



Health and Safety Policy

Adopted: 28th March 2019

Reviewed: 6th January 2020

To be Reviewed: March 2021

Signed:

- ensure that suitable and appropriate protective clothing is provided for staff and learners who require it, and ensure that it is worn when necessary
- ensure that adequate first aid treatment is available by the provision of a First Aider or appointed person and ensure that first aid boxes are kept adequately stocked
- ensure that accidents are recorded and reported to the Governors. In the event of a major injury, the Chair of the Governing Body shall be informed
- ensure that a record is kept of any contagious disease that is contracted, all acts of violence and bullying and that they are reported to the Governing Body as appropriate
- ensure that fire procedures are planned and are rehearsed at least once per term
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order
- ensure that adequate welfare facilities are provided and maintained for staff and learners
- ensure that periodic safety inspections of the College are carried out
- ensure that there is consultation with the staff safety representative on matters of health, safety and welfare
- ensure that contractors working in the College report to a representative before work commences in order to ascertain work details and agree safety procedures
- ensure that in his/her absence, healthy and safety duties are delegated as appropriate
- ensure that there is an annual appraisal of the health and safety performance
- ensure that risk assessments are undertaken and reviewed as appropriate
- and review and update the policy as appropriate

Members of Staff

Members of Staff:

All members of staff shall, where appropriate and so far as is reasonably practicable:

- ensure that policies are implemented at all times
- be responsible for the health and safety of the learners they supervise
- ensure that equipment used is safe and presents no risk to health and ensure that any defects are reported immediately to the Principal so that the equipment can either be repaired or disposed of
- in the event of a fire, follow the fire procedures and ensure that all learners are evacuated safely
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details appropriately
- ensure that all activities are carried out in a safe and healthy manner
- ensure that activities are supervised as appropriate and ensure that any violent behaviour is addressed
- ensure that learners are adequately supervised at all times
- ensure that when undertaking educational visits, sufficient research, planning, precautions and supervision are undertaken. Where specialist instructors are engaged to lead learners, the role of supervision must be discussed and agreed with the instructor
- take appropriate action to make safe any dangerous condition caused by wet or icy weather
- ensure that any agreed security provisions are carried out
- co-operate with the Principal on all aspects of health, safety and welfare
- co-operate with the Principal in undertaking risk assessments for all activities with significant risks to

		<p>and</p> <ul style="list-style-type: none"> ensure that all premises management and caretaker duties are carried out in a safe manner.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Martin Hanbury	<p>The principal will ensure that all staff receive the following training within six working weeks of commencing employment at the College</p> <ul style="list-style-type: none"> Staff induction PROACT-SCIPr-UK Educare Health and Safety module
Engage and consult with employees on day-to-day health and safety conditions	Martin Hanbury	<p>The following procedures for ensuring all employees are consulted on a day to day basis are in place</p> <ul style="list-style-type: none"> Weekly briefings include health and safety component Fortnightly health and safety audit conducted by teaching assistants Report Book located in the general office 'Open Door' Policy to report any issues to the Principal or Lead Teacher
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Martin Hanbury	<p>In the event of emergency requiring evacuation, the College will relocate to St. Peter's Primary School, Swinton as a temporary (1 day) measure. For longer term emergencies the College will relocate to the Chatsworth High School Lifeskills Suite.</p>
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Members of Staff	<p><i>Significant Risks Arising From Our Work Activity</i></p> <ul style="list-style-type: none"> Risk assessments will be undertaken by the appropriate teacher, the Moving and Handling Co-ordinator and/or relevant health staff The findings of the risk assessment will be reported to the Principal Action required to remove / control risks will be approved by the Principal who will be responsible for ensuring the action required is implemented <p>Assessments will be reviewed every year or when the work activity changes, whichever is soonest.</p> <p><i>Safe Plant and Equipment</i></p> <ul style="list-style-type: none"> The Lead Teacher will be responsible for identifying all equipment/plant needing maintenance The Lead Teacher will be responsible for ensuring effective maintenance procedures are drawn up The Lead Teacher will be responsible for ensuring that all identified maintenance is carried out Any problems found with plant/equipment should be reported to the Principal and the Lead Teacher The Lead Teacher will check that new plant and equipment meets health and safety standards before it is purchased No unauthorised electrical equipment is to be used on College premises Where appropriate, residual current devices should be used with all electrical equipment <p><i>Safe Handling and Use of Substances</i></p>

