

Health and Safety Policy

# Statement of Intent

The Directors and Management Team at Ad Astra fully understand their obligations by law, as outlined in the Health and Safety at work Act 1974, and are committed to creating, maintaining and promoting a safe environment for all students, staff and visitors alike. This policy will outline the ways in which we will create a safe environment for all the Ad Astra community, and the monitoring and review process ensuring the continued delivery of such a safe environment.

In order to achieve this, Ad Astra will ensure that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

# Aims and Objectives

In compliance with the Health and Safety at Work Act 1974, the Ad Astra management team will ensure so far is reasonably practicable that:

* + All premises are maintained in a safe condition, including any shared occupancy premises;
  + Safe access to and egress from the premises is maintained;
  + All equipment and machinery is safe to use;
  + Appropriate safe systems of work exist and are maintained;
  + Sufficient information, instruction, training and supervision is available and provided to all staff and students;
  + Arrangements exist for safe use, handling and storage of articles and substances at work;
  + A healthy working environment is maintained including adequate welfare facilities

For the purposes of:

* + - Preventing accidents and work related illnesses;
    - Managing health and safety risks;
    - Providing Personal Protective Equipment (PPE);
    - Ensuring safe handling and use of substances, equipment or materials;
    - Providing clear instruction and information, alongside adequate training to ensure employees are competent to do their work;
    - Maintaining a safe and healthy learning environment for all students;
    - Maintaining safe and healthy working conditions for all staff;
    - Consulting staff on matters regarding their own health and safety;
    - Implementing emergency procedures for incident management, fire safety and evacuation;
    - Reviewing and revising this policy annually or sooner following an incident, change in legislation or significant alteration to the business;

Unit G9, Elvington Industrial Estate, York. YO41 4AR 01904 449846

[info@adastrayork.co.uk](mailto:info@adastrayork.co.uk)

# Responsibilities

Overall responsibility for health and safety falls to Sam Shaw, Managing Director.

Day to day responsibility for ensuring the delivery of this policy falls to Laura Harben, Operations Manager, acting as the Health and Safety Officer (HSO).

All staff, including agency staff have health and safety responsibilities are outlined by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Under this responsibility as the Health and Safety Officer, the Operations Manager will ensure that the following are in place;

* + Adequate risk assessments are in place covering all premises, activities, equipment and transport, and the findings of these RA are communicated to all those who would be affected by the risks posed;
  + All property are well maintained in accordance with this policy;
  + Communication on all matters relating to health and safety with the management team;
  + To investigate any incident or accident, review and implement any necessary changes;
  + To report any required incident under the RIDDOR regulations;
  + To manage the implementation of this policy, in line with other Ad Astra policies where applicable;
  + To ensure that all Ad Astra staff are aware of their responsibilities relating to health and safety, and have the adequate training and equipment in order to do so;
  + To ensure all of the Ad Astra community have access to this policy;
  + To review annually, or following an incident, change in legislation or significant change to the organisation;
  + To continually monitor the effectiveness of this policy;
  + To provide adequate resources to implement this policy as outlined in risk assessments;
  + To adopt and promote safe systems of working;
  + To implement appropriate emergency procedures, including evacuation and fire drills, and document all such plans;
  + Where contractors are appointed to work on site, to ensure that all appropriate health and safety documents have been seen by a member of the Ad Astra management team. That all risks presented by the contractor’s work have been assessed and appropriate controls put into place, that that they have been informed of any risks that there may be to them from working on site;
  + Any parts of the premises that the landlord is responsible for, are maintained to a safe order, and any issues dealt with in an efficient manner;
  + Appropriate first aid provisions are ensured and maintained;
  + To ensure that all the necessary insurance is in place;
  + To monitor and maintain the first aid kits;
  + All health and safety documentation is made available to third party providers upon request;

Unit G9, Elvington Industrial Estate, York. YO41 4AR 01904 449846

[info@adastrayork.co.uk](mailto:info@adastrayork.co.uk)

