



Safety, Health and Wellbeing Policy

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy of:

The Source Academy

300 Meadowhall Way

Sheffield S9 1EA

Our general statement of intent:

The Source, through the way we work and behave, will ensure all our people and stakeholders are protected from the risk of occupational injury or ill health. It is our intent to demonstrate an ongoing commitment and improvement of safety, health and wellbeing throughout the organisation. We will ensure the health and safety of all our people and any other people who may be affected by our activities. We will comply with all relevant legislation and guidance of the Health and safety executive and other regulatory bodies:

- To ensure, so far as is reasonably practicable, the health, safety and welfare of its employees
- To reduce/remove, so far as is reasonably practicable, any risk/s arising from their work activities
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals.

Signed

.....
(Employer)

Date 02.02.2017

Review date: January 2018



Safety, Health and Wellbeing Policy

Wellbeing

The Source is committed to providing an ethical and sustainable working environment that values wellbeing. Our commitment to wellbeing detailed in this Health Safety and Wellbeing Policy sits alongside our legal duty to provide a safe and healthy workplace, where the structures and processes identified above are in place to prevent harm to staff, students and members of the public affected by our activities.

Wellbeing is more than the state of not being physically unwell; it includes physical, mental and social health.

Employee wellbeing involves:

- letting the employee have the opportunity and flexibility to make healthy choices about diet, exercise and leisure and lifestyle, (e.g. smoking, alcohol).
- enabling the employee to have self-confidence, self-respect and to be emotionally resilient.
- encouraging the employee to have a sense of purpose and a feeling of fulfilment.
- creating an environment that encourages the employee to keep their mind active and to be able to develop professionally and intellectually.
- fostering a network of relationships that are supportive and nurturing and
- creating a safe working environment.

It is the policy of The Source to promote wellbeing by means which include the following:

- A progressive human resources management approach, such as appropriate holiday entitlement, family-friendly policies, strategies for identifying and managing work-related stress and supporting employees through access to a counselling service, absence management and work rehabilitation programmes.
- An Occupational Health Service that advises employees and managers on work-related health and injury problems, on phased return-to-work programmes and promotes healthy lifestyles.
- A Health, Safety and Wellbeing commitment that promotes a safe environment and provides training in injury prevention, risk assessment and risk awareness, mental health awareness. Managers, Human Resources and the Health and Safety advisers contribute to work-related stress management strategies, work area assessments and work adjustments. The Human Resources Department will also coordinate wellbeing practices in the workplace and ensure continual development of these policies and practices. For example continue to promote mental wellbeing and national wellbeing events.
- A communications network that enables staff to know what is happening in The Source and which supports social and organisational inclusion.
- Various social and leisure events to promote/ enhance physical and mental wellbeing
- Provision of healthy food in the Café.



Safety, Health and Wellbeing Policy

Health & Safety Responsibilities

The Source Academy, as the employer, have the overall responsibility for health and safety. Specific responsibilities are delegated to competent individuals. Specific tasks e.g. first aid, are delegated to identified individuals throughout the company.

Health and safety at Work etc Act 1974 Section 7: all employees have a legal responsibility to take care of the health and safety to themselves and others, and to co-operate with the company.

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

Dianne Wainwright (Acting Director)

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

Heads of Departments, Managers, and Team Leaders

Resourcing of Health and Safety

The Source is committed to providing appropriate and satisfactory financial and practical support in the resourcing of Health and Safety; to continually maintain and develop Health and Safety standards across the business, including training, provision of equipment, PPE, maintenance etc .

