



Hawthorn  
Learning

---

# Health and safety policy

---

Date created: September 2023

Reviewed: Annually

Author: Tomlin Wilding

Checked by: Maz Wilberforce

# Contents

## **1. Purpose of the policy**

- 1.1 Rationale
- 1.2 Aims and objectives
- 1.3 Relevant legislation

## **2. Health & Safety roles**

- 2.1 Board of directors
- 2.2 Health and Safety lead
- 2.3 Team members
- 2.4 Visitors
- 2.5 Contractors

## **3. Premises**

- 3.1 Security
- 3.2 Pick up and drop off
- 3.3 Chalk Stream Foods site
- 3.3 Fire
- 3.3 Risk assessments

## **4. Team action**

- 4.1 Lone working
- 4.2 Working at height
- 4.3 Manual handling
- 4.4 Violence at work
- 4.5 Smoking
- 4.6 Infection prevention and control
- 4.7 New and expectant mothers
- 4.8 Occupational stress
- 4.9 Accident reporting

## **5. COSHH**

- 5.1 Gas safety
- 5.2 Legionella
- 6.3 Asbestos

## **6. Equipment**

- 6.1 Electrical equipment
- 6.2 PE equipment
- 6.3 Display screen equipment

## **7. Policy administration**

7.1 Monitoring and Review

7.2 Training

7.3 Liability and indemnity

7.4 Related policies, procedures and documents

# 1. Purpose of the policy

## 1.1 Rationale

The purpose of this policy is to ensure that all members of the community are kept safe and all responsibilities relating to health and safety are met.

## 1.2 Aims and objectives

Hawthorn Learning aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst team members and all visitors to the site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Manage the site, including buildings and equipment in an efficient, legally compliant way

## 1.3 Relevant legislation

This policy is based on advice from the Health and Safety Executive (HSE) on [incident reporting](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their team members
- [The Work at Height Regulations 2005](#), which requires employers to protect their team members from falls from height

Hawthorn Learning follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

## 2. Health & Safety roles

### 2.1 Board of directors

The board of directors has ultimate responsibility for health and safety matters at Hawthorn Learning, but will delegate day-to-day responsibility to managing directors.

The board of directors has a duty to take reasonable steps to ensure that team members and visitors are not exposed to risks to their health and safety. This applies to activities on or off the premises.

Hawthorn Learning, as the employer, also has a duty to:

- Assess the risks to team members and others affected by Hawthorn Learning activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The director who oversees health and safety is Maz Wilberforce.

### 2.2 Health and Safety lead

The responsibility of Health and Safety lead is held under “governance and compliance” and is therefore managed day-to-day by the Education Director. This involves:

- Implementing the health and safety policy
- Ensuring there are enough team members to safely supervise
- Ensuring that the building and premises are safe and regularly inspected
- Providing adequate training for team members
- Reporting to the board of directors on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of the team

- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Health and Safety Lead's absence, the Human Needs Director assumes the above day-to-day health and safety responsibilities.

## 2.3 Team members

Team members will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the Hawthorn Learning on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice
- Understand emergency evacuation procedures and feel confident in implementing them

## 2.4 Visitors

Visitors are responsible for following the Hawthorn Learning's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of the team.

## 2.5 Contractors

Contractors will agree health and safety practices with the Health and Safety lead before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## 3. Premises

### 3.1 Security

The Hawthorn Learning directors are responsible for the security of the Hawthorn Learning site in and out of office hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Hawthorn Learning directors are key holders and will respond to an emergency.

### 3.2 Pick up and drop off

To ensure that there is no movement of unaccompanied visitors under the age of 18 that may impact the Chalk Stream Food site, any unaccompanied visitor under the age of 18 will be picked up and dropped off at the front door of the building. The Chalk Stream Food site is an active workplace with forklifts and vans present, as such no unaccompanied persons under the age of 18 are permitted onto the site or beyond the gate at the entrance.

### 3.3 Chalk Stream Foods site

All outdoor activities that take place will take place offsite, away from the Chalk Stream Foods site. Any groups or unaccompanied persons under the age of 18 will be collected from the front door by car to suitable locations for outdoor activities. At no point are such unaccompanied persons or groups permitted entrance to the Chalk stream foods site beyond the first gate.

### 3.3 Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

The fire alarm is a continuous loud tone/bell.

Fire alarm testing will take place in line with landlord's policy.

New team members will be trained in fire safety and all team members and visitors will be made aware of any new fire risks.



In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by team members only, and only then if team members are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Team members and visitors will leave the building via the closest fire exit and will congregate safely on the grass at the front of the building before moving as a group to the further assembly site.
- Team leaders will take a register of visitors to be checked against the site register.
- The director of learning will take a register of all team members
- Team members and visitors will remain outside the building until the emergency services say it is safe to re-enter

Hawthorn learning will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

### 3.3 Risk assessments

When assessing risks, we will follow the process outlined below.

