

# SIEVEMK GATEWAY

## Health and Safety Policy

*Approved September 2024*

*Due for review in September 2025*

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**SIEVEMK GATEWAY**

Creating Opportunities • Delivering Excellence • Changing Lives

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## General Statement

**SIEVEMK Gateway** is bound to abide by the Health and Safety at Work Act and as such this policy therefore lays down certain duties on all staff and volunteers. The duties are to take care of their own safety and that of other staff, volunteers and visitors, and to co-operate with the trustee board and its officers to enable it to carry out its responsibilities efficiently. In particular, staff 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 organisation, 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 CEO;
- 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'.

## Organisation and responsibilities

### Trustee board/management committee

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

### Delegated responsibility

The CEO shall be given delegated responsibility for ensuring that the health and safety policy is carried out within the organisation. In particular, s/he will be given delegated responsibility for:

- carrying out regular safety inspections in the offices utilised by SIEVEMK;
- ensuring that staff are provided with suitable seating and appropriate computer work stations;
- 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 offices (including office item sand equipment used by staff) is maintained;
- investigating and reporting accidents;
- ensuring that a health and safety workplace poster on health and safety law is displayed;
- making staff and office volunteers aware of the specific fire escapes and fire extinguishers within the building;
- ensuring staff and volunteers are given a copy of this policy and understand its contents;
- ensuring that staff 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 trustee board and staff any new legislation on health and safety relevant to the work of SIEVEMK;
- drawing to the trustee board's attention any matters they are unable to deal with.

### Staff and office volunteers

All staff and office volunteers have a responsibility to:

- read and fully understand the SIEVEMK policy statement and the procedures to be carried out in the event of an emergency; if there is any doubt about the meaning, staff must seek clarification from the designated person

- co-operate with the trustee board and the designated person, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- report to the designated person within 24 hours of any accident occurring on the premises, off the premises, or while acting on behalf of organisation
- bring to the notice of the designated person any potentially dangerous circumstances that the employee is unable to put right

## Review

The CEO, in conjunction with the Trustees will keep this policy under constant review to reflect any changes in legislation. The policy will be fully reviewed every year and will be subject to approval by the trustee board.

## General Arrangements

### Accidents, near-miss occurrences and hazardous situations

SIEVEMK has a health and safety accident book located in first aid box in the kitchen. All incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to the designated name. 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. Once an incident has been recorded in the accident book, the sheet must be removed and stored separately, for example, in the personnel file.

It is the responsibility of the designated person to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring.

The designated person 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

SIEVEMK has a first aid policy and the first-aid kit is available in the kitchen.

### General fire safety

The designated person is responsible for the maintenance of the fire-fighting equipment and the arrangement of regular fire safety checks and fire drills.

The designated person also holds a fire certificate for the building. All staff must also read and understand the fire procedure. A fire notice is located on the Notice Board in the corridor outside Lecture Room 4.

## Personal Safety

- Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- All windows and entry doors will be lockable.
- Staff who are going to be away on SIEVEMK business should make it clear to other staff where they will be, how long for and how they can be contacted.
- Staff should inform the office who they wish to be contacted in the event of an emergency, giving contact details.
- Staff who carry money for organisation have the right to be accompanied by another person.

- Visits to the bank should not be at a regular time.
- Staff should not put themselves at risk on account of the organisation's property.
- All incidents of aggression or violence and any threat to personal safety should be reported to the designated person and recorded in the accident book.
- Staff should be vigilant with regards to terrorist incident warnings – for example, unattended bags.

## Stress Management

- Stress at work is a serious issue: workers 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 employer and the employee.
- Employees 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 an employee is suffering from stress at work, they should discuss this with the Designated Person at the first opportunity. Where practicable and reasonable, SIEVEMK will seek to provide assistance to the employee.
- SIEVEMK will do all it can to eradicate problems relating to stress at work.

