



Wallend Road  
Preston  
PR2 2HW

# Health and Safety Policy

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## PURPOSE OF THIS POLICY DOCUMENT

**Policy:** This health (including Covid-19) and safety policy statement has been prepared by Pioneer TEC as a statement of its intentions and commitment to ensuring that the highest standard of health and safety achievable are achieved in its workplaces.

**Purpose:** Pioneer TEC through the effective use of this policy, supporting procedures, risk assessments and guidance will provide safe premises, safe systems of work, safe equipment and a healthy working environment.

**Our general policy is to:**

- Ensure all operations are executed in such a way to ensure, so far as is reasonably practicable, the health (including Covid-19), safety and welfare of all workers and all other persons likely to be affected by Company operations, acts or omissions
- Provide adequate control of health (including Covid-19) and safety risks from Company activities
- Consult with workers and other interested parties on matters of their health and safety
- Provide and maintain all places of work, plant and equipment
- Ensure safe handling and use of substances
- Provide adequate information, instruction and training and supervision for workers and other interested parties
- Ensure all workers and other interested parties are competent in the roles being undertaken
- Prevent accidents, incidents and ill-health
- Maintain safe and healthy working conditions.

**Applicability**

This policy applies to all Pioneer TEC workers including contractors, casual labour and other interested parties such as volunteers, internal and external secondees and students. This policy aims to ensure that all have a clear understanding of the procedural requirements and responsibilities in relation to health and safety when employed by Pioneer TEC.

**Chain of responsibility:**

The person with overall responsibility for health and safety within the Company is Mrs Lyndsey Sim (Proprietor). The nominated person

for the day-to-day management of health and safety is the department manger

All workers with specific responsibilities for health and safety must ensure they are adequately delegated in their absence. All workers and other interested parties are required to co-operate in health and safety matters and report concerns and opportunities for continual improvement to Line Management.

**Health and Safety Statement**

In securing the implications of this policy the Directors will ensure that its operations and undertaking are executed in such a manner, so far as is reasonably practicable, as to ensure that workers, interested parties and all other persons are not exposed to risks to their health and safety.

This policy statement will be reviewed at least regularly and communicated to all workers and interested parties.

**Declaration**

SIGNED BY THE PERSON WITH OVERALL RESPONSIBILITY FOR HEALTH (including Covid-19) AND SAFETY:

**Resources**

- This policy supports and compliments other school & residential home polices and government standards listed in this policy document which are available for reference
- All Pioneer TEC workers and other interested parties will be trained and assessed as competent as part of induction process in health and safety compliance requirements.

**NOTE:**

*Health and safety are mandatory training all students will complete as part of their induction. Health and safety are embedded, throughout the vocational curriculum, PSHE within the classroom setting and is an integral part of a broad balanced curriculum.*

# 1: PIONEER TEC RESPONSIBILITIES

## 1.1 Pioneer TEC Directors

Main responsibilities are, so far as is reasonably practicable, to:

- initiate the Company policy for the promotion of good health (including Covid-19) and safety;
- make sure that the health & safety policy is applied and reviewed regularly;
- know the requirements of the law in health & safety matters and ensure that it is observed;
- seek assistance in health & safety matters where the Directors are unsure of their legal and moral obligations;
- ensure that all levels of workers and other interested parties are competent to fulfil their respective responsibilities;
- insist that safe working practices are observed;
- institute proper reporting, investigation and costing of injury, damage and loss, including near miss incidents;
- ensure that any worker or interested party failing to observe and have due regard for the objectives of the Company health & safety policy is reprimanded;
- arrange for funds and facilities to meet the requirements of the health & safety policy;
- ensure that workers and other interested parties receive training in job and health and safety matters;
- ensure that all equipment is properly maintained and only used for the purposes as intended by the manufacturers by competent personnel.
- incorporate health and safety instructions in routine orders and see that they are obeyed;
- restrain workers and other interested parties from taking risks;
- ensure that personal protective equipment is worn / used when necessary;
- discourage horseplay and reprimand those who ignore health and safety instructions;
- ensure that vehicles, plant and equipment is operated by competent persons, that defects are reported and that unsafe vehicles or equipment is not used;
- ensure that all vehicles, plant and equipment are in a safe and secure state when unattended;
- monitor the health and safety performance of the workers and other interested parties under their jurisdiction;
- ensure that workers and interested parties are made aware of any hazards and risks in the workplace and the necessity for adopting control measures;