Responsibility of all senior management,

* + Adhere, implement and promote the health and safety policy at all times;
  + Ensure that staff under their supervision are familiar with the policy and their responsibilities within, and are actively practising good health and safety conduct;
  + Resolve health, safety and welfare problems members of staff refer to them, or refer them to the Health and Safety Officer if they cannot resolve;
  + To carry out regular inspection of their areas of responsibility, ensuring that equipment, activities and people are safe, and record these inspections where required;
  + Read and understand this policy and all risk assessments relating to their remit;
  + Communicate with the Health and Safety Officer on all matters under their responsibility;
  + Report any incidents to the Health and Safety Officer;
  + If any persons becomes injured; to administer first aid as per their level of training when required; or seek the assistant of a colleague with a greater level of training; or call the emergency services whilst ensuring they keep themselves and others safe and free from danger;
  + To ensure all staff personal first aid kits are kept well stocked and maintained;
  + Ensure that agency/temp/visitors staff have been given the relevant information and instructions relating to health and safety upon commencement of work with Ad Astra.

Mentors and Teaching staff

* + Ensure students follow all health and safety measures through effective communication and supervision;
  + Understand and implement the health and safety policy, and their responsibilities within;
  + Report any incidents or potential problems to either their line manager or the Health and Safety Officer;
  + Follow safe working practices, be aware of all risk assessments and control measures in place relevant to their area of work;
  + Ensure the use of appropriate PPE as outlined within the risk assessments;
  + To carry their first aid kit on all off-site activities and ensure it is well stocked;
  + Report any issues or shortages with PPE to your line manager as soon as is possible;
  + Make recommendations to the Health and Safety officer on health and safety equipment, tools, activities or improvements;
  + Integrate all aspects of health and safety into the teaching process;
  + Only used pre-approved equipment, tools and machinery on pre-approved activities;
  + If any persons becomes injured; to administer first aid as per their level of training when required; or seek the assistant of a colleague with a greater level of training; or call the emergency services whilst ensuring they keep themselves and others safe and free from danger;
  + Set a good personal example Students

All students, allowing for age and aptitude, are expected to:

* + Exercise personal responsibility for the health and safety of themselves and others;
  + Observe and follow all health and safety rules, and in particular the instructions of staff given in the event of an emergency;

Unit G9, Elvington Industrial Estate, York. YO41 4AR 01904 449846

[info@adastrayork.co.uk](mailto:info@adastrayork.co.uk)

* + Use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

Visitors

All visitors, including contractors are expected to follow any instructions given to them by a member of the Ad Astra staff, especially in the event of an emergency. Regular visitors should familiarise themselves with this policy.

1. **Arrangements for Health and Safety**

The following list contains instructions to be followed in each instance. It is a very important part of the Health and Safety Policy, which should be fully understood by staff. The list is only intended as a guide, and may need to be added to or amended as required. The ‘Arrangement for’ list is alphabetised for ease.

* 1. Accident/Incident Reporting and Investigation

Any incidents or accidents must be reported to the Health and Safety Officer. Staff may wish to report to their line manager in the first instance, who will refer it to the HSO. The HSO will investigate and record all findings. An action plan for resolution and prevention will be made, which may require the relevant risk assessment to be reviewed or amended. The HSO will communicate all relevant information to the staff, and will report any major incidents to the Managing Director.

* 1. Administration of Medication

Ad Astra maintain a record of all student medical and welfare needs. Whereby any students needing to self-administer medication, or have it administered to them, must have pre-authorisation from parents/guardians, with full details and all requirements. It is the responsibility of the Head of Provision to ensure all details are gained, and procedure outlined at enrolment of the student.

* 1. Asbestos

Ad Astra, in conjunction with the landlord will review and survey any areas of reported or known asbestos.

* 1. Consultation with Staff

Health and Safety will appear as an agenda item at management and staff meetings regularly, when the policy is reviewed and when further training is provided or updated.

* 1. Contractors

Any contractors must be pre-approved as competent, adequately insured and able to carry out their duties in a way which poses no threat or injury to anybody in the vicinity. Work carried out by contractors will always be

completed outside of ‘school time’ where possible, to minimise risk.

Unit G9, Elvington Industrial Estate, York. YO41 4AR 01904 449846

[info@adastrayork.co.uk](mailto:info@adastrayork.co.uk)

* 1. COSHH

The HSO will maintain a list of COSHH assessments. An assessment must be made before the use of any potentially harmful material or substance. Staff wishing to use an un-approved substance, must gain pre-approval before use. A risk assessment will outline the storage requirements for such materials.