## Safety advice for staff/volunteers

### At the start of the first lesson with a new class

- Fill in the register and make sure you know about any special arrangements (for example, about children or young people who need special help or whose parents/carers want them to leave early or to collect a younger child).
- Show the learners the toilets and any other facilities.
- Tell the learners what to do if the fire alarm rings, and walk the class through evacuation routes to their assembly point. Explain that, when they assemble, you will take the register again to check that everyone is out of the building.
- Explain what to do if one of the learners falls ill or is injured during the lesson.
- Explain what you expect the learners to bring to each lesson and what they should do if they are absent.
- Establish a set of agreed rules for safe and considerate behaviour (SMK has a behaviour policy so that all you can remind children/young people of what you expect).

### Checklist for the start of a lesson

- Always arrive in advance of the learners, so that you can check that your classroom is safe. You should:
  - check that all emergency routes are clear of obstruction
  - check the heating, lighting and ventilation
  - check the toilets and kitchen, if applicable
  - check for any hazards to your learners – for example, uncleared rubbish or damaged furniture
  - check for safety any equipment that you will need to use during the lesson
  - arrange the furniture and check that it is safe
  - not move heavy objects on your own
  - not allow children/young people to move furniture

- tell any adult learners or older children who are helping you to setup how to do so safely
- In the light of your checks, decide whether it is safe to continue the lesson and make any adjustments that are necessary. Adults may just need to have hazards pointed out: children and young people will need to have them blocked off. You may need to arrange alternative accommodation or cancel the lesson.
- Welcome learners and take the register. Enter late arrivals in the register as soon as they arrive.
- If children/young people who normally come to lessons on their own are unexpectedly absent, arrange for their parents/carers to be telephoned to make sure that they are safe.

### **Supervising break-times (if applicable)**

- There should always be two adults supervising children/young people at break-times. Watch out for slips, trips, arguments, fights, bullying and rough play.
- Check again for dangers: things that are safe when children/young people are sitting down might not be safe when they are moving about.
- Make sure that children/young people are sitting down **WHENEVER** they are eating.
- Clear away bags so that children/young people do not trip over them.
- Do not let children/young people run about indoors: take them to an outside area and supervise them, or clear a space and organise some games.
- Never let any learners exit on to the balcony areas (see Risk Assessment and Risk Assessment Policy).

### **Checklist for the end of a lesson**

- Supervise children/young people while they pack away their lesson materials and store them.
- Clear any litter and clean the floor and tables if necessary. Empty bins and put food refuse in closed plastic sacks in the correct place.
- Check that toilets are clean – the kitchen area also, if applicable.
- Put back any furniture that you have moved.
- Clean whiteboards and clear flip charts.
- Report any damage, hazards or maintenance required (such as dead light bulbs).
- Check that all your learners have left the premises safely.
- Lock up and use any security measures.
- Return equipment and keys, if necessary.
- If children/young people are not collected on time, a responsible person must wait with them until a parent/carer comes. Phone the emergency contact number. Tell parents/carers who are often late that their children/young people cannot attend classes unless they are collected on time.

### **What to do if someone is injured or ill**

- Move all the other learners out of the way.
- If you are working with children/young people, you need one adult for the injured child/young person and one to look after the rest of the children/young people. You may need to send a responsible child/young person to get a second adult.
- Talk to the injured person to find out what is wrong. It is usually safer not to touch them if they seem badly hurt.
- Check medical records to see whether there is a pre-existing medical condition and check any instructions about medication. Do not administer medication unless the learner or their parents/carers have given permission and clear instructions in writing, in advance, to a qualified first aider.
- Decide whether you need a qualified first aider.

- When the injured learner is being cared for, tell the designated person what has happened.
- Contact emergency services if necessary.
- Contact the learner's family to tell them what has happened and what will happen next.
- Fill in an accident/incident report as soon as practicable.
- An adult should always be with a child/young person who is hurt. If a child/young person is taken to hospital by ambulance and the family is going to meet them there, someone from the Centre should go in the ambulance with the child/young person and stay until another responsible adult arrives to look after them.

### **What to do if there is a fire**

- Check fire instructions in your classroom.
- If these are not on display, ask the designated person.
- Point out the fire exits each time there is a new learner in the class.
- Practise a fire drill at least once a year.
- Each group should walk through a fire practice on their own with their teacher before the whole Centre tries it together.
- Landlords may run a practice fire alarm at any time. If your group is not ready, they may refuse to rent to you in future.