The Lead Teacher will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments

- The Principal will be responsible for ensuring that all actions identified in the assessments are implemented
- The Principal will be responsible for ensuring that all relevant employees are informed about the COSHH assessments
- The Lead Teacher will check that new substances can be used safely before they are purchased
- Assessments will be reviewed regularly

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the staff room

- Supervision of learners on work experience and college placements will be arranged by the Lead Teacher
- The Lead Teacher is responsible for ensuring that our employees and learners working at locations under the control of other employers are given relevant health and safety information

Accident, First Aid and Work Related Ill Health

- Named First aiders are displayed in the College
- First aid boxes are kept in the class rooms, kitchen, staff room and main office
- All accidents and cases of work related ill health are to be recorded
- The Principal who has responsibility for Health and Safety is responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- All serious accidents / incidents will be investigated in accordance with guidance set out within the College Health and Safety Policy, in order to prevent a recurrence of the accident / incident

Monitoring

- To check our working conditions and ensure our safe working practices and policies are being followed, we will:
 1. carry out termly spot check visits
 2. conduct a full workplace inspection annually
 3. conduct health and safety audits in line with relevant guidance
- The Principal is responsible for investigating accidents
- The Principal is responsible for investigating work related causes of sickness absence
- The Principal is responsible for acting on investigation findings to prevent a recurrence

Emergency Procedures – Fire and Evacuation

- The Principal is responsible for ensuring the fire risk assessment is undertaken and implemented
- The Principal, the Lead Teacher and Business Officer have been appointed as fire marshalls
- Escape routes and exits are checked by the Lead Teacher weekly
- Fire extinguishers are maintained and checked at a frequency of once per year

Emergency evacuation fire drills will be carried out at a frequency of once each half term

- Records will be kept in the main Office

Visitors to College Premises

- Any person visiting the premises is requested to make an appointment prior to the visit. Identifiable visitors and other persons who may be affected include:

Invited guests and visitors to the College

Volunteers and students who may assist with teaching

Parents, Carers and other professionals

Bus drivers / escorts

Persons encountered on an external trip or holiday

Contractors at the College (other than their own work activity, which they themselves are responsible for)

Deliverers of goods, meter readers, etc

Trespassers unless injured by their own unsafe activities

- On entering the premises, visitors must go to the main office and sign in
- On departure, visitors must sign out

Contractors and Safety

- All contractors are required to attend a pre-start meeting with the Principal and any other relevant personnel e.g. Health and Safety Officer, in order for health and safety rules / information, etc to be communicated
- All contractors are required to sign in
- Contractors must not leave their equipment unattended
- Activities carried out by a contractor must not present a hazard to others in the vicinity of the work
- The Principal is responsible for monitoring contractor's activities whilst on the site
- Under no circumstances will contractors be allowed to use equipment belonging to the College

Educational Visits / Extra Curricular Activities

- The Principal is responsible for ensuring that the Education Trips and Visits Code of Practice are followed. This policy adopts the guidance set out in the document entitled 'Health and Safety of Pupils on Educational Visits'
- The Educational Visits Co-ordinator for the College is Martin Hanbury. All educational visits must be authorised by a member of the Leadership Team in advance. Where this involves an overnight stay, permission of the Governors must be obtained
- The party leader will ensure that all appropriate information relating to the trip e.g. arrival / departure times, clothing requirements, contact numbers, etc, is communicated to the parents/carers of the learners and that agreement is obtained
- Advice relating to educational visits can be obtained from Martin Hanbury
- Refer to the Educational Trips and Visits document for detailed procedures and guidelines
- The Principal and Educational Trips and Visits Co-ordinator are responsible for ensuring that all vehicles used for the purpose of transporting students to and from specified destinations are properly taxed, insured and have valid M.O.T. certificates.

