

HEALTH AND SAFETY POLICY DOCUMENT

General statement

Feligrace Capacity Development Centre is committed to the Health, Safety and Welfare of our members of staff, students and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with you about Health and Safety and provide you with the information, instruction, supervision and training that we consider is necessary.

We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a health and safe work environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises

This policy will be reviewed regularly and revised as necessary.

Organization and Responsibility

The overall responsibility for Health and Safety lies with the Feligrace Ltd.

The following people are responsible for Health and Safety:

Name

- Odaro Omoregie
- Muhammad Qadeer

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.

Members of staff and students are reminded that they are responsible for their own Health and Safety and the safety of the others in the premises.

The Centre committee will be responsible for discussing matters surrounding Health and Safety. This committee meets every three months, of which no less than 10 minutes will be devoted to Health and Safety issues. Any member of the committee should be contacted to discuss and raise safety issues with this committee.

Procedures and Safety Arrangements:

Chemicals

Hazardous chemicals, identified by an orange warning symbol, will be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment. This will be completed by the Feligrace Ltd and will be reviewed annually. COSHH assessments are kept in the Health and Safety Folder and near to the Chemical Stores.

No hazardous substance is to be used or stored on the premises that have no COSHH assessment.

Ensure that the door to the Chemical Store is always locked shut and all chemicals are correctly stored in the cupboard.

Please ensure that you follow all of the manufacturer's guidance and follow any additional information in the COSHH assessment. Ensure that you are familiar with the precautions that you might need to take in the event of an emergency involving the substance.

Electrical equipment and wiring

The electrical wiring within the building(s) will be inspected annually, or at a duration that has been suggested by the contractor performing the tests. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement from the Centre.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at a duration that has been suggested by the contractor performing the tests.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.

Fire Extinguishers

The Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be displayed for one year (or until the next inspection and test), after which it will be kept on file.

Fire extinguishers will be examined for damage and use monthly by the Centre.

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

First Aid

A number of first aid kits are available throughout the building and are clearly marked. If the contents of any first aid kit are used, the Centre Management must be informed.

Suitable trained and competent persons should only administer first aid.

First aid kits will be checked monthly by the management to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

Risk Assessment

The management will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety Folder. The significant findings of this assessment will be made available to Staff and Students through information, instruction and training.

Where actions are needed to reduce or eliminate risk, the Centre management will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of "As Low As Reasonably Practicable".

Any person discovering a hazard must inform the management as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

Health & Safety Checklists for Class rooms

Questions you should ask:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?			
	For stand-alone classrooms: <ul style="list-style-type: none"> ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails? 			
Work at height (falls)	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, eg computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

Additional Issues		Yes	Further action needed	N/A

Further Action Needed:

Hazards noted:	Action taken and when:

Name & Position:	Signature:	Date:
Location/Name of Classroom		