### **What to do when the fire alarm sounds**

- Call the learners to silence and tell them to stand up.
- Tell them they must leave their coats, bags and work on the desks and leave the building by the safest route.
- Tell them to walk quite quickly, but not to run. When you practise, decide who is going to lead the group: an adult or two responsible children/young people.
- Pick up the register and a pen and follow the learners out of the building.
- Take the children/young people to line up, and tell adult learners to assemble (where this is applicable), in the designated place. This will usually be one that has been set by the owners of the building you are using.
- Take the register again.
- If any children/young people are missing, tell the designated person or lead tutor, who will tell the fire brigade.
- Keep children/young people quiet, safe and lined up until you are told it is safe to return to the building. Do not let any child/young person go home alone.

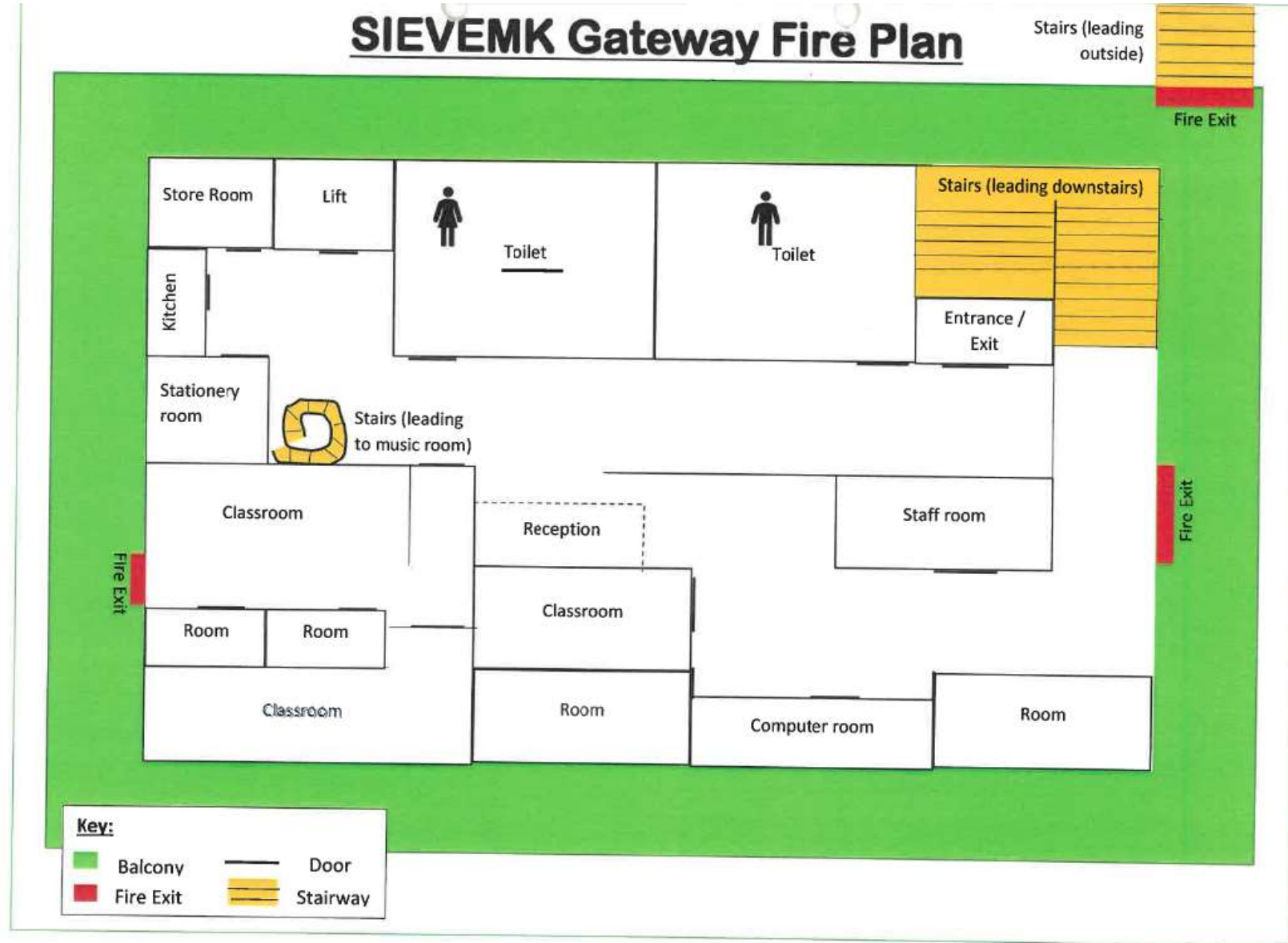
### **Procedures for off-site visits**

- All off-site visits must have a clear objective and the learning outcomes should be clearly stated. Talk to the designated person if you want to arrange a visit. She/he may contact the local authority for support and guidance about safety.
- All visits must have a 'plan B' if the main objectives cannot be achieved. Your back-up plan might be running activities indoors if it rains, making a shorter visit if there are transport problems or cancelling a trip entirely and informing parents/carers that they need to collect their children/young people early. You must plan this as carefully as you plan your main visit.
- All visits must have a leader who has had suitable training and experience. Talk to the designated person about who will be a suitable leader. There must be enough adults to supervise the children/young people effectively. The number will depend on the kind of activities and the length of the trip. There must be a qualified first aider on all visits and any adventurous or high-risk activities must be supervised by specialist leaders whose qualifications you have checked.

- Write a risk assessment for every visit. The risk assessment should cover:
  - the main activity
  - your 'plan B'
  - free time (if you decide to allow any)
  - travel arrangements
  - emergency procedures
  - numbers of staff/volunteers, including mixes of gender and skills
  - arrangements for supervision
  - site-specific hazards and risks (such as needing to have a trained person in charge of a sporting activity)
  - variable hazards (such as the weather, children/young people who cannot manage to complete activities, behaviour issues).