Adequate resources will also be provided to ensure all employees, sub-contractors and stakeholders are aware of this policy and committed to its effective implementation



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To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Paula Barlow.....	Trainer, H&S Advisor, Assessor
Health & Safety Committee members.....	monitoring H&S issues
Various nominated staff.....	Fire Wardens/ department inspections
Eilis Marshall.....	Finance safety inspections
Jon Needham.....	Quality Assurance
Eilis Marshall.....	Administration safety inspections
Andy Womble.....	WBL safety inspections
Dianne Wainwright.....	Rotherham, Charity shop safety inspections
Katrina Ferris.....	Cleaning and reception safety inspections
Katrina Ferris.....	Cafe and conference rooms safety inspections
Chelsea Peace.....	Work Programme safety inspections
Dale Robinson.....	Sheffield Hub safety inspections
Adrian Grice.....	Electrical testing and inspections
Joanne Williams.....	Food safety, Kitchen safety, hygiene
Adrian Grice.....	Plant/equipment inspections



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Health & Safety Responsibilities continued.....

Employees have to:

- co-operate with team leaders, managers and senior managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person

Health and Safety risks arising from our work activities: including Manual Handling, COSHH, Working at Height etc

- Risk assessments, both general and specific will be undertaken by

Team Leaders and Managers

- The findings of the risk assessments will be reported to

Heads of Departments and Senior Management

- Action required to remove/control risks will be approved by

Dianne Wainwright (Acting Director), Eilis Marshall (Financial Controller), Jon Needham (Head of Quality), Dale Robinson (Head of Sales, Marketing & PR), Katrina Ferris



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Dianne Wainwright (Acting Director)

Will be responsible for ensuring the action requires is implemented

- Heads of Departments, Managers and Team Leaders

Will check that the implemented actions have removed or reduced the risks

- Assessments will be reviewed every

12 months or when there are significant changes to the work activity, environment or equipment, whichever is soonest?

All employees will be informed of the health and safety risks that affect their work.

We will require our sub-contractors and stakeholders to identify health and safety risks that may impact on our work activities



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Consultation with employees

Health and Safety at Work etc Act: Section 2.6.. *It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.*

- Employee representative(s) are

Adrian Grice

Melanie Bullivant

Amy Sanby

Amanda Bishop

Barrie Warriner

Amy Pickering

Marie Wright

Lorraine Walker

Jackie Goucher

Karen Forman

Paula Barlow

- Consultation with employees is provided by

Health and Safety Committee Meetings held quarterly



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Safe Plant and Equipment

All plant and equipment that requires maintenance is identified and appropriate maintenance is carried out. Any new or second-hand plant and equipment is checked to ensure it meets health and safety standards.

Katrina Ferris, Caretakers

- Will be responsible for identifying all equipment/plant needing maintenance

Katrina Ferris; Caretakers

- Will be responsible for ensuring effective maintenance procedures are drawn up
- Any problems found with plant/equipment should be reported to

Katrina Ferris; Supervisor; Team Leader or Manager

Katrina Ferris; Supervisor; Team Leader or Manager

- Will check that new plant/equipment meets health and safety standards before it is purchased

Specialist training will be provided for ladders and mobile scaffolding towers

- Specialist equipment training



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Safe Handling and use of substances

Control of Substances Hazardous to Health Regulations (COSHH) 2002 and 2004 Amendment.

Risk assessments are carried out in accordance to the COSHH Regulations.

Arrangements:

Katrina Ferris, Joanne Williams

- Will be responsible for identifying all substances which need a COSHH assessment

Katrina Ferris, Joanne Williams

- Will be responsible for undertaking COSHH assessments

Katrina Ferris, Joanne Williams

- Will be responsible for ensuring that all relevant employees are informed about COSHH assessments

Katrina Ferris, Joanne Williams

- Will check that new substances can be used safely before they are purchased
- Assessments will be reviewed every

12 months, or when the work activity, substances, equipment, personnel etc changes, whichever is soonest



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Information, instruction and supervision

In accordance with the **Health and Safety at Work etc Act 1974 Section 2.2c** , The Source, will provide information, instruction training, and supervision to ensure employees are competent to do their work

