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Policy and Guidance:	Health and Safety	

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Inspire!'s Health and Safety Policy Statement

Inspire! is committed to providing a safe and healthy environment for all its staff, volunteers, students, visitors and programme participants within premises occupied by Inspire! and whilst undertaking activities organised by Inspire!. Inspire! takes seriously its responsibility to ensure that it operates all its projects and activities in full accordance with the relevant health and safety legislation, regulations and official guidance and will do all that is reasonably practicable to ensure the health, safety and welfare of all those involved in its projects and activities.

This policy is issued by Inspire! in accordance with its responsibilities under Section 2(3) of the Health and Safety at Work Act 1974

This policy incorporates guidance produced by the DfE, 'Health and Safety: Advice on legal duties and powers' June 2013 and DfE guidance on First Aid for schools

Based on the Health & Safety at Work Act 1974 and subsequent secondary legislation, Inspire! is committed to:

- Providing safe and healthy working conditions during all of its projects and activities, taking into account any statutory requirements
- Ensuring the health, safety and welfare of all staff, volunteers, students and programme participants whilst in the organisation's care
- Providing training and instruction to enable employees and volunteers to perform their work safely and efficiently
- Making available all necessary safety devices and protective equipment, and to supervising their use
- Making use of other professional organisations and their advice when necessary
- Maintaining a constant and continuing interest in Health and Safety matters applicable to the organisation's activities, in particular by consulting and involving employees, volunteers and participants wherever possible

Employees and volunteers have a duty to co-operate in the operation of this policy:

- By working safely and efficiently
- By using any protective equipment provided, and by meeting statutory obligations
- By reporting all incidents and accidents that have led, or may lead to injury or damage
- By adhering to the organisation's procedures developed on their behalf for securing a safe workplace/environment
- By assisting in the investigation of accidents and in the prevention of further accidents by co-operating fully in any risk assessment and risk management processes

This policy will be reviewed on a regular basis and safety instructions on the following pages will be amended and updated when required. Any alterations or amendments will be brought to the attention of all staff following appropriate consultation

By signing this statement I accept that I am responsible for ensuring that the requirements of the Health and Safety at Work Act 1974 are met at Inspire!

Signed:

Jonny Boux (Director)
Date: 10th January 2018

1. Health and Safety Roles & Responsibilities

1.1 The Trustees

The Inspire! Trustees have ultimate responsibility for the Health and Safety of all employees and volunteers and for ensuring that:

- The Health & Safety Policy Statement is clearly written and promotes a positive attitude towards the safety of staff and service users
- The director is aware of his/her health and safety responsibilities and has sufficient experience, Knowledge and training to perform the tasks required
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted
- Sufficient funds are set aside with which to operate safe working practices
- Health & safety performance is monitored, failures in health & safety policy or implementation recognized and policy and procedure revised as necessary

1.2 The Director

Reporting to the Trustees, the Inspire! Director has overall responsibility to ensure that Health and Safety Policies and Practices are devised, implemented and reviewed regularly. The Director's responsibilities include:

- Planning ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant
- Providing final authority on matters concerning health and safety at work
- Making decisions on health and safety issues based on proper assessment of any risks to health and safety and controlling risks in the appropriate manner
- Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Business and Finance Manager.

The Director and Trustees will conduct an annual review to ensure that the Health and Safety Policy remains effective and complies with any new legislation.

1.3 The Health and Safety Officer

The Health and Safety Officer's responsibilities include:

- Briefing all new members of staff on safety guidelines and procedures and ensuring that they sign a Staff Safety Form during their induction
- Ensuring the Policy is clearly communicated to all relevant persons
- Advising the Director and Trustees on all matters relating to Health and Safety to ensure the organisation meets its obligations under the Health and Safety Act and any other associated regulations or statutory requirements
- Updating the Health and Safety Policy Statement annually and ensuring that it is displayed in an easily accessible place within the Inspire! office
- Maintaining the accident report system, investigating accidents and recommending actions to remove the cause and recurrence of the accident, and compiling accident reports for presentation at trustees' meetings
- Ensuring emergency procedures are in place
- Completing risk assessments of the premises and working practices are undertaken
- Conducting inspections bi-annually with other staff to check that staff and volunteers are fully aware of and are complying with the Safety Statement. The results of the inspection and recommendations for immediate action will be reported directly to the Inspire! Director