- Write a clear information sheet about the visit, including its purpose, what everyone will do, times and places where everyone should meet and from where they should be collected afterwards, the people supervising the visit and any other details you think families might need. Give this to children/young people and to parents/carers with the relevant permission forms.
- Discuss the visit with the children/young people who are going and agree a code of conduct with them, making sure that they help to establish the rules that are made to ensure their safety, and that they know why they have to follow them.
- Get written consent from parents/carers for children/young people to go on the visit and take part in the activities. You need to get additional specific consent if any of the activities involve going near water. You may also need to collect medical information and information about special learning, dietary or cultural needs from parents/carers, so that you can care safely and sensitively for the children/young people. You should also get a written agreement about whether each child/young person will be collected after the visit or is allowed to make their way home independently.
- Give parents/carers an opportunity to ask questions before the visit. This could be an informal invitation to speak to you at the end of classes or a full parents'/carers' meeting, depending on the nature of the visit.
- Take with you on the visit a list of children/young people with medical details and emergency contact numbers, and leave an identical list with a trusted adult, who will arrange to be contactable by phone for the whole time of the visit. If there is an accident or emergency, or even if you are just going to be late arriving back, that person will phone the contact numbers to make sure that parents/carers are informed.
- Find out as much as you can about the place you are going to visit. Plan any emergency procedures and pack a first aid kit. Find a safe meeting place for any child/young person who gets lost. Tell the children/young people what to do if they should get lost.
- Call registers and check regularly that everyone is there. Put a system in place so that children/young people do not get lost or wander off alone. Give each child/young person a 'buddy' and put them in small groups to be supervised by a named adult. Get them to form a circle at the start of the visit so that each child/young person has a left-side buddy and a right-side buddy. Give children/young people something to wear or a badge or head covering so that you can pick them out in a crowd. Badges must not have the child/young person's name but might have the name of the SMK Gateway and a phone number.
- After the visit, spend time with the designated person, children/young people and other adults reviewing the visit, considering how it went and how it might have been improved. Make a note of any special safety measures you need to adopt for the future.



