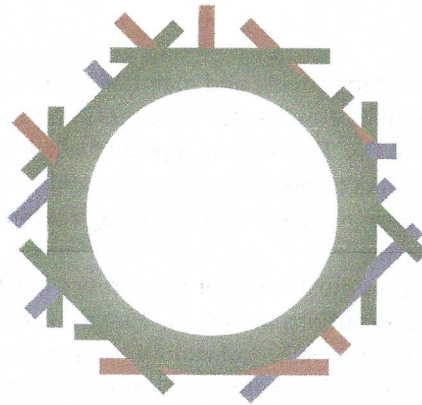




EAGLE'S NEST
awakening potential, inspiring dreams

Health and Safety Policy

Approved on: 8th December 2023

To be reviewed by: December 2026

Signed:

Position: Trustee

Signed:

Position: Trustee

Introduction

It is the policy of Eagle's Nest Project to provide and maintain, so far as is reasonably practicable, a safe and healthy environment for all its employees, volunteers and visitors. Eagle's Nest undertakes to comply with the requirements of the **'Health and Safety at Work etc. Act 1974'** and with any associated regulations, codes of practice and guidance notes; and to conduct its affairs in accordance with the provisions of any other relevant health and safety legislation and codes of practice.

Persons in line management positions must consider the safety aspects of the activities in hand and ensure that all reasonable safety precautions are taken. However, responsibility for safety also lies with each and every individual in Eagle's Nest. Individuals have at all times a duty to conduct themselves, and to do their work, in a safe manner so as not to endanger themselves and others around them.

1. Responsibilities

Overall responsibility for employee health and wellbeing is that of the Trustees. They will ensure relevant employee insurance is in place and that the evidence of this is displayed clearly. They will also ensure other relevant insurances are taken out to protect those working with Eagle's Nest, one example would be public liability insurance.

They have delegated responsibility for the day-to-day management of Health and Safety to the Director. This involves:

- Co-ordinating, monitoring and ensuring compliance with this policy.
- Bringing to the attention of the Trustees any aspect of health and safety causing serious concern regarding compliance with legislation or which may have implications on Eagle's Nest Project.
- The Health and Safety induction for new employees.
- Ensuring Health and Safety Law posters are displayed in offices.
- Consulting with employees on health and safety matters.
- Reviewing and updating when applicable the Health and Safety policy.
- Ensuring anyone working for Eagle's Nest is aware of emergency procedures in place.
- Ensuring visitors to the project are aware of health and safety and emergency procedures.
- Investigating all accidents that occur during activities or when staff are preparing for them with a view to future prevention.
- Ensuring good housekeeping standards are applied in all spaces used for delivery.
- Arranging for the periodical review of all new and existing equipment with reference to mechanical and operational safety.
- Conducting risk assessments and ensuring that actions identified to be taken are carried out.
- Identifying substances hazardous to health and ensuring those handling them do so in accordance with instructions given.
- Ensuring adequate provision for First Aid.

2. Responsibilities for all employees:

- Cooperating with managers on health and safety matters.
- Taking reasonable care of their own health and safety, as well as that of fellow employees and others affected by their actions at work.
- Wearing appropriate PPE as provided by Eagle's Nest Project.
- General good hygiene, especially when handling food.
- Good housekeeping (see Section 3).
- Reporting all health and safety concerns to your line manager in the first instance, and then to the Director, (or trustees if your line manager is the Director), if you feel adequate action has not been taken.

3. Good housekeeping for offices and home-working areas – common sense guidelines:

The building will be cleaned regularly by a person employed for this task. However, it is the responsibility of all staff members to adopt good housekeeping including the following guidelines:

- Don't have cables lying uncovered across the floor where they could be a trip hazard.
- Ensure floor areas are well lit and free from obstruction.
- Store goods safely.
- Ensure drawers and cupboard doors are closed when not in use.
- Store and use sharp or pointed objects appropriately (including locking away where necessary).
- Clean up spilled liquids (e.g. drinks) immediately.

4. Electrical equipment:

A record is kept of all portable electrical equipment and the frequency of checks and tests are assessed. Electrical equipment used for specific projects, which poses potential risks, will be added to the project risk assessment.

Members of staff should check that electrical equipment you use for your work is not damaged.

Things to look for include:

- damage to cable covering (e.g. cuts, abrasions)
- damage to the plug (e.g. cracked casing)
- damage to outer cover of equipment or loose parts or screws
- signs of overheating (burn marks or staining)

If you are working from home, your domestic electrical system is your responsibility. However, if you have concerns about Eagle's Nest owned equipment notify the Director as soon as possible. Do not use the equipment until it has been checked by someone competent to check it and it is safe to use.

5. Manual handling:

Eagle's Nest provides all new staff with the latest manual handling guidance from the Health and Safety Executive. This guidance should be followed at all times.

