



# Health and Safety Policy

Updated 03.09.2022

## 1. GENERAL STATEMENT

Les Crocodiles is working towards a comprehensive health and safety policy and is bound to abide by the *Health and Safety at Work Act*. This lays down certain duties on all consultants, volunteers and trustees. The duties are to take care of their own safety and that of other consultants, volunteers, trustees and visitors, and to co-operate with the Board and its officers to enable it to carry out its responsibilities. In particular, consultants, trustees and volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time,
- adhere to safety procedures laid down by Les Crocodiles from time to time, and conform to all instructions given by those with a responsibility for health and safety,
- record all accidents, near-miss occurrences and hazardous situations in the health and safety/accident book and report them to the next team meeting,
- meet their other statutory safety obligations, including that laid down in Section 8 of the Act, which states that 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

## 2. Organisation and responsibilities

### 2.1 Trustees

Overall and final health and safety responsibility within the organisation lies with the Board of Trustees. The Board members shall appoint one person, who will take the responsibility for drawing to the attention of the board members, consultants and volunteers any health and safety matters that need to be discussed and/or acted upon.

### 2.2 Delegated Responsibility

A designated consultant shall be given delegated responsibility for ensuring that the health and safety policy is carried out within the organisation. In particular, they will be given delegated responsibility for:

- carrying out regular safety inspections in the premises used by Les Crocodiles
- ensuring that consultants and volunteers are provided with suitable seating and appropriate work environment



- ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, and so on.
- ensuring that the general fabric of the premises (including items and equipment used) is maintained
- investigating and reporting accidents
- ensuring that a health and safety workplace poster on health and safety law is displayed
- making consultants, trustees and volunteers aware of the specific fire escapes and fire extinguishers within the building
- ensuring consultants, trustees and volunteers are given a copy of this policy and understand its contents
- ensuring that consultants, trustees and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the trustees, consultants and volunteers any new legislation on health and safety relevant to the work of Les Crocodiles
- drawing to the trustees' attention any matters they are unable to deal with.

### **2.3 Consultants, Trustees and Volunteers**

All consultants, trustees and volunteers have a responsibility to:

- read and fully understand the Les Crocodiles' policy statement and the procedures to be carried out in the event of an emergency; if there is any doubt about the meaning, the consultant or volunteer must seek clarification from a trustee.
- co-operate with the trustee and the designated consultant in charge of Health and Safety, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- report to a trustee within 24 hours of any accident occurring:
  - on the premises
  - off the premises, while acting on behalf of Les Crocodiles
- bring to the notice of the designated consultant in charge of Health and Safety or a trustee any potentially dangerous circumstances that the consultant or volunteer is unable to put right.

### **2.4 Review**

The designated consultant in charge of Health and Safety, in conjunction with the Board, will keep this policy under constant review to reflect any changes in legislation. The policy will be fully reviewed every three years and will be subject to approval by the Board.



### 3. General Arrangements

#### 3.1 Accidents, Near-Miss Occurrences and Hazardous Situations

Les Crocodiles has a *health and safety online log* accessible via ClassDojo. No matter how small, a log must be recorded as soon as possible after the incident. The incident should also be reported to the designated consultant in charge of Health and Safety. In addition to reporting accidents, it is equally important to report near misses and potential hazards, so as to enable preventative action to be taken before it is too late.

It is the responsibility of the designated consultant in charge of Health and Safety to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring.

The designated consultant in charge of Health and Safety is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Environmental Health Department. RIDDOR covers the following incidents:

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing more than three days' incapacity for work
- certain work-related diseases.

A first-aid kit is available at the Tuckshop.

#### 3.2 General Fire Safety

The designated consultant in charge of Health and Safety is responsible for the maintenance of the fire-fighting equipment and the arrangement of regular fire safety checks and fire drills.

### 4. Personal Safety

- Consultants, trustees or volunteers who are working on their own should not allow access to visitors who do not have a valid Les Crocodiles lanyard and/or a bracelet.
- All windows and entry doors will be lockable.
- Consultants, volunteers and trustees who are going to be away on Les Crocodiles business should make it clear to others where they will be, how long for and how they can be contacted.
- Consultants, volunteers and trustees should inform the School Administrator who they wish to be contacted in the event of an emergency, giving contact details.



- Consultants, volunteers and trustees who carry money for Les Crocodiles have the right to be accompanied by another person.
- Visits to the bank should not be at a regular time.
- Consultants, volunteers and trustees should not put themselves at risk on account of Les Crocodiles' property.
- All incidents of aggression or violence and any threat to personal safety should be reported to the designated consultant in charge of Health and Safety and recorded in the *health and safety online log*.
- Consultants, volunteers and trustees should be vigilant with regards to terrorist incident warnings – for example, unattended bags.

## 5. Stress Management

- Stress at work is a serious issue: Consultants, volunteers and trustees can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.
- The responsibility for reducing stress at work lies both with the consultants, volunteers and the Board.
- Consultants and volunteers should become aware of the causes of stress and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.
- If a consultant or volunteer is suffering from stress at work, they should discuss this with the School Administrator or a trustee at the first opportunity. Where practicable and reasonable, Les Crocodiles will seek to provide assistance to the consultant or the volunteer.
- Les Crocodiles will do all it can to eradicate problems relating to stress at work.