# Appendix 1: Fire Plan



# Appendix 2: Fire Risk Assessment

## RISK ASSESSMENT (Fire)

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### FIRE RISK ASSESSMENT

<b>Site</b>	Central Milton Keynes
<b>Area</b>	1 <sup>st</sup> Floor, The Point, 602 Midsummer Boulevard, Milton Keynes. MK9 3GN
<b>Date</b>	1 <sup>st</sup> May 2016

#### Identify Sources of Ignition

Checklist	YES/NO	Findings
Is smoking permitted? (Look for smokers materials e.g. cigarettes, matches and lighters)	No	Smoking is not permitted within the building.
Are there any naked flames, e.g. gas or liquid-fuelled open flame equipment, on site?	No	
Is there a potential for sparks from burning products, e.g. bonfires in yards?	No	
Does work involve a source of heat? e.g. cooking	Yes	The cooker/oven in the kitchen is a source of heat.
Are light bulbs or fittings near combustible materials?	No	All light fittings are mounted away from stored product or any other combustible material
Is electrical equipment in a satisfactory condition, maintained and used correctly?	Yes	The site undertakes fixed wiring inspection- - See Landlord Portable appliance testing. These Planned for September 2013.
Is heating system in a satisfactory condition and maintained?	Yes	Central heating and ventilation system. All satisfactorily serviced.
Are portable/radiant heaters used?	No	
Is there a potential for arson?	Yes	The premises is monitored by CCTV
Are extract fans and fume removal systems kept clear of dust and debris?	Yes	
Are vehicle exhausts present in the building?	No	Vehicle movements are restricted to the parking areas in front and around of the building complex.
Is there evidence of faulty or misused electrical equipment?	No	
Are there any hot surfaces in the workplace?	No	

## RISK ASSESSMENT (Fire)

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Is there a risk of spontaneous ignition and self heating, e.g. oil soaked rags, paint scrapings, crumb and batter residue?	No	
Is any equipment ventilation obstructed?	No	
Are there other sources of ignition?	No	None evident

### Identify sources of fuel

Checklist	YES/NO	Findings
Are flammable liquid-based products such as paints, varnishes, thinners and adhesives kept on site?	No	
Are flammable liquids and solvents such as petrol, white spirit, ethylated spirit, cooking oils and disposable cigarette lighters kept on site?	No	
Are flammable chemicals, such as certain cleaning products, photocopier chemicals and dry cleaning products that use hydrocarbon solvents kept on site?	No	
Are flammable gases such as liquefied petroleum gas (LPG), flammable refrigerants and flammable gas propelled aerosols kept on site?	No	
Are plastics and/or rubber kept on site? (include any packaging materials)	Yes	Cleaning materials and other plastic materials are kept in lockers
Are paper products kept on site?	Yes	Stationeries and books are kept in designated storage areas.
Is there any combustible insulation on site?	Yes	Fibre glass insulation in lofts
Are there any soft furnishings on site?	Yes	Chairs in reception area, chairs and tables in lecture rooms and offices

### Identify Sources of Oxygen

Checklist	YES/NO	Findings
Are there any oxidising materials on site?	No	
Are oxygen supplies from cylinders used on site?	No	

## RISK ASSESSMENT (Fire)

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### Identify People at Risk

Checklist	YES/NO	Findings
Do employees work alone or in remote areas?	No	
Is there potential for unaccompanied children or young persons on site?	No	Children are always accompanied within the premises.
Can large numbers of people who are unfamiliar with the premises be present?	Yes	Lecture rooms are hired to corporate users for educational seminars and workshops.
Are there people with disabilities or may have some other reason for not being able to leave quickly?	Yes	Probable
Are any people who may have language difficulties?	Yes	Probable.

### Detection and warning systems

Checklist	YES/NO	Findings
Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?	Yes	
Are the detectors of the right type and in the appropriate locations?	No	Fire blanket required in the kitchen
Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point? Are there provisions for people or locations where the alarm cannot be heard?	Yes	
If the fire detection and warning system is electrically powered, does it have a back up supply?	Yes	Battery- Refer to Landlord

### Fire Fighting Equipment and Facilities

Checklist	YES/NO	Findings
Are the portable fire extinguishers or any fixed fire fighting equipment provided suitable for controlling the risks identified?	Yes	
Are there enough extinguishers sited throughout the premises at appropriate locations?	Yes	
Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?	Yes	



## RISK ASSESSMENT (Fire)

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Are the extinguishers visible or does the position need indicating?	Yes	The fire extinguishers are visible.
Are steps taken to prevent misuse of extinguishers?	Yes	Staff induction
Is fire fighting equipment tested and maintained?	Yes	Maintained annually.

