

Health & Safety Policy

August 2020

(Next review date August 2021)

Statement of Safety Policy

As required under Section 2 (3) of the Health and Safety at Work Act 1974.

Swanley Base Address:

SupaJam Education in Music and Media, St. Mary's Road, Swanley, Kent BR8 7TE

Canterbury Base Address:

SupaJam Education in Music and Media, 8-9 Oaten Hill, Canterbury, Kent, CT1 3HP

The Statement

SupaJam Education in Music and Media recognises and accepts its responsibility as an employer to ensure a safe and healthy working environment for its employees, students, visitors, contractors and others affected by its activities.

SupaJam Education in Music and Media also acknowledges the Management of Health and Safety at Work, Approved Code of Practice (as approved by the HSC with the consent of the Secretary of State, under section 16 of the Health and Safety at Work Act 1974).

The Policy document will be revised annually to reflect the changing needs of SupaJam Education in Music and Media and any changes which may become necessary as a result of developing legislation. This guidance document aims to serve as a reminder on general policy requirements of Health and Safety Legislation and to provide more detailed guidance and information on specific safety procedures.

Safety Organisation

Under the Health and Safety Act 1974, all staff at SupaJam Education in Music and Media have a collective and individual responsibility to ensure, through their respective roles, the maintenance of a safe working environment within the premises of the college. It is a requirement of the law that all members of staff assist and co-operate with SupaJam Education in Music and Media management to promote Health and Safety and thus ensure high standards of health and safety, consistent with the SupaJam Education in Music and Media's Policy requirements. The Operations Manager is responsible for the implementation of the Policy.

The CEOs have delegated responsibility and activity to the Operations Manager Sarah Lucas, to advise them on Health and Safety arrangements; to co-ordinate training; to liaise with enforcement and advice agencies; to co-ordinate arrangements to inform employees and third parties.

The Operations Manager is responsible for ensuring that the objectives of the Health and Safety Policy are achieved in practice.

It is the responsibility of SupaJam Education in Music and Media so far as is reasonably practicable, to ensure that the objectives of the Health and Safety Policy are achieved in practice:

- safeguarding the health, safety and welfare of their employees

- safeguarding the health, safety and welfare of students, contractors and visitors who may be affected by the college's work activities

Employees

All employees shall ensure that where appropriate, Risk Assessments are undertaken in compliance with the requirements of the Health and Safety Policy and that effective arrangements are in place for planning, organising, controlling, implementing, monitoring and reviewing any measures necessary to safely manage the risk assessment outcomes.

Employees shall ensure that effective communication and information dissemination systems are in place and that all staff are aware of the college's policies and any other relevant health and safety information, which may influence their actions.

Employees should also ensure that all staff are provided with comprehensive and relevant information on the significant risk of their work and the measures to control these risks and, where appropriate, be adequately trained to undertake their work activities safely.

- Employees should ensure that safe systems of work are in operation at all times in their specific areas and that they are qualified and trained in the tasks allocated to them
- Employees should ensure that all work is carried out following any safety codes of practice or statutory regulations related to their area of work

All employees carrying out their duties are required:

- To act in a way which takes into account the health and safety of themselves and others
- To not use any equipment unless they have been trained and authorised to do so
- To ensure safe procedures and codes of practice are followed
- To ensure that effective supervision is carried out when supervising students and others
- To ensure that unsafe matters are rectified where possible and brought to the attention of the Senior Leadership Team.

The Operations Manager is required to:

- Liaise with all staff to identify Health and Safety training needs and make arrangements for training to be delivered
- Make arrangements and organise Health and Safety training in conjunction with CPD
- Maintain and develop current knowledge of Health and Safety legislation, best practice and be aware of changes

- Inform SupaJam Education in Music and Media of any relevant changes in Health and Safety legislation and best practice
- Liaise with enforcing authorities and other outside agencies
- Assist all levels of management with preparation and implementation of Health and Safety procedures
- Take reports of and assist with the investigation of all accidents, dangerous occurrences and near misses as required
- Carry out regular Health and Safety audits and agree on priorities for improvements with all levels of management
- Monitor and advise on the provision of first aid facilities and systems
- Report promptly to the CEOs of SupaJam Education in Music and Media of any Health and Safety matters that cannot be remedied

Students are required to:

- Follow all safety rules and instructions issued by the college staff and work safely at all times
- Not interfere with anything provided to safeguard their Health and Safety
- Take care of their own Health and Safety and the Health and Safety of others who may be affected by their acts or omissions
- Report all accidents, incidents or Health and Safety concerns to their teachers and work placement provider. This should then be recorded in the accident book.

