



Health and Safety Policy: The Blue Lighthouse

This policy is to work in conjunction with 4 Kingdoms Adventure Farm health and safety policy. The Blue Lighthouse is dedicated to the health and safety of all staff, young people and visitors to the 4 Kingdoms site.

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Authors and Adaptations	Amy Willis
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Role	Key Personnel Name (s)	Contact details
Owner	Darren Lamb	07957836449
Owners & Managers	Amy Willis Lynette Willis	07810860920 07810860108
Designated Safeguarding Lead (DSL)	Lynette Willis Amy Willis	07810860108 07810860920
Education Safeguarding Advisory Team / Local Authority Designated Officers (LADOs)		01962 876364.
Hampshire safeguarding partnership		01329 225379
Out of hours Emergency Duty Team (EDT)	Basingstoke team Newbury team	0300 555 1373 01344 351 999
Police Emergencies		101 999

The Blue Lighthouse ED



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Policy Statement

The aim of the Leadership team is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy. This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly learners, parents/carers and visitors.

Aims

This establishment aims to provide, so far as it is reasonably practicable, for its employees when working:

- Instruction, training and supervision to enable its employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health
- Machinery and equipment that is safe and without risk to health
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Director of Agriculture and Facilities.
- Any other suitable protection, where appropriate, where staff might be at risk

Responsibility

The Blue Lighthouse Ed has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the learners attending the centre and for other people who are users of the centre. We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

Responsibilities: Setting up arrangements to cover all health and safety legal requirements;

- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the owners and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
- Resolving health and safety problems



- Bringing to the attention of the relevant Local Authority those instances where actions have proved to be inadequate to reduce the identified hazard and to take action to avoid danger pending rectification
- Noting all the guidance produced by the Local Authority, in line with legislation, and bringing any issues to the attention of relevant staff
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access
- Maintaining a list of Safety Representatives appointed to represent staff on site
- Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
- Receiving written reports from Safety Representatives and responding to them within a reasonable time
- Ensuring that all areas of the site are inspected termly with the Senior Management/ owners
- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly, and that firefighting equipment is available and maintained;
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of centre hours. This will include arrangements to deal with the immediate emergency and for contacting the Local Authority, Centre staff, service providers and parents.
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular, to ensure that they are given a copy of this statement of local arrangements, and the opportunity to read it, before starting work.
- Ensuring that arrangements are made for suitable training for all aspects of their work.
- Ensuring that suitable records are kept of:

1. Employee health and safety training



2. Accidents or Premises safety inspections – including by the Leadership team
3. Fire equipment tests
4. Machinery and equipment safety tests and inspections
5. A full record is kept of statutory testing linked to health and safety requirements.

All employees are responsible for:

- Taking care of the health and safety of themselves and their colleagues and for any learner under their charge
- Keeping up to date with current safety procedures
- Attending training as directed
- Following instructions issued by the employer on matters of Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management.
- Not misusing any equipment provided for their safety.

Leadership team are responsible for:

- The safety of their staff and learners within their work area by ensuring staff receive necessary training and supervision
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Making arrangements for cover of staff with key safety responsibilities
- Monitoring health and safety practice in science throughout the centre

Teaching staff are responsible for:

- The safety of all learners under their charge by effectively supervising their activities
 - Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
 - Observing all safety procedures and instructions
- Technicians/Support Staff are responsible for:
- The safety of the preparation rooms, workshops and all other areas in which they work

The 4 Kingdoms Manager is responsible for:

- The safety and physical condition of all areas of the centre including playgrounds and outbuildings
- Arranging for the maintenance and servicing of firefighting equipment and fire alarm systems, premises security systems
- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the Centre health and safety policy as appropriate to their work.



- Informing all contractors of any known hazards, which might affect them whilst at work. Contractors should notify any hazards arising from their activities, which may affect the occupants of the Centre. All contractors should report to the Centre office on arrival.
- Catering Kitchen and cooking facilities carry significant risks to centre premises and high standards of organisation and control are required to minimise them.

