

# Health & Safety Policy

## Introduction

This document is a statement of the rationale, aims, principles, approaches, roles, responsibilities and strategies for ensuring Health and Safety at Steamworks Learning. Information provided by the Health and Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk)) have provided the framework for the development of this policy.

## Rationale

Health and Safety is an increasingly important part of everyday life in work and at home. Therefore, Health and Safety Policy and procedures are essential in order to prevent harm.

Certain Injuries, Diseases and Dangerous Occurrences must be reported to the Health and Safety Executive ([www.hse.gov.uk/riddor/reportable-incidents.htm](http://www.hse.gov.uk/riddor/reportable-incidents.htm)). In order to inform the HSE when necessary, all injuries, diseases and dangerous occurrences must be monitored, recorded and reported and the appropriate corrective action is taken. As there will be occasions when first aid is required, it is essential that first aid advice is readily available together with a properly stocked first aid box.

Unlike most hazards electricity is completely invisible and odourless. For this reason, electricity must always be treated with caution and respect. The main risks associated with electricity are fires, shocks and burns all of which can prove fatal. Generally, equipment that has a lead (cable) and plug and which is normally moved around or can easily be moved from place to place e.g. glue guns, kettles, tablets, extension cables are termed 'portable electrical appliances'. The law requires portable electrical equipment to be maintained and by concentrating on a simple inexpensive system of looking for visible signs of damage or faults, most electrical risks will be controlled.

The Control of Substances Hazardous to Health Regulations 1988 (COSHH), introduced a legal framework for controlling people's exposure to hazardous substances arising from the work activity and environment. An essential requirement is the responsibility of employers to carry out an assessment of health and safety risks created by the use, handling and storage of hazardous substances and the measures that are needed to protect the health and safety of employees. Although the use of chemicals or other hazardous substances is very limited at Steamworks Learning, the following procedures have been adopted to minimise any risks to employees and children/young people.

Manual Handling is the lifting, carrying, pushing, or pulling of an object or load. All staff/volunteers must observe the following procedures when lifting, carrying, pushing or pulling any object or load to reduce the risk of manual handling injuries.

## Aims and Principles

Steamworks Learning is committed to the Health, Safety and Welfare of all its staff, volunteers, children/young people and families. Our aims for Health and Safety are:

- Assessing risks and controlling the hazards arising from the activities;
- preventing work-related injuries and ill health;
- ensuring that all staff and volunteers understand their own responsibilities in maintaining a healthy and safe environment.

## Procedures

Steamworks Learning Health & Safety Officer: Rosey Andrassy

### Injuries, diseases and dangerous occurrences

- All accidents and incidents involving health and safety of staff, volunteers, children/young people, including near misses, must be reported to the name health & safety officer (See Appendix 1 & 2);
- Minor injuries occurring on school premises must be reported to the school and recorded in the school's accident book, according to the school's policies and procedures
- Steamworks Learning Accident reports will be monitored by the Health & Safety Officer;
- In the event of series injury requiring immediate professional medical attention at hospital, the Health & Safety Officer will follow the regulations for reporting injuries, diseases and dangerous occurrences (RIDDOR) will be followed (<http://www.hse.gov.uk/riddor/index.htm>);
- To reduce the risk of infection, hand sanitizer should be used and equipment, table covers, surfaces wiped with antibacterial wipes/spray at the end of each activity session;
- Multi-use equipment such as scissors, felt pens, etc should be cleaned/disinfected at the end of every session and construction kits, eg., knex, lego, etc will be hygienically cleaned at the end of each term;
- Staff/volunteers must ensure that they have the cleaning equipment bag, including First Aid kit with them at every activity session.

### First Aid

- Staff must ensure that First Aid kits are available during activity sessions;
- The Health and Safety Officer is responsible for maintaining the contents of the First Aid boxes;
- Suitable trained and competent persons should only administer first aid.

