



Document Author:- David Lintern Consultant	Date:- October 2016
Contact Details:- HSH Consultants 2 Wellington Terrace Sandgate Folkestone Kent CT20 3DY	Who should read:- Interim Executive Director/Deputy Chair of Trustees - Charles Bicker Senior Management Group (SMG) :- Charles Bicker, Tracy Swinerd, Mick Pott, Jerome Dutton & Alistair Gould (Chair of Trust in attendance) Head of Centre - Richard Martin The Bay Trust's H&S & Fire Rep - Simon McGhie, supported by external H&S contractor Facilities Manager:- Yolanda Levina All Rippledawn staff members
When it takes effect: Immediately	Review Date:- October 2017



Health & Safety Policy

General Statement

As the Interim Executive Director, I have overall responsibility for the management of Health & Safety at The Bay Trust including Rippledown House.

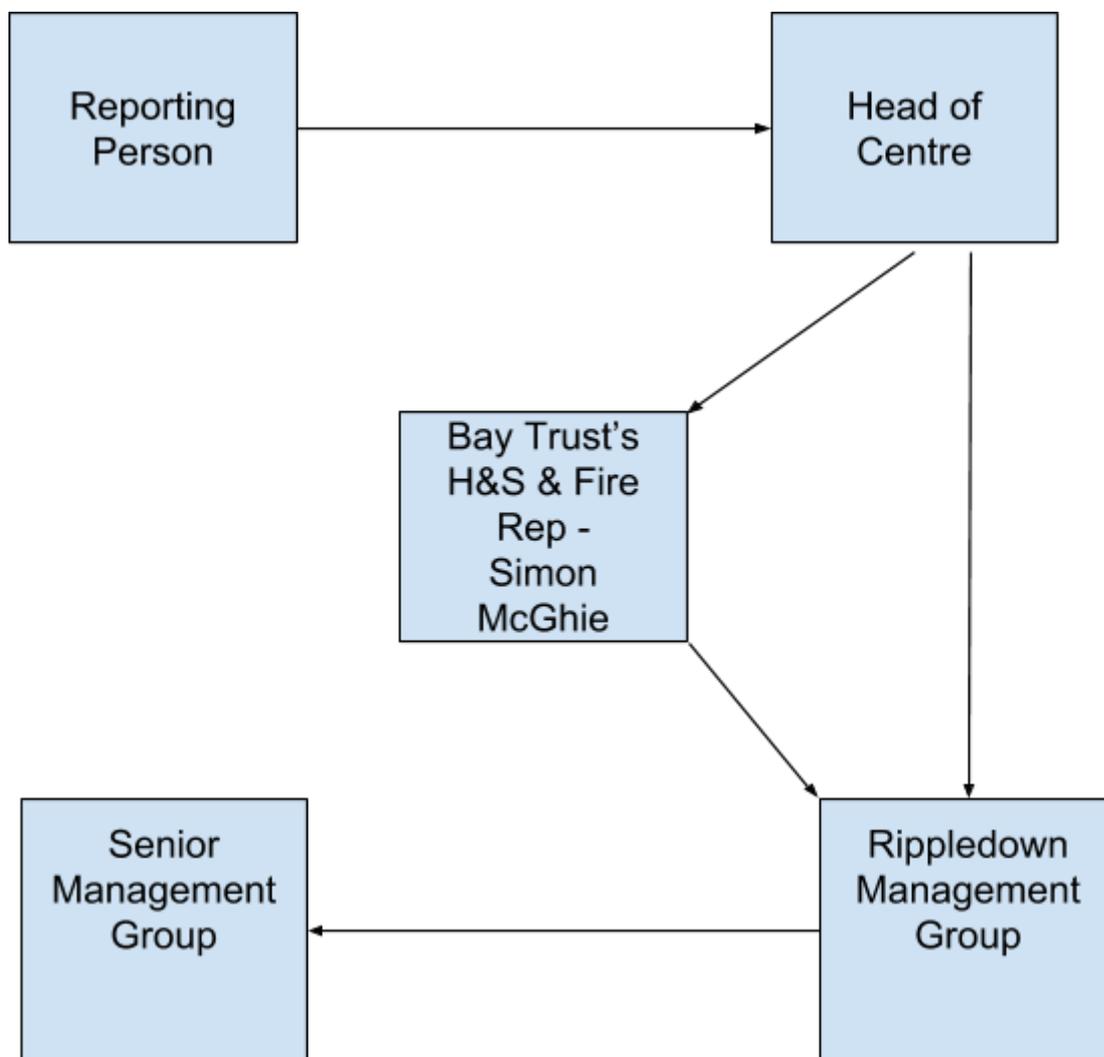
It is the policy of The Bay Trust including Rippledown House that its business will be carried out at all times in such a way as to ensure, as far as it is reasonably practicable, the health, safety and welfare of all its employees and all other persons likely to be affected by its operation. (Including any subcontractors and any other members of the public who are lawfully on or near the premises).

