing any substance for which there is not already a Data Sheet, that one is acquired and filed in the COSHH folder. Substances with unusual or particular risks must be reported to the HSO.

### **Fire Safety**

Fire results in many deaths every year and can put companies out of business. Steps have been taken to minimise the risk of fire. The building is equipped with fire extinguishers and fire alarms that are checked and tested on a regular basis. All electrical equipment PAT tested annually.

Smoking is strictly restricted to the designated smoking area.

Staff and volunteers will be given a copy of the Fire Policy and Procedures at their induction.

Tara Spaul is the Fire Officer for Hanley Site and Diane Hancock for the Business Centre Site.

### **Manual Handling**

Instruction must be given in safe handling techniques when it is necessary to move or lift an object. All students, staff and volunteers must leave an object if they are unaware of how to lift it or move it safely.

HSE advice on manual handling is available in the Health and Safety folder in the main office. All staff and volunteers must refer to this and the manual handling risk assessment. The manual handling risk assessment will be given to staff and volunteers at their induction.

The Health and Safety Executive's guidance on manual handling will be given to staff and volunteers at their induction.

### **Alcohol and Drugs**

Alcohol or drugs are not to be consumed whilst at the Bridge or on Hanley Workshops premises. Nor should anyone be under the influence of alcohol or drugs as a result of consumption prior to arriving at the Bridge.

The Bridge reserves the right to take disciplinary action in relation to drugs or alcohol consumption, which affects the work of students, staff and volunteers. The Bridge will also attempt to help any student, employee or volunteer with alcohol or drug related problems and such matters will be treated in the strictest confidence.

### **Mobile devices**

Staff and volunteers will be required to keep their mobiles on and charged at all times to aid communication between the unit and field areas but personal calls or messages should not be attended to in the presence of students.

Students must hand all mobile devices in to reception at the start of the day. Using a mobile phone or other mobile device on site is gross misconduct.

### **General points**

All contractors working on site must complete a Contractor Evaluation form before starting work and must be DBS checked to enhanced level.

All other units on the industrial estate are out of bounds to students at all times. Students must always inform their Coach if they intend to leave the group or the site for any reason.

The Willow is not a recreation room and is out of bounds to students unless supervised by a member of staff/volunteer.

The Bridge is not responsible or liable for the loss of, or damage to, personal possessions.

Any concerns, observations or questions should be discussed with the HSO or DHSO immediately.

### **Additional Information for Coaches - Training young people in safe working practices**

Health and safety should be the first unit taught in all vocational areas. Health and Safety awareness is a priority at all times. Most accidents in the workplace occur with employees under 25 years old. This is generally because they do not have the experience or knowledge, or because they are not confident to report their concerns or observations or do not know how to do so.

All vocational Coaches and support staff/volunteers must:

1. Demonstrate safe working practice at all times.
2. Always take health and safety concerns seriously
3. Staff and volunteers must make sure students know who to speak to if they feel unsafe or have concerns about the safety of equipment etc. This will be their Coach in the first instance and then the HSO if they are not confident that their concerns have been listened to.
4. Staff and volunteers make sure they know who the HSO and DHSO are and how to contact them (contact details are on the H&S notice board in the entrance hall).

### **General BTD safe working practice rules:**

- **Always** wear appropriate PPE
- When sawing wood, **always** wear a suitable protective glove on the holding hand and use the sawing horse.
- When working with metal against metal, eg hammering a nail, filing metal, **always** wear safety specs.
- When working with potentially hazardous dry substances, **always** wear a dust mask **and** refer to the COSHH Data Sheet.
- When working with liquids that give off fumes, eg paints or preservatives, **always** work in a well ventilated area **and** check the COSHH Data Sheet for other risks such as PPE, length of exposure and flammability etc.
- Long hair must **always** be tied back during field work to avoid the necessity of touching the face whilst working with composts and animals.
- **Always** return sharp knives and scissors to the main office when they have been cleaned, dried and finished with. **Never** ask a trainee to collect or return sharps on your behalf (NB or keys).
- **Always** be aware of safe working distances and remind students to be aware of what and who is around them. Remember, not being aware of own body position and a lack of spatial awareness are symptoms of dyspraxia, which the young person may not be aware of themselves.
- **Never** assume a young person has read and understood instructions, even if they say they have. Seek verbal confirmation of understanding.

- Remind students that they are responsible for their own safety and the safety of those around them. It is BTD's responsibility to provide safe equipment and PPE, it is their (and your) responsibility to use it safely.
- Under no circumstances should students leave classroom, unit, poly tunnel, grounds or Hanley Workshops site without telling a member of staff where they are going.

The two most common workplace accidents relate to poor manual handling skills and slips, trips and falls. Consequently:

- Read the HSE guidelines on safe manual handling and read the risk assessment. Speak to the HSO or DHSO if you have any queries.
- Tools must **always** be carried with sharp and heavy ends towards the ground and **never** over the shoulder.
- Wheelbarrows must **always** be well balanced and **never** overloaded
- Tools must **always** be put away **never** left on the ground. They should be upright when not in use and not on the floor.
- Students must **always** walk sensibly around the site and **never** run.

Finally, the best way to avoid accidents is for Coaches to keep their work areas clean and tidy and always risk assess. Students will follow the example of their Coaches if they are firm and consistent in applying the rules.