



## SUNTRAP HEALTH AND SAFETY POLICY

### Health and Safety Policy Statement

#### Suntrap Forest Centre

1. This policy statement complements (and should be read in conjunction with) the [workplace health and safety policy](#) for Waltham Forest Council.
2. In compliance with the Health and Safety at Work etc. Act, the Head of Suntrap will ensure so far as is reasonably practicable that:
  - all places and premises where staff and service users are required to work and engage in activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on Suntrap premises or taking part in activities elsewhere e.g. off-site visits);
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
  - appropriate safe systems of work exist and are maintained;
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and service users can avoid hazards and contribute in a positive manner towards their own health and safety and others;
  - a healthy working environment is maintained including adequate welfare facilities.
3. In addition to the above the Head of Suntrap will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
4. Employee involvement is an important part of managing safety, and consultation on health and safety with employees forms part of this policy.
5. This policy will be reviewed and revised as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

## Responsibilities of the Head of Suntrap

For;

- ensuring this service complies with the health and safety legislation and the Council's health and safety management system.
- ensuring that all significant risks relating to the premises, practices and procedures associated with their work activities are assessed and are either eliminated or adequately controlled.
- planning, implementing and reviewing the organisation and arrangements for managing health and safety in this Service.
- ensuring that data relating to health and safety performance is collated, analysed and submitted in line with performance reporting to the Corporate Health & Safety Committee.
- ensuring that health and safety implications are considered when service planning, and when changes to processes or directorate structures or wider organisational changes are proposed.
- ensuring that Suntrap staff comply with the health and safety legislation, Waltham Forest Council's health and safety management system and local codes of practice or procedures designed to ensure health and safety.
- ensuring that all significant risks from hazards relating to the premises, practices and procedures associated with their work activities are assessed and are either eliminated or adequately controlled.
- ensuring that Suntrap staff are competent to undertake their work activities and their responsibilities under this policy by assessing the health and safety training needs of staff and providing the appropriate health and safety information, instruction and training.
- carrying out regular inspections of the premises and take appropriate remedial action where necessary; and record the inspection for health & safety monitoring purposes.

## Detailed Arrangements and Procedures

The following procedures and arrangements have been established at Suntrap to eliminate or reduce health and safety risks to an acceptable level:

### 1. Accident Reporting, Recording & Investigation

#### What should be reported?

Any accident or incident must be reported whether it is to an employee, a service user, a student, a visitor or contractor.

If the incident is serious it should be reported as soon as possible to the school.

#### How to report an incident

Accident and incident reporting  
Waltham Forest AIR Line - 03300 586 469

In the event of an incident the Injured Person (IP) or the member of staff leading the activity must report the incident as soon as possible to the Waltham Forest Accident Incident Report (AIR) Line by dialling 03300 586 469. The report must be an accurate description of what has happened.

Only report accidents or incidents after the situation has been made safe and FIRST AID has been administered if required.

If this is not possible for either the IP (Injured Person) the manager or another colleague to report the incident [contact the Health and Safety Team](#).

The report will be electronically sent to;

The member of staff making the report.  
The Waltham Forest Health and Safety Team.  
The Head of Suntrap.

#### What Happens After an Accident?

If there has been an injury, the injured person must get the treatment that they need. All accidents will be investigated and the Head of Centre will (if necessary), take action to avoid a re-occurrence. If necessary, risk assessments will be reviewed and appropriate new control measures introduced.

### 2. Activity Risk Assessments

- Suntrap Senior Tutor will ensure that each activity has an event specific risk assessment, which is reviewed on an annual basis.
- Suntrap staff are responsible for reading and complying with the risk assessment for each activity which they lead.

### 3. Animal care and cleaning

- The Head of Centre will ensure that the animal care risk assessments are reviewed annually.
- Suntrap staff will ensure that all animals have been cleaned to a sufficient standard (all staff will be trained on induction).
- Suntrap staff undertaking animal cleaning duties will make sure they are familiar with and abide by the specific risk assessment for the task (to be found on Suntrap shared drive).
- Suntrap Tutor Resources Manager will ensure that the outdoor animals have been cleaned and health checked weekly.
- Suntrap Senior Tutor will ensure that the indoor animals have been cleaned and health checked as required.

#### **4. Asbestos**

- The Asbestos Management Procedures File is located in the cabinet in the front hall. Contractors may have sight of plan prior to starting any work on the premises. Staff should not drill anything to walls without first obtaining approval from the Head of Centre.
- Suntrap staff must report any damage to the toilet cisterns (which contain asbestos) to the Head of Suntrap.