(www.hse.gov.uk/pubns/indg143.htm)

6. Site security

The Senior Leadership Team are responsible for the security of the site during the day and outside of working hours. They are responsible for visual inspections of the site and for the intruder alarm system.

The Director will respond to an emergency outside of working hours. John Edmonds and Neil Pacey are also listed keyholders with the alarm company and will be called if the Director does not respond. All keyholders live within the required 20 minute radius.

7. Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

The procedure in the event of a fire is displayed in the staff room and reminders are sent prior to each fire drill (Appendix D).

8. COSHH

Control of substances hazardous to health (COSHH) is overseen by the Director. These substances are risk assessed and stored appropriately. The relevant COSHH sheets are accessible to staff which detail any risks as well as first aid instructions. Any projects using COSHH substances will include COSHH information in the risk assessment.

9. Reporting of accidents:

In the event of a work-related accident causing serious injury, the Director must be informed. All accidents need to be recorded in the Electronic Accident Book, and a formal report to the Health and Safety Executive will be made if required.

Any 'near miss' incidents should also be reported.

All accidents will be reviewed with lessons learned activities completed. Serious accidents will be investigated and a report made to ensure necessary action is taken to prevent recurrences.

10. Risk assessments:

General risk assessments will be carried out by a competent person in consultation with others involved in leading the activities where relevant. Special regard will be given to new and expectant mothers when carrying out risk assessments.

Staff working at home should identify potential hazards of their work and working environment and should take action to eliminate or control the risk. If they are unsure how to do this, they should seek advice from an appropriate person within the organisation to support them in achieving this.

Risk assessments will be reviewed annually or when there are significant changes, whichever is soonest. (see Appendix A for sample Risk Assessments with guidance, and Appendix B for the Risk Assessment used for home visits)

Where home visit risk assessments are to be carried out by a lone worker, a colleague should be made aware of the timings of the visit, along with contact and location details and expected finish time.

11. Lone working:

Staff working alone should be aware of the risks involved and ensure that someone (e.g. line manager) is aware of their work activities. Further detail is covered in the 'Lone Working Policy'.

12. Working in public places or on other employers' premises:

Staff working in public places or on other employers' premises should ensure they are aware of health and safety and emergency procedures (e.g. fire procedures and First Aid provision).

13. Travelling for work and use of mobile phones:

If driving is required for work, staff should not drive if tired and should take breaks on long journeys to avoid fatigue.

No staff should use a hand-held mobile phone whilst driving for work; this is dangerous and against the law.

Even use of a hands-free mobile telephone while driving can reduce concentration and increase the likelihood of an accident occurring. Therefore, it is strongly recommended that staff should not use a hands-free mobile telephone. Wherever possible staff should stop in a safe place to make or receive a call.

14. Stress:

It is recognised that the nature of work undertaken by Eagle's Nest Project is intense and draws on high levels of emotional resilience. The wellbeing of all staff is taken seriously and Trustees are committed to supporting staff in this work. All risk assessments carried out will take into consideration factors which could lead to work-related stress. Team Teach training is provided for front facing staff. Staff wellbeing sessions take place once per half term and staff are encouraged to seek support, should they feel that work is impacting their wellbeing.

Staff should inform the Director if they are suffering from excessive pressure or stress at work.

15. Induction and training:

All new staff will be given a copy of the Health and Safety policy and the HSE leaflet "Your Health, Your Safety" as part of their Health and Safety induction.

An introduction to health and safety and the policy will be included in New Staff Induction.

Training will be given to those with specific responsibilities for health and safety, as appropriate.

Appendix A – Guidance on Risk Assessment

(Adapted from HSE leaflet 'Five steps to risk assessment')

There are 5 steps to follow when carrying out a risk assessment:

1. Look for the hazards:

- ☐ A hazard is anything that can cause harm.

2. Decide who might be harmed and how:

- ☐ E.g. other staff or people you work with, members of the public.
- ☐ Consider in particular new and expectant mothers.

3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done:

- ☐ A risk is the chance that somebody will be harmed by a hazard.
- ☐ Consider how likely it is that each hazard could cause harm.
- ☐ Consider what precautions are already in place to reduce the risk of harm.
- ☐ Decide for each significant hazard whether the remaining risk after precautions have been taken is low, medium or high.
- ☐ Consider what action can be taken to eliminate or reduce remaining risks: either to get rid of the hazard or to control the risks.

4. Record your findings:

A record of significant findings from a risk assessment must be kept. This should show:

- ☐ A proper check was made.
- ☐ You asked who might be affected.
- ☐ You dealt with all obvious significant hazards.
- ☐ Precautions are reasonable and the remaining risk is low.

(see forms on the following pages)

5. Review your assessment and revise it if necessary

- ☐ A risk assessment should be reviewed annually or when there are significant changes.