- Providing the Director with quarterly reports on the status of Health & Safety within the organisation, and a yearly report which includes Health and Safety training records, sickness, accidents, safety audits, results of inspections and new legislation
- Ensuring the training of First Aiders is approved by the Health and Safety Executive (HSE)

1.4 Employees

All staff are responsible for integrating and implementing this policy throughout their areas of responsibility, and must:

- Review all incidents and accidents with their line manager, and implement actions and additional safeguards where appropriate
- Consult with the Health and Safety Officer to ensure all proper safety precautions are being taken
- Ensure that all staff and volunteers receive appropriate safety training as part of their induction with Inspire! and when starting new duties.
- Ensure programme participants are aware of relevant safety procedures and precautions
- Read the Safety Statement and know where a copy of the Safety Statement is
- Continue to develop safer practices within their assigned projects and areas of work
- Assist the Health & Safety Officer with inspections, audits and Health and Safety matters
- Exercise good standards of housekeeping and cleanliness
- Take reasonable care for their own Health and Safety and that of other people who may be affected by their acts or omissions at work

1.5 Project Managers

Project Managers have direct responsibility during a project for:

- Ensuring that safety guidelines (both from Inspire! and of any host organisations, e.g. schools) are followed during the project for which they are responsible
- Briefing all volunteers on relevant safety procedures and precautions before the start of a project

1.6 Volunteers

Volunteers have a responsibility to:

- Report to the Project Manager all accidents, near misses, or damage to activity venues or equipment, whether persons are injured or not
- Follow instructions given by Inspire! staff, including wearing or using safety equipment as appropriate
- Offer suggestions where necessary for the improvement of Health and Safety within the organisation
- Wear or use, as appropriate, safety equipment and devices provided for their use
- Take reasonable care for their own Health and Safety and that of other people who may be affected by their acts or omissions at work

1.7 Young People/Students

Young people/students in accordance with their age and aptitude are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency

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

1.8 Consultation and Communication with Employees

The Employee Safety Representative will ensure participation by staff in health and safety decision making. The Employee Safety Representative will be able to submit proposals for safety measures and have facilities and time off work to carry out their responsibilities.

1.9 Health and Safety Training

Health and Safety training and instructions will be given to all staff on recruitment, transfer or change of job. Where new equipment or technology is introduced additional training will be provided as required. Inspire! will provide staff with comprehensive information on risks and the necessary preventative and protective measures to counteract any risks.

The Inspire! Director and the Health & Safety Officer are responsible for clarifying emergency procedures and will explain these periodically to staff.

2. School and Office Health & Safety Arrangements

2.1 The Law

- 2.1.1 The Inspired Directions School and office must be registered with the Health and Safety Executive or with the Environmental Health Department of the local authority. HSE Form OSR1 should be completed when an office first opens and when any changes take place.
- 2.1.2 A certificate of employers' liability insurance, together with a completed poster of 'Health and Safety Law' printed by the Health and Safety Executive is to be displayed in the Inspire! office
- 2.1.3 By law, Inspire!, as an employer, has a duty to provide a safe, clean and tidy place of work, a safe system of work, adequate supervision, training and information and a Health and Safety Policy.
- 2.1.4 The Management of Health and Safety at Work Regulations 1992 requires that Inspire! has a duty to identify potential risks to employees and others, assess when they could occur and who could be affected. If risks are identified then Inspire! must take action to remove or reduce those hazards, record the changes and regularly review the arrangements. Employees under this Act are obliged to follow Inspire! procedures, cooperate with training and instructions given by Inspire! and inform Inspire! of any hazards
- 2.1.5 The Management of Health and Safety at Work Regulations 1992 requires Inspire! to protect its employees' health from injury or long-term illness, safety from immediate danger and to provide comfortable working conditions

