



# MARSH HOUSE STUDIO

Health and safety Policy &  
Procedure

## ABSTRACT

Our Commitment to the health and safety of all young people, staff, volunteers and visitors is outlined in this policy along with reference to the relevant guidance for health and safety in schools

Reviewed by Michael Ross

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(Michael Ross, Deborah Murphy)

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### **Statement of intent:**

The general objectives of Health and Safety at Work, extended to include Health and Safety in the Learning environment, are that 'Marsh House Studio' should secure the health, safety and welfare of all Learners, Employees, Sub contractors, Volunteers and Visitors on the premises therefore to provide adequate protection from risks arising from any activities which take place there. The Health and Safety at Work etc. Act 1974 (HASWA) is the primary piece of health and safety legislation in the UK.

### **Safeguarding statement**

Although safeguarding has a high status in our field and is undoubtedly a matter of health and of safety it is covered extensively in the company safeguarding policy. This document covers all matters of health and safety which are to do with the quality of the facility and its operational procedures.

## **Responsibilities:**

'Marsh House Studio' has overall responsibility for health and safety.

### **Local authority:**

The authority within the local authority for health and safety in schools is the 'Corporate health and safety department':

#### **Health and safety**

Luton Borough Council, Town Hall, George Street, Luton, Bedfordshire, LU1 2BQ

Tel: 01582 510330

Fax: 01582 546676

 [Environmenthealth@luton.gov.uk](mailto:Environmenthealth@luton.gov.uk)

### **Marsh House Studio:**

It is the overall responsibility of the organisation to ensure the delivery of the following: -

- A safe environment with welfare facilities.
- A safe place of activity with safe access and egress.
- The necessary training, information, instruction and supervision.
- Safe equipment and systems of work.
- Safe handling, storage and maintenance of articles and substances. Appoint competent persons.
- Establish procedures for serious and imminent danger.
- Provide information to employees.
- Co-operate and coordinate with other employers.
- Provide training.
- Provide health surveillance (where required)

### **Employees:**

Have a duty to take reasonable care of themselves and others and to co-operate with the employer in complying with their statutory duties. Therefore, vigilance in matters of safety are part of the job description and safeguarding responsibilities of all staff, volunteer or otherwise.

### **Young people:**

In this situation although the young people attending this facility will be encouraged to think about safety as everyone's concern the ultimate responsibility is that of the senior leadership team.

**Volunteers:**

Will undergo the same basic level of training necessary to produce the required level of competence in health and safety and the safeguarding of all persons who attend the facility.

**Visitors:**

To adhere to the safe working practices of the Organisation.

**Liability:**

Under the Occupier Liability act, the occupier of any premises has a duty to ensure that there are no 'unreasonable' risks to visitors and others who may be invited onto those premises. The duty even extends to include unlawful visitors such as trespassers.

Where children are involved, it is clearly recognised by 'Marsh House Studio' that a greater degree of care is required, since the levels of maturity of children vary, meaning that they cannot be expected to understand the degree of risk involved in any hazardous situation.

What this means is that the risks from any specific hazards on site - must be adequately controlled. Thus, the use of specific signage for example warning signage for fragile roofs, preventing access to low roof areas by use of anti-climb paint or other security measures would therefore be deemed reasonable.

This is key responsibilities of the employer/organisation and therefore the senior leadership team of 'Marsh House Studio' as these are one and the same thing.

**Appointment of responsible/competent persons (Single point of contact):**

The Senior leadership team holds the responsibility for health and safety on a day-to-day basis and has control over all activities on the site. The senior leadership team has overall responsibility for appointing a designated responsible/competent person to cover the following duties and provide a single point of contact for issues arising from them: -

Safeguarding     Michael Ross/Deborah Murphy

Recruitment     Michael Ross

**Health and Safety Michael Ross**

Fire Safety: Michael Ross

Quality     Michael Ross

Each of these roles involve an obligation to keep adequate records for comparison, inspection and indication of trends both negative and positive. Each of these roles is supported by the relevant training in compliance with the appropriate legislation and guidance as matter of policy.

All functions within the roles mentioned above are subject to scrutiny within company procedures and monitoring processes *(for more info on this refer to the company meeting procedures document available on request).*

## **Procedures.**

### **Induction Training:**

To ensure maximum awareness of the duty toward health and safety for all members of staff, whether volunteer, sub-contractor, employee and for all learners who attend 'Marsh House Studio' Induction training is provided as a matter of procedure. (see *induction policies*).

### **Risk assessment:**

Risk assessment are in place for the general facility.

Whenever a significant change takes place in the physical or learning arrangements A risk assessment will be carried out and any modifications deemed necessary will be made and a new review date will be set.

### **Risk Management**

A risk management is in place which is reflective of the risk assessment findings (see *risk assessment and strategy*)

### **Collective vigilance**

Health and safety is the responsibility of all staff no matter what status. Health and safety questions will be asked during the weekly monitoring meeting in order to ensure that the correct level of vigilance is applied to the matter.