- ensure that new workers and interested parties, particularly apprentices and young persons, are given proper health and safety instructions to take all necessary safety precautions for the job at hand;
- discipline those who constantly fail to consider their own well-being and that of others around them;
- set a personal example in health and safety matters;
- ensure policies are in place for violence, bullying, harassment, smoking, prescription and recreation drugs, alcohol and handheld devices such as cameras, CCTV, mobile phones and ipads etc;
- ensure that all accidents and / or injuries are reported and recorded in the Accident Book;
- ensure that First Aid Kits are kept topped up;
- determine and / or implement the most appropriate order and method of working and the allocation of responsibilities;
- identify and highlight the hazards which might arise from particular tasks, assess the risk of the hazard causing harm, and bring them to the attention of workers and others who may be affected by the work;
- ensure proper precautions to protect against hazards and risks identified;
- produce written procedure statements to establish safe methods of working;
- carry out risk assessments which identify potential hazards in the workplace, the risk of injury / damage associated with those hazards, and the precautions to be adopted to reduce the potential for injury, accident or loss brought about by the hazard(s);
- carry out COSHH Assessments where materials / substances are used which fall under the Control of Substances Hazardous to Health Regulations;
- prepare and maintain a log of all equipment under your control, including service and maintenance records;
- provide adequate and maintained facilities for welfare and sanitation;
- carry out regular inspections and audits of workplaces and activities and ensure they are recorded in line with Company protocol.

## **1.2 Pioneer TEC Managers**

Main responsibilities are, so far as is reasonably practicable, to:

- implement the Company policy for the promotion of good health (including Covid-19) and safety;
- make sure that the health & safety policy is applied for works under their responsibility;
- seek assistance in health & safety matters from Directors where Managers are unsure of their Company and legal / moral obligations;
- ensure that all levels of workers and interested parties are competent to fulfil their respective responsibilities;

- insist that safe working practices are observed;
- institute proper reporting, investigation and costing of injury, damage and loss, including near miss incidents;
- ensure that any worker or interested party failing to observe and have due regard for the objectives of the Company health & safety policy made known to the Directors and is reprimanded;
- manage funds and facilities to meet the requirements of the health & safety policy;
- ensure that workers and other interested parties receive training in job and health and safety matters as directed;
- ensure that all equipment is properly maintained and only used for the purposes as intended by the manufacturers by competent personnel.
- incorporate health and safety instructions in routine orders and see that they are obeyed;
- restrain workers and other interested parties from taking risks;
- ensure that personal protective equipment is worn / used when necessary;
- discourage horseplay and reprimand those who ignore health and safety instructions;
- ensure that vehicles, plant and equipment is operated by competent persons, that defects are reported and that unsafe vehicles or equipment is not used;
- ensure that all vehicles, plant and equipment under their control are in a safe and secure state when unattended;
- monitor the health and safety performance of the workers and other interested parties under their jurisdiction;
- ensure that workers and interested parties are made aware of any hazards and risks in the workplace and the necessity for adopting control measures;
- ensure that new workers and interested parties, particularly apprentices and young persons, are given proper health and safety instructions to take all necessary safety precautions for the job at hand;
- inform the Directors and discipline those who constantly fail to consider their own well-being and that of others around them;
- set a personal example in health and safety matters;
- follow policies in place for violence, bullying, harassment, smoking, prescription and recreation drugs, alcohol and handheld devices such as cameras, CCTV, mobile phones and ipads etc;
- ensure that all accidents and / or injuries are reported and recorded in the Accident Book;
- ensure that First Aid Kits are kept topped up;
- determine and / or implement the most appropriate order and method of working and the allocation of responsibilities;
- identify and highlight the hazards which might arise from particular tasks, assess the risk of the hazard causing harm, and bring them to the attention of workers and others who may be affected by the work;

- ensure proper precautions to protect against hazards and risks identified;
- produce written procedure statements to establish safe methods of working;
- carry out risk assessments which identify potential hazards in the workplace, the risk of injury / damage associated with those hazards, and the precautions to be adopted to reduce the potential for injury, accident or loss brought about by the hazard(s);
- carry out COSHH Assessments where materials / substances are used which fall under the Control of Substances Hazardous to Health Regulations;
- prepare and maintain a log of all equipment under your control, including service and maintenance records;
- provide adequate and maintained facilities for welfare and sanitation;
- carry out regular inspections and audits of workplaces and activities and ensure they are recorded in line with Company protocol;
- ensure guards and safety equipment is in place and used when required;
- ensure all staff use Personal Protective Equipment (PPE) where required;
- provide health and safety training via toolbox talks to workers and other interested parties;
- ensure excellent housekeeping of all work areas and activities;
- report any failing of health and safety requirements to the other managers and directors and rectify at the earliest opportunity;
- give full support to all health and safety activities organised by the Company.