Health aspects cover:

- Adequate ventilation
- Reasonable temperature (at least 16° C)
- Suitable lighting
- Clean floors, walls, furniture, ceilings, windows and fittings
- Adequate seating
- No undue reaching, bending or stretching when using equipment or machinery
- Enough floor space for each person (40 sq ft or 3.7m²) and 11m³ of air space

Safety aspects cover:

- Safe premises, floors and stairs
- Suitably maintained equipment and machinery
- Space for safe movement of people
- Fenced off openings through which people are likely to fall
- Safe storage of all goods and materials

Welfare aspects cover:

- Adequate number of toilets for the number of people
- Suitable washing facilities with hot and cold water, soap and towels
- Accessible drinking water
- Suitable facilities for eating and drinking

- 2.1.6 Health and Safety (Display Screen Equipment) Regulations 1992 apply to the use of Visual Display Units (VDUs) for employees who use them as a significant part of their work (see also 2.2.22). Inspire! is obliged by law to provide suitable assessments and reviews of work station conditions, to reduce any risks, to plan the activities of the work stations, ensure that work is interrupted by breaks and changes to reduce the workload, and provide adequate training and information to its staff to avoid unnecessary risks (see HSE publication INDG36 (rev2))
- 2.1.7 The Health and Safety (First Aid) Regulations 1981 requires that as an employer Inspire! must provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to its employees if they are injured or become ill at work. The minimum First Aid provision in the Inspire! office or project site should be a suitably stocked, signposted First Aid box (see Section 2.2.9) and an Appointed Person responsible for First Aid needs and to take charge in case of emergencies
- 2.1.8 The Reporting of any Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 requires that any accidents resulting in the breaking of any bones, other than fingers or toes, ill health at work or certain diseases (including tuberculosis, hepatitis, tetanus, anthrax and poisoning by a specific list of substances) are reported to the Environmental Health Department of the Local Authority or the area office of the Health and Safety Executive
- 2.1.9 An accident report book (HSE B1 510) to record all injuries must be kept in a prominent place

2.2 Practice Guidelines

- 2.2.1 There is a no smoking policy in the Inspire! office, and within the Inspire! gates. This applies to all staff, visitors and students
- 2.2.2 All Inspire! offices must have adequate ventilation and good lighting
- 2.2.3 All employees have the right to request that a suitable chair be provided for them in the office so that they may adjust the height and back of the chair for support
- 2.2.4 Suitable fire procedures should be adopted for Inspire! offices. The fire rules should be positioned in a prominent position in the office
- 2.2.5 Any broken or loose flooring should be repaired immediately and any spillages be dealt with as soon as possible
- 2.2.6 All employees should protect themselves from lifting heavy or awkward loads
- 2.2.7 All employees are entitled to ask for protection against assault when handling or transporting the employer's money or valuables
- 2.2.8 Regular inspections and checks of the workplace, appliances and working methods should take place.
- 2.2.9 The Inspire! office should maintain a fully stocked First Aid kit in a clearly marked location. The recommended minimum contents for First Aid kits should be:
- A leaflet giving general advice on first aid
 - 20 individually wrapped sterile adhesive dressings (assorted sizes)
 - Two sterile eye pads
 - Four triangular bandages (slings)

- Cleaning wipes
- Safety pins
- Six medium sized individually wrapped sterile non-medicated dressings
- Two large sized individually wrapped sterile non-medicated dressings
- One pair of disposable gloves

2.2.10 Travel First Aid kits should be taken on any off school activity

2.2.11 The names of qualified First Aiders will be displayed throughout Inspire!'s offices and all staff must be familiar with the First Aid and Medication Policy