Movement of Vehicles

- Staff and visitors should park their vehicles in the designated car park in designated parking bays only
- Staff are responsible for ensuring that office staff have their current registration number
- All bus drivers must have due regard to their own safety and the safety of staff and learners during waiting times and times of loading and unloading vehicles
- The College drive must at all times have clear entry and exit for emergency vehicles

Occupational Health Service and Stress

- Occupational Health Services are provided by the Occupational Health Unit who are based on Station Road Swinton
- If a manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a member of the Leadership Team
- In cases of stress, staff can approach the Lead Teacher or Principal

Health and Safety in the Curriculum

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject and the appropriate control measures will be implemented
- Efforts will be taken to educate learners about health and safety issues as and when the opportunity arises throughout the course of normal teaching

Health and Safety in the Classroom

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities
- Learners will be encouraged to report any hazards to a tutor e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. NB Their ability to do this will obviously be dependent upon their understanding of a hazard

Conclusion

Health and Safety at Chatsworth Futures is of paramount importance for the well being of staff and learners. Due to the nature of our population and the severity of their learning, physical and sensory difficulties, it is incumbent on each and every one of us to be vigilant and to ensure that Health and Safety procedures are followed. Whilst the Governors and Principal are ultimately responsible, the success of this policy depends upon our collective commitment.

Signed: * (Employer)

Chatsworth Futures:

Date:

06.01.20

You should review your policy if you think it might no longer be valid, eg if circumstances change.

If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Staff Room, Kitchen
First-aid box is located:	Staff Room, All Classroom, Staff Room, Mini-Bus for off-site visits
Accident book is located:	Main Office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Annex: Risk Assessments

Risk Assessments

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Dor
<p>CF 1</p> <ul style="list-style-type: none"> a) Fixtures and fittings not secured b) AV equipment c) Windows/handles d) Curtains and blinds e) Objects protruding from walls f) Doors and fittings g) Floor condition h) Lighting i) Light switches, plug sockets j) Leaking pipework k) Water/damp l) Fire extinguishers m) Furniture n) Safety signage 	<p>Learners/Staff/ Visitors</p> <ul style="list-style-type: none"> a) Item may fall and harm b) Electrical shock c) Trap hazard d) May fall and harm e) May catch/harm people f) Trap hazard g) Trip and hygiene h) Insufficient illumination i) Electrical shock j) Burn or slip hazard k) Ingress, disease l) Not operational, thrown m) Collapse, trap hazard n) Confusion in crisis 	<ul style="list-style-type: none"> 1. A safety inspection of each room is undertaken each half term using a prescribed checklist 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 	<ul style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	<p>MH/SPIE</p>	<p>March 2020</p>	
<p>CF 2</p> <ul style="list-style-type: none"> a) Fixtures and fittings not secured b) AV equipment c) Windows/handles d) Curtains and blinds e) Objects protruding from walls f) Doors and fittings g) Floor condition h) Lighting i) Light switches, plug sockets j) Leaking pipework k) Water/damp l) Fire extinguishers m) Furniture n) Safety signage 	<p>Learners/Staff/ Visitors</p> <ul style="list-style-type: none"> a) Item may fall and harm b) Electrical shock c) Trap hazard d) May fall and harm e) May catch/harm people f) Trap hazard g) Trip and hygiene h) Insufficient illumination i) Electrical shock j) Burn or slip hazard k) Ingress, disease l) Not operational, thrown m) Collapse, trap hazard n) Confusion in crisis 	<ul style="list-style-type: none"> 1. A safety inspection of each room is undertaken each half term using a prescribed checklist 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 	<ul style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	<p>MH/SPIE</p>	<p>March 2020</p>	