Risk Assessments

All SupaJam Education in Music and Media staff will ensure that all risks associated with activities in the college are assessed and that action is taken to reduce these risks to an acceptable level.

The risks that must be assessed will include, where appropriate:

- General Risks
- Hazardous Chemicals
- Display Screen Equipment
- DSEAR
- Personal Protective Equipment

- Machinery and Work Equipment
- Manual Handling
- Fire Safety
- Noise
- Risks to New and Expectant Mothers
- Risks to Work Experience/Work Placement Students
- Asbestos
- Offsite Visits

The above items are not an exhaustive list and are not the only risks that will be needed to be assessed during SupaJam Education in Music and Media activities.

All risk assessments must be recorded on the college Risk Assessment form. Risk assessments must be reviewed at least once every year or sooner if changes are made or an accident or near-miss occurs.

Contractors

SupaJam Education in Music and Media rents its building from Orchards Academy. All maintenance to the building infrastructure is carried out by Orchards Academy and not by SupaJam Education in Music and Media. However, any maintenance or building work carried out on the building will be monitored by the Operations Manager and CEOs of SupaJam to ensure that it is carried out safely and provides no threat to staff or students' health and safety.

First Aid and Accident / Incident procedures

SupaJam Education in Music and Media meets its obligations to provide "adequate and appropriate" first aid facilities by the provision of first aid boxes in every teaching space. SupaJam also has several members of staff who are First Aid trained across both bases. These members of staff are named on several posters around the college.

When an ambulance is called to SupaJam Education in Music and Media, it is invariably staffed by fully trained paramedics, who will take charge of the situation, at which time responsibility for the patient passes from SupaJam Education in Music and Media to the paramedics.

Parents/Guardians/Next of Kin of the patient will be advised as soon as possible.

There is no requirement for a qualified first aider to travel with the patient to a hospital, however, if the patient is distressed, a first aider or a colleague can travel in the ambulance and assist with registration on arrival at the hospital if they are not required at SupaJam.

Recording an Accident or Illness

All accidents must be recorded, however minor.

A SupaJam Education in Music and Media accident book is kept in the Administration Office and must be completed as soon as possible after the injury has occurred. This report will then be filed in a lockable cabinet in line with SupaJam's GDPR policy (please see SupaJam Education in Music and Media's GDPR policy for more information).

Where the injured person is unable to complete the form, First Aid personnel or an appropriate responsible person must complete it on behalf of the injured person, ensuring that full details of the accident/incident have been documented and witness details recorded.

Asbestos Management

All SupaJam Education in Music and Media staff or contractors will:

- Not start any work, drilling walls, installing cables etc. without first ascertaining if asbestos is present in the area and will carry out a risk assessment and produce method statements for work to be carried out
- Always follow risk assessments and method statements and wear Personal Protective Equipment (PPE) provided
- Follow instructions issued by a Nominated Officer [Asbestos] with respect to terminating operations in the event of exposure owing to the potentially high risks relating to asbestos

The SupaJam Education in Music and Media policy is to avoid all work where asbestos is located, drilling/cutting etc. Where asbestos is in a good sealed condition it is to remain undisturbed. If an area of the building is known to contain asbestos, specialist contractors will be contacted.

All work associated with asbestos shall conform to the requirements of the Health and Safety at Work Act 1974 and the Control of Asbestos at Work Regulations.

Additional Information regarding COVID-19 Infection Control:

A risk assessment has been created in line with government guidance to ensure the safe re-opening of SupaJam Education in Music and Media bases during September 2020. This risk assessment includes, but is not limited to, the following guidance:

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
- 2) Clean hands thoroughly, more often than usual.

- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distance.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

Response to any infection

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst your FE community.
- 9) Contain any outbreak by following local health protection team advice.

Please see the risk assessment for further details:

https://docs.google.com/document/d/1t86xQ9_G_zUlgEWWEu7q5qg6gJLP7gexhYmXI2qGOc/edit#