We will ensure the health and safety competence of our stakeholders and sub-contractors; we will require our sub-contractors and stakeholders to identify health and safety hazards that may impact on our work activities

- The Health and Safety poster is displayed

Kitchen, Reception, 1st Floor staff room, Work Based Learning Office, 3rd Floor Office corridor

- Health and Safety advice is available from

Paula Barlow ...Training Department

- Supervision of young workers/trainees/apprentices will be arranged/undertaken/monitored by

Helen Lee.....Schools and Community

Andy Womble..... Work Based Learning

Team Leaders, Managers, Supervisors, Heads of Departments

- Are responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information



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Competency for tasks and training

All employees attend IOSH Working Safely; Managers, Team Leaders, Supervisors attend IOSH Managing Safely as part of their induction when they start work. Refresher training and specific health and safety training relevant to the persons' job is provided as necessary

- Induction training will be provided for all employees by

Line Managers, Team Leaders, Supervisors

- Job specific training will be provided by

Line Managers, team Leaders, Supervisors

- Training records are kept by

Human Resources, Training Department

- Training will be identified, arranged and monitored by

Human Resources, Training Department

- Is designated person responsible for Sub-contracting/sub Consulting

Katrina Ferris... Facilities Manager



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Accidents, First Aid and work-related ill health

- Health surveillance is required for employees doing the following jobs

Not applicable at this time

- Health surveillance will be arranged by

Not applicable at this time

- Health surveillance records will be kept by/at

Not applicable at this time

- The first aid box(es) are kept at

Reception; 1st Floor staff room; Work Based Learning Office;
Ground floor kitchen, these are checked monthly by the Training
Department

Reception keep Emergency “grab bag”; Defibrillator and Bio-
hazard spill kit



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- **The First aider(s) is/are**

Adrian Grice.....Jackie Goucher

Billy Clarson.....Karen Forman

Barrie Warriner..... Paula Barlow

Paul Alton

Plus 10 emergency first aiders

Accidents, First Aid and work-related ill health continued.....

- All accidents and cases of work-related ill health are to be recorded on the accident/incident forms available at

Reception or downloadable at The Source I drive: business data:
health and safety: accidents and incidents: forms

Paula Barlow

- Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or Local Authority)



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Monitoring/measuring performance

The Source proactively and reactively monitors health and safety performance

- To check our working conditions, and to ensure our safe working practices are being followed, we will carry out:

- monthly departmental health and safety inspections
- accident investigations
- accident/incident statistic monitoring
- risk assessments, generally and specifically e.g Manual Handling, COSHH, Display Screen Equipment
- Fire risk assessment/reviews
- Practice emergency procedures, desktop and practically
- Training monitoring

Heads of Departments, Team Leaders, Managers

- Is responsible for investigating accidents.



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Human Resources

- Is responsible for investigating work-related causes of sickness absences

Heads of Departments, Team Leaders, Managers, Head of Operations,
Managing Director

- Is responsible for acting on investigation findings to prevent reoccurrence

Sub-contractors

We will engage and collaborate with our sub-contractors to ensure their:

- Health and safety capability and competence fulfil our expectations
- Health and safety performance is monitored and reviewed; and
- Work activities have minimal health and safety impacts on our activities



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Emergency procedures-fire and evacuation

Records are kept of our emergency procedures, how often they are carried out and by whom.

Dianne Wainwright (Acting Director)

- Is responsible for ensuring the fire risk assessment is undertaken and implemented
- Escape routes are checked by/every

Maintenance, weekly

- Fire extinguishers and Fire alarm are maintained, serviced and checked by

Supersafe Solutions.....annually and where necessary

- Alarms/ Emergency Lighting are tested by/every

Maintenance/caretaking...weekly, monthly, 3 monthly, annually

- Emergency evacuation will be tested/practised every

Six monthly; Fire Marshalls clearing the building throughout. ;
G.E.E.P's and P.E.E.P's in operation