### Electrical Equipment/Wiring

- Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at a duration that has been suggested by the contractor performing the tests;
- All electrical equipment is to be used safely, following the manufacturer's instructions;
- Sockets must not be overloaded and avoid using extension leads and take care to prevent tripping hazards when laying cables.

### Fire

- Staff/volunteers need to ensure they are aware of the Fire Action/evacuation procedures are displayed around school premises;

### COSHH

- All cleaning materials to be stored away from children;
- Manufacturers guidance and precautions for the use of hazardous substances must be followed;
- COSHH risk assessments will be carried out to identify any hazardous substances used by staff, adults, children and young people;
- These risk assessments will identify where staff, volunteers, children and young people are at risk and evaluate the risks associated with their use. A standard assessment form will be used to assist in this process and records maintained accordingly;
- From the risk assessments control measures will be introduced where and if applicable, including accurate labelling of ingredients and warnings on products/items made by children/young people;
- If the substance identified has a less hazardous replacement it will be substituted accordingly.

## Manual Handling

- All staff/volunteers are advised not to take unnecessary risks when undertaking manual handling operations;
- Staff/volunteers should plan the lift, removing obstructions from the route, and use appropriate handling aids if possible or request help from others;
- When lifting staff/volunteers should keep the feet about shoulder distance apart; this gives a balanced stand base for lifting, and ensure that the leading leg is as far forward as comfortable;
- When lifting from a low level, staff/volunteers should bend the knees, but not kneel or over flex the knees; keep the back straight (tucking in the chin helps), lean forward a little over the load if necessary to help get a good grip and keep the shoulders level and facing the same direction as the hips;
- When carrying loads, staff/volunteers, grip should be secure. A hook grip is less tiring than one where you keep your fingers straight and varying the grip as the lift proceeds should be done as smoothly as possible;
- When moving/carrying loads, it should be carried close to the body for as long as possible, keeping the heaviest side of the load next to the body. If a close approach to the load is not possible, then the load should be eased towards you before trying a lift;
- When lifting, staff/volunteers should not twist the body when turning to the side but move the feet to face the the right direction;
- Whenever possible use the lifting/ carrying aids provided to reduce manual handling;
- It is the responsibility of the staff/volunteer to decide whether they are physically able to carry, lift, push or pull loads and to inform the director/s if there is a medical reason or they are not 'comfortable' lifting, carrying or manually handling equipment or resources.

## Security

- All staff are responsible for their own belongings;
- Staff and volunteers are not permitted to give access to other visitors to school premises.

## Roles and Responsibilities

The overall responsibility for Health and Safety, including Risk Assessments, lies with the director/s.

The role and responsibilities of the director/s is to:

- implement the Health and Safety Policy for Steamworks Learning;
- ensure all staff and volunteers are familiar with current legislation and guidance regarding Health and Safety and provide clear instructions and information, and adequate training, to ensure employees are competent to do their work;
- prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace by undertaking risk assessments which are reviewed and updated regularly;
- consult with staff about Health and Safety and ensure that all staff are aware of their own responsibilities;
- ensure that safe working practices and procedures are applied within Steamworks Learning;
- provide all staff with the information, instruction, supervision and training considered necessary to create and maintain a safe and healthy environment;
- take the steps necessary to ensure that premises are secure and equipment is safe and well maintained and that any hazard is quickly rectified;
- establish a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously;
- provide and maintain equipment and resources and ensure safe storage of substances.

The role and responsibilities of the staff and volunteers are to:

- maintain a healthy and safe work environment by reporting hazards, accidents and dangerous occurrences;
- take care of safety equipment, observe school and Steamworks Learning’s policies and procedures for Health and Safety and follow safety instructions;
- observe the directions and guidance contained in this policy and risk assessments;
- take reasonable care for their own safety and well-being as well as the safety of others;
- complete the Accidents/incidents/dangerous occurrence Form (Appendix 1) in duplicate for ALL accidents, injuries or dangerous occurrences, one copy for parent/carer and one to be retained by Steamworks Learning;
- record ALL injuries/bumps to the head using the Head Injury/Bump Form (Appendix 2) in duplicate, one copy for the parent/carer and one to be retained by Steamworks Learning.

