

HEALTH & SAFETY POLICY

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Table of Contents

PART I:	POLICY STATEMENT
Page 3	1. POLICY STATEMENT
Page 4	2. DOCUMENT STRUCTURE
PART II:	HEALTH & SAFETY ORGANISATION BREAKDOWN
Page 4	3. INTRODUCTION: PURPOSE & SCOPE
	4. ORGANISATIONAL RESPONSIBILITY
	4.1 CEO
	4.2 Managers
Page 5	4.3 Health & Safety Representative (Operations Team)
	4.4 Employees (Full time, temporary staff, contractors)
PART III:	HEALTH & SAFETY ARRANGEMENTS
Page 5	5. IDENTIFYING POTENTIAL RISKS
Page 6	5.1 Risk Management Process
	5.2 Control Measures
	6. COMMUNICATION AND INFORMATION
	6.1 Communication
Page 7	6.2 Information
	6.3 Accident Reporting and Investigation
	7. TRAINING
	7.1 Induction
	7.2 Training Records
	8. MONITORING & REVIEW
Page 8	9. INSURANCE
	10. WORKING PRACTICES
	10.1 City Road Working Practices
	10.1.1 Display Screen Equipment (DSE) Eyesight Testing
	10.1.2 Workplace Environment
	10.1.3 Work Equipment
	10.1.4 Manual Handling
	10.1.5 Electricity
Page 9	11. EMERGENCY PLANNING
	11.1 Emergency Preparedness
	11.2 First Aid

PART I: POLICY STATEMENT

1. Policy Statement

ThinkForward's aim is to ensure that the organisation attaches the greatest importance to the health, safety and welfare of its employees, young people, visitors and suppliers at work. Every effort is made to provide safe working conditions, reduce, and control all foreseeable risks to health & safety of any person(s) who may be affected by activities and to ensure compliance with all relevant health & safety regulations.

The specific objectives of the Company's Health and Safety policy are to:

- promote and maintain standards of a healthy and safe working environment for staff, young people, visitors and contractors
- implement practices and procedures that comply with the terms and requirements of the Health & Safety at Work etc Act (1974) and ensure all legal requirements are satisfied
- ensure each employee accepts health and safety as a major part of their individual responsibilities and provide employees with information, training and supervision to enable staff to fulfil these responsibilities and comply with the policy
- to minimise risk with the aim of preventing accidents and cases of work-related ill health
- to put into place management procedures and consultative arrangements to monitor and audit compliance of the health & safety policy
- to assess and control the risks associated with work activities undertaken by staff

The Health & Safety Policy relates to the City Road office location. All appropriate detailed arrangements for health and safety will be provided for information and guidance to all who work within the organisation and will be disseminated during employee induction, via the staff handbook and through the publication of this document (and subsequent versions) via BreatheHR. ThinkForward will ensure that all staff make themselves familiar with this document and consider its relevance to all tasks which they undertake.

Staff whose usual place of work is within one of partner schools will be introduced to the specific health and safety policy and procedures in those locations as part of standard induction and as defined in the 'School Induction Checklist'.

To ensure the Health and Safety procedures are adhered to in our Nottingham office locations, the Regional Delivery Manager in Nottingham will undertake the responsibility to be aware of the relevant policies and procedures put in place by our Nottingham College Basford and will disseminate to all staff, young people, visitors and contractors.

This document will be updated as necessary or at the very least annually reviewed by the ThinkForward Executive team and signed off by the Chief Operating Officer. Every

employee has a duty to suggest revisions to it through their manager to ensure continuous improvements in health, safety and welfare standards. Where extraordinary events arise that have an impact on the working practices of the ThinkForward team, addendums to the Health and Safety Policy will be drawn up to address the circumstances of that event.

2. Document Structure

The organisational responsibilities to affect this policy is described in Part II of this document and the necessary arrangements for health & safety practices and procedures that have been implemented are detailed in Part III.

PART II: ORGANISATIONAL RESPONSIBILITY

3. Introduction: Purpose and Scope

The purpose of this document is to outline the importance of managing Health & Safety. No policy is likely to be successful unless it involves participation by all employees. Everyone should do everything possible to prevent injury to themselves and others. Managers must recognise that health & safety management is an integral part of their role.

4. Organisational Responsibilities

The key area of responsibilities is further clarified below and within job descriptions.

