

Health and Safety Policy



1. Purpose

STEAM AHEAD CIC recognises that it has statutory obligations under the Health and Safety in Employment Act 1992 to provide a safe and healthy environment for its employees, students, contractors and the public. In doing so it is observed that health and safety is the business of the entire STEAM AHEAD CIC community.

Accordingly, there is a need for the delegation of health and safety responsibilities and the promotion of strategies and procedures to achieve compliance with this and related legislation.

2. Organisational Scope:

This is a STEAM Ahead CIC wide policy.

3. Definitions:

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Accident: An event that causes any person to be harmed.

Contractor: A person engaged by the STEAM AHEAD CIC to do any work for gain or reward under a Contract for Services.

Harm: Means illness, injury or both.

Hazard: An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance that is an actual or potential source of harm.

Healthy: Means unharmed; and health has a corresponding meaning.

Incident: Any event that causes or could have caused harm to any person.

Safe: In relation to a person, means not exposed to any hazards; and in every other case, means free from hazards.

4. Policy Content and Guidelines:

4.1 Health and Safety Policy

STEAM AHEAD CIC is firmly committed to the provision of a safe and healthy environment for its employees, students, contractors and the public.

STEAM AHEAD CIC recognise that this commitment will only be achieved with positive leadership, the provision of necessary resources and continued pursuit of best practice in occupational health and safety.

STEAM AHEAD CIC expect every member of its community to accept personal responsibility for promoting the safety and well-being of themselves and those involved in, or affected by, the STEAM AHEAD CIC's activities.

4.2 Responsibilities

(a) The Directors have overall responsibility for the effective management of health and safety, and requires every manager with staff responsibility to implement this policy.

(b) STEAM AHEAD CIC management must:

(i) Maintain an effective programme to ensure that all workplace hazards are systematically identified, and appropriate measures introduced to control these hazards.

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(ii) Review and monitor the hazard management programme to take account of changing conditions and circumstances within the workplace, and ensure appropriate records are kept.

(iii) Ensure all employees and unions have the opportunity to participate in the development of health and safety practices, and that all relevant documentation relating to health and safety issues is made available.

(iv) Ensure that all employees and contractors are trained, supervised and provided with information to undertake their duties safely.

(v) Ensure all personal protective equipment needed to secure health and safety is provided to employees and that they are adequately trained in its proper use, maintenance and storage.

(vi) Actively support the safe and early return to work of injured employees.

(vii) Encourage all staff to set a high standard of health and safety management by personal example.

(c) Managers/Supervisors must:

(i) Comply and ensure compliance of their staff with all relevant health and safety legislation, standards and codes of practice.

(ii) Ensure that all equipment, substances and work systems used are suitable for their intended purposes and take all reasonable and practicable steps to meet safety requirements.

(iii) Ensure that adequate training, information, instruction and supervision is provided.

(iv) Ensure that contractors and visitors are made aware of safety procedures.

(v) Ensure a prompt response to any health and safety issues brought to their attention.

(vi) Ensure that all accidents and incidents are investigated and reported promptly and accurately to the Health and Safety Unit.

(vii) Ensure that health and safety objectives and responsibilities are included in individual role descriptions and are reviewed annually.

(viii) Undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities.

(d) Employees must:

(i) Immediately report all accidents and incidents to their manager /supervisor and to the Health and Safety Unit.

(ii) Carry out their work in a way that does not adversely affect their own health and safety or that of others.

(iii) Learn, understand and abide by STEAM AHEAD CIC Health and Safety rules and procedures.

(iv) Undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities.

5. Approval Dates: Reviewed: April 2018

6. Contact Person: The following person may be approached on a routine basis in relation to this policy:
Aaron Bourne

8. Specific responsibilities

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The Health and Safety Employment Act requires all staff, students and visitors to take all reasonable steps to ensure their own safety and that of others. Staff in positions of responsibility has an additional role in fulfilling health and safety requirements as detailed below.