Approved by: Rosey Andrassy

Date of next review: July 2025

### Annual Checks

Item	Checked By	Date	Comments
Risk Assessments	H & S Officer		
COSHH	H & S Officer		
Accident Reports	H & S Officer		
Check completion of PAT testing	H & S Officer	16.7.24	Supervised by Catherine Lenara in the absence of and authorised by H & S Officer, Rosey Andrassy.
Whole staff training – refreshers	H & S Officer		

## Appendix 1 – Accident/Incident/Dangerous Occurrence Form

### About the Accident/Incident/Dangerous Occurrence

1. What are you reporting? (Circle one) Occurrence: Accident Incident Dangerous occurrence

2. When did it happen? Day:  Date:  Time:

3. Where did it happen?

4. What happened?

**Describe accident, Incident or Dangerous Occurrence, including proceeding events and equipment, substances or material involved.**

5. What category best describes the accident/incident/dangerous occurrence? (Circle one or more)

Electrical    Fall from height    entrapment/entanglement    Slips/Trips/Falls    Manual Handling

Use of tools/equipment    Exposure to substance/material    Hit by moving/stationary object

6. Witnesses:

### About the Person Involved

1. Who was involved?

**Name, role and contact details.**

2. What type of injury was sustained?

**Include which part/side of the body**

**(Indicate on Body Map)**

3. What treatment was provided?

Indicate whether First Aid and/or Hospital treatment was given.

**Person completing this form**

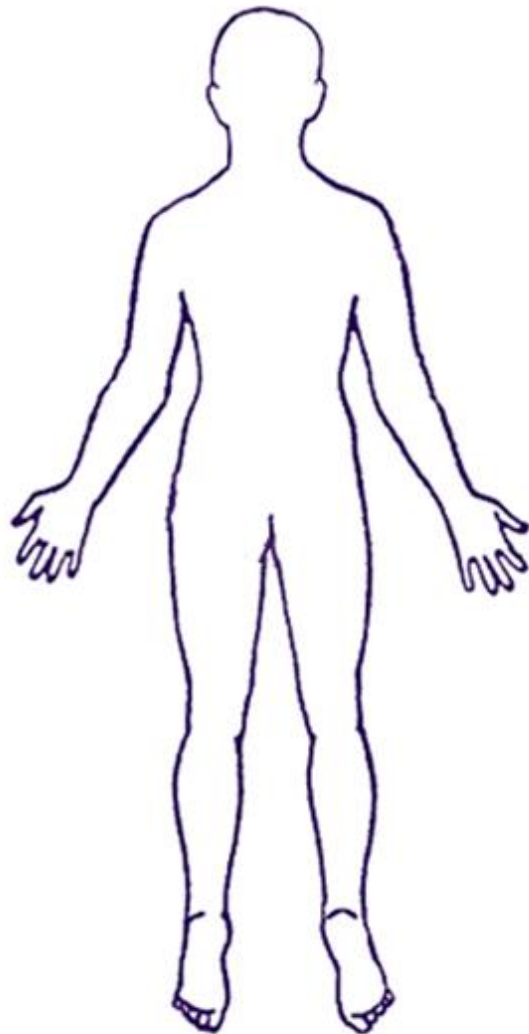
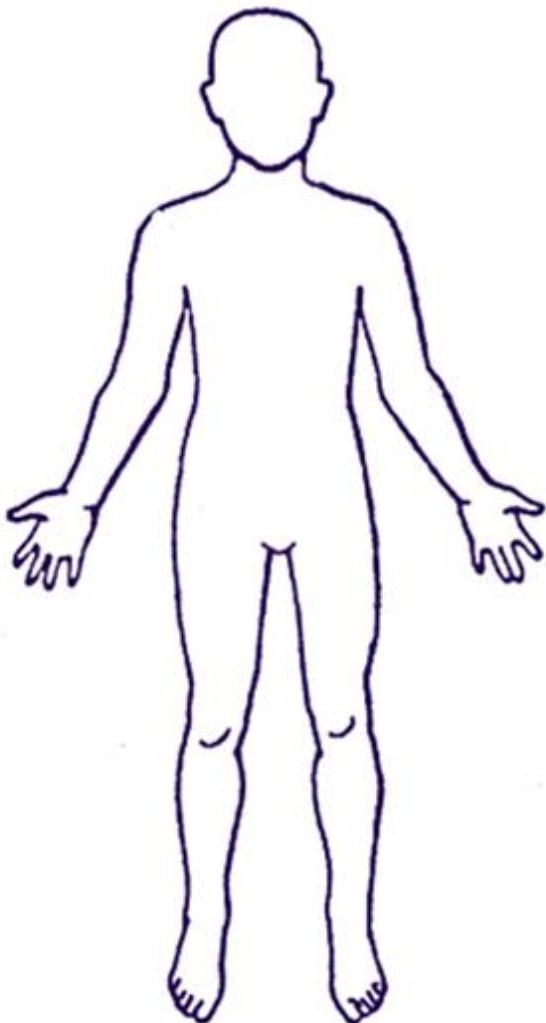
1. Name, role and contact details of the person completing this form.