4.1 Chief Operating Officer

The COO has overall and final responsibility for the Health & Safety policy and approval of the health and safety strategy ensuring that adequate resources are allocated to that procedures are implemented.

4.2 Managers

Every manager responsible for staff has the following responsibilities where reasonably practical to ensure:

- the health, safety and welfare of all staff and others concerned with working in the area for which that manager has responsibility.
- a duty of care for all staff, young people, visitors and contractors.
- that all staff receive the necessary health & safety instruction, information and training as appropriate.
- that all necessary equipment and systems are provided, maintained and are safe without known risks to health.

- that all new materials and equipment purchased by the company comply with the legislative requirements and manufacturer's recommendations and that information is available to employees to enable their use with safety.
- that information on potential hazards to health & safety and the relevant safety precautions is readily available, and that warning notices are prominently displayed wherever necessary.
- all aspects of this policy are implemented at each office or partner school location.

4.3 Health & Safety Representative (Operations Team)

The Health & Safety representative has the day to day responsibility for ensuring this policy is put into practice and to advise on all appropriate matters of health & safety, act as co-ordinator of health & safety management systems in consultation with the CEO and Managers.

4.4 Employee's Responsibilities (permanent, temporary staff and contractors)

Employees have a personal responsibility to do everything they can to prevent injury to themselves and others and to avoid placing themselves and others in situations that are hazardous or can create a risk to health. All employees are responsible for:

- taking reasonable care of their own health & safety, and the health and safety of others who may be affected by their acts or omissions
- co-operating with managers and colleagues on health and safety matters
- ensuring that they do not interfere with, or misuse anything provided in the interests of health, safety or the environment
- taking steps to understand and appreciate the hazards present within their workplace and attend relevant Health & Safety and induction training where necessary
- reporting immediately to management any health & safety concerns that they consider a serious or immediate danger or threat.

PART III: HEALTH & SAFETY ARRANGEMENTS

5. IDENTIFYING POTENTIAL RISKS

Highlighted below are a few potential risks which may pose a threat or hazard to people for whom are responsible for (this is not an exhaustive list). Further information on the list below is available from the HR & Office Manager.

- Slips, trips and falls
- Working at height

- Muscular disorders / manual handling
- Noise
- Working near electricity
- Display Screen Equipment (DSE)

5.1 Risk Management Process

Risk assessment is to be carried out to identify any aspects of the business or processes that may cause harm. By understanding the levels of risk caused by our operation, we can identify how to control the risks and plan accordingly.

Office based assessments are carried out by the Health & Safety representative in consultation with all staff in order to meet our responsibilities under the regulations. All staff are required to highlight any work situation that they may consider represents a danger or threat to the health and safety of themselves or others, or any shortcomings in health and safety arrangements.

Delivery staff will be required to undergo specific training on performing risk assessments before planning external interventions, trips and workshops. Risk assessments related to safeguarding, lone working, driving for work and home visits are carried out by the relevant Delivery Managers.

5.2 Control Measures

The results from the risk assessment will be inform discussions on what plans of action should be taken to mitigate any identified risks.

Where it is found that a high level of risk remains following mitigation details will be shared with the Executive team who will offer additional support to further mitigate risk and will sign off approval for an event to proceed. Where it is not possible to reduce risk to acceptable levels, events will not take place.

All risk assessments will be shared with the Health and Safety representative for the purpose of monitoring, assessing and reviewing practice. Staff will be responsible for ensuring that any action required is implemented to remove or reduce the risks and for maintaining records of the risk assessments conducted ensuring that these are regularly reviewed annually or when any significant changes occur either to the process or requirements for the assessment.

6. COMMUNICATION & INFORMATION

6.1 Communication

Communication is a two-way process that it is vital to the success of managing health & safety and the environment. By communicating with employees and others, they are made aware of what our significant risks are and the measures that need to be taken to control them. Through feedback from this communication, the validity of our risk assessments and the effectiveness of the controls are better understood, and improvements are identified.

6.2 Information

The organisation will ensure that all appropriate information regarding health, safety and welfare is provided to all staff through regular communication channels including sharepoint, Teams, BreatheHR and newsletters.

6.3 Accident Reporting and Investigation

The primary purpose of reporting accidents and incidents is to identify the underlying cause(s) of the accident/incident and any contributing factors and to prevent further similar occurrences.