2.2.12 Inspire! must have an office-based appointed first-aider with a current certificate in Emergency First Aid. This person will be responsible for taking charge in case of an injury or if someone falls ill, including calling an ambulance if required; filling out the Accident Book; looking after the first aid equipment and ensuring that it is re-stocked; and ensuring that they have a deputy if absent from the office for any length of time

2.2.13 The Inspire! medical room will be used for any First Aid treatment and should be made available in the event of any accident or incident requiring First Aid

2.2.11 All illnesses, injuries and accidents must be recorded in the office's Accident Book, (HSE BI 510) which should be kept in a well-marked place. If possible both a witness and the Appointed Person should record the accident independently. This record must be kept for 7 years

2.2.12 The following information must be recorded in the Accident Book:

- Full name and address of injured person
- Their occupation
- Date of entry
- Date and time of accident
- Injury details
- Accident details
- Treatment given
- Signature and address of person making entry

2.2.13 Telephone cables or equipment power leads must not trail across gangways or under chairs

2.2.14 Read manufacturer's instructions for equipment before using. Always follow the manufacturer's instructions

2.2.15 Prior to use, all electric plugs, sockets, switches, leads and equipment must be checked visually for any obvious defect. Particular electrical hazards to watch out for include plugs that get hot or spark, blackened sockets, frayed wires, broken plugs frayed or cut leads. If any fault is found, the equipment must be taken out of use immediately.

2.2.16 All portable electrical equipment must be protected by a Residual Current Device (RCD)

2.2.17 Any repairs, modifications or additions to electrical equipment/ installations must only be undertaken by a qualified electrician

2.2.18 Multiple plugs and extension leads must not be used with other multiple plug adapters or extension leads

- 2.2.19 Electrical equipment must be switched off after use, unless specific reasons such as leaving equipment in 'sleep mode' is suggested by equipment supplier/manufacturer, or as part of the regular computer maintenance schedule.
- 2.2.20 Filing cabinet drawers must not be left open and unattended, and they must be locked when not in use if they contain confidential information.
- 2.2.21 Only one filing cabinet drawer should be opened at a time and heavy items should be kept in the lower drawers
- 2.2.22 The floor area around a desk must not be used as storage space for files and book etc.
- 2.2.23 Chairs or tables should not be climbed upon
- 2.2.24 Broken glass or sharp tins should be disposed of carefully and must not be put into waste paper bins
- 2.2.25 When working with VDUs:
- The top of the screen should be at eye level and the keyboard at elbow level
 - The screen should be positioned to avoid glare from windows or artificial lights
 - The tilt of portable computers' screens should be adjusted to a comfortable angle
 - Portable computers should be placed on an even, level surface.
 - The brightness of the screen should be adjusted according to individual needs
 - The image on the screen should be clear with no flicker or a high-pitched tone. Any problems should be reported
 - Regular breaks should be taken to give eyes a rest
 - Forearms should rest on the desk when using the mouse and there should be no need to lean or over stretch to reach the mouse or keyboard
- 2.2.26 The chair, computer and desk should be set for optimum comfort before working at keyboards for long periods (up to 90 minutes in any given session).
- 2.2.27 Once notified of an employee's pregnancy, the expectant mother will not be exposed to any significant risk. A specific risk assessment will be undertaken to assess the working conditions of the employee, e.g. exposure to noise, unsuitable seating arrangements and long working hours etc.

2.3 Health and Safety for Students and Young People

- 2.3.1 A health and safe environment is ensured for all students and young people attending Inspire! programmes, in the following way:
- Adopt a working Safeguarding and Child Protection Policy with clear guidance on ensuring the safety and welfare of students and young people
 - Exercise proper care in the selection, appointment and support of those working with children, students and young people whether paid or volunteering
 - Risk assess and manage all activities and implement safeguarding systems
 - Work in partnership with students and young people, valuing their contributions, while ensuring they are safe and protected while participating in Inspire! activities and programmes
 - Working in partnership with parents and carers and offering support, encouragement and advice
 - Working in partnership with other agencies who are concerned with children and young peoples ' well-being and safety