Directors

1. Provide leadership, examples and commitment to the health and safety policy and concomitant objectives.
2. Ensure co-ordination of health and safety systems within the STEAM AHEAD CIC. This will include all departments, lecture or service units and physical facilities used by the STEAM AHEAD CIC.
3. Ensure that the appropriate resources are allocated to health and safety.
4. Formulate appropriate objectives relating to health and safety with all staff and evaluate the subsequent implementation of departmental / section safety systems.
5. Periodically arrange for the safety audits of departments to ascertain the status of safety management.
6. Review STEAM AHEAD CIC accident statistics to ensure the efficacy of health and safety controls.
7. Take all practical steps to ensure staff has a safe and healthy working environment.
8. Monitoring the systems ensuring that staff members' actions do not cause harm to anyone on campus.
9. Put in place signage for hazard identification.
10. Ensure that staff is qualified and competent to undertake their duties and to set up health and safety programmes to ensure that all employees are aware of their responsibilities
11. Ensure that staff is aware of workplace hazards, and are provided with information relevant to hazard monitoring.
12. Encourage staff to be involved with the development of health and safety procedures.
13. Notify, investigate and record the investigation of accidents as required.

Staff, visitors and students, Tutors/lecturer/trainers

1. Work safely and effectively, and with due regard to the effects and impact of any action on others. In particular, no action (or inaction) should be allowed to cause harm to another person or persons.
2. Comply with all statutory regulations, STEAM AHEAD CIC rules and standard operating procedures.
3. Use and maintain all equipment and facilities provided in the correct manner, and immediately report to Reception any unsafe conditions or defects found.
4. Participate, where required, in health and safety programmes through health and safety audit team membership, courses of instruction, or safety investigations.
5. Report all accidents as instructed by the accident reporting procedure.
6. Maintain and foster an attitude of awareness, involvement, and commitment to excellence in health and safety.

Risk Management Accountability Statements for Senior Management

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Health and safety risk management requires the co-ordination of employment risk, teaching, research risk and property risk.

Improvement and continuity of education is a paramount concern and regular practice of the STEAM AHEAD CIC.

Protection of the assets used by the STEAM AHEAD CIC is congruent with a safe and healthy place of work.

All managers have the responsibility for shouldering the employment risk so as to ensure safe employment practices and processes. The policy and audit procedure will be monitored and provided by the Directors.

In conjunction with Finance, the physical infrastructure, human resources and strategic employment risks are to be co-ordinated as a support service by the Directors.

Infrastructural safety issues include compliance with building legislation, continuance planning, fire evacuation, site approval / licenses required by legislation including environmental requirements.

Strategic plans, policy setting and audit will be provided by the Directors.

The Directors have responsibility for teaching and researching risk management. They are jointly responsible for ensuring legally accepted risk management including, but not limited to, bio security, the health and safety of staff, students and visitors and legislation including approvals and licenses.

Minimal statutory requirements for Directors and senior staff

As an employer who controls a place of work

- Hazard management
- Information to employees
- Training and supervision
- Accidents and Incidents
- Emergency procedures
- Employee participation

REQUIRED STATUTORY MINIMUMS – THE EMPLOYER

Hazard Management

1. Effective method implemented to identify hazards - all foreseeable hazards to be identified through planned processes including inspections and accident investigations, recorded in a register. (The register needs to be up to date, including new items and accident information).
2. All identified hazards are to be assessed for danger / harm significance.
3. Significant hazards are to be controlled through a three-step hierarchy of elimination, isolation, and minimisation.
4. As appropriate, the provision of personal protective equipment and ensuring that it is used correctly.

Information for employees

1. Hazards and emergency procedures. E.g. control procedures, MSDS, emergency responses.
2. The results of monitoring.
3. Where protective equipment is stored.

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4. Reporting an accident.

