**GreenShark Media & Training**

**Health and Safety Policy**

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| **Date Approved:** | November 2024 |
| **Assigned Review Period:** | 1 Year Review Date – Due November 2025 |

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1. **Introduction**

This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff, visitors and anyone else affected by our work.

The GreenShark Media & Training CEOs have overall responsibility for health and safety and the operation of this policy.

This policy does not form part of any employee's contract of employment, and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

GreenShark Media & Training aims to:

• Provide and maintain a safe and healthy environment

• Establish and maintain safe working procedures amongst staff, students and all visitors on GreenShark Media & Training Sessions.

• Have robust procedures in place in case of emergencies

• Ensure that equipment is maintained safely, and is regularly inspected.

1. **Legislation**

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings.

The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.

The Health and Safety (Display Screen Equipment) Regulations 1992 (updated 2002), which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test.

The Gas Safety (Installation and Use) Regulations 1998 (amendment 2018) which require work on gas fittings to be carried out by someone on the Gas Safe Register

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

GreenShark Media & Training follows national guidance published by Public Health England when responding to infection control issues.

1. **Roles and Responsibilities**
   1. **The GreenShark Media & Training CEOs**

The GreenShark Media & Training CEOs have ultimate responsibility for health and safety matters at GreenShark Media & Training and the day-to-day responsibility is that of the GreenShark Media & Training CEOs.

The GreenShark Media & Training CEOs have a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to all activities relating to the GreenShark Media & Training provision.

Best Foot Forward, as the employer, also has a duty to:

• Assess the risks to staff and others affected by GreenShark Media & Training activities in order to identify and introduce the health and safety measures necessary to manage those risks

• Inform employees about risks and the measures in place to manage them

• Ensure that adequate health and safety training is provided.

* 1. **GreenShark Media & Training CEOs**

The GreenShark Media & Training CEOs are responsible for health and safety day-to-day. This involves:

• Implementing the health and safety policy

• Ensuring there is enough staff to safely supervise students

• Providing adequate training for GreenShark Media & Training staff

• Reporting to others on health and safety matters

• Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

• Ensuring all risk assessments are completed and reviewed

* 1. **Health and Safety Lead**

The nominated health and safety lead is Bethany Russell.

* 1. **Staff**
* GreenShark Media & Training staff have a duty to take care of students in the same way that a prudent parent would do so,
* All staff also share a responsibility achieving safe working conditions.
* You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
* You should report any health and safety concerns immediately to the DSL.
* You must co-operate with managers on health and safety matters, including the investigation of any incident.
* Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.
* Staff will:
* Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
* Co-operate with GreenShark Media & Training on health and safety matters
* Work in accordance with training and instructions.
* Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
* Model safe and hygienic practice for students.
* Understand emergency evacuation procedures and feel confident in implementing them.
  1. **Students and Parents**

Students and parents are responsible for following Best Foot Forward’s health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

* 1. **Contractors**

Contractors will agree health and safety practices with the GreenShark Media & Training CEOs before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

1. **Information and Consultation**

We will inform and consult directly with all staff regarding health and safety matters.

1. **Risk assessments and Measures to Control Risk**

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, students and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

1. **Fire**

All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards in any venue or setting that they carry out sessions in.

Emergency exits, assembly points and assembly point instructions should be clearly identified by safety signs and notices.

1. **COSHH**

Educational establishments are required to control hazardous substances, which can take many forms, including:

• Chemicals

• Products containing chemicals

• Fumes

• Dusts

• Vapours

• Mists

• Gases and asphyxiating gases

• Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the GreenShark Media & Training CEOs and circulated to all employees who work with hazardous substances. Staff and students will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

GreenShark Media & Training does not store hazardous products on a premises.

1. **Equipment**

All equipment and machinery is maintained in accordance with the manufacturer’s instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

* 1. **Electrical Equipment**

• All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

• Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

• Any potential hazards will be reported to GreenShark Media & Training CEOs immediately.

• Where necessary a portable appliance test (PAT) will be carried out by a competent person or external contractor.

• Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

• Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

* 1. **PE equipment**

Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of equipment or facilities used will be reported to the GreenShark Media & Training CEOs.