This policy is the direct concern and responsibility of the Interim Executive Director, trustees and site manager of The Bay Trust including Rippledown House who have approved this safety policy for its overall implementation and will keep this policy under regular review. Further responsibilities are laid down in the statement of responsibilities for health & safety.

It is also the responsibility of all management and staff to ensure that all employees observe safety procedures at all times.

If in doubt, REPORT IT. The member of staff reporting the incident will be regarded as the Reporting Person.

All H&S issues are to be reported via the following structure.



It is the further duty of The Bay Trust Senior Management Group (SMG) to advise all staff and other employees regarding their own particular safety function – with special emphasis upon any activities involving young people and trainees, employed or not employed by The Bay Trust including Rippledown House.

The Bay Trust Senior Management Group will be available to give guidance and advice, or arrange the same, and will conduct regular inspections of the premises and machinery with a view of ensuring safety standards are always maintained or improved – and it is the duty of all employees to co-operate with senior management personnel at all times and to heed instructions given.

The health and safety policy of The Bay Trust including Rippledown House has been designed in order to achieve the following:

- Prevention of injury to all persons affected by operations at The Bay Trust including Rippledown House, and the prevention of damage to the property by keeping the premises safe and providing and maintaining safe working conditions and equipment.



Particular notice will be given to any machinery that comes under the category of 'dangerous machinery' and machinery affected by regulations when used by trainees.

- The observations of the requirements of the health & safety at work act 1974, COSHH 2002 (and subsequent review of related regulations) and all obligations under the acts, as well as all other statutes and regulations concerned with safety that cover educational buildings.
- To ensure that all levels of staff receive adequate and appropriate training in safety, health, hygiene, fire and welfare matters.
- To insist that all employees observe safe working practices at all times, particularly with the reference to any relevant code of practice, or advice given by an appropriate local authority inspector (EHP) or any other inspector, pursuant to that authority's responsibilities under regulations made under any safety related act.
- To institute proper reporting investigations and costing of injury, damage and loss, with a view to achieving a reduction in accidents, by analysing accident causes and trends.
- To establish a system of staff reporting of safety hazards, together with a system and method of recording near misses and arranging repair or removal of such hazards as soon as possible.
- To coordinate safety activities with any third party who may from time to time, by working on or near to the Rippledown House premises prior to the commencement of any structural work, repairs etc. and to ensure that said persons are aware of and comply with existing safety measures.

All employees must agree, as part of their contract of employment, to abide by The Bay Trust including Rippledown House health & safety policy. In particular they must obey any or all instructions given by or on behalf of management in safety, health, fire, hygiene and welfare matters.

All employees are particularly reminded that they have a duty under section 7 of the health & safety at work act 1974 to take all reasonable care for their own safety and the safety of others who may be affected by their acts or omissions, and also to co-operate with The Scarlet in its arrangements to perform or comply with all statutory obligations with regard to safety, which includes adherence to this policy.

All employees are reminded that it is an offence under the act for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, hygiene and welfare, pursuant of any of the relevant statutory provisions with which The Bay Trust including Rippledown House must comply.

Formal off-job training in health, safety, hygiene and fire is required for all new employees on induction and at six monthly intervals for all other staff. The identified person with overall responsibility for seeing these requirements are met is the site manager of Rippledown House.



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Site Manager's name :-

Site Manager's Signature:-

Date:-.....

Interim Executive Director's name:-

Interim Executive Director's Signature:-

Date:-



The Bay Trust including Rippledown House
Schedule Of
Health And Safety Responsibilities

The Interim Executive Director, trustees, The Bay Trust Senior Management Group and Rippledown House staff are responsible for the following H&S management arrangements:

- Acting together in promoting a positive H&S culture.
- Ensuring that the health and safety policy statement, the health and safety records, health and safety risk assessments and the performance standards are independently reviewed twice annually and updated as necessary.
- Ensuring generally that personnel, finance and facilities are adequate to meet the full requirements of the policy statement and the action plan produced at each audit and review of health and safety risk assessments.
- Considering the impact on Bay Trust at Rippledown House and of the staff employed by Bay Trust at Rippledown House of any new legislation or regulations that may come into force in the future.
- Reviewing problem areas in the building by receiving a copy of the health and safety consultants audit reports and 6 monthly action plans, reviewing compliance with the plans in line with the policy statement.
- Recognising that development of a culture supportive of health and safety is necessary to achieve adequate control over risks.
- Reviewing 6 monthly accident and hazard audits produced by health and safety consultant.
- Ensuring all managerial staff are made aware of the health & safety policy of Bay Trust at Rippledown House and are competent and appropriately trained.
- Strive to achieve zero incidents and reduce all significant risk to as low as reasonably practicable (ALARP).