Training and supervision

1. The competence of employees to work safely must be assessed. (Training / competency records to be kept).
2. The supervision of employees who lack knowledge and experience to carry out assigned tasks without risk to health or safety must be guaranteed.
3. All employees must be given minimum safety and health training. (Includes students, visitors and contractors, record of such training must be kept in the Training Book).

Accidents and incidents

1. All accidents must be accurately recorded in the Incident register.
2. Serious harm issues must be notified to COSHH and the accident scenes secured until official clearance has been obtained.
3. Investigations must be carried out to determine causes – and the process and results recorded in the register.

Emergency procedures

1. Procedures for dealing with emergencies developed and implemented.

Employee participation

1. Employee participation system established and in effective operation.
2. Employee Health and Safety representatives appointed - response developed to hazard notices. (Written response required if recommendation is not followed.)

REQUIRED STATUTORY MINIMUMS – THE DIRECTORS

1. Procedures for managing the health and safety of contractors are established and must be implemented.
2. Report accidents to contractors.

REQUIRED STATUTORY MINIMUMS - FOR A "PERSON" IN CONTROL OF PLACE OF WORK / EQUIPMENT

1. Procedures to ensure actions or inactions of employees do not cause harm must be published and on file.
2. Procedures to manage the STEAM AHEAD CIC premises to protect visitors from harm must be published and on file.

EMERGENCY PROCEDURES

WORKING HOURS (0900-1800)

1. Emergency alarms
 - The emergency evacuation alarm is a continuous siren.
2. Action to be taken by a member of staff / student discovering a fire
 - Immediately activate the nearest fire alarm by breaking the glass cover.
 - If it is safe to do so, ensure all doors leading to the fire are closed.

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- Leave the area by the nearest emergency exit and report the fire immediately to the control point next to the Sycamore avenue road parking immediately alongside the entrance of the Administration Centre.
- When the fire officer arrives at the control point, give clear details of location and the nature of fire.

Do not attempt to fight the fire unless:

- you have already operated the fire alarm and
- you are absolutely sure that you have a safe means of escape if you are unsuccessful and
- you are absolutely sure that the fire is immediately controllable and
- you are absolutely sure of the source of the fire and
- If you are absolutely sure that you are using the correct appliance and how to use it AND if none of the above apply
- make a safe escape

3. General evacuation instructions for staff and students

- Do not use the lift.
- Do not take hold-alls or briefcases or any other bulky items which might impede evacuation. Do not go searching for personal belongings.
- Report to the assembly point irrespective of the exit by which the building was evacuated. Do not congregate in any area which is not an assembly point. There are no internal assembly points.
- If you are concerned that another student or member of staff was unable to evacuate the building, advise the fire officer of that person's last known location.
- Do not leave the assembly point and, in no circumstances, re-enter the building without the specific permission of the fire officer.

4 Emergency exits

If danger is imminent, always use the nearest available exit and report to the designed assembly point irrespective of where you leave the building.

Otherwise use the emergency exit which gives the nearest access to the front of the building.

5. Assembly Points

- Staff, visitors and students on the First Floor must use the stairs.
- It is vital that staff / visitors / students report to the correct assembly point.

Do not congregate elsewhere or wander away from the assembly point for any reason until authorised to do so. This could lead to absentees being treated as missing and the waste valuable time / danger to life for the emergency services.

6. Action to be taken by staff conducting lectures / classes

- Ensure that all windows are closed and that all equipment and electrical appliances are switched off. Only if this is possible.
- Escort all students to the nearest designated emergency exit and ensure that they evacuate the building, closing all doors on leaving.
- Assist disabled students to evacuate as appropriate.
- At the assembly point ensure that no student is allowed to re-enter the building through the fire exits until positive confirmation is received from the fire officer that the emergency is over and the building is safe to re-enter.

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7. Action to be taken by students

- As directed by staff, when the alarm sounds, close all windows and switch off all equipment and electrical appliances.
- Leave the building by the nearest designated emergency exit in accordance with the instructions given by staff, closing doors as directed.
- Assist disabled students as required.