All incidents, including near misses, need to be recorded in the accident book which can be found in Locker 10 Care Cupboard, located in the basement office; and reported to the Health and Safety representative who will conduct an investigation in line with Health & Safety Executive guidelines.

7. TRAINING

Training is a key part of the company's arrangements for ensuring health, safety and environmental competence of its staff. Procedures are in place to ensure that management, staff and where appropriate suppliers receive appropriate information, instruction and training to enable them to carry out their duties effectively and safely.

7.1 Induction

All staff must receive local induction training on Health & Safety and Fire Safety as soon as possible after joining the organisation and must attend as soon as practicable, but no later than within 3 months of starting.

7.2 Refresher training

Annual refresher training on health and safety and fire safety matters forms part of mandatory training for all ThinkForward employees.

7.2 Training Records

Employees must use BreatheHR to keep a record of all training undertaken

8. MONITORING AND REVIEW

All systems, procedures and controls introduced in order to implement health, safety and environmental management are reviewed annually for their overall suitability, adequacy and effectiveness including:

- how they perform against health, safety and environmental objectives
- complying with health, safety and environmental policies and legislation
- effectiveness of the system to support continuous improvements against changing working practices and environment

9. INSURANCE

ThinkForward holds a certificate of Employers Liability Insurance with a minimum amount of cover provided of no less than £5 million. A copy of this certificate is displayed in the Drop In Space.

10. WORKING PRACTICES

10.1 Display Screen Equipment (DSE) Eyesight Testing

Under the 1992 Display Screen Equipment (DSE) regulations, ThinkForward is obliged to provide an eye test for any member of staff who uses a VDU screen as a main part of their job. (Further information is available from the HR Team).

10.2 Workplace Environment

Good design and effective layout are essential in every workplace. There must be enough space for people to do their jobs effectively and move safely. As well as working within a solid and well-constructed building that is appropriate to the work activities, all fixtures and fittings must comply with standards laid out by HSE.

10.3 Work Equipment

The Provision Under Work Equipment Regulations (PUWER) concerns equipment used by an employee at work. If employees are allowed to provide their own equipment PUWER Regulations will also apply to this equipment. The regulations dictate that all equipment provided for work must be:

- Suitable for the intended use and used only according to the manufacturer's specification and instruction.
- Safe for use & maintained in a safe condition. Maintenance must only be done by those who are competent to do the work. Work equipment exposed to conditions causing deterioration, which is liable to result in dangerous situations, must be inspected at suitable intervals.
- Used only by people who have received adequate information and training.
- Accompanied by suitable safety measures, e.g. markings and warnings.

10.4 Manual Handling

Where manual-handling activities cannot be avoided employees must undergo manual handling training and risk assessments must take place. All injuries must be reported, however minor, following the incident reporting procedures as outlined in this policy.

10.5 Electricity

Managers must ensure there are sufficient socket outlets and that overloading and trailing extensions sockets are avoided. Cables must be visually inspected regularly, and damaged cables replaced by a competent person. Plugs must be inspected for signs of overheating.

Employees must switch off equipment before unplugging and before cleaning and must report any electrical equipment that is not working correctly. Portable electrical appliances (or those which have the capability to be moved e.g. photocopiers) must be tested annually by a qualified electrician.

11. EMERGENCY PLANNING

11.1 Emergency Preparedness

A major element of an emergency preparedness plan is the evacuation of staff, young people, visitors and any others who may be affected to a place of safety should an emergency arise.

It is an essential requirement that staff familiarise themselves with these procedures (**APPENDIX I**) and that the procedure detailing what to do in the event of an emergency are held and circulated and displayed on notices. Non staff, suppliers and others working on or visiting the workplace, must have any evacuation or emergency procedures explained to them on their first visit charged by those supervising them.

11.2 First Aid

A First Aid box is in locker No. 10 Care Cupboard on the basement level of the office. The Health and Safety representative checks the contents of the box on a regular basis. A list of nominated first aiders can be found on the poster by the lunch table in the basement office.

Every accident or incident, however minor must be reported. All near miss, accident related, and cases of work-related health are to be recorded on the Accident Reporting book which is with the first aid box in locker No 10 Care Cupboard. The manager of the area in which the accident/incident occurred must complete the relevant sections of the Accident Report book and inform all Safety representatives at the earliest opportunity.

