



Health and Safety Policy

Health and Safety at Work Act 1974 **This is the Health and Safety Policy Statement of FAST FORWARD.**

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on will attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

General Statement of Policy

Our Policy is to provide adequate control of the health and safety risks arising from our work activities. We will consult with our staff on matters affecting their health and safety and provide and maintain safe use and equipment. We will ensure the safe handling and use of electric cabling, and provide information, instruction and supervision for employees and volunteers, and to ensure that they are competent to do their tasks. We will provide adequate training where necessary.

Our policy also is to prevent accidents and cases of work-related ill health, and to maintain safe and healthy working conditions. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

This policy will be reviewed and revised as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety in the organisation is that of **the Company Directors**.

Day to day responsibility for ensuring this policy is put into practice for FAST FORWARD is delegated to **Steve Lee and Chris Goss**.

All staff have a duty of care to:

1. Co-operate with other staff, volunteers, and Director on healthy and safe matters.
2. Not interfere with anything provided to safeguard their health and safety.
3. Take reasonable care of their own, service users and others health and safety.
4. Report all health and safety concerns to the Director.



General Arrangements

All staff will receive basic health and safety information and instruction during their induction. Any job which is identified as requiring specific health and safety training will be provided by the organisation. Complete all relevant H&S linked courses to give current and information that is applicable to staffs working area. Ongoing training will be implemented within an academic year, in line with updating any courses/training needed for the workplace.

The Directors are responsible for ensuring that staff working in locations away from the main office are given relevant health and safety information. All staff will understand the Risk Assessment so of the areas and activities they undertake. However, they should ensure that they are familiar with their local office arrangements regarding Health and Safety. A copy of the local organisation's Health and Safety arrangements should be passed to the Chief Executive for inspection and retention.

Any adaptations which may be required by employees, service users or members of the public with a disability, to enable them to carry out their work or access services, shall comply with the Disability Discrimination Act 1995 (Amendments made to 2010)

First Aid

FAST FORWARD will undertake to carry out its responsibilities in order to comply with the Health and Safety (First Aid) Regulations 1981; First Aid at work regulations 2019 (Amendments). New BS8599-1 standards for 2019 outline what employers should be including in their first aid kits for use in emergency situations and to treat workplace injuries.

SMALL KIT USAGE GUIDELINES – Assessed here at FAST FORWARD inked to guidelines.

Low Risk: *1 kit for less than 25 employees*

High Risk: *1 kit for less than 5 employees*

The BS8599 First Aid Kit (Small) provides all the essentials for your workplace and is supplied in a sturdy, green box. The box can also be wall mounted ensuring it is clearly accessible when needed.

Contents:

- 40 x Plasters
- 6 x Pairs Gloves
- 1 x Burns Dressing
- 1 x Resuscitation Shield
- 6 x Safety Pins
- 1 x Guidance Leaflet
- 1 x Pair Scissors
- 2 x Sterile Finger Dressings
- 2 x Sterile Eye pad Dressings
- 4 x Sterile Medium Dressings
- 1 x Sterile Large Dressing
- 1 x Conforming Bandage
- 2 x Triangular Bandages



- 1 x Foil Blanket
- 1 x Microporous Tape Roll
- 20 x Sterile Saline Wipes (Boxed)

These are checked and updated by a designated person **Steve Lee and Chris Goss.**

In case of accidents the First Aid boxes are situated as follows:

- Synthetic Pro Audio Studio – Kitchen/Office/second classroom

The nominated qualified first aiders at FAST FORWARD are:

Steve Lee, Jason George and Chris Goss.

(See FAST FORWARD First Aid Emergency Policy for further details on levels and qualifications)

Staff as part of their Induction will complete an online first aid training course. They will attend an external First Aid Course within 6 months of employment.

All accidents to students, employees, volunteers or visitors to FAST FORWARD premises must be reported to the appropriate person and recorded in the accident book kept in the studio office.

Please also report all accidents to the Director; Steve Lee for further investigation.

In cases of death or serious injury or illness, details will be recorded and reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) 1995.

(Amended from 1 October 2013 the revised Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) come into force. RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of work-related accidents which cause deaths. Most recent updates in line with Covid-19 regulations, linked into other policies: updates to Post Covid-19; [Personal protective equipment \(PPE\) at work regulations from 6 April 2022 \(hse.gov.uk\)](#)

General Fire Safety -Monitored by Jason George

Fire drill notices are posted at all locations. Please ensure that you are familiar with the instructions, and with the escape routes and assembly points indicated. Fire Marshall training will be completed by designated staff who will be carrying out the drills.

Regular fire drills will be carried out, according to the guidelines, at FAST FORWARD we complete a fire drill monthly, (Steve Lee will document and carry these tests out). at least annually, and fire alarms and extinguishers tested regularly.

All staff who work within the main FAST FORWARD offices should ensure that they mark themselves in or out on the attendance board for fire safety reasons.



General Security -Managed by Steve Lee

All visitors to FAST FORWARD should sign in and out of the visitor's book shop front desk; the book now in line with GDPR regulations. FAST FORWARD staff should ensure this has been done by their visitors. Security passwords and numbers for entry points around the building should not be given to any unauthorised persons.

Staff have **ID Card Lanyards** and Uniforms based around the FAST FORWARD logo; to identify FAST FORWARD Staff.