The site manager and deputy site manager of Rippledown House are responsible for:

- Ensuring that the health and safety policy of Bay Trust at Rippledown House is kept under review and that any problems, which arise, are resolved.
- The health & safety of their staff and others using the premises.
- Prepare and exercise emergency response plans, minimising the potential impact on risk to life from such events.
- Ensuring that adequate records are maintained of all accidents, and to ensure that all staff are made aware of any hazards and the hazard reporting procedure through regular health and safety training.
- Keeping all managerial staff advised of any changes in the relevant legislation and ensuring they are kept aware of their responsibilities.
- Reviewing and taking the required action outlined within the 6 monthly health & safety, fire and food hygiene action plans produced by the health and safety consultant and ensuring that recommendations are followed up.



General responsibilities/comments;

- It is the responsibility of the site manager: to ensure that a regular review of health & safety measures is carried out in their premises and to follow-up and remedy any weakness that is revealed at any time through the hazard reporting procedure or from the six monthly audit by the health and safety consultant.
- The site manager and deputy site manager must ensure: The premises are assessed regularly to identify potential risks within the workplace and to take controls to minimise risks. In addition all staff should be briefed in the necessary safety measures and precautions and to take action on hazards that are reported. All staff is expected to be vigilant and to report potential safety hazards.
- All staff: will be made aware that every accident, however minor, must be recorded on an accident report form that will be reviewed by the site manager. In addition the site manager will, on all reportable accidents and dangerous occurrences, carry out formal investigation.
- All hazards; causing or contributing to an accident will be dealt with immediately and a record kept of action taken.
- Management at Rippledown House will ensure; that no untrained employee is allowed to operate any dangerous machinery. No persons under 18 years of age will be allowed to clean or operate dangerous machines. All staff trained to use dangerous machinery will have that training recorded; all training records will be filed in the appropriate departmental training file for inspection during the six monthly audits or by inspections by the local authority.
- Management at Rippledown House will ensure that; their premises have adequate first aid materials to hand and are able to call upon the service of suitably trained first aid staff. All employees will be made aware of the location of the first aid equipment, and how to call upon the assistance of suitably trained staff in case of emergency.
- Management will ensure; that all staffs are trained in health & safety annually where an opportunity to discuss specific health & safety issues will be given.

COSHH Regulations

The Bay Trust including Rippledown House recognises that there are a number of dangerous substances in use within the Rippledown House building and grounds. It is the policy of The Bay Trust at Rippledown House to comply with the current COSHH regulations that provide:

‘An employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health, unless he has made a suitable and sufficient assessment of the risk created by that work to the health of those employees and of the steps that need to be taken to meet the requirements of these regulations.’



These Regulations require an assessment of the risk to health arising from work and the precautions needed. The introduction of appropriate measures to prevent and control the risk; ensuring that control measures are used and that equipment is properly maintained and procedures observed; where necessary monitoring the exposure of the employees and carrying out an appropriate form of surveillance of their health; and information instruction and training of employees about the risks and precautions to be taken.

- It is the responsibility of the site manager of Rippledown House to ensure that the regulations are implemented and the relevant procedures and controls adhered to within the building.
- Records of substances in use in the building will be kept and maintained with copies of hazard data sheets for each substance.
- The senior managers are responsible for all employees so that they know why they are using a specific chemical/substance, understand the correct method of using it, understanding its dangers/hazards, understand the safety precautions necessary to minimise or eliminate risk and know what action is necessary in the event of a spillage or accident.

Health and safety training

The site manager is responsible for:

- Ensuring that all employees, whether permanent or temporary, receive the correct level of health and safety induction and refresher training on a six monthly / annual basis, and are kept properly informed of all health, safety and hygiene matters that may arise.
- Ensuring that adequate recording of all training is in place and that all training records are filed in the appropriate training file for inspection during the six monthly audits by the health and safety consultant and any inspection by the local authority.
- Ensuring that all employees, whether permanent or temporary, are given the basic fire and emergency procedures instructions on induction and on a six monthly basis.
- Ensuring that all departmental managers are aware of the company's policy statement, of the health and safety systems/ records in place and their responsibilities.



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Site Manager's name :-

Site Manager's Signature:-

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Date:-.....

Interim Executive Director's name:-

Interim Executive Director's Signature:-

Date:-