#### **5. Dogs on site**

- Staff and visitors are allowed their dog on site at the discretion of the Head of Suntrap. It is the owner's responsibility to ensure good control, behaviour and care is exercised at all times.
- The owner must ensure that they have suitable insurance in case of injury or damage to the building.

#### **6. Electrical Equipment [fixed & portable]**

- Waltham Forest Council is responsible for arranging testing of portable and fixed electrical equipment.
- Staff should carry out a visual check of electrical equipment before use.
- Equipment seen to be faulty should not be used.
- Faults to fixed electrical equipment should be reported to the Waltham Forest Facilities Helpdesk by telephone on: 0800 1444000 Option3 - London Borough of Waltham Forest or via e mail: [TFMhelpdesk@amey.co.uk](mailto:TFMhelpdesk@amey.co.uk)

#### **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

- Waltham Forest Council is responsible for appointing an accredited person to undertake a Fire Risk Assessment (FRA - file located in cabinet in front hall). It is the Head of Centre's responsibility to ensure that actions needed as a result of the FRA are completed.
- The Head of Suntrap is responsible for ensuring that there is an up to date Fire and Emergency Evacuation Procedure which is reviewed on an annual basis.
- The Council is responsible for appointing contractors to maintain the fire alarm. Suntrap staff responsible for reporting faults to the council.
- The Suntrap Tutor Resources Manager will ensure that fire drills will be undertaken twice per year (as a minimum) and recorded in the fire log (cabinet front hall).
- For procedure and responsibilities in a fire drill (and other regular testing of fire alarm, emergency lighting etc.) see the **Fire and Emergency Evacuation Procedures**.

## 8. First Aid

- The Designated First Aider and Appointed Person at Suntrap Forest Centre is: Kerry Rolison.
- All staff undertake first aid training on induction and then a refresher course every 3 years. Current Qualification held by staff; Emergency Outdoor First aid (RQF), QNUK level 3 valid until 18/04/21.
- Suntrap staff carry a first-aid kit on all field excursions or the first-aid room is clearly signed on the first floor of the Centre.
- Suntrap staff are responsible for ensuring that their individual first aid kit has appropriate contents.
- Head of Suntrap will check contents of first aid kits each half term.
- Head of Suntrap is responsible for ensuring there is an adequate and up to date supply of first aid equipment (kept in first aid room).
- Suntrap staff to report to Head of Centre if first aid equipment is running low.
- First-aid should be rendered, but only as far as knowledge and skill permit.
- If necessary and practicable the casualty may be escorted back to the Centre and their condition monitored. If the situation is too serious for this action, summon the emergency services using the 999 service and alert the Head of Suntrap as soon as possible.

## 9. Food hygiene

- All staff to have a current and up to date food hygiene certificate.
- Suntrap Tutor Resources Manager to check and record temperature of all fridges and

freezers. All faults must be reported to Head of Centre.

## 10. Grounds maintenance

- Suntrap Tutor Resources Manager is responsible for ensuring there a maintenance regime for the grounds which is subject to regular checks.
- Suntrap Tutor Resources Manager will be responsible for ensuring that a log is kept to monitor the maintenance of machinery used for grounds maintenance.
- Suntrap Tutor Resources Manager is responsible for ensuring that a risk assessment has been completed for any grounds maintenance work to be undertaken.
- Suntrap staff undertaking ground maintenance will ensure they are familiar with and abide by the specific risk assessment for the task.

## 11. Hazardous Substances (COSHH)

- Safety data sheets are located in the Head of Centre's office.
- Suntrap staff undertaking cleaning duties will make sure they are familiar with and abide by the specific risk assessment for the task.
- Suntrap staff undertaking animal cleaning duties will make sure they are familiar with and abide by the specific risk assessment for the task.

## 12. Hire of campsite out of hours

- The group leader is responsible for ensuring that all campers follow the rules stated on the booking form.
- Zip wire key is only provided when group leader has read and signed the risk assessment.

## 13. Lone Working

- Suntrap staff to read and abide by the lone working procedures.

## 14. Play equipment in the field

See Play Equipment Risk Assessments

- Head of Suntrap will ensure annual Health and Safety Play Inspection is carried out by a [Registered Play Inspectors International](#), Inspector.
- All adults supervising and users of the play equipment to comply with the risk assessments.
- Any faults will be reported to the Head of Centre and the equipment will not be used until the fault is rectified.