- Working with young people and including them in creating a safe environment where they can take part in development activities and consequently increase in confidence
- Implementing and maintaining a process for dealing with concerns about possible abuse
- Providing training and support in undertaking safeguarding practices, policies and procedures

2.3.2 Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges (Sept 2016) is shared with relevant staff, trustees and the governing body of the Inspired Directions School. The guidance includes further information on health and safety for students and young people and sets out the legal duties with which schools must comply in order to keep children and young people safe

3. Staff and Volunteer Selection

3.1 The Law

Due to its work with children and young people, Inspire! is exempt from regulations governing the Rehabilitation of Offenders Act 1974. Therefore all staff and volunteer applicants are required to list on their application form all previous criminal convictions, even if they are 'spent' convictions. Inspire! will ensure that any and all such information provided will be treated in the strictest confidence.

3.2 Practice Guidelines

Appointment of Inspire! staff

- 3.2.1 All staff will go through a structured interview before being appointed to a post with Inspire!, in accordance with Inspire!'s Recruitment Policy
- 3.2.2 An appointment will not be made if the interviewing panel has reason for concerns that the applicant might offer a risk of harm to children and young people
- 3.2.3 In addition all applicants should provide details of at least two referees. If they have worked previously with young people, one of the referees should be someone who supervised them in this work. Written references will be obtained and used to inform a decision about an applicant's appointment to a staff post
- 3.2.4 Inspire! requires applicants for jobs who are successful at interview to complete a DBS form. This will include a check of the applicant's identity and address. A check against List 99 will also be carried out
- 3.2.5 Consultants, trustees and people working for Inspire! on short term contracts will, if they may have contact with children, also be required to complete Disclosure forms

Appointment of volunteers to work with young people

- 3.2.6 Volunteers should normally be at least 18 years of age to participate in any Inspire! programme. Not more than one in ten volunteers may be between the ages of 16 to 18. Volunteers under the age of 18 who work in schools may take on specific responsibilities under supervision, but only with the agreement of the school
- 3.2.7 All volunteers applying to work with children or young people must complete the following application procedures:
 - Complete an application form. Applicants must record on their application form whether they have previously worked with children or young people
 - Provide confirmation of identity (as required to complete Disclosures Form)
 - Attend and satisfactorily complete a standard training programme
 - Provide details of two referees. If they have worked previously with young people in a paid or voluntary capacity, one of the referees should be someone who supervised them in this work. Where a volunteer is put forward by their employer and Inspire! has briefed the nominated co-ordinator in the company on the requirements of the scheme, and the skills and qualities needed, the company may choose to vouch for the suitability of their employees and waive the requirement for written references
 - Complete a DBS application form
- 3.2.8 In addition, where the volunteer will have unsupervised access to a young person (i.e. as a mentor):

- Have a face to face discussion with their company co-ordinator, line manager or a member of Inspire! staff, during which a standard set of questions, supplied by Inspire!, must be asked and the answers recorded. The company co-ordinator, line manager or member of Inspire! staff must confirm that they have no concerns about the individual's suitability to work with young people and sign and date this record accordingly

3.2.9 An appointment will only be made if the Inspire! Project Manager is satisfied from the information provided that the applicant offers no risk of harm to children and young people.

3.2.10 If a Disclosure check has not been completed in time for a volunteer to take up a post, the Headteacher of any schools with which that person is due to work will be informed. The Headteacher will decide if the person in question may work with pupils on school premises and under the supervision of an adult who has received clearance. No volunteer (i.e. a mentor) may meet with or take a young person off the school site until a Disclosure Check has been completed.

Screening – DBS checks

3.2.11 If any member of staff or volunteer who has been offered work with Inspire! is found to have convictions, cautions, reprimands or warnings that indicate a potential risk to young people the employment will be terminated with immediate effect.

