

## Date : This policy was reviewed in September 2023

Review date: September 2024

### Overview

As a specialist teaching service we operate almost exclusively within office and school environments, usually during normal office hours of work, and school hours including some travel to and from client sites. We also have visits to our base at Pottery Bank Community Centre, Walker, Newcastle upon Tyne, by clients and other visitors.

The following policy has been written and implemented directly using guidelines published by the Health & Safety Executive, and is kept up to date by continual referral to legislation, guidelines and best practice as they are published and advised.

Risk assessments are reviewed quarterly, by Directors, who will approve any action necessary to remove or control risks and check that implemented actions have removed or reduced the risks. Where specific projects involve travel to business partner sites and offices or other external locations, then additional guidance or risk assessments may be drafted to cover these events. All of the organisations we work with have their own risk management strategies in place to manage health and safety

When working with Partner Schools Foundation Futures will work alongside the Risk Assessments carried out by the Partner School. Foundation Futures Risk Assessments do not replace school risk assessments but are an addition to them.

#### All employees must:

- co-operate on health & safety matters of both Foundation Futures, referral organisation and the Business Partner
- not interfere with anything provided to safeguard their health & safety
- take reasonable care of their own health & safety
- report any health & safety concerns

Health and Safety and the upkeep and implementation of this policy in all respects are the direct responsibility of Directors, Christine Henwood and Sue Davison.

This is the statement of general policy and arrangements for:

Foundation Futures CIC & CIO

Overall and final responsibility for health and safety is that of:

Sue Davison and Jennie Maughan

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Sue Davison and Jennie Maughan

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Directors: Sue Davison and Jennie Maughan Programme Leaders: Georgia Bates Finance Director and Office Manager: Tracy Dobson	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.) This includes awareness of issues involved in visiting client premises, safe and lawful driving practices and every area of activity that might affect employees, partners, contractor's associates or visitors to the premises.
To provide adequate training to ensure employees are competent to do their work.	Directors: Sue Davison and Jennie Maughan	Staff are given necessary health and safety induction and provided with appropriate training and personal protective equipment. Adequate records maintained. Staff training and development is monitored through regular 'Performance Management Reviews' and remedial/refresher training provided as appropriate.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Directors: Sue Davison and Jennie Maughan	Staff routinely consulted on health and safety matters as they arise but also formally consulted at performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Directors: Sue Davison and Jennie Maughan	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. We have full responsibility for fire extinguisher maintenance (checked in accordance with standards) and fire risk assessments, which are carried out monthly, and regarding fire evacuation procedure, escape routes and any other issues relevant to the use of our base, including ensuring staff are fully aware of relevant issues and procedures. The Partner School / Business has responsibility to inform Foundation Futures staff about their policies and procedures regarding fire and evacuation. On work-based visits all Business Partners have full responsibility to outline and carry out evacuation procedures

<p>To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.</p>	<p>Directors: Sue Davison, Jennie Maughan, Tracy Dobson</p>	<p>Toilets, washing facilities and drinking water provided. Kitchen area has its own set of rules to ensure health, safety and hygiene Ensure that all equipment meets health and safety standards before purchase. Identify all existing machinery requiring maintenance and establish maintenance procedures. Assessments will be reviewed annually or when the work activity changes, whichever is sooner.</p>		
<p>Health and safety poster is displayed:</p>	<p>Communal areas of Pottery Bank Community Centre and our main base</p>			
<p>First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a>, Tel: 0845 300 9923</p>	<p>In the communal area of Pottery Bank Community Centre, within our own offices and relevant areas in Partner Schools / Businesses.</p>			
<p>Signed: (Employer)</p>		<p>Date:</p>	<p>September 2023</p>	
<p>Subject to review, monitoring and revision by:</p>		<p>Every:</p>	<p>12</p>	<p>months or sooner if work activity changes</p>

Written in accordance with the Health and Safety Executive Guidelines

### Additional Policy Overviews

<p>Risk Assessment Policy</p>	<p>We have a general risk assessment policy for :</p> <ul style="list-style-type: none"> <li>• Office working risk assessment to cover office working at Pottery Bank</li> <li>• Foundation Futures Education Programme which covers in school delivery of the Foundation Futures Programme. This is in addition and not instead of the Partner Schools Risk Assessment and Risk Assessment Policy</li> <li>• School Trips and Outdoor/ off-site Learning Activities Policy which is in addition and not instead of the Partner Schools Risk Assessment and Risk Assessment Policy</li> <li>• Occupational Driving and Transporting Students policy. This is in addition to and not instead of the Partner Schools Risk Assessment and Risk Assessment Policy.</li> </ul> <p>These policies are reviewed on an annual basis and take into consideration any incidents which occur in between reviews. These reviews are carried out by Directors Christine Henwood and Sue Davison.</p> <p><b>All Foundation Futures Staff should be made aware of policies and risk assessment and risk assessment procedures before activities take place.</b> <b>All relevant health and safety training should be carried out before work begins.</b></p>
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School trips and outdoor / off-site learning policy

The School Trip and Outdoor / Off-site Learning Policy is a general policy which forms the basis of the individual Risk Assessments which are written specifically for each activity. These Risk Assessments are written by and for Foundation Futures staff and are in addition to and never instead of the Partner Business' own Risk Assessments.

A copy of each Risk Assessment is kept by Foundation Futures in HO, one is kept with the Foundation Futures staff carrying out and supervising the activity and one is with the Partner School (reception and designated member of staff)

These risk assessments are reviewed and actions arising are implemented (risk assessments are reviewed every year, or earlier if work habits or conditions change)

**All Foundation Futures Staff should be made aware of policies and risk assessment and risk assessment procedures before activities take place.**

**All relevant health and safety training should be carried out before work begins.**

<p>Incident reporting policy</p>	<p>Should a critical incident arise either on school property or at an off-site facility Foundation Futures staff will follow the referral organisation's policy. In addition to this policy Foundation Futures staff will complete a</p> <ul style="list-style-type: none"><li>• Incident Report Form which remain private and confidential and remain on file at Foundation Futures HO. This will be completed and signed by Foundation Futures Staff and by appropriate witnesses. D.S.L. Christine Henwood would be informed and a relevant meeting set up with the referral organisation if required. Appropriate protocol will then be followed.</li><li>• If the critical incident results in an accident or injury and accident report form should be completed by Foundation Futures staff and lodged at HO. Foundation Futures staff will follow the referral organisation's policy and protocol to record accidents and injury.</li></ul> <p>Investigators Guide</p> <p>In order to determine the cause of the accident or incident, it may be appropriate to interview the parties involved. This needs to be done by a third party and can be a member of staff from the Partner School:</p> <ul style="list-style-type: none"><li>• Was a safe procedure used?</li><li>• Were safe procedures up to date</li><li>• Were the procedures realistic, accurate and adequate</li><li>• Were the procedures readily available to those carrying out the activity</li><li>• Were the procedures enforced/monitored and supervised</li><li>• Were training needs for the activity identified</li><li>• Was any protective equipment used and was it appropriate</li><li>• Had conditions changed to make the activity unsafe</li><li>• Were appropriate tools and equipment available and in good working order/inspected</li><li>• Were safety devices working properly</li><li>• Were the correct materials and substances used</li></ul> <p><b>All Foundation Futures Staff should be made aware of policies and risk assessment and risk assessment procedures before activities take place.</b></p> <p><b>All relevant health and safety training should be carried out before work begins.</b></p>
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