8. Action to be taken by disabled staff, students and helpers

- If you are likely to require assistance to evacuate always notify Security Control of your location.
- When the alarm sounds, if able to do so, evacuate normally as indicated above with assistance from other staff / students as required.
- If unable to evacuate without the use of specialised equipment, report to the evacuation point. Where it is safe to do so allow initial congestion to abate before entering the emergency staircase.
- If unable to evacuate with the use of the equipment provided, remain at the marshalling point, and when the initial congestion has abated move onto the emergency staircase.
- Ensure that the fire controller is advised of your evacuation.
- 9. Action to be taken by all other members of staff at their normal place of work
- Ensure that all windows are closed and that all equipment and electrical appliances are switched off.
- Report immediately to the internal marshalling point where a responsible member of staff will assume control as the local area marshal and detail members of staff to carry out the functions set out in the area check lists.
- When the above actions are complete, and if not allocated further duties by the local area marshal, evacuate the building by the nearest designated fire exit.
- The member of staff assuming the role of local area marshal will then report to the fire officer at reception and advise that the area has been cleared.

10. Action to be taken by members of staff not at their normal place of work – bomb warning

- When the alarm sounds, ensure that all windows are closed and that all equipment and electrical appliances are switched off. In the case of a bomb alarm, do not close windows.
- Leave the building by the nearest designated emergency exit and report to the assembly point following the instructions in 3 above. Do not attempt to return to your normal place of work until so authorised.

11. Action to be taken by reception / switchboard staff

Advise the following staff by telephone:

- The Directors
- Other Team members

12. Action to be taken by security control staff

- Call the Fire Brigade Dial 999 and ask for fire engine.
- When contacted by the fire officer, confirm that the fire brigade has been called and advised of the location of the fire as indicated on the control panel.
- Do not respond to any instructions other than those given by the fire officer or the Fire Brigade officer.
- Using either the internal telephone system from a safe location, the security control staff must immediately identify themselves to the Security Control Officer and confirm that the fire brigade has

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been informed and confirm the location of the fire. Details of the location of disabled staff / visitors / students should be noted.

- Where appropriate, verify the precise location and nature of the fire from the person who activated the alarm.
- When the fire brigade arrives, advise them of the current status of evacuation, the location of any persons still in the buildings and pass to the senior fire officer details of the immediate area of the fire, including any special matters of risk, e.g. storage of flammable material. This information is in the control pack.
- With the assistance of other members of the control team maintain positive control of the assembly points. Members of staff from the assembly points may be asked to assist as long as they are clearly briefed on safe methods of transit between assembly points.
- When advised by the fire brigade, give the instruction that the fire alarm sounders may be silenced, the alarms reset and evacuated areas re-occupied. No other person is empowered to give this order.

13. Action to be taken by cleaning staff

- If it is safe to do so, remove all equipment to the normal storage area.
- Evacuate the building by the nearest designated emergency exit and report to the appropriate assembly point.

FIRE AND EVACUATION PROCEDURES AFTER WORKING HOURS

1. Action to be taken by any member of staff or student discovering a fire

- As per working hours procedures.

2. Action to be taken by staff conducting lectures / classes

- As per working hour's procedures, with the exception when students have been safely escorted to the assembly point, and if there are sufficient staff, some should remain with the students, specifically to prevent any unauthorised attempt to re-enter the buildings and others should report to the area in front of the building to assist in control functions.
- If it is possible to evacuate disabled students / / visitors / staff, safely do so. Otherwise personally ensure that the Fire Brigade, upon arrival, is informed of the whereabouts of any disabled students / visitors / staff still to be evacuated.

3. Action to be taken by students

- As per working hours procedures.

4. Action to be taken by all other staff at their normal place of work

- When the alarm sounds, ensure that all windows are closed and that all equipment, and electrical appliances are switched off.
- If imminent danger exists evacuate the building by the nearest designated emergency exit and report to the designated assembly points.
- Make a brief check of any areas where staff / / visitors / students have been and then evacuate the building and report to the designated assembly points.