* 1. Fire

Full details of fire procedures can be found in the Fire Safety Policy, and are summarised here;

* + - The HSO is the Fire Safety Lead;
    - Fire Risk Assessments can be found in the office, and stored on Protect Together
    - Fire evacuation procedure notices will be displayed throughout;
    - Testing of the fire alarm;
    - Evacuation Drills;
    - Servicing and inspection of fire- fighting equipment
  1. First Aid

First Aid procedures, to include;

* + - All mentors to be trained upon commencement with Ad Astra, and annually in First Aid Essentials;
    - Specialist mentors to have up to date training in Emergency First Aid;
    - All management team to have up to date training in First Aid at Work;
    - All staff to carry a basic first aid kit with them for off-site activities;
    - Two adequately stocked Emergency Frist Aid boxes to be stored on site, one located in the office, and one in the kitchen;
    - A notice is clearly displayed indicating the location of first aid kits;
    - The Head of Education will notify parents/Guardians of any incident or accident involving their child;
    - All staff present during an incident or accident are responsible for calling the emergency services if deemed a requirement, and will notify their line manager and HSO as soon as it is reasonably safe to do so.
  1. Food Safety

The Ad Astra food safety policy sits alongside this Health and Safety Policy, to implement measures and controls specific to food safety, including the storage, the preparation and cross contamination.

* 1. Housekeeping

All staff must ensure that all items, materials and substances are stored safely, as per the relevant risk assessment, and that the maintenance and access to egress routes are kept tidy and clear, so no items present a trip hazard in the event of an emergency evacuation.

* 1. Hygiene

Steps have been taken to provide and maintain a good level of hygiene throughout Ad Astra and students are actively encouraged to maintain a good level of personal hygiene.

The daily and weekly health and safety checks ensure adequate levels of hand soap and cleaning products and equipment in the kitchen and toilet areas. Adequate areas for refuse and waste, with regular emptying and collection ensure no build ups.

Unit G9, Elvington Industrial Estate, York. YO41 4AR 01904 449846

[info@adastrayork.co.uk](mailto:info@adastrayork.co.uk)

* 1. Infection Control

Risk assessments are in place with actions and control measures in place, in line with government guidance, to be implemented to minimise the spread of infection.

* 1. Lone Working

Ad Astra will endeavour to minimise the need for lone working so far is reasonably possible, but in the event that this is required the guidance as outlined in the Lone Working Risk Assessment must be adhered to.

* 1. Manual Handling

The Manual Handlings Regulations and the Health and Safety at Work Act 1974 outline control measures for managing risk relating to manual handling, these are:

* + - Avoid hazardous manual handling operations so far as is reasonably practicable;
    - Assess any potentially hazardous manual handling operations that cannot be avoided;
    - Reduce the risk of injury so far as is reasonably practicable;
  1. Mechanical/Electrical

Only pre-approved equipment is to be used by staff or students. New equipment will be tested at the next inspection or sooner where deemed required. Annual PAT testing will be carried out by a professional, licensed contractor.

Staff must report any issues or concerns with machinery or equipment to their line manager as soon as is reasonably possible. The manager will then make an initial assessment on the query and take actions to resolve where possible, or, escalate to the HSO who will investigate and take actions to resolve.

All equipment and machinery will be assessed by risk assessment.

* 1. Monitoring

This policy will be reviewed annually, or following any change in legislation, incident or a significant change to the organisation.

The effectiveness of this policy will be audited in the annual summer term audit, with a report produced for all senior management to read.

Records of all testing and inspection of equipment and maintenance work carried out will be stored for a minimum of three years as part of the health and safety management system. These will also be shared with the landlord where required.

In addition, Ad Astra will request copies of certification from inspections and maintenance works carried out by the landlord. These will be monitored to ensure qualified contractors are being used, and will be kept for a minimum of three years also.

The HSO will maintain the Health and Safety Management System Schedule, which provides a clear structure and timeframe for reviewing and monitoring.

The following list provides a guide as to the equipment and practices for which records are to be kept:

* Fire Alarms
* Fire-fighting equipment
* Electrical Equipment and Machinery

Unit G9, Elvington Industrial Estate, York. YO41 4AR 01904 942222

[info@adastrayork.co.uk](mailto:info@adastrayork.co.uk)



* Ladders
* PPE
* Evacuation and practice drills
* Fixed electrical systems
* Heating and gas systems
* COSHH
  1. Off Site Activities

Off site activities form an integral part of the Ad Astra programme, and therefore take place regularly. All activities must be planned and assessed prior to delivery. Although many activities will be repeated, and the same locations

* 1. Pregnancy

A risk assessment must be completed to establish how the employee’s work will need to be altered, and what considerations will need to be made in order to ensure their safety and welfare. This must be completed and actioned within one working week of notification.