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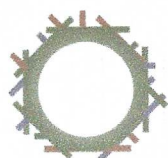
High: certain to cause death = 4
Medium: probable to cause serious injury = 3
Low: possible to cause First Aid injury = 2
Very low: unlikely to cause injury = 1

Probably=4
Possibly=3
Unlikely=2
Remote=1

Risk Assessment

The risk levels on this form have been completed after both a referral form from _____ and further discussion with the _____ (Key Professional). Ratings take account of the specific student noted on the RA. This risk assessment will be reviewed and amended as necessary.

Appendix C – Risk Assessment for Home Visit



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Home Visiting Risk Assessment

Family Name	Address	Contact Details	
Date completed:	By Whom:		
		Yes	No
Have any risk been identified by school/ any other agency?			
Are the entrances /exits to the property easily accessible?			
Is there an appropriate downstairs room where the mentor could meet the mentee?			
Do parents understand that there must be an adult home if their child is seen in the house?			
Are there pets in the household, are they threatening?			
Are you aware of any intimidating /threatening clients, relatives or friends living at or likely to visit the property?			
Are there any other dangers/hazards associated with the property?			
Are you confident all safety measures are in place?			
Do you think mentoring sessions can go ahead in the house?			
Areas of concern 			
Action (s) to eliminate/reduce risk?		By Whom?	
Date of discussion with Mentor (Date)	Joint Decision: Meet at House / Don't meet at house		
Mentor Signature	Coordinator Signature		

Fire Evacuation Plan

General Emergency Evacuation Plan for: Eagle's Nest Project (The Old Vicarage)

Premises address and contact number:

The Old Vicarage, 2 Main Street, Branston, DE14 3EX 07474 576569

Plan date: 10/04/2023

Review date: by April 2026

Sound of the alarm

The sound of the alarm will be a **continuously ringing bell**.

Raising the alarm

In the event of a fire:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point.

If fire is detected by automatic detectors whilst the building is empty and security alarm is set, keyholders will be informed by the alarm monitoring team.

Action staff should take on hearing the alarm:

The following actions will be taken upon the fire alarm being sounded:

- ☐ **Staff with students** will take charge and lead in the fire evacuation process.
- ☐ **JHW** will investigate to ascertain reason alarm has been raised.
- ☐ **In the event of fire:**
JHW will dial 999 and request attendance by the Fire Service, giving their name, name of building, building address (as detailed above), contact number and details of fire.
- ☐ **Staff with students** will commence evacuation of the building – ensuring this is done in a calm and orderly manner and that all students in group are with them.
- ☐ **JA** conducts a sweep of the building, ensuring all staff, students and visitors are out (If JA is teaching, responsibility of her students is passed to another staff member prior to this beginning).
- ☐ If safe to do so, gas supplies should be switched off by **JA**. The location of this is detailed below.
- ☐ **Staff with students** to confirm at assembly point with JHW that their students are present and to ensure they remain at assembly point.
- ☐ **JHW** to oversee assembly point, ensuring all students, staff and visitors accounted for. Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- ☐ **JA** to liaise with Fire Service upon their arrival.

Escape routes

The escape routes from the building are:

1. Via the main front door and through the locked gate (code 2014) into the overflow car park then into the garden and assembly point.
2. Via the back door in Horticulture Hub and through the gate into the garden and assembly point.
3. Via patio doors in Games Room or The Ashton Room and to the assembly point.

Fire assembly point

The assembly point is: Rear of back garden.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- ☐ Staff feel confident in their use.
- ☐ Where it is deemed safe to do so i.e., there is a clear means of escape, fire is small.

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- o Gas supply shut off: Outside the property, housed in a box at the front (combination padlock to be opened- 576)
- o Mains fuse box: Cellar
- o Mains water inlet: **TBC**
- o Gas/oxygen cylinders: N/A – no cylinders on site
- o Location of fire alarm panel: Inside Cellar Door on wall

Number of staff needed to carry out evacuation plan

- ☐ To implement the evacuation plan, 2 trained staff are needed on duty, though all staff on site will have received training in the evacuation plans.
- ☐ Staff are on duty at all times when a fire alarm sounds and they are in the building.

Equipment needed to effect the emergency plan

Mobile phone (JHW), two-way radios as standard. Hi-vis tabard for JHW and JA (to be collected from office on stairs or reception box as exiting/ sweeping building)

Back up arrangements

JA/JHW to delegate oversight of assembly point and calling of fire service to available staff member if either is absent, with the remaining one completing building sweep and gas supply cut off if safe.

If both are absent, staff focus on ensuring students are evacuated and assembled safely and fire service contacted.

Responsibilities

For ensuring plan is up to date	Jonathan Horleston-Wilkes
For ensuring adequate staff are on duty to carry out the evacuation plan	Jan Appleton
For training staff on the evacuation plan and in their roles and responsibilities	Jonathan Horleston-Wilkes