<ul style="list-style-type: none"> a) Fixtures and fittings not secured b) AV equipment c) Windows/handles d) Curtains and blinds e) Objects protruding from walls f) Doors and fittings g) Floor condition h) Lighting i) Light switches, plug sockets j) Leaking pipework k) Water/damp l) Fire extinguishers m) Furniture n) Safety signage 	<ul style="list-style-type: none"> a) Item may fall and harm b) Electrical shock c) Trap hazard d) May fall and harm e) May catch/harm people f) Trap hazard g) Trip and hygiene h) Insufficient illumination i) Electrical shock j) Burn or slip hazard k) Ingress, disease l) Not operational, thrown m) Collapse, trap hazard n) Confusion in crisis 	<ol style="list-style-type: none"> 1. A safety inspection of each room is undertaken each half term using a prescribed checklist 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 	<ol style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020
<p>CF 4</p> <ul style="list-style-type: none"> a) Fixtures and fittings not secured b) AV equipment c) Windows/handles d) Curtains and blinds e) Objects protruding from walls f) Doors and fittings g) Floor condition h) Lighting i) Light switches, plug sockets j) Leaking pipework k) Water/damp l) Fire extinguishers m) Furniture n) Safety signage o) Tools p) Lubricant and other sprays q) Cycles 	<p>Learners/Staff/ Visitors</p> <ul style="list-style-type: none"> a) Item may fall and harm b) Electrical shock c) Trap hazard d) May fall and harm e) May catch/harm people f) Trap hazard g) Trip and hygiene h) Insufficient illumination i) Electrical shock j) Burn or slip hazard k) Ingress, disease l) Not operational, thrown m) Collapse, trap hazard n) Confusion in crisis o) Cut, bruise p) Inhalation, corrosive q) May fall and harm 	<ol style="list-style-type: none"> 1. A safety inspection of each room is undertaken each half term using a prescribed checklist 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 5. There is a key code entry system 6. Tools kept in designated place 7. Lubricants and sprays are removed/locked away 8. Room is well ventilated 9. Cycle jigs and stands are used 	<ol style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020
<p>CF 5</p> <ul style="list-style-type: none"> a) Fixtures and fittings not secured b) AV equipment c) Windows/handles d) Curtains and blinds e) Objects protruding from walls f) Doors and fittings g) Floor condition h) Lighting i) Light switches, plug sockets j) Leaking pipework k) Water/damp l) Fire extinguishers m) Furniture n) Safety signage 	<p>Learners/Staff/ Visitors</p> <ul style="list-style-type: none"> a) Item may fall and harm b) Electrical shock c) Trap hazard d) May fall and harm e) May catch/harm people f) Trap hazard g) Trip and hygiene h) Insufficient illumination i) Electrical shock j) Burn or slip hazard k) Ingress, disease l) Not operational, thrown m) Collapse, trap hazard n) Confusion in crisis 	<ol style="list-style-type: none"> 1. A safety inspection of each room is undertaken each half term using a prescribed checklist 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 	<ol style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020

<ul style="list-style-type: none"> a) Fixtures and fittings not secured b) AV equipment c) Windows/handles d) Curtains and blinds e) Objects protruding from walls f) Doors and fittings g) Floor condition h) Lighting i) Light switches, plug sockets j) Leaking pipework k) Water/damp l) Fire extinguishers m) Furniture n) Safety signage o) Climbing frame p) Plant room entry 	<ul style="list-style-type: none"> a) Item may fall and harm b) Electrical shock c) Trap hazard d) May fall and harm e) May catch/harm people f) Trap hazard g) Trip and hygiene h) Insufficient illumination i) Electrical shock j) Burn or slip hazard k) Ingress, disease l) Not operational, thrown m) Collapse, trap hazard n) Confusion in crisis o) Fall, trap, trip hazard p) Burn, trap 	<ol style="list-style-type: none"> 1. A safety inspection is undertaken each half term 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 5. Do not use the climbing frame 6. Keep plant room door locked 	<ol style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020
<p>Staff Room</p> <ul style="list-style-type: none"> a) Fixtures and fittings not secured b) Windows/handles c) Curtains and blinds d) Objects protruding from walls e) Doors and fittings f) Floor condition g) Lighting h) Light switches, plug sockets i) Leaking pipework j) Water/damp k) Fire extinguishers l) Furniture m) Safety signage n) Hot water geyser o) Microwave oven p) Hot food and drink 	<p>Learners/Staff/ Visitors</p> <ul style="list-style-type: none"> a) Item may fall and harm b) Trap hazard c) May fall and harm d) May catch/harm people e) Trap hazard f) Trip and hygiene g) Insufficient illumination h) Electrical shock i) Burn or slip hazard j) Ingress, disease k) Not operational, thrown l) Collapse, trap hazard m) Confusion in crisis n) Burn o) Burn, radiation p) Burn 	<ol style="list-style-type: none"> 1. A safety inspection is undertaken each half term 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 5. Maintain good housekeeping 6. There is a key code entry system 	<ol style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020
<p>Resource Room</p> <ul style="list-style-type: none"> a) Fixtures and fittings not secured b) Laminator c) Photocopier d) Server e) Objects protruding from walls f) Doors and fittings g) Floor condition h) Lighting i) Light switches, plug sockets j) Leaking pipework k) Water/damp l) Fire extinguishers m) Furniture n) Safety signage 	<p>Learners/Staff/ Visitors</p> <ul style="list-style-type: none"> a) Item may fall and harm b) Electrical shock, burn c) Electrical shock, burn d) Electrical shock burn e) May catch/harm people f) Trap hazard g) Trip and hygiene h) Insufficient illumination i) Electrical shock j) Burn or slip hazard k) Ingress, disease l) Not operational, thrown m) Collapse, trap hazard n) Confusion in crisis 	<ol style="list-style-type: none"> 1. A safety inspection is undertaken each half term 2. All electrical items are PAT tested 3. Necessary remedial work is organized by the Business Officer and Principal 4. All staff remain vigilant to possible hazards at all times 5. H and S Governor scrutinizes on a termly basis 	<ol style="list-style-type: none"> a) Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020