Housekeeping and Premises

It is the duty of all staff to ensure that they work in a healthy and safe environment. All staff should ensure the following:

1. Electrical Equipment PAT tested regularly.

- This must be maintained in good working order. Please avoid trailing wires and cover with a mat if necessary. Faulty equipment should not be used, but should be switched off, marked 'Faulty –do not use' and reported immediately to the staff trainer. Repairs should only be carried out by an authorised, qualified person.
- All equipment should be switched off when not in use and at the end of the day.
- A H&S Audit is completed by an external company, Information relating to this is in the Main Office.
- Regular visible inspections should be made to ensure compliance with the above, and PAT testing will be carried out annually and in line with current statutory requirements.
- Health and Safety information and requirements regarding electrical equipment can be found in the Electricity at Work Regulations 1989, and the Provision and Use of Work Equipment Regulations 1998.

2. Display Screen Equipment

- Workstations will be inspected regularly to ensure that they comply with recommended practices. This will be in line also with GDPR and Data Retention Regulations 2018 (2022). (See FAST FORWARD Policies) DPO will advise the team at FAST FORWARD, and with information on Data Breaches.
- Staff should take regular breaks from computer work, to avoid eye strain, headaches and other associated injuries. Any problems should be reported to the HR Manager.
- Information regarding working with computers can be obtained from the Chief Executive and can be found in the Health and Safety (Display Screen Equipment) Regulations 1992.
(Amendments made in 2002) These Regulations require employers to minimise the risks in VDU / keyboard work by ensuring that workplaces and jobs are well designed. See FAST FORWARD Acceptable Use of Technology and E-Safety Policy 2022-2023.

3. Office furniture and equipment

- All furniture and furnishings procured will comply with the Furniture and Furnishings regulations 1993, linked within Fire Safety. At FAST FORWARD we have some upholstered furniture that maybe deemed domestic furniture, office chairs.



The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010) set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery.

4. Lifting and Carrying

- All employees should take great care when lifting or moving objects.
- Assistance should be sought when moving heavy objects or appropriate equipment used. (A trolley is available from the main admin office)
- Those with back problems or other physical difficulties should not move heavy or awkward objects and inform the Directors here at FAST FORWARD.
- We are a provision that moves heavy goods, speakers, equipment and monitors; so, this area is taught to the student as part of their studies. Manual Handling when moving within the job.
- Information and training if required should be sought from their line manager and is contained within the Manual Handling Operations Regulations 1992. (Amended) in 2002. The Manual Handling Operations Regulations in a nutshell. Employers have a legal obligation under the MHOR to make a sufficient and suitable assessment of the risk to employees from the manual handling of loads.

5. Kitchen – (Food and Hygiene).

- See FAST FORWARD Food and Hygiene Policy/risk Assessments.
- All recording and visual check lists occur every 6 months within the food equipment and cooking areas. (Including outdoor cooking stoves etc.)
- Fridge recordings are completed daily/ recorded on monthly sheets.
- In line with Food and Hygiene Regulations/Food Safety Act 1990. (Amended 2013). Strengthens food safety regulatory system in our country. The law provides protection to consumers so they will have access to local foods and food products that have undergone thorough and rigid inspection.
- Generally, the kitchen is kept clean and tidy, and any spillages immediately mopped up. Cleaning materials should be kept well away from any food/drinks in a separate cupboard.

6. Safe stacking and storage

- To follow all procedures of storage for all areas covered within this policy.
- Do not stack or store any items in such a way which may cause injury when moved or to health. Large or heavy items should be stored on the floor. E.g., Speakers and Decks etc. In line with most areas covered within this document. E.g., Food Safety – to have boxes off the floor in an appropriate place away of any potential hazards. Follow the HASSUP – 7 steps.

7. No Smoking

- In the interests of Health and Safety, FAST FORWARD operates a No Smoking policy in all of its premises. Those who wish to smoke should do so outside of the front of the building only. See FAST FORWARD Code of Conduct.



8. Lone Workers - Not current for this year 2022-2023 and for 2023-2024

- Staff should refer to the FAST FORWARD Lone Working Policy and Procedures and Personal Safety information issued during induction. Safeguarding or and Risks will be taken into consideration when Lone Working, see Risk and Needs Policy.
- At FAST FORWARD Lone Working is rare, however within transportation this can arise.
- Please ensure that details of your location/ appointment are known by other people at all times.
- An indication of your likely return time should also be given.
- If possible, always carry a fully charged mobile phone, and ensure that your vehicle is in good working order.
- Always try and park under a streetlight, and have your house/keys ready.
- Avoid taking any risks and plan your journey beforehand.
- Directors should emphasise to all their staff the need to take extra care when working alone.

9. Fire Safety (H&S) - Monitored by Jason George

- Staff will be shown fire safety points and exit points within Inductions.
- Fire Marshall Training will be completed to give a basic understanding for those carrying out any test/alarm.
- See FAST FORWARD Fire Safety Policy.
- See the information on the Regulatory Reform (Fire Safety) Order 2005.

10. Risk Assessments

- Regular risk assessments will be carried out as required by the Management of Health and Safety at Work Regulations 1999 (risk assessments), updated and written with new locations or activities that occur at FAST FORWARD.
- FAST FORWARD will work in line with the Government; Fire Safety Risk Assessment: Educational Premises. Published 5 June 2006
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>
- The regulations apply to nursery schools, primary and secondary schools, academies, alternative provisions, free schools, special schools and pupil referral units.
- These will be carried out by the Management Team and designated qualified staff to ensure that any risks involved with carrying out the work of FAST FORWARD are minimal.
- A separate risk assessment for Fire Safety, as required by current statutory legislation, will be carried out, and significant finding reported to the Directors of FAST FORWARD.
- The Director will also report to the Resources Committee regarding any matters of Health and Safety.

Written by Adele Meek (QA Consultant)

Approved by Director Steve Lee

17th September 2022 / Review 31st August 2023.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.