3.2.12 Where a staff member or volunteer applicant has had a previous conviction, the approval of the Inspire! Director and Head of School are essential if a decision is made to allow the individual to participate in an Inspire! programme. Approval will only be given if, upon examination of the case and discussion with the applicant, there is considered to be no threat to the safety of children or young people

3.2.13 Speeding or driving convictions may prevent an individual from being allowed to drive on or for an Inspire! project

4. Safeguarding and Child Protection

4.1 The Law

- 4.1.1 The Childrens Act 1989 is the main relevant legislation covering the care and protection of young people
- 4.1.2 Inspire! and its staff, volunteers and work experience host employers have a legal duty of care towards young people participating in our programmes who are under the age of 18 (i.e. up until their 18th birthday, unless they are married). This duty of care overrides the duty of confidentiality, thus all staff and volunteers are required to report cases of actual or suspected abuse to the designated person (who must then report cases to Social Services)
- 4.1.3 Inspire! is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and therefore all potential staff or volunteers must disclose any previous criminal convictions, whether spent or not

4.2 Practice Guidelines (see Safeguarding & Child Protection Policy for further details)

- 4.2.1 Inspire! is committed to promoting and safeguarding the welfare of everyone in its care and regards its associated responsibilities as being of paramount importance. In addition Inspire! believes that young people participating in our programmes should be encouraged to express their wishes and views and should be listened to and treated with respect
- 4.2.2 Inspire! staff and volunteers must pass the selection requirements outlined in Section 3.2
- 4.2.3 All Inspire! staff and volunteers must be informed of the Safeguarding and Child Protection Policy and Guidance and of their responsibility to follow these procedures and to prevent the harm or abuse of participants in our care. These procedures must be followed even if abuse is only suspected
- 4.2.4 Confidentiality should be maintained throughout the safeguarding and child protection procedures with information being shared only as required and stated in Inspire!'s safeguarding guidelines
- 4.2.5 The Designated Lead for Safeguarding and Child Protection procedures is the Director. The Deputy Designated Lead is the Head of School. Volunteers working in school on a regular basis should be informed of who is the designated person responsible for safeguarding and child protection issues in the school
- 4.2.6 Inspire! employees and volunteers should avoid prolonging or creating situations in which they are alone with a young person
- 4.2.7 If an allegation or suspicion of abuse is made or exists about a staff member or volunteer, Inspire! reserves the right to restrict a staff member or volunteer from any further contact with young people with immediate effect

4.2 Training Requirements

Inspire!'s Designated Lead for Safeguarding and Child Protection is responsible for providing briefings for new staff on the Safeguarding and Child Protection Policy and Guidance and for organising further training as required to keep all staff up to date

4.2.1 Project Managers

Training for these staff will include a detailed briefing on Inspire!'s Safeguarding and Child Protection Policy and Guidance, guidelines on how to recognise abuse, the barriers faced by children and young people in telling about abuse, the barriers faced by staff and volunteers when reporting and responding to concerns or allegations, the behaviour expected of all staff and volunteers in relation to young people and the boundaries that they should draw in both their professional and personal lives

4.2.2 Programme volunteers

Inspire!'s Project Managers are responsible for briefing all volunteers applying to work with children and employers hosting students on work placements on appropriate Child Protection safeguards and procedures.

4.2.3 Designated Lead for Safeguarding and Child Protection

The Designated Lead for Safeguarding and Child Protection will have undertaken:

- Basic child protection training in order to recognise how to identify signs of abuse and know when it is appropriate to make a referral
- Training on interagency working
- Specific training on the role of the Designated Lead, refreshed every two years