We will also involve team members, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

**Step 1: identify hazards** – we will consider activities, processes and substances within the site and establish what associated-hazards could injure or harm the health of team members and visitors.

**Step 2: decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance visitors with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

**Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)**

– we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

**Step 4: record significant findings** – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

**Step 5: review the assessment and update, as needed** – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have team members or visitors spotted a problem?
- Have we learnt anything from accidents or near misses?

**Step 6: retaining risk assessments** – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

## 4. Team action

### 4.1 Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other team members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of the team is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

### 4.2 Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- visitors are prohibited from using ladders
- Team members will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, team members are expected to conduct a visual inspection to ensure its safe

- Access to high levels, such as roofs, is only permitted as arranged by the landlord

## 4.3 Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Hawthorn Learning will ensure that proper mechanical aids and lifting equipment are available at the site, and that team members are trained in how to use them safely.

Team members and visitors are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## 4.4 Violence at work

We believe that team members should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our team members.

All team members will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager immediately. This applies to violence from visitors or other team members.

## 4.5 Smoking

Smoking is not permitted anywhere on the premises.

## 4.6 Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage team members and visitors to follow this good hygiene practice, outlined below, where applicable.

### Hand washing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

### Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

### Cleaning of the environment

- Clean the environment, including equipment, frequently and thoroughly

### Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

## Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

### **Following good hygiene practices**

- We will encourage all team members and visitors to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

### **Implementing an appropriate cleaning regime**

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned twice per day.

### **Keeping rooms well ventilated**

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

## Exclusion periods for infectious diseases

Hawthorn Learning will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

## 4.7 New and expectant mothers

Risk assessments will be carried out whenever any employee or visitor notifies Hawthorn Learning that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

## 4.8 Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the site for responding to individual concerns and monitoring team members' workloads. Please see our team Wellbeing policy for more information about how we nurture the wellbeing of team members.

## 4.9 Accident reporting

### Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of the team or first aider who deals with it. As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by Hawthorn Learning for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### Reporting to the Health and Safety Executive

The Health and Safety lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety lead will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

#### **Team members: reportable injuries, diseases or dangerous occurrences**

These include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs



- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Health and Safety lead will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of relevant near-miss events include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

### **Visitors and other people who are not at work: reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE

<http://www.hse.gov.uk/riddor/report.htm>

# 5. COSHH

We are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Health and Safety Lead and circulated to all employees who work with hazardous substances. Team members will also be provided with protective equipment, where necessary.

Our team members use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## 5.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

## 5.2 Legionella

- A water risk assessment has been completed on 04/09/23 by Hawthorn Learning directors. The directors are responsible for ensuring that the identified operational controls are conducted and recorded in the site's water log book
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Ensuring all taps and sinks are maintained in a clean and consistent way. Ensuring team leaders and visitors use only the kitchen tap for drinking water. Ensure regular disinfection of all sinks and toilets.

## 5.3 Asbestos

- Team members are briefed on the hazards of asbestos, they are not permitted to disturb any suspected asbestos and must report this immediately to the directors
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the site

## 6. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate health and safety standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### 6.1 *Electrical equipment*

- All team members are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any visitor or volunteer who handles electrical appliances does so under the supervision of the member of team members who so directs them
- Any potential hazards will be reported to one of the directors immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained team members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### 6.2 *outdoor equipment on trips away from the site*

- Volunteer and visitors must set up equipment safely and efficiently. Team members check that equipment is set up safely

- Any concerns about the condition of any such equipment must be reported to the directors

## 6.3 Display screen equipment

- All team members who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Team members identified as DSE users should have regular eyesight tests for DSE use by a qualified optician (and corrective glasses provided if required specifically for DSE use)

# 7. Policy administration

## 7.1 Monitoring and Review

This policy will be reviewed by a director annually.

At every review, the policy will be checked and approved by the another director.

Risk assessments are written as needed and reviewed by the Health and Safety Lead.

This policy will be reviewed, amended and approved by the Board of Directors annually.

## 7.2 Training

Our team members are provided with health and safety training as part of their induction process.

## 7.3 Liability and indemnity

The managing directors will ensure that the appropriate level of insurance is in place and appropriately reflects the site's level of risk.

The details of the Hawthorn Learning's insurance policy are:

Policyholder: Hawthorn Learning

Address: Hawthorn Learning, Silver trout, Old Salisbury Lane, Romsey, SO51 0GD

Policy number: 15163184

Period of insurance: From 12/09/2023 to 11/09/2024 both days inclusive

### PUBLIC AND PRODUCTS LIABILITY

Indemnity Limit

£1,000,000

Including Libel and Slander

£10,000

## 7.4 Related policies, procedures and documents

- Equality, diversity and inclusion policy
- Complaints procedure
- Safeguarding policy
- Medical wellbeing of visitors policy
- All team policies