1. **Lone Working**

Lone working may include:

• Home or site visits

• Home working

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

1. **Manual Handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and students are expected to use the following basic manual handling procedure:

• Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.

• Take the more direct route that is clear from obstruction and is as flat as possible Ensure the area where you plan to offload the load is clear.

• When lifting, bend your knees and keep your back straight, feet apart and angled out.

• Ensure the load is held close to the body and firmly.

• Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

1. **Community Sessions**

When taking students out of the student’s home, we will ensure that:

• Risk assessments will be completed where off-site visits and activities require them

• All off-site visits are appropriately staffed

• Staff will have access to a mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents’ contact details

• There will always be at least one first aider on trips and visits.

1. **Violence at Work**

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/GreenShark Media & Training CEOs immediately. This applies to violence from students, visitors or other staff.

1. **Smoking**

We are committed to protecting your health, safety and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.

All of our workplaces (including our vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.

This policy does not form part of any employee's contract of employment, and it may be amended at any time. If you wish to suggest improvements to the policy or experience particular difficulty complying with it, you should discuss the situation with your manager.

**Where is Smoking Banned?**

Smoking is not permitted within our workplace. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes (vapes), pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

No-smoking signs are displayed at the entrances to our workplace.

Anyone using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free.

**Where is Smoking Permitted?**

Smoking is not permitted during GreenShark Media & Training Sessions.

**Breaches of the Policy**

Breaches of this policy by any employee will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal. Breaches of the policy by a pupil will be dealt with by the GreenShark Media & Training CEOs.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

1. **Animals**

There may be occasions where animals are present during sessions (particularly within the student’s home). Risk assessments and suitability of these animals being present on sessions will be carried out. In addition to that the GreenShark Media & Training will encourage students and staff to:

• Wash hands before and after handling any animals

• Supervise students when playing with animals

• Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

1. **New and Expectant Mothers**

* Risk assessments will be carried out whenever any employee or pupil notifies GreenShark Media & Training that they are pregnant.
* Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:
* Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure.
* Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
* If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
* Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

1. **Occupational Stress**

* We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.
* Systems are in place within the GreenShark Media & Training for responding to individual concerns and monitoring staff workloads.

1. **Accident Reporting**
   1. **Accident Record Keeping**

All accidents and injuries at work, however minor, should be reported to the relevant and recorded on a Cognito Accident Report Form.

The accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

Record as much detail as possible when reporting an accident. Information about injuries will also be kept in the pupil’s educational record. Accident Forms will be retained by GreenShark Media & Training for a minimum of 3 years, and then securely disposed of.

* 1. **First Aiders**

Details of first aid facilities and the names of trained first aiders will be suitably documented on the GreenShark Media & Training Single Central Register.

* 1. **Reporting to the Health and Safety Executive**
* The DSL will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
* The DSL will report these to the GreenShark Media & Training CEOs as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

* Death
* Specified injuries.

These are:

• Fractures, other than to fingers, thumbs and toes

• Amputations

• Any injury likely to lead to permanent loss of sight or reduction in sight

• Any crush injury to the head or torso causing damage to the brain or internal organs

• Serious burns (including scalding)

• Any scalping requiring hospital treatment

• Any loss of consciousness caused by head injury or asphyxia

• Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

• Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.

• Where an accident leads to someone being taken to hospital.

• Where something happens that does not result in an injury but could have done.

Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

• The collapse or failure of load-bearing parts of lifts and lifting equipment

• The accidental release of a biological agent likely to cause severe human illness

• The accidental release or escape of any substance that may cause a serious injury or damage to health

• An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

1. **Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as working with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

We will ensure that you are given adequate training and supervision to perform your work competently and safely.

Staff will be given a health and safety induction and provided with appropriate safety training, including manual handling, gas safety, electrical safety and the use of personal protective equipment (PPE) where relevant.

1. **Monitoring**

This policy will be reviewed by the GreenShark Media & Training CEOs every year. At every review, the policy will be approved by the GreenShark Media & Training CEOs and distributed to all relevant parties.

**Links with Other Documents**

This health and safety policy links to the following policies:

• First aid

• Risk assessment

• Staff Handbook

• Administering Medicines Procedures