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**Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC:  
Health and Safety Policy**

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Policy	009	01.09.24	03.09.25	T.Wiles

### Positional Statement

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer), learners and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC to promote the health and safety of the management team, volunteers, staff, learners and of all visitors to Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC premises and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on their premises.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on the premises to cooperate with Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of classroom equipment and furniture.
- Maintain safe arrangements for the use, handling, storage, and transport of all course related substances
- Provide enough information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instruction, training, and supervision to personnel who have health and safety responsibilities (e.g., a person appointed as a Health and Safety Officer or Representative).
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the public or other persons that may arise for Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC activities.

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- Make sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC arising out of or in connection with Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC activities.
- Make specific assessment of risks in respect of new or expectant mothers, vulnerable adults, and young people under the age of eighteen.

This policy statement and/or the procedures for its implementation may be altered at any time by the Directors of Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC. The statement and the procedures are to be reviewed in the (autumn) of each year by the Health and Safety Officer. A report on the review, with any other proposals for amendment to this policy, is to be made and actioned at the next meeting of the Directors.

### **Statutory Duty**

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers, learners and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health
- Ensure classroom equipment and furniture are safe
- Ensure all course related substances are moved, stored, and used safely
- Give volunteers/ workers and learners the information, instruction, training, and supervision necessary for their health and safety.

### **In particular, Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC**

**will:**

- Assess the risks to health and safety of its learners and volunteers/workers
- Plan for implementing the health and safety measures identified as necessary by this assessment
- Record the significant findings of the risk assessment and the arrangements for health and safety measures
- Draw up a Health and Safety Policy Statement and bring it to the attention of its staff

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- Appoint someone competent to lead with health and safety responsibilities
- Set up emergency procedures
- Provide adequate First Aid facilities
- Make sure that the workplace satisfies health, safety, and welfare requirements, e.g., for ventilation, temperature, lighting and for sanitary, washing and rest facilities
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used
- Prevent or adequately control exposure to substances that may damage health
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise, or radiation
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury
- Provide health surveillance as appropriate
- Provide for free any protective clothing or equipment, where risks are not adequately controlled by other means
- Ensure that appropriate safety signs are provided and maintained
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

### **Statutory Duty of the Organisations Workers**

Employees also have legal duties, and Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC confidently requests non-employed (voluntary) workers to also observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do
- To cooperate with Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC on health and safety

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- To use work items provided by Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC correctly, including personal protective equipment, in accordance with training or instructions
- Not to interfere with or misuse anything provided for health, safety, and welfare purposes
- To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public and participants in activities organised by Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC
- Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

### **Policy for Visitors**

On arrival all visitors should be signed in and made aware of any on-site maintenance, be provided with the relevant PPE and given a full site induction (where applicable) and then introduced to the person they are there to see, who should in turn make them aware of any additional problems. The relevant person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure in the visitors book.

Contractors working in the building should report any concerns relating to their own safety or suspected un-safe working practices to the Health and Safety Manager or representative at the time.

### **Health and Safety Sub-committee**

The Management team will appoint a Health and Safety officer to:

- To have a broad overview of Health and Safety matters
- To keep the Organisations Health and Safety policy and procedures under review
- To conduct safety tours of the premises
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations)
- To take such action as may be required to ensure that the Organisations responsibilities for Health and Safety are fulfilled

- To report to the Management team on their performance of these responsibilities. Note; the Current Health and Safety officer is **Phil Booth-07429037828**.

Contractors working in the building should report any concerns relating to their own safety or suspected un- safe working practices to the Health and Safety officer or a representative of the Management team who will investigate and report to Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC.

### **Safety Tours**

The Health and Safety Officer shall carry out termly tours and inspections of the premises and report any concerns to the Directors. All necessary actions because of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File.

### **Health and Safety Rules**

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC may publish from time to time.

### **Accident Forms**

Accident forms must be kept in a secure online folder once completed.