<p>Storage room</p> <ul style="list-style-type: none"> a) Stored items b) Coat pegs 	<ul style="list-style-type: none"> a) Item may fall or trip b) Catch or harm people 	<ol style="list-style-type: none"> 1. A safety inspection is undertaken each half term 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 5. Keep the room locked 	<ol style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020
<p>Foyer</p> <ul style="list-style-type: none"> a) Fixtures and fittings not secured b) Objects protruding from walls c) Doors and fittings d) Floor condition e) Lighting f) Light switches, plug sockets g) Leaking pipework h) Water/damp i) Fire extinguishers j) Furniture k) Safety signage l) Deliveries, boxes etc 	<p>Learners/Staff/ Visitors</p> <ul style="list-style-type: none"> a) Item may fall and harm b) May catch/harm people c) Trip hazard d) Trip and hygiene e) Insufficient illumination f) Electrical shock g) Burn or slip hazard h) Ingress, disease i) Not operational, thrown j) Collapse, trap hazard k) Confusion in crisis l) Trip hazard 	<ol style="list-style-type: none"> 1. A safety inspection is undertaken each half term 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 5. Remove all deliveries immediately 	<ol style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020
<p>Corridors</p> <ul style="list-style-type: none"> a) Fixtures and fittings not secured b) Windows/handles c) Curtains and blinds d) Objects protruding from walls e) Doors and fittings f) Floor condition g) Lighting h) Light switches, plug sockets i) Leaking pipework j) Water/damp k) Fire extinguishers l) Furniture m) Safety signage 	<p>Learners/Staff/ Visitors</p> <ul style="list-style-type: none"> a) Item may fall and harm b) Trip hazard c) May fall and harm d) May catch/harm people e) Trip hazard f) Trip and hygiene g) Insufficient illumination h) Electrical shock i) Burn or slip hazard j) Ingress, disease k) Not operational, thrown l) Collapse, trap hazard m) Confusion in crisis 	<ol style="list-style-type: none"> 1. A safety inspection is undertaken each half term 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 	<ol style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020