5. Cleaning Practices

5.1 Practice Guidelines

- 5.1.1 Risks from infection, falls or fire should be reduced by maintaining high standards of cleanliness, hygiene and tidiness as outlined in the following rules
- 5.1.2 All chemicals or cleaning materials (including washing-up liquid and bleach) provided at project venues for the use of Inspire! staff must have a COSHH sheet accessible in case of emergencies
- 5.1.3 People using cleaning equipment must be trained in the safe use of any equipment. Equipment must not be used if it is suspected of being faulty or if an electrical cable shows sign of wear. Report all faults to the Health and Safety Co-ordinator and remove the equipment from use
- 5.1.4 Before using cleaning chemicals, the instructions for use must be used in the recommended quantities only. Do not mix different cleaning chemicals, as some mixtures will explode
- 5.1.5 Chemicals must be stored safely in a dry place and out of the reach of children, as directed on the label, and never in the same cupboard as food
- 5.1.6 Whilst using chemicals make sure there is adequate ventilation and do not smoke.
- 5.1.7 If you feel drowsy or unwell after using cleaning chemicals, report to the First Aider immediately
- 5.1.8 Use of aerosols
- Keep the can away from heat
 - Never puncture the can
 - Never use near a fire or naked flames
 - Avoid breathing the vapour
 - Use only in a well ventilated room
- 5.1.9 Separate mops must be used for cleaning toilets and kitchens
- 5.1.10 Warning notice must be put up when floors are wet and slippery whether from washing or spillages
- 5.1.11 Work tidily. Do not leave buckets, bags of rubbish, trailing cables, etc. obstructing gangways or emergency exits
- 5.1.12 Spread of infection must be prevented by thoroughly cleaning and disinfecting toilets and kitchen areas frequently and regularly

6. Fire Safety

6.1 Practice Guidelines

- 6.1.1 All new Inspire! staff and students should be briefed as part of their induction on the fire precautions, fire exit routes and office evacuation procedures
- 6.1.2 All participants on Inspire! projects should be briefed on the fire procedures used at the venue and informed of the assembly point
- 6.1.3 Fire drills at the Inspire! office will be carried out twice annually
- 6.1.4 Should the alarm sound, all staff, volunteers, programme participants and others present should leave the building immediately via the nearest fire exit and go to the assembly point

It is the duty of all Inspire! staff, volunteers and programme participants to:

- 6.1.5 Familiarise themselves with the nearest Fire Exit route to their place of work or project activity and Fire Alarm / Extinguisher point.
- 6.1.6 Ensure that all corridors, doorways and other escape routes are kept clear of obstacles at all times.
- 6.1.7 Prevent the creation of potential fire hazards, in particular by not smoking inside

It is the duty of Fire Marshals to:

- 6.1.8 Take appropriate and effective action if a fire occurs
- 6.1.9 Ensure that escape routes are available for use
- 6.1.10 Identify hazards in the workplace
- 6.1.11 Record and report their observations

7. Accident Procedures

7.1 The Law

- 7.1.1 The Health and Safety (First Aid) Regulations 1991 require that as an employer, Inspire! must provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to its employees if they are injured or become ill at work. The minimum first aid provision in the Inspire! office or project venue is a suitably stocked First Aid box and an Appointed Person to take charge of First Aid arrangements. (These may be provided by the school or other organisation hosting a project)
- 7.1.2 The Reporting of any Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 requires by law that any accidents or ill health at work are reported to the Environmental Health Department of the Local Authority or the area office of the Health and Safety Executive

7.2 Practice Guidelines

- 7.2.1 If there is an accident causing injury during an Inspire! project then the relevant First Aider for the venue or project must be contacted immediately
- 7.2.2 Decisions regarding appropriate treatment or action to take in the event of an injury, accident or illness to a pupil on any programme should be made by school staff based on the First Aider's recommendations
- 7.2.3 Appointed persons should not provide first aid treatment for which they have not been trained. First Aiders should only provide first aid treatment for which they have been trained and are competent. Paramedics may be called in cases beyond first aid.
- 7.2.4 For any Inspire! project, in the event of an accident, school guidelines must also be followed and school staff must be promptly informed
- 7.2.5 It is the responsibility of the relevant Project Manager or the Inspire! Health and Safety Officer to ensure that all accidents are properly recorded. The Project Manager or Health and Safety Officer will urgently investigate the cause of any accident and recommend ways to avoid further similar accidents
- 7.2.5 Volunteers and staff members should report all accidents other than very minor ones to the Project Manager or Health and Safety Officer the same day that they occur. At the end of any project the Project Manager should hand in the Accident Book to the Inspire! Health and Safety Officer, who will produce an annual health and safety audit summarising any accidents or 'near misses' for presentation to the Inspire! Director
- 7.2.6 All cases of 'violent attacks' (to be defined as incidents when a person is abused, threatened or assaulted) should be reported and the same procedure employed as for accidents (including recording in the Accident Book)