Any injury suffered by a staff member, learner or visitor in the course of employment or otherwise on Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC.

### **Fire Precautions**

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of a Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC staff member/designated fire officer, in relation to fire.

### **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on

behalf of Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC and any directions for the use of such must be followed precisely.

### **Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

### **Maintenance**

Defective equipment, furniture and structures must be reported as such without

delay. **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

### **Food Hygiene**

When handling or preparing food for a specific course or any other reason, there are hygiene requirements that must be adhered to:

- Regularly wash hands before and during food preparation and especially after using the lavatory
- Tell your supervisor or representative of the Management team of any skin, nose, throat, or bowel problem
- Ensure cuts or sores are covered with correct waterproof dressings
- Keep yourself clean and wear clean clothing
- Remember that smoking in a food room is illegal
- Never cough or sneeze over food
- Clean as you go. Keep all equipment and surfaces clean
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C)
- Ensure food waste is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it

- Avoid handling food as far as possible
- Tell your supervisor or the Directors of any defects or concerns regarding the facilities – e.g., uncleanness, refrigeration malfunction, cracked food preparation surfaces.

### **Display Screen Equipment**

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour.

### **Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are always prohibited. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

### **RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations).**

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC accept, in accordance with the recognised HSE procedure RIDDOR, to put duties on itself as employers, any self-employed visitors or future team members/tutors, and those responsible for the general maintenance of any and all premises, to report serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). These should be reported both internally and directly with the Health & Safety Officer.

The **Health and Safety Officer** is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. Their details and contact number will be displayed in the classroom.

The Health and Safety Officer is: **Phil Booth- 07429037828.**

The current First Aider(s) for the premises are to be displayed in the classroom. The First Aid representative is: **Tom Wiles- 07725369374**

First Aid Boxes are provided in the following location(s):

i) All Classrooms

ii) Kitchen

iii) Reception.



**Note: a copy of the fire evacuation procedure is on display in every room.**

### **Accidents**

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable
- All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Directors of Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC to consider the actions necessary to prevent recurrence.

### **Fire Drills and Evacuation Procedures**

#### **Fire Drills**

- All workers, learners and volunteers must know the fire procedures, position of fire appliances and escape routes
- The fire alarm points, fire exits, and emergency lighting system will be tested by the Health and Safety Officer or by an appointed body.

#### **In the event of Fire**

- Persons discovering a fire should sound the nearest alarm
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed
- No one should leave the assembly point without the permission of a member of staff

- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”
- When the Fire Brigade arrives, advise whether all persons are accounted for and the location of the fire.

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### **Theatre – and Public Entertainment – Licensed Events**

In addition to the general conditions of the licence(s):

- Hirers/users must be aware of the Health and Safety Policy
- Emergency lights in the areas used must be kept illuminated
- Advise a representative of the Directors of any defects or concerns regarding the facilities, e.g. uncleanness, refrigeration operation, cracked food preparation surfaces.

### **Cleaning Materials, General Machinery and High-Risk Areas**

- All portable machinery must be switched off and unplugged when not in use
- Wandering cables are a hazard; use with caution and safety in mind
- Slippery floors are dangerous, use warning signs
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

### **General**

- All thoroughfares, exits and gates must always be left clear
- Corridors and fire exits must not be blocked by furniture or equipment
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other use.

### **Accident Reporting**

Accidents

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All accidents which occur during work for Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC, be it community related, education or other, and on premises under the control of the Organisations must be recorded.

Accidents to Workers (including staff, learners, and volunteers) or Contractor's Staff.

a) For ALL Accidents.

Complete Accident Form and give to Health & Safety Officer.

b) For accidents reportable to the Health & Safety Executive.

If an accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies to the Directors of Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC.

c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and give to Health & Safety Officer.

2. For accidents reportable to the Health & Safety Executive

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital because of an accident, follow up action is carried out.