### Escape Routes, Escape Route Lighting and Signage

Checklist	YES/NO	Findings
Is the building constructed, so that, if there is a fire, <input type="radio"/> at and smoke will not spread uncontrolled through the building to the extent that people are unable to see the escape routes?	Yes	Numerous exits are provided. Key internal doors are fitted with auto closers; and they are kept shut always as required.
Are any holes or gaps in walls, ceilings and floors properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them?	Yes	
Can all occupants escape to a place of total safety in a reasonable time?	Yes	
Are the existing escape routes adequate for the number and type of people that may need to use them, e.g. staff, contractors and disabled people?	Yes	
Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?	Yes	
<input type="radio"/> If there is a fire, could all available exits be affected or will at least one route from any part of the premises remain available?	No	The building has four exits in the event of a fire the likelihood of all being blocked is very low.
Are the escape routes and final exits kept clear at all times?	Yes	
Do the doors on escape routes open in the direction of escape?	Yes	
Can all final exit doors be opened easily and immediately if there is an emergency?	Yes	
Will everybody be able to safely use the escape routes from the premises?	Yes	
Are the people who work in the building aware of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open and that combustible materials are not stored within the escape routes?	Yes	
Are there any particular or unusual issues to consider?	No	

## RISK ASSESSMENT (Fire)

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### Risk Assessment - Record of Significant Findings

Risk Assessment for:

Site: Central Milton Keynes

Area: Lloyds Court, Central Milton Keynes

Assessment undertaken by:

Date: 6/8/2013

Completed by Marie Bradburn

Signature

Use of Area

Administrative offices, Lecture Rooms, Corporate events.

#### Step 1-Identify the Fire Hazards

Sources of Ignition

Electric On site. "5:01f,"

Microwave oven

Electric Kettle, Fridge

Sources of Fuel

Paper

Sources of Oxygen

No additional sources

#### Step 2 -People at risk

Company staff

Visitors & Third party groups using the facility

#### Step 3 -Evaluate, remove, reduce and protect from risk

(3.1) Evaluate the risk of the fire occurring Low

(3.2) Evaluate the risk to people from a fire starting in the premises. Low

(3.3) Remove and reduce the hazards that may cause a fire Adequate maintenance plan in place.

(3.4) Remove and reduce the risks to people from a fire The current fire precaution measures in place in SIEVEMK Gateway have been assessed in view of the findings recorded above. They are considered adequate with the following exceptions.

#### Additional measures considered necessary

1. Instigate better availability of fire procedures to non-employees
2. Provide a fire Blanket for the Kitchen
3. Confirm with the landlord fixed wiring testing and battery backup provision for detectors.

#### Assessment Review

Assessment review date

Completed by

Signature

Review outcome (where substantial changes have occurred a new record sheet should be used)

## RISK ASSESSMENT (Fire)

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Are the premises used during periods of darkness?	Yes	Students sometimes stay in the building till late at night
Will there always be sufficient lighting to safely use escape routes?	Yes	
Are there back-up power supplies for the emergency lighting?	Yes	
Where necessary, are escape routes and exits, the locations of fire fighting equipment and emergency telephones indicated by appropriate signs?	Yes	No emergency telephone in the building. All fire exits and fire fighting equipment have appropriate signs.
Have notices been provided such as those giving information on how to operate security devices on exit doors, those indicating doors enclosing fire hazards that must be kept shut and fire action notices for staff and other people?	Yes	
Are all the necessary signs and notices maintained so that they are correct, legible and understood?	Yes	
Are all the necessary signs and notices provided for the information of the fire and rescue services, such as those indicating the location of water suppression stop valves and the storage of hazardous substances being maintained?	Yes	

### Fire Safety Training

Checklist	YES/NO	Findings
Are employees aware of what to do in the event of a fire?	Yes	
<input type="radio"/> Non-employees aware of what to do in a fire?	No	Fire procedures made available to other parties using the facility.
Have employees received any fire safety training?	Yes	
Are fire drills carried out?	Yes	