In addition the Head Teacher or Residential Service Manager will ensure full safety measures are taken in

- Current day to day management and working operations and activities
- Planning safe work methods
- Purchasing and use of equipment

### **1.3 Workers and other interested parties**

Main responsibilities are, so far as is reasonably practicable, to:

- understand and fully comply with the Company health (including Covid-19) and safety policy and supporting policies such as smoking and accept the responsibilities allocated to them;
- take reasonable care for your own health & safety and that of others who may be affected by what you do or what you don't do
- co-operate with the Company on health & safety
- use work items and equipment correctly, including personal protection equipment, in accordance with instructions and training given



- do not interfere with or misuse anything provided for your health, safety and wellbeing
- tell your line manager / host if you think you are exposed to risks
- use the correct tools for the job, and keep tools in good condition;
- use safety equipment and protective clothing which is made available and issued in accordance with Company and statutory regulations;
- report any defect in plant or equipment or any issues deemed to be unsafe;
- ensure vehicles, plant and equipment is safe and secure when unattended;
- ensure safety guards and devices are in place and in use
- develop a concern for health, safety and wellbeing, both for oneself and for others;
- avoid improvising which entails risks;
- report any personal injury or workplace related disease to your manager and ensure that it is recorded in the Accident Book at your place of work;
- refrain from horseplay and the abuse of welfare facilities;
- work in a safe manner and avoid placing yourself or others at unnecessary risk;
- inform your manager / host should you fall pregnant;
- only carry out work in the workshops when authorised to do so;
- attend all health and safety training and briefings as instructed
- ensure excellent housekeeping of all work areas and activities;
- report any failing of health and safety requirements to your Line Manager / host and where applicable support rectifying at the earliest opportunity;
- give full support to all health and safety activities organised by the Company.

## 2: WORKING PROCEDURES

### 2.1 Health (including Covid-19) and Safety Documentation

Pioneer TEC has prepared this Health & Safety Policy Statement to reflect the Company's organisation and procedures for health and safety. All workers must perform their duties in accordance with the guidance set out in this and other related documents prepared in the interests of health & safety.

The control measures set out in risk assessment records, COSHH assessment records and other documentation prepared or obtained in the interests of health & safety must be followed in all Company activities undertaken.

All workers and other interested parties shall be made aware of the relevant health & safety documentation prior to commencing Company activities and assist in the further development of the documentation if required.

## **2.2 Induction and Training**

As part of the worker recruitment process, all new workers will be asked to complete an occupational health questionnaire. It is the Company's responsibility to ensure that new workers are informed, instructed, equipped, and trained such that they may carry out their duties in a safe and efficient manner.

The Directors shall ensure that new workers and other interested parties are given induction training and that limited, substantive work is undertaken until the training is complete. Workers and interested parties may only be given work which they are capable and competent to do safely.

Young and / or inexperienced workers and other interested parties should be afforded additional supervision based on person specific risk assessments. Workers and other interested parties are prohibited from doing work for which they have not been properly trained and deemed competent.

## **2.3 Accident and Incident Reporting**

It is the policy of Pioneer TEC that all accidents are reported immediately to management on the Pioneer TEC accident form. The main objective of investigations is to enable future incidents to be prevented. All reporting and recording must be in line with the Company GDPR policy.

A study of circumstances, carried out by reviewing personnel will help remove the causes:

- When reports are examined over a period of time it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained investigation and reporting must be accurate, complete and consistent.
- All accidents resulting in injury to worker and/or to any other persons on Pioneer TEC premises or site it must be recorded in the accident book
- Where there is more than one person injured in the accident a separate form should be used for each person
- All relevant questions must be completed for every accident resulting in personal injury.