<ul style="list-style-type: none"> a) Fixtures and fittings not secured b) AV equipment c) VDU usage d) Windows/handles e) Curtains and blinds f) Objects protruding from walls g) Doors and fittings h) Floor condition i) Lighting j) Light switches, plug sockets k) Leaking pipework l) Water/damp m) Fire extinguishers n) Furniture o) Safety signage p) Money handling 	<ul style="list-style-type: none"> a) Item may fall and harm b) Electrical shock c) HSE advisory d) Trap hazard e) May fall and harm f) May catch/harm people g) Trap hazard h) Trip and hygiene i) Insufficient illumination j) Electrical shock k) Burn or slip hazard l) Ingress, disease m) Not operational, thrown n) Collapse, trap hazard o) Confusion in crisis p) Vulnerability to theft 	<ol style="list-style-type: none"> 1. A safety inspection is undertaken each half term 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. BSO has read HSE advisory 5. Camera entry systems in place 6. H and S Governor scrutinizes on a termly basis 	<ol style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020
<p>Office (SLT)</p> <ul style="list-style-type: none"> a) Fixtures and fittings not secured b) AV equipment c) Windows/handles d) Curtains and blinds e) Objects protruding from walls f) Doors and fittings g) Floor condition h) Lighting i) Light switches, plug sockets j) Leaking pipework k) Water/damp l) Fire extinguishers m) Furniture n) Safety signage 	<p>Learners/Staff/ Visitors</p> <ul style="list-style-type: none"> a) Item may fall and harm b) Electrical shock c) Trap hazard d) May fall and harm e) May catch/harm people f) Trap hazard g) Trip and hygiene h) Insufficient illumination i) Electrical shock j) Burn or slip hazard k) Ingress, disease l) Not operational, thrown m) Collapse, trap hazard n) Confusion in crisis 	<ol style="list-style-type: none"> 1. A safety inspection is undertaken each half term 2. Necessary remedial work is organized by the Business Officer and Principal 3. All staff remain vigilant to possible hazards at all times 4. H and S Governor scrutinizes on a termly basis 	<ol style="list-style-type: none"> 1. Annual full premises Health and Safety Audit by SPIE 	MH/SPIE	March 2020

a) falls	Slips, trips,	a) Strain, sprain, bruise b) Fainting, CV difficulties c) Twists, falls	2. Specialist zumba instructor 3. Monitor levels of fatigue 4. Awareness of individual need	1. Annual full premises Health and Safety Audit by SPIE	MH/SPIE	March 2020
b) Exhaustion	Exhaustion					
c) postures	Unfamiliar					
Kitchen (See Appendix 1)						
Chickens (See Appendix 2)						

Kitchen Establishment: Chatsworth Futures Vicarage road Swinton Salford M27 0WA	School Kitchen: Used for teaching life skills to pupils with learning difficulty. Controlled activity: One session/per week. Assessment Guidance: Isaac Yusuf (Health and Safety Officer). Review and revision conducted by M. Hanbury, B. Cocken 06.01.20		Date: 19 th March 2019 Review Date: 06.01.20 Approved: Date:	
Hazard / Risk	Who is at Risk?	Normal Control Measures <i>(Brief description)</i>	Additional Control Measures	Risk Rating H/M/L
Hot surfaces liquids / Burns, scalds Hot drinks Halogen Cooker Induction hob George Foreman Grill Coffee Maker	Staff, pupils, volunteer helpers	<ul style="list-style-type: none"> • Lifting lids off pans & kettles, moving hot tins, dishes and water to be restricted to adults only. • Adequate supervision and safe working procedures in place • Position pan handles not to overhang the edge of the cooker • Ensure adequate space is available around the ovens at all times when handling hot items. • Limit movement when carrying hot drinks/soups etc • Hot drinks not to be left unattended • Staff to remove lid from cooker • Use of tongs/forks to manouvre items in cooker • Use heat proof gloves • Staff to plug in and unplug all items 	Maximum number of students 4 with adequate supervision. Referral to individual learners risk assessment on suitability for the learning task. Hot surfaces – risk of burns from hot surface of hob. Ensure adequate supervision. Recommend use of back burners rather than front burners. Consider guarding of cooker switches. Learner to stand back from halogen cooker until staff instructs to move closer	M
Sharp equipment / Cuts		<ul style="list-style-type: none"> • Controlled storage and use of knives using knife cabinet • Inventory displayed next to cabinet • Pupils taught correct techniques for use of knives and use under supervision. • Knives are kept sharp as blunt knives can cause serious injuries. • Wash separately do not leave in sink • All knives to be kept flat when not in use. • Knives to be put by side of washing up and not in the bowl. • Minimise movement around the room with knives, peelers and graters. • Knives and any other sharp instruments to be distributed/collected by staff. 	Inventory list of utensils. Sharp instruments such as knives to be controlled. Count knives taken and put back at end of the activity.	M