2. Date:

**Body Map:**

**Front**

**Back**



## Appendix 2 – Head Injury Form

The following notes of guidance deal with a child who has sustained a bump to the head.

### Go to A & E if:

Your child has had a head injury/bump and has:

- been knocked out but have now woken up
- vomited (been sick) since the injury
- a headache that does not go away with painkillers
- a change in behaviour, like being more irritable or losing interest in things around you (especially in children under 5)
- been crying more than usual (especially in babies and young children)
- problems with memory
- been drinking alcohol or taking drugs just before the injury
- a blood clotting disorder (like haemophilia) or you take medicine to thin your blood
- had brain surgery in the past

Your child could have concussion. Symptoms usually start within 24 hours, but sometimes may not appear for up to 3 weeks.

### Call 999 if:

Someone has hit their head and has:

- been knocked out and has not woken up
- difficulty staying awake or keeping their eyes open
- a fit (seizure)
- fallen from a height more than 1 metre or 5 stairs
- problems with their vision or hearing
- a black eye without direct injury to the eye
- clear fluid coming from their ears or nose
- bleeding from their ears or bruising behind their ears
- numbness or weakness in part of their body
- problems with walking, balance, understanding, speaking or writing
- hit their head at speed, such as in a car crash, being hit by a car or bike or a diving accident
- a head wound with something inside it or a dent to the head

Also call 999 if you cannot get someone to A&E safely.

## How to care for a minor head injury:

If your child has been sent home from hospital with a minor head injury, or they do not need to go to hospital, you can usually look after your child at home.

Your child may have symptoms of concussion, a slight headache or feeling sick or dazed for up to 2 weeks.

### DO:

- ✓ hold an ice-pack (or bag of frozen peas in a tea towel) to the area regularly for short periods in the first few days to bring down any swelling.
- ✓ Rest and avoid stress – your child does not need to stay awake if they're tired.
- ✓ Take painkillers such as paracetamol for headaches.
- ✓ Make sure an adult stay with your child for a least the first 24 hours.

### DON'T

- ✗ Send your child to school until they are feeling better.
- ✗ Allow your child to engage in rough/adventurous play for a few days.

(NHS Guidance <https://www.nhs.uk/conditions/head-injury-and-concussion/> )

Your child \_\_\_\_\_ received a bump to the head today  
at \_\_\_\_\_ (time).

Signed \_\_\_\_\_ Date \_\_\_\_\_