## 15. Poster on Health and Safety Law

- Head of Suntrap is responsible for ensuring that the poster is up to date and is presented in an appropriate place.

## 16. Reporting Faults

- Staff should report any faults to the Head of Centre/Suntrap Tutor Resources Manager.
- Head of Centre/Tutor Resources Manager should report faults to the Waltham Forest Facilities Helpdesk by telephone on: 0800 1444000 Option3 - London Borough of Waltham Forest or via e mail: [TFMhelpdesk@amey.co.uk](mailto:TFMhelpdesk@amey.co.uk)
- The person making a fault report will ensure that faults are dealt with in a timely manner, following up any unresolved faults with the Waltham Forest Facilities Helpdesk.

## 17. Safeguarding

- Head of Suntrap will ensure that all staff and regular volunteers have correct DBS clearance.
- Suntrap staff and volunteers abide by the [safeguarding policy and procedures](#).

## 18. Security

### Doors

- All external doors **MUST** be kept closed and access to the building made using the keypads. Suntrap staff will not disclose code to visiting staff.
- If a group (class) is using the garden for lunch or play, doors may be left open **ONLY** while the group is in the grounds. It is the responsibility of the Suntrap staff member leading the group to ensure doors are closed at the end of lunch/playtime.

### Visitors

- All visitors should sign in to the visitors' book located in the front hall.
- Anyone in the grounds without permission should be asked to leave by Suntrap staff (if safe to do so).

## 19. Storage, cleaning & waste disposal

- Suntrap staff will ensure that their classroom has been cleaned and tidied to a sufficient standard (all staff will be trained on induction). Suntrap staff undertaking cleaning duties will make sure they are familiar with and abide by the specific risk assessment for the task.
- Suntrap staff will ensure that equipment has been cleaned to a sufficient standard and that it is stored correctly after use.
- Contract cleaner is responsible for cleaning all toilets, corridors, stairs and staffroom to a sufficient standard.
- Contract cleaner is responsible for ensuring deep cleans of the building are carried out

(as agreed with Head of Suntrap). Specialist equipment is stored in locked cupboard and used by contract cleaner only.

- Suntrap staff will ensure that their classroom general waste bin is emptied and disposed of in large outside bin. Compost bins to be emptied into outside compost bin and cleaned in outside tap. Contract cleaner responsible for emptying bins in toilets, corridors and staffrooms. Outside bin must be kept closed.
- Suntrap staff will encourage all visitors to take their rubbish home with them to recycle.
- The centre recycles; paper/card, plastic bottles, cans, glass bottles & electrical items. Recycling is stored in staff room or kitchen area. Suntrap staff will take recycling to local recycling centre.
- Spillages to be cleaned immediately by Suntrap staff using appropriate cleaning resources and procedures.
- The council is responsible for ensuring that sanitary bins are emptied by a contractor on a regular basis.
- Cleaning equipment to be stored in areas that are out of bounds to visitors and in labelled bottles.

## **20. Smoking**

- No smoking is allowed anywhere on Council premises (including the grounds).

## **21. Training and Development**

- Suntrap staff will be undergo H&S training as part of their induction.
- H&S arrangements will be reviewed on a regular basis as set out by the Head of Suntrap.

## **22. Use of VDU's / Display Screens / DSE**

- Staff using screens for a prolonged period will ensure that they have undertaken the councils VDU risk assessment.

## **23. Use of vehicles by staff**

- Suntrap staff should only take under 18s in their vehicle with the appropriate insurance.
- Suntrap staff using their own vehicle for off-site visits are responsible for ensuring that they have the correct insurance, MOT and tax.

## **24. Vehicles on Site**

- Suntrap will ensure there is signage at entrance to alert drivers to hazards.
- Suntrap staff will ensure that they follow the coach safety risk assessment.
- Suntrap staff will ensure that they follow the grounds risk assessment.

## **25. Visitors**

- All visitors should sign in to the visitors' book located in the front hall.

## **26. Volunteers**

- Head of Suntrap will ensure that all regular volunteers have correct DBS clearance.
- Suntrap staff responsible for a volunteer must ensure that they have had specific H&S briefing.
- Volunteer is responsible for ensuring that they abide by the event specific risk assessment provided by Suntrap staff.

## **27. Water Quality/Temperature/Hygiene**

- It is the Council's responsibility to ensure that water hygiene samples and checks take place as required.

### **Monitoring the Policy and results**

**Head of Suntrap is responsible for updating the Health and Safety policy on an annual basis.**