* 1. RIDDOR

Under current Health and Safety Executive (HSE) guidelines, any required accident or incident will be reported under RIDDOR guidance by the HSO, and the Manging Director will be notified. Any resulting actions will be swiftly implemented, and any relevant risk assessments will be reviewed. The action plan will be communicated out to all relevant employees.

* 1. Risk Assessment

Ad Astra will maintain a comprehensive set of risk assessments that cover property, activities and equipment.

They are all available on Protect Together for staff to view and inspect, and refer to as necessary. A paper copy will also be stored in the office for reference.

The management team will take steps to ensure that appropriate staff are aware and trained on the risk assessments relevant to their role, and will monitor compliance with control measures specified in the risk assessments.

All risk assessments will be reviewed on an annual basis, following a change in legislation or incident, or a significant change to the organisation.

* 1. Security

Security measures are in place to ensure the continued safety of the students, property and its contents. The daily health and safety checks, completed by a senior manager will ensure these measures are met.

* 1. Slips, Trips and Falls

The potential for slips, trips and falls have been risk assessed and appropriate control measures have been put in place, including working procedures for mopping floors and regular hazard spotting inspections.

Unit G9, Elvington Industrial Estate, York. YO41 4AR 01904 449846

[info@adastrayork.co.uk](mailto:info@adastrayork.co.uk)



* 1. Smoking

Ad Astra will provide a designated safe space for the disposable of cigarette ends, in the form of a bucket containing sand. This will be emptied weekly or sooner if required. The fire safety policy and risk assessments will provide further site specific details.

* 1. Storage

In line with COSHH regulations, all substances that may be hazardous will be stored safely in a secure area, accessed only by staff. Staff are responsible for ensuring secure rooms are locked when leaving the room. The storage areas and secure rooms must be maintained to be clean and clear from hazards or build up of dirt or combustible materials and will be checked weekly by a member of the senior management team.

* 1. Supervision of Students

Student behaviour will be consistently monitored by all staff involved. Any dangerous or risky behaviour displayed by students will be addressed and dealt with in line with the Student Behaviour Policy.

Students will be actively encouraged to display positive behaviour, and where a student holds a personal risk assessment, this will be communicated to all relevant staff by the Head of Provision.

* 1. Training

All staff receive basic Health and Safety training upon commencement with Ad Astra, and annually following. Further training needs are assessed at review and upon request or consultation with the employee.

Training needs may also be identified through a risk assessment.

* 1. Visitors

Visitors and contractors to site must be signed in, in the visitor log book. They must provide a form of ID to confirm their name, where they are an expected visitor.

Any unexpected visitors must be checked and confirmed by a senior member of management as to their purposes of attendance.

* 1. Weather

The extreme weather risk assessment outlines what control measures must be implemented in the event of extreme weather such as snow, ice, flooding and high winds.

All outdoor activities are managed and planned with the consideration of extreme weather by the specialist mentors and the Head of Provision.

* 1. Windows and Doors

Windows and doors are to be monitored and maintained as part of the weekly health and safety checks, carried out by a senior manager. Any broken windows/glass must be reported to the HSO as soon as is possible, whereby steps will be taken to secure the broken glass until a professional glazer is able to replace it.

Any doors which serve as a fire door or fire exit, have a notice on them. Fire exit doors will be tested weekly as part of the health and safety checks.

Unit G9, Elvington Industrial Estate, York. YO41 4AR 01904 449846

[info@adastrayork.co.uk](mailto:info@adastrayork.co.uk)



* 1. Working at Height

Working at height risk assessments have been completed, and control measures outlined.

Policy dated: 1st September 2018

Sign Off: Mr S. Shaw, Managing Director

Reviewed and updated: 10th January 2024

Sign Off: Mrs E Shaw, Director

Unit G9, Elvington Industrial Estate, York. YO41 4AR 01904 449846

[info@adastrayork.co.uk](mailto:info@adastrayork.co.uk)