**NOTE:**

- Care should be taken in completing the accident report form and a Manager wherever possible should ensure that the injured person can read the entries recorded on their behalf
- Care should also be taken when stating the nature of the injury
- Unless a doctor's certificate has been submitted it is recommended that the wording should always be limited as the following examples demonstrate
  - Injury to back
  - Injury to right hand or foot
  - Severe bruising
  - Injury to left index finger
  - Injury to right eye
  - Laceration on forearm
  - Burns etc

**2.4: Accident Investigation**

In every investigation there are certain basic facts, which must be obtained such as name, sex, occupation etc but in order to determine the cause of the accident nothing should be altered or removed from the scene unless it is necessary for safety purposes until investigations are complete. Investigation of dangerous occurrences must not be neglected as there can be accidents where no visible injury is evident.

The investigation must determine:

- The injured person's occupation if employed by a contractor or if a member of the public
- If he or she was in fact doing their normal job or task
- What instruction the injured person had received from a supervisor or manager
- From whom or from what source potential witnesses have acquired their information
- The existing control measures
- Further control measures that may be required

**2.5 Accident Forms**

All accidents and incidents no matter how small must be reported to Pioneer TEC Head Teacher / Residential Service Manager via the appropriate accident form as soon as possible. Head Teacher / Residential Service Managers are responsible for RIDDOR reporting under the Health and Safety at Work Act 1974.

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) require employers to notify the enforcing authorities of fatalities, accidents involving major injury and dangerous occurrences that arise out of or in connection with the employer's business. They also define the records that must be kept by an employer of these and similar matters. Advice on these items can be obtained from the Pioneer TEC Head Teacher/ Residential Service Manager or company director.

## 3: MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS

In accordance with the regulations Pioneer TEC will assess all work activities undertaken by our workers and other interested parties.

The outcome of the assessment should be written together with the control measures required and any other aspect of safety applicable on a risk assessment form.

Workers are responsible for reading the risk assessment prior to carrying out the task concerned. If they do not understand any part of the risk assessment, advice and further consultation with the manager responsible for producing the assessment must take place.

Managers should review risk assessment or safe working procedures a minimum every twelve months or when there is a change to the business or report of an accident or near miss and change as necessary so as to comply with current legislation.

### 3.1 Health and Welfare

All health and welfare facilities at Pioneer TEC site will be provided as required with the following:

- Care Home / school should be of a sufficient size for the amount of workers and other interested parties, should be well-lit and well ventilated with appropriate heating, artificial lighting and provided with a telephone
- Suitable arrangements should be provided for smokers and non smokers
- Toilets and washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site. These facilities shall be provided with both hot and cold running water

- together with soap and towels or disposable paper towel. Where liquid soap is provided a suitable dispenser must be provided to prevent the risk of cross infection e.g. dermatitis
- When in use all facilities will be maintained in a clean and orderly condition. A person shall be appointed to ensure that all facilities are kept clean and remain fully functional before each day's use and that all buildings and surrounding areas are kept clear of rubbish
  - Suitable and sufficient firefighting equipment shall be provided throughout the Pioneer TEC locations and site
  - A notice clearly indicating where the first aid box can be found and who the nominated first aider is posted in a prominent position
  - Consideration must be given to storage areas and clear access to such areas. Provision should be made for the stocking of various materials to avoid wastage, untidiness and minimise infection control, double handling as well as the minimising risk from fire

## 4: PERMIT TO WORK ON SITE LOCATIONS

Whenever work of a hazardous nature incorporating a high degree of risk and the need for rigid control measures, has to be carried out Pioneer TEC Manager must issue a permit to work. The worker that has issued the permit is the only person allowed to revoke it. Permits are not transferable. If there is any doubt with regard to the content of a permit to work operatives must seek clarification before signing the declaration. A copy of the permit to work must be submitted to the Lead Teacher / Head Teacher / Residential Service Manager of Homes or any other interested party. Permit to work is a requirement for contractors/sub-contractors in education and residential care settings due to safeguarding requirements, this is a requirement even if the work to be carried out is not considered to be hazardous. For high frequency contractors & sub-contractors they may be issued with a "trusted contractor" permit on an annual basis. In all instances contractors & sub-contractors will be sent the PioneerTEC Permit to Work Questionnaire and asked to submit evidence of competence of technicians, insurance, risk management, Disclosure & Barring Service checks, welfare arrangements and supervision of workers. Once completed and received, providing all checks are satisfactory a permit to work will be issued by PioneerTEC for technicians. During site work and depending on the level of assurance provided by contractors & sub-contractors PioneerTEC will mitigate any risks to public, clients and employees through means of suitable and sufficient risk assessment by a competent person and communication of necessary controls. In some instances, this may require contractors to be directly supervised on site by PioneerTEC staff to ensure the welfare and wellbeing of all concerned.