<p>Slipping, tripping, trips and trips</p>		<p>No obstacles in walkways and regular cleaning of floors</p> <ul style="list-style-type: none"> • Prompt maintenance of defects; all floor defects repaired Dec 19 • Spillages should be dealt with immediately. • Paper towels to be used on small areas of water-based contamination. <p>• Ensure good housekeeping and that any spills / food debris are cleared up immediately.</p> <ul style="list-style-type: none"> • Coates / bags not to be kept in the kitchen. • Mobile phones not to be used in the kitchen. 	<p>No hot remnants to be disposed of in the plastic bin located in the kitchen.</p> <p>Ensure there are no training cables and that all electrical are well managed to prevent tripping hazard.</p>	
<p>Use of cookers (Electric / gas)</p> <p>Electric shock Fire, explosion</p>		<ul style="list-style-type: none"> • Electrical equipment is subject to regular safety inspection and test (PAT testing) • Gas equipment is under planned maintenance • A gas isolation valve should be available to isolate the gas supply when not in use. • Children must be supervised at all times. • Portable cookers permanently wired into a fixed spur. • Ovens for food preparation not to be used for other purposes e.g. heating plastics. • Fire blanket kept in the area and staff should know how to use it. • Cookers and ovens should be sited away from flammable materials, doorways, passageways and fire escape routes. • There should be no wall displays, pin boards etc in the close vicinity. • Gas supply to kitchen has been disconnected and gas cookers removed. • Electric cookers disconnected and removed. 	<p>PAT testing of all kitchen portable electrical equipment is tested every year.</p> <p>Ensure no paper or plastic displays are located over or near sources of ignition such as cookers.</p> <p>Kitchen suitably equipped with fire fighting equipment – one F50 fire extinguisher and one fire blanket Both pieces of equipment are part of a testing maintenance scheme.</p> <p>Fire detection device hard wired and located on the kitchen ceiling. This is also part of a testing and maintenance scheme.</p> <p>Only staff to plug or unplug electrical appliances in the kitchen. Switch off from wall socket or unplug when appliances not in use.</p> <p>Fire evacuation procedure in place and all staff made aware of procedure. Gate at rear kitchen fire door to be kept open.</p> <p>Fire exit routes/ doors to be kept clear at all times when kitchen in use and doors able to open easily in the event of a fire.</p>	<p>M</p>

Food poisoning

Poor standards of hygiene
Incorrect storage of food)

Personal hygiene

- Pupils taught the need for personal hygiene. Staff and pupils to wash hands before handling food and after visits to the toilet.
- Ensure that warm water, soap and towels (disposable) are available.
- Cuts etc. are covered with waterproof adhesive dressings.
- Tie back long hair.
- Aprons hygienically maintained
- Remove aprons before going to the toilet.
- Food in cans to be removed once opened, stored in suitable containers and kept chilled until just before use.
- All fruit and vegetables to be pre-washed
- Dairy produce and fish to be kept chilled until just before use.

Storage

- Avoid the use of foods that require refrigeration if safe temperatures cannot be maintained
- Use a fridge thermometer to measure, record and track temperatures
- Only small quantities of food should be stored, and correct stock rotation should be ensured.
- "Use by" and "best before" dates should be checked.
- Food stored in suitable containers. (covered / protected from contamination)
- Foods appropriately covered / wrapped and stored prior to taking home. Pupils provided with instruction on safe storage / consumption.
- A daily and weekly rota will be followed for checking foodstuffs, dates etc

Separate chopping boards and utensils should be used for raw and cooked foods. If this is not practical, the chopping board should be cleaned and disinfected between use

Storage of food, utensils and other equipment that may pose a risk to users will be kept in a dedicated kitchen store room. Room will be locked during kitchen use and only accessible to authorised staff.