5. Action to be taken by caretaking staff (if on site)

- Bring all lifts to ground floor.
- Confirm the location of the fire with Security Control.

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- Assist and advise the Fire Brigade as appropriate.

6. Use of emergency exits

- As per the working hours procedures
- It is vital that staff / students report to the assembly point and do not congregate elsewhere or go home until authorised to do so. This could lead to absentees being treated as missing and waste valuable time / endanger the lives of the emergency services.

References:

Health and Safety in Employment Act (1992)

Health and Safety in Employment Regulations (1995)

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Appendix 1: Further Company Responsibilities

By law (Health and Safety Information for Employees Regulations (HSIER)) STEAM Ahead CIC must:

- Tell workers/employees how to do their jobs safely and about the risk to H&S from working practice
 - All workers/employees will be given H&S training as part of induction and regular top-ups to facilitate experience of issues arising, new activity and increased role responsibility
 - The H&S Law poster will be displayed at each STEM Hub and be provided within each staff handbook
- Tell workers/employees how risks will be controlled and who is responsible for this
 - Provide clear lines of responsibility within the staffing structure for H&S (see below) and safeguarding
 - Up-to-date/sufficient professional and public liability insurance available for scrutiny
 - Provide detailed risk assessments for all work-places, working practices, travel and activities and ensure these are available, discussed, acted upon and updated in good time. All risk assessments will be available within the Activity Portfolio (see Risk Assessment Policy for guidance and procedure)
 - The Company Code of Practice and Personal Expectations expect all to be risk aware at all times
- Consult and work with H&S experts and workers/employees to protect everyone from harm
 - Annually review this H&S Policy with experts to ensure best practice
 - Provide staff with this H&S Policy and the Safeguarding and Child Protection Policy in their staff handbooks
 - Provide staff with the most appropriate clothing and equipment to carry out their tasks safely and ensure on-going care of these items
 - Employ staff with adequate experience, expertise and qualifications to work with equipment that carries risk. Appropriate training will be provided to ensure this if this is not the case.
- Tell workers/employees how to get first aid treatment and what to do in an emergency
 - Provide adequate regular training to ensure that all staff have basic first aid knowledge and that every activity has a Designated First Aider who has overall responsibility for immediate first aid intervention
 - Provide each Designated First Aider with adequate immediate first aid equipment (extra training)
 - Provide all workers/employees with details of the first-aid arrangements for specific activity and will be part of risk assessment and planning
 - Ensure that workers/employees/volunteers and members of the public receive immediate attention (through a Designated First Aider) if they are taken ill or are injured at work or during an activity. If the incident is more serious the emergency services will be contacted through 999.
 - Provide an Accident Book where all incidents are recorded
 - Provide health checks if there is a danger of ill-health due to a workers/employees work

STEAM Ahead CIC will also:

- Pay staff for any induction and staff training (will include H&S training)
- Provide adequate rest/lunch breaks during working hours
- Provide/make available suitable and sufficient toilets, washing facilities and drinking water
- Provide adequate first aid facilities available within each Hub or activity venue