Definition of Specified Major Injuries or Conditions:

- Fracture of the skull, spine, or pelvis; any bone in the arm or wrist, but not a bone in the hand
- Any bone in the leg or ankles, but not a bone in the foot
- Amputation of; a hand or foot, a finger, thumb, or toe; any part thereof if the joint or bone is completely severed.

Other specified injuries and conditions:

- The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
- Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether due to direct contact or not
- Loss of consciousness resulting from lack of oxygen
- Decompression sickness requiring medical treatment
- Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

### **IF IN DOUBT REPORT IT**

#### **Dangerous Occurrences**

In the event of any of the following:

- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire
- Control of Substances Hazardous to Health (COSHH REGULATIONS).

#### **Assessment**

The assessment must be a systematic review following the following guidelines:

- What substances are present and in what form?
- What harmful effects are possible?

- Where and how are the substances used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

### **Prevention or Control**

The Health and Safety Officer must ensure that the exposure of staff members, learners and volunteers to hazardous substances is prevented or, if this is not reasonably practicable and adequately controlled.

Based on the assessment, the employer must decide which control measures are appropriate to the work situation to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by:

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form.

Or, if this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures.

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It is for the employer / tutor to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g., dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC will provide any staff, learners or volunteers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

The Health and Safety Officer must ensure that anyone who carries out any task in connection with their duties under COSHH has enough information, instruction and training to do the job properly.

### **Fire Prevention**

Has the Health and Safety Officer checked the following?

- The number and width of escape routes to provide a ready means of escape from all parts of the premises?
- Emergency lighting and its maintenance?
- The most suitable way of raising an alarm in the event of fire?
- The contents of fire instruction notices?
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames, or heating processes?
- The maximum number of people who should be allowed on the premises at any one time?
- Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
- Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?

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- Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?
- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
- Are staff/duty officers trained to use this equipment?
- Is equipment kept in its proper position and always clearly visible and unobstructed? • Are thorough close-down checks made of all parts of the premises at the end of an evening or session? • No smouldering fires or cigarettes left burning?
- Heater and cookers turned off?
- Televisions and other electrical apparatus turned off and unplugged?
- Lights off?
- Internal doors closed?
- Outside doors and windows closed and secured?
  - Are all reasonable steps taken to prevent fires?
- Smoking is not allowed in storerooms or backstage?
- Heating appliances fitted with adequate and secure fire guards?
- If portable heaters must be used, are they securely fixed and kept away from combustible materials? • Precautions to ensure that convector type heaters are not covered with clothes and curtains?
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- Enough socket outlets provided to obviate the need for long trailing flexes
- Damaged leads replaced regularly?

- Cooking operations supervised by a reliable person?
- All parts of the premises kept clear of waste and rubbish?

### **Health and Safety Inspection**

- A Health and Safety inspection of the building should be undertaken at least every term. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Management Team, or a sub-group, should arrange to meet and carry out the inspection with the Health and Safety Officer.

### **Risk Assessment**

A risk assessment needs to be carried out whenever a new activity is envisaged. Because of the nature of our business and in particular learners from our Alternative Provision completing work experience in a live engineering workshop all relevant risk assessments are in place and reviewed termly.

Assessments need to be repeated whenever circumstances change:

- Changes in layout of equipment
- Observing trends on the accident form
- Changes in staff
- Introduction of new procedures, processes, or materials.

### **Display Screen Equipment**

Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work.

In some cases, it will be clear that the use of Display Screen Equipment is continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment



- The individual needs significant training and/or skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example, where the consequences of error may be critical.

### **Workers' Entitlement**

#### Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be related to display screen work
- It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

### **Spectacles**

If because of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g., a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g., reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not

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required to make reimbursement beyond the cost of the eyesight test and the report.

### **Policy Reviews**

This Policy will be renewed annually.

For further information or to discuss any concerns regarding this, or any of our other Policies and Procedures, please contact: [t.wiles@keatsee.com](mailto:t.wiles@keatsee.com)