



Putting young people first

Britannia Works
Talbots Lane Industrial Estate,
Talbots Lane,
Brierley Hill,
West Midlands,
DY5 2YX
Tel: 0121 5223717
Email: hello@wheelsvls.co.uk
Website: www.wheelsvls.co.uk

WHEELS VOCATIONAL & LIFE SKILLS CENTRE

Health and Safety of Students Policy

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Company Registration No. 06608327

Registered Charity No. 1157795

Britannia Works, Talbots Lane Industrial Estate,
Talbots Lane, Brierley Hill, West Midlands, DY5 2YX.
Telephone: 0121 522 3717

Policy Statement

Wheels Vocational and Life Skills Centre recognises and accepts its responsibilities for Health & Safety of its students by ensuring, so far as is reasonably practical, to:

- establish and maintain a safe and healthy environment throughout the site
- establish and maintain safe working procedures between staff and students
- make arrangements for ensuring safety and absence of risk to students' health in connection with the use, handling, storage and transport of any articles or substances
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure they have access to health & safety training as appropriate, or as and when provided
- maintain that all areas are in a condition that is safe and without risk to health and to provide and maintain means of access that are safe and without risk
- formulate effective procedures in case of fire and for evacuating the premises
- prepare an emergency evacuation procedure and prepare for regular practice drills (normally once a term) to take place and the results recorded
- lay down procedures in case of accident
- teach health and safety as part of the students' duties
- provide and maintain adequate welfare facilities
- ensure all staff are aware of the health and safety policies and procedures.

Wheels Vocational and Life Skills Centre also accepts responsibility to protect the health and safety of other persons, staff and visitors in order for them to fulfil their roles. Visitors to the site are also required at all times to observe the safety rules set down by Wheels Vocational and Life Skills Centre.

Wheels Vocational and Life Skills Centre accepts that health and safety is a responsibility which requires the commitment and active participation of all staff.

RESPONSIBILITIES OF STAFF

No safety policy is likely to be successful unless it is applied at all levels and actively involves all members of staff.

All staff are responsible for the health and safety arrangements in relation to students under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- ✓ exercise effective supervision over all students
- ✓ ensure that students are not able to interfere or misuse any equipment provided
- ✓ be aware of and implement safe working practices and set a good example
- ✓ personally identify all actual potential hazards and introduce procedures to minimise the possibility of mishap
- ✓ ensure that any equipment or tools used are appropriate for the task and meet accepted safety standards
- ✓ provide written instructions as necessary and ensure that these are used when required
- ✓ evaluate promptly and where appropriate, take action on criticism of health and safety arrangements

- ✓ investigate any accidents or incidents (where personal injury could have arisen) and take appropriate corrective action
- ✓ provide adequate instruction, information and training in safe working methods
- ✓ share any health & safety problems or concerns
- ✓ ensure that fire safety exits are clearly marked
- ✓ ensure that all students are aware of the nominated first aiders
- ✓ work areas are kept safe and tidy and free from hazard.

Staff should also ensure that they take reasonable care for their own health & safety and be aware of all safety rules, procedures and safe working practices.

RESPONSIBILITIES OF STUDENTS

All students are expected, within their expertise and ability, to:

- ✓ exercise personal responsibility for the safety of themselves and their fellow pupils
- ✓ observe standards of dress consistent with safety – wearing overalls and safety boots at all times and personal protective equipment as required
- ✓ observe all safety rules and in particular, the instructions of the staff in the event of an emergency
- ✓ use, and not wilfully misuse, neglect or interfere with anything that is provided for safety purposes.

FIRE AND EMERGENCY EVACUATION PROCEDURES

- ▶ Wheels Vocational and Life Skills Centre is required to have an emergency plan in the event of fire. Procedures for fire and emergency evacuation should be clearly displayed and fire exits signposted.
- ▶ There should be a fire notice displayed prominently within every occupied room
- ▶ All procedures should be updated on a regular basis and log book / incident book kept up to date.
- ▶ Evacuation drills should take place at least once a term.
- ▶ All fire prevention equipment should be regularly checked.

FIRST AID AND ACCIDENT REPORTING PROCEDURES

Accidents can be caused by a number of factors:

- poor management control
- unsafe systems of work
- lack of training
- safeguards not being used
- carelessness.

The following procedures should be in place:

- ▶ The names of the nominated first aiders should be displayed prominently in all rooms – students need to be aware of who is a trained first aider.
- ▶ All first aid kits in the classroom, workshop, medical room and office will be kept up to date and in good condition.

- ▶ All accidents and injuries should be reported in the accident book.
- ▶ A RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences) should be completed in the event of a serious injury.
- ▶ A first aid kit should be taken on any outings / visits and a qualified first aider should be in attendance.

Most accidents are caused by simple things like slips, trips or falls. Therefore, whilst it is important to address the big issues, it is important to address everyday problems such as spillages (drinks, food) or trailing leads. Never assume it is someone else's problem.

RISK ASSESSMENTS FOR STUDENTS

Wheels Vocational and Life Skills Centre has the responsibility to assess the risks in all activities, allocate necessary resources and implement measures to reduce risk.

- ▶ Risk assessments should be carried out on site for all equipment, manual handling and hazards.
- ▶ A general risk assessment should be in place for possible slips/trips/falls, accidents (including electrical shock, burns), use of equipment.
- ▶ Risk assessments should always be carried out before any visits/outings off site, on the site to be visited and on the means of transport.
- ▶ Risk assessments should be in place in case of incidents or accidents caused by fire, vandalism, obstructions of doors.

SECURITY

Procedures should be in place to ensure the safety and security of students with regard to visitors to the site:

- ▶ All visitors should sign in and out.
- ▶ Members of staff should be identifiable so as not to cause any confusion.
- ▶ Doors that are not accessible to visitors should be kept locked.

All reasonable measures should be taken to ensure that students are not at risk.

A programme for continual improvement of the management of Health & Safety should be implemented by Wheels Vocational and Life Skills Centre. Health & Safety should have the highest priority in **all** our activities.

We are committed to ensuring that the necessary information, training and supervision is in place to ensure that all staff and students are competent to undertake any activities and be aware of the related hazards and the measures to be taken for their own protection.

We will endeavour to provide the information, instruction, training and supervision necessary to ensure that there is an effective management of health & safety – including communication and consultation, planning, monitoring and guidance. We will strive to keep up to date with all relevant legislation and guidance.

Young people must be protected at all times due to their inexperience and lack of awareness of risk. It is the responsibility of all staff to ensure their safety at all times.

This Policy is subject to all other Policies of Wheels Vocational and Life Skills Centre.