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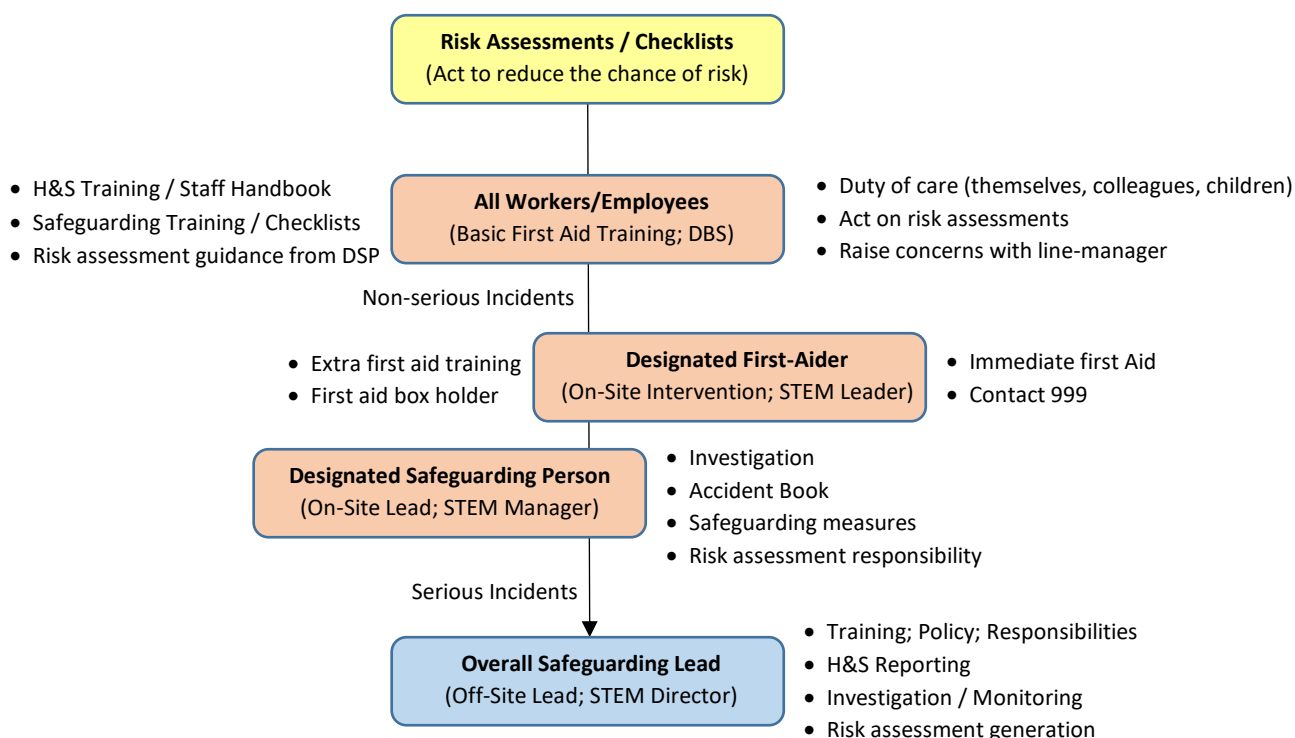
Appendix 2: Worker / Employee Responsibilities

- Workers/employees have a duty to take care for their own H&S and that of others who may be affected by their actions at work. We all have a duty of care for children involved in our activities
- Workers/employees must co-operate with employers and co-workers to help everyone meet their legal requirements
- All staff are obliged to raise any cause for concern with their line-manager immediately. This information should be acted upon in good time and appropriately to prevent risk of harm.

Appendix 3: Lines of Responsibility

All staff will receive basic first aid training and more general H&S training (e.g. handling objects, risk assessment) during induction and top-up training as required. This means. We recognise our responsibility to H&S and hope that this:

- Allows causes of concern to be recognised quickly
- Increasingly risk is reduced naturally through appropriate staff behaviour
- Ensures staff are risk aware and can act to appropriately reduce risk independently when it is identified
- Provides immediate first aid to staff, volunteers, children, parents or anyone involved in Company activity can happen in good time



Appendix 4: Reporting Incidents

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An accident is defined as a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work. There must be an identifiable external event that causes the injury and the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- The way the work was carried out
- Any machinery, plant, substances or equipment used for the work or
- The condition of the site or premises where the accident happened

The Designated Safeguarding Person (DSP) on site will investigate and complete the incident report. In some cases of work-related accidents and all serious incidents to staff or to the public there may be cause for the DSP to inform the Operations Director who will then contact the H&S Executive on-line (RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Training will be provided to all acting DSPs as to what constitutes reportable incidents.