4 Kingdoms are responsible for:

- The safety of the kitchen area and of keeping the owner and staff informed of any hazards which could affect the safety of people or premises
- Providing suitable practical training to ensure that staff can deal with kitchen fires by using available kitchen firefighting equipment.
- Ensuring that those involved in cooking activities are competent in working safely in the kitchen regarding the following:
 - Hygiene – to maintain suitable standards of hygiene in the kitchen area including storage area and staff rest area
 - Fire – to be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.
- 4 Kingdoms will seek to ensure that hirers, contractors and others who use the Centre premises conduct themselves and carry out their operations in such a manner that all statutory and safety requirements are always met. When the premises are hired to persons outside the employ of the staff and Proprietors, it will be a condition for all hirers that they are familiar with this policy and comply with all safety directives of the Advisory Board.

They will not, unless with prior consent:

- (a) Introduce equipment for use on the centre premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or learners of the Centre.

All contractors who work on the centre premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

Visitors

All visitors must report to Reception where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the centre. Contractors working in the centre premises will be made aware of the health and safety arrangements applicable to them by the SLT. Visitors must wear a visitor's badge when on the premises.



Provision of first aiders

- The centre designated first aiders are:
- The designated person responsible for checking and maintaining the contents of the first aid boxes is 4 Kingdoms manager.

Note: If necessary, a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training. If an ambulance is required, the emergency 999 service should be used. Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorise an ambulance to be called and this should take place without delay. It may be appropriate on some occasions to transport a member of staff or learner to a casualty department without the ambulance service, but it should be noted that this should always be on a voluntary basis. (See First Aid policy/ Medication in Centres policy)

Accident Reporting

Accidents must be reported in the accident report book kept in the office. Then passed to 4 kingdoms office to sign off an accident form in the event of an incident. they should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed with copies retained for at least three years. In the case of minor accidents to non-staff, i.e., learners or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details should still be recorded in the accident book which should be retained for at least 3 years. Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See www.riddor.gov.uk)

Fire and emergency arrangements

- It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.
- Fire Wardens are responsible for a formal check of the premises fire equipment on a weekly basis. This will include fire doors, fire signage and any alarm systems and they will assess their suitability and any repairs or improvements required. As part of an annual health and safety check, the owners will also show due regard to fire safety.

Firefighting and precautions

- All fire-fighting equipment is annually inspected and serviced by the Executive Director. It is the responsibility of the owners to ensure that fire-fighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date. Fire alarms the fire alarms should be tested weekly and recorded in the fire alarm logbook by the Executive Director.
- Fire alarms should be serviced annually by a competent contractor and records kept of the tests.
- Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers.



- Suitable arrangements must be in place for evacuating those with disablement or with special educational needs. Notifying the Emergency Services, the following staff have specific responsibility to call emergency services: Darren Lamb, Amy Willis, Donna Sawtell.
- Information, documentation and training. Staff should either receive copies or have their attention drawn to relevant safety information contained in this policy.
- Health & Safety documents are held by the centre office and all staff must ensure that they are familiar with all relevant documentation. It is the responsibility of the owner to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

Repairs and maintenance

All damage, signs of wear and defects in the premises and equipment must be reported to the 4 Kingdoms manager Donna Sawtell 07930400636

Premises Plans

A copy of this plan should be held in the centre office to be available in the centre office for use by the Fire service.

Electrical Equipment

- Electrical equipment. All portable electrical equipment is tested every year by 4 Kingdoms. A copy of the inventory of the electrical equipment tested including the results should be kept with the centre health and safety manual, which is held in the office.
- All staff must visually check all electrical appliances prior to their use and report any defects to 4 kingdoms manager
- All defective equipment must be taken out of use immediately and reported to 4 Kingdoms managers.
- Privately owned appliances must typically not be used on the centre's premises (unless their use has been approved and/or they have been tested under the PAT test).

Machinery and plant

- All machinery and plant will be of suitable safety specifications and will carry a (CE marking which shows that it complies with the European Community safety standards.) Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example tractors and farm machinery, boilers, extraction equipment for the control of hazardous substances, pressure systems etc. The following people carry out these tests: Maintenance team
- All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the 4 Kingdoms Manager who should arrange for repairs or replacement where necessary.



Control of Substances (COSHH)

All substances, chemicals, etc purchased and used within the Centre including all storage rooms must comply with the COSHH guidance Risk Assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept. Substances will be used in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"; and in accordance with the manufacturers, instructions and advice on the label. Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS). Any substance not identified should be disposed of safely.

Monitoring and Review

This policy will be reviewed annually to ensure it remains current, effective, and aligned with organisational objectives. An earlier review will be undertaken if there are changes in relevant legislation or regulations that impact its content or application.