### **Reviews and Updates**

All policies are set with a review date of no longer than a year but may be updated at any time due to changes in the arrangements of the facility and type of activities which take place.

### **Keeping records**

Records will be kept on file in the areas mentioned in 'Appointment of responsible / competent persons (Single point of contact):' above.

### **Fire safety:**

Fire safety is the overall responsibility of the senior leadership team of 'Marsh House Studio' who are obligated to appoint a designated responsible person Michael Ross. Fire procedures for the building are managed by the building managers Marsh Farm Outreach in coordination with the designated responsible person of 'Marsh House Studio'. Michael ross. All reports of safety regarding the fire safety of the facility must be kept on record no matter how small and no matter if they have been resolved. This is in order for the senior management team to spot trends in fire safety procedures.

From 1<sup>st</sup> October 2023 fire risk assessments will need to be recorded regardless of the number of employees.

### **Accident and reporting:**

All accidents no matter how small are entered into the accident report book which is kept in 'Marsh House Studio' office.

In the case of an accident which is more serious either the emergency services will be called if appropriate or a member of staff will be assigned to take the person to the hospital.

In the case of a Learner, the parent/carer and the agency through which they were referred will be notified immediately.

In all situations covered by RIDDOR 2013 the Health and Safety Executive will be informed - see '*Incident reporting in schools (accidents, diseases and dangerous occurrences)*' in '*Marsh House Studio' policies and procedure*' – '*Health and Safety*'.

### **First aid:**

At all times there will be a qualified first aider on site. In the case of 'Marsh House Studio' this will be either Deborah Murphy or Michael Ross. Or Both.

### **Electrical Safety:**

All electrical equipment is systematically PAT tested by an authorised person and records of the tests are kept on file.

All staff are expected to report damaged equipment to the designated responsible person for health and safety Michael Ross. At this point the equipment must be taken out of use and labelled clearly to prevent it being reintroduced by a third party unaware of its condition.

### **Dangerous Substances:**

It is the policy of 'Marsh House Studio' not to keep any substances which are covered by COSHH in the areas occupied primarily by the young people who attend 'Marsh House Studio'. Any substances which are covered by COSHH and remain necessary such as cleaning chemicals are kept under lock and key in an area occupied primarily by staff.

### **Equipment:**

All equipment for use by either Learners or staff must be inspected by a staff member for use. Any defects found must be reported to the designated responsible person for health and safety Michael Ross. For electrical equipment see 'electrical safety' above.

### **Off premises activity:**

This is currently not a feature of 'Marsh House Studio' curriculum but may be in the near future. When this is introduced we will be updating this policy and distributing fresh copies to all those in the network.

## **Security:**

'Marsh House Studio' have a controlled entry point and an intercom which allows to control who enters the facility.

'Marsh House Studio' is fitted with security camera's in all areas.

## **Covid-19:**

Marsh House Studio have a Covid risk assessment in place. This covers staff, learners and visitors' responsibilities, law and government guidance. Signage and CO2 ventilation detectors are in place.

## **HEALTH AND SAFETY LEGISLATION**

Health and safety responsibilities and duties placed upon teachers and others in schools, colleges and other education establishments are derived from the Health and Safety at Work, etc Act 1974 (HASWA) and the Management of Health and Safety at work regulations 1999.

Learners and visitors are also protected by the duties imposed by such legislation as they are affected by an employer's undertaking or and / or are using school premises.

There are a number of other pieces of delegated legislation which exist and require an assessment of risk, adequate maintenance, provision of information, instruction and training etc. i.e. COSHH, DSE, manual handling etc. The Education Health and Safety manual provides advice and guidance in the interpretation of such legislation and outlines best practice.

Responsibility for health and safety lies with everyone, either as the employer of school staff or because they exercise control over the school premises (or both).

The Health and Safety Executive (HSE) is responsible for enforcing health and safety legislation in respect of all workplaces and therefore places of Alternative educational provision.

Most of the duties placed upon employers and others are qualified by the phrase 'so far as is reasonably practicable'. This is essentially a balance between the costs (in terms of money, time, trouble etc.) against the degree of risk to people involved.

Where the risk is great, even expensive measures to prevent the risk could be considered necessary. Each case must be taken on its own merits.

If you are concerned:


If you have concerns about the building and your concerns are not able to be dealt with satisfactorily by the internal person responsible for health and safety you can follow this link for more information on how to deal with your problem) <http://www.hse.gov.uk/index.htm>

Health and Safety Executive (HSE) is responsible for enforcing health and safety at workplaces including:

- factories
- farms
- building sites
- mines

'MARSH HOUSE STUDIO' POLICY/INDUCTION DOCUMENT

- schools and colleges
- fairgrounds
- gas, electricity and water systems
- hospitals and nursing homes
- central and local government premises
- offshore installations

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