The Health & Safety representative is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

~ Appendix I ~

EVACUATION PROCEDURES

1. Introduction

Fire safety is an important aspect of everyday life, whether at home or at work. At work, every employee should expect their workplace to be safe from fire as reasonably practicable. Fire safety legislation has been enacted to ensure that buildings are safe from fire and in the event of a fire occurring, people in the building, whether employees, staff and or visitors are able to leave in a safe manner.

The building comes under the Fire Precautions Act 1971 and once more than twenty persons are located at the property it will be necessary to apply for a Fire Certificate. The building is also subject to the Fire Workplace Regulations. This legislation provides for a safe building and safe methods of egress in the case of an emergency.

Many fire safety features have been incorporated into the building design to safeguard occupants against fire. Some systems are automatic and designed to raise the alarm quickly whilst others are there to enable a fire to be tackled quickly by employees and or staff or in the longer term by the London Fire Emergency Planning Authority.

Even though these facilities are provided, all employees and staff have a responsibility to prevent fire. Through carelessness, thoughtlessness or bad housekeeping arrangements, all persons need to be aware of the dangers from fire, the need for fire safety and the need to act quickly and responsibly in the event of an incident.

2. Evacuation Strategy

Once the alarm is sounded, all personnel in the building should leave and report to the Assembly Point on the forecourt of 327 City Road (turn left when you leave the building). This requires that many people evacuating the building at one time and care should be taken on all stairways.

3. Fire Evacuation Plan

The Fire Evacuation Plan revolves around dedicated Fire Marshals and Deputy Fire Marshals being allocated to each company. These personnel should receive initial and continuous training in their respective responsibilities to ensure that a safe, orderly, evacuation is undertaken in the event of an emergency.

The Fire Marshal for each tenanted area will report to the Assembly Point Controller outside the main entrance of the building so that on arrival of the LFEPA the Assembly Point Controller can give a comprehensive report to the initial officer as regards the location of the fire and any missing persons.

The plan also calls for the landlord to ensure an Assembly Point Controller, or the nominated deputy to control the Assembly Point, liaise with the Fire Marshals and give access and information to the LFEPA on its arrival.

These teams together with the Assembly Point Controller will be responsible for ensuring a systematic safe and orderly evacuation of the building in the event of an emergency.

4. General Fire Instructions

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest FIRE ALARM CALL POINT
2. LEAVE the building by the nearest exit
3. Proceed immediately and directly to the Assembly point at **327 CITY ROAD** (turn left when you leave the building) and report to the Fire Marshal
4. At the Assembly Point remain in one group. Listen for further instructions from the Fire Marshal.

IF THE FIRE ALARM OPERATES

1. Proceed to the nearest fire exit and evacuate immediately
2. Stay calm and if possible, follow the instructions of your Fire Marshal.
3. Proceed immediately and directly to the Assembly point at **327 CITY ROAD** (turn left when you leave the building) and report to the Fire Marshal.
4. Remain in one group with the other occupants from the building. Do not wander away from the Assembly Point and listen for further instructions from your Fire Marshal.

ACTION TO BE TAKEN BY THE DISABLED

1. Make yourself ready for evacuation
2. Wait to be evacuated by nominated companion or Fire Marshals.
3. Commence your evacuation down the stairs with assistance of your companion
4. Proceed immediately and directly to the Assembly point at **327 CITY ROAD** (turn left when you leave the building) and report to the Fire Marshal.

POINTS TO NOTE:

- Do not stop to collect personal possessions
- Act in a calm and orderly manner
- Offer every assistance to visitors
- Do not re-enter the building until it is safe to do so

5. Disabled Person Fire Evacuation

The term 'disabled' covers a variety of conditions which, to the lesser or greater degree, may affect a person's ability to see, hear, or move, without some form of assistance. In addition, these conditions may be of a temporary or permanent nature. Therefore, basic procedures need to be adopted to ensure disabled persons can be safely evacuated in the event of a fire.

Any member of staff who considers herself or himself to be either temporarily or permanently disabled should make themselves known to their Fire Marshal so that specific plans can be made for their safe evacuation in an emergency.

Whilst special arrangements need to be made for those disabled persons who are unable to walk down the escape stairs, other disabled persons may need no more than a nominated 'companion' to assist them from the building to the Assembly Point.

In the event of a disabled person(s) presenting themselves at the building they will be asked if they require assistance to access the building / floor they are visiting. Dependent upon the response and the circumstances the company may be requested to make a companion available to accompany their visitor to their office.