7.3 Records Required

- 7.3.1 All accidents, incidents and work-related ill-health must be recorded in the Inspire! Accident Book (available in the reception area) including accidents to staff, and third parties (i.e. non-employees, service users, visitors, contractors etc.)
- 7.3.2 Inspire! is obliged under RIDDOR (Reporting of Injuries, Diseases and Other Dangerous Occurrences Regulations, 1995) to notify the Health and Safety Executive (HSE) of certain

types of incidents. In order for Inspire! to comply with this requirement, the Director and Health and Safety Officer must be notified immediately of the following:

- a. Any incident that results in a serious injury to an Inspire! employee including:
 - A break or fracture of any bone
 - Any amputation
 - Dislocation of the shoulder, hip, knee or spine
 - Loss of sight (whether temporary or permanent)
 - Chemical or hot metal burn to the eye or any penetrating injury to the eye
 - An injury resulting from electric shock or electrical burns
 - An injury that leads to a loss of consciousness or requires resuscitation
 - An injury that requires the injured employee to be hospitalised for more than 24 hours
 - b. Any accident or incident connected with or arising out of work activity that results in a “third party” i.e. someone who is not an Inspire! employee, being taken from the scene of the accident to hospital. This is regardless whether or not they are admitted into hospital or the method for getting to the hospital
 - c. Any dangerous occurrence
 - d. Specified diseases associated with certain work activities or exposure to certain substances
- 7.3.3 Cases of an accidental death or major injury to any person out of or in connection with Inspire! activities, must be reported immediately to the Inspire! Director and Health and Safety Officer, who will then report this to the Environmental Health Department of the Local Authority. A completed accident report (Health and Safety Executive F2508) must be sent within 10 days after the accident
- 7.3.4 In the case of death, a major injury or an accident (including an act of physical violence) where an injury lasting more than 7 days is suffered, then a completed accident report form must be sent to the Health and Safety Executive.

8. Insurance Requirements - Hosting Work Experience Students

8.1 Association of British Insurers (ABI) Guidelines

8.1.1 Most employers will carry insurance policies that cover most risks arising from work experience and other visits, provided that the work experience is in accordance with the normal business practices of the employer. Employers' Liability insurance covers the employer's liability in respect of work-related injuries to employees. This insurance is compulsory by law.

8.1.2 The Association of British Insurers (ABI), the British Insurance Brokers Association (BIBA), and Lloyds of London have agreed that, as a matter of convention, students of work experience placements should be treated as employees for the purposes of insurance against bodily injury (that is, they will always be covered by the Employers' Liability policy). Such placements must conform to the requirements of the Education Act 1996.

8.2 Informing the insurer

8.2.1 There is concern that employers' insurance policies may not cover students on longer work placements as it was based on the assumption that placements will last for two weeks. However, in the light of new measures to motivate disaffected young people through extended work experience, the Department for Education and Skills (DfES) contacted the ABI to discuss the insurance implications of longer placements. The ABI has confirmed that there should be no problem with extended work experience placements. If the placement is likely to be recurring, it should be enough to inform the insurer on one occasion. There may be some adjustment to premiums, but it is still likely to be very small in relation to the overall size of the premium.

Appendix 1 – Supporting Policies and Procedures

1. First Aid and Medication
2. Safeguarding and Child Protection
3. Recruitment Policy
4. Pupil Behaviour and Exclusions Policy
5. Lone Working Policy
6. Risk Assessment Policy