Antibacterial spray – inhalation and food contamination		<p>Food handling</p> <ul style="list-style-type: none"> • High risk / raw foods kept apart at all times • Separate chopping boards and utensils used for raw and cooked foods. • Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. <p>Cleaning</p> <ul style="list-style-type: none"> • Work surfaces cleaned with a multi-purpose cleaner and then disinfected prior to any food preparation. • Where a classroom table has to be used for food preparation it should be covered with a clean plastic sheet • Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. • Adequate rubbish bins for waste food and they must be emptied daily. • Spray to be used by staff only • Manufacturers instructions to be followed. 	<p>Kitchen staff/ teachers will be suitably qualified and hold a relevant food hygiene certificate. Allergies notice and information of what to do in an emergency to be displayed in the kitchen.</p> <p>A second kitchen store room is used by the school cleaner for storage of cleaning chemicals and equipment. This room will also be kept locked to prevent student access. Will be locked at all times when kitchen in use by pupils.</p>	***
Learners with food allergies Staff not aware of pupil's allergies		<ul style="list-style-type: none"> • All staff/volunteers are made aware of pupils who are sensitive to foods and food additives. • Staff should be aware of ingredients/food additives present in foodstuffs. 	College to check which learners have food allergies and to make staff aware.	

REVIEWS: 06.01.20	
REVIEWED BY:	COMMENTS:
REVIEWED BY:	COMMENTS:
REVIEWED BY:	COMMENTS:

Risk assessment: Keeping chickens at CFSC

Assessment carried out by:	Adam Jackson	Date: 23/04/19	Due for review on: 01/6/19
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Hazard	Who is at risk?	Existing control measures	Additional control required, if any	Action by whom?	Action by when?	Completion
<p>Zoonotic disease</p> <p>Contact with chicken faeces via shoes, housing, equipment and handling the birds.</p>	<p>Learners</p> <p>Staff</p>	<ul style="list-style-type: none"> Learners are given hygiene and safety briefings before working with the birds. They are reminded not to touch their faces or put anything in their mouths while working with the chickens and they are required to wash their hands immediately afterwards. They are reminded not to kiss the chickens. Learners are not permitted to eat and drink in the chicken areas. Hand-washing signage is in place to remind anyone who has touched the hens or their housing/ equipment to wash their hands. Hand gel may be used for immediate visible contamination but additional hand-washing remains compulsory. Fresh cuts and grazes are covered before working with the birds. Learners are required to wear shoes covers/ wear outdoor shoes/ use a disinfectant mat when entering the chicken run or areas where the hens free range to ensure that chicken droppings are not brought into the building. Learners with compromised immune systems are not permitted to work with the chickens. The chicken house and run/ free ranging area is kept suitably clean with the hen house, perches and equipment disinfected on a regular schedule. Learners are not permitted to play in areas where chicken waste is disposed of, for example around compost heaps. 	<p>Signage needs to be created for Coop re washing of hands</p> <p>Signage needs to be created for Coop re eating and drinking</p> <p>Available in all bathrooms</p> <p>Staff to be made aware at safeguarding briefings once a month</p> <p>Staff to be made aware at safeguarding briefings once a month</p> <p>Chicken House cleaned each Wednesday Morning</p> <p>Compost kept outside of playground</p>	<p>Lilli Smyth</p> <p>Adam Jackson</p> <p>Dr Martin Hanbury/Adam Jackson</p> <p>Adam Jackson</p>	<p>25/05/19</p> <p>25/05/19</p> <p>ongoing</p>	<p>23/04/19</p> <p>1/6/19</p>
<p>Allergic reactions and respiratory problems</p> <p>Contact with feathers, straw or bedding materials, inhalation of products such as</p>	<p>Learners</p> <p>Staff/Supervisors</p> <p>Visitors</p>	<ul style="list-style-type: none"> Learners with known allergies are not permitted to carry out potentially risky tasks such as adding bedding to the hen house. Learners are reminded in their hygiene and safety briefing to let a member of staff know if they feel unwell at any point during or after working with the birds. When mite dusting the house Learners are required to wear dust masks and Learners with known respiratory problems are not permitted to take part in this activity. A low dust bedding will be used for the hen house. 	<p>Information passed to each classroom teacher regarding this information</p> <p>Information passed to each classroom teacher regarding this information</p> <p>Information passed to each classroom teacher regarding this information on a weekly basis</p>	<p>A rota of staff who have received training</p>	<p>ongoing</p>	<p>Checklist</p>