PioneerTEC Permit to Work Questionnaire is available via sharepoint [here](#)  
The PioneerTEC Permit to Work Database is available via sharepoint [here](#)

#### **4.1 Permit To Work (PTW) Examples**

Pioneer Tec operates a Permit to Work. When a PTW could be required are:

- Presence of hazardous energy that requires safe isolation such as gas, electricity, water, etc.
- In confined spaces
- In locations where accidental or unauthorised starting of plant may endanger others
- On conveyors, lifts, hoists, cranes, etc
- Where toxic fumes are present
- Where corrosives might cause injury
- Where lack of oxygen can occur
- Where burning and welding is required on plant handling flammable liquids or explosive dust
- Working at height
- Excavations

The issuer and recipient of **PTW CANNOT** be the same person.

#### **4.2 Content of Permit to Work**

The permit should include the seven principles of maintenance practices.

Content of PTW should include:

- Adequate isolation of system
- Isolation must remain secure
- Control of residual hazards
- Equipment must be correctly and clearly identified
- Operatives and sub contractors must be given well directed instructions
- Be on guard against CHANGE OF INTENT i.e. Work being attempted that was not originally specified.
- Continual monitoring of system

#### **4.3 Control of safeguarding risks for contractors & sub contractors**

Where a permit is issued or where emergency work is required at short notice sufficient risk control is required. In all cases this will include a site induction to explain arrangements for;

Worker welfare arrangements  
Expectations of standards on site (personal professionalism, standards of dress, language and attitude)  
Tool and vehicle security  
Fire and evacuation  
Access arrangements (e.g. where a contractor will require direct supervision in a school or residential building)  
Parking arrangements to reduce risks of damage  
Signing in/out arrangements  
Lone working (if applicable)

Arrangements must be communicated and agreed between on-site technicians and management, clear lines of communication must be maintained by all concerned.

## 5: CONSULTATION

Pioneer TEC welcomes the role of health and safety representatives under the requirements of the safety representative and safety committee's regulations and the consultation with employee's regulations.

Safety representatives will:

- Investigate potential hazards, accidents, incidents and dangerous occurrences at the workplace (whether or not the workers represented draw them to attention) and examine the causes.
- Investigate complaints by a worker or other interested party they represent relating to health, safety or welfare.
- Make representations to the Company on general matters affecting the health, safety or welfare
- Carry out inspections
- Attend meetings of safety committees
- Maintain required paperwork in line with current legislation

## 6: STAFF WELFARE

### 6.1 Stress

Stress is recognised as a modern-day problem that could affect the health, safety and wellbeing of workers and other interested parties.

Pioneer TEC will:

- Show that we take the problem of stress seriously and be understanding and supportive towards people who admit to being under too much pressure
- Encourage managers to have an open and understanding attitude to what people say to them about the pressure of their work and to look for signs of stress in their staff
- Ensure that staff have the skills, training and resources needed to carry out their job and receive credit for it
- If possible, provide some scope for varying the working conditions and for workers to influence the way their jobs are done. This will increase their interest and sense of ownership
- Ensure that people are treated fairly and consistently and that bullying and harassment are not tolerated
- Ensure good two-way communication especially at times of change.
- Not be afraid to listen

Pioneer TEC will adopt the HSE INDG430 guidance on Tackling Work Related Stress

### 6.2 Alcohol and Drug Abuse

Due to the nature of the work activities undertaken by and at Pioneer TEC, misuse of alcohol and drugs cannot be tolerated as it may put yourself, other workers, interested parties and the public at the risk of injury.

#### **NOTE:**

**No person** will be allowed to work whilst under the influence of alcohol or drugs



# 7: WORKING PROCEDURES – HOMES AND SCHOOL – FOOD / PERSONAL HYGIENE

## 7.1 Food Hygiene

From time-to-time Pioneer TEC workers and other interested parties may suffer from ill-health in such instances you **may not be at work.**

If you are already at work, you **MUST** see your supervisor immediately. If any members of your immediate family have an attack of vomiting / diarrhoea you must let the homes manager or Pioneer Tech Manager know.

The homes manager will seek where required. Under certain circumstances you may be asked to go off duty (you may be asked to produce a specimen of faeces before returning to work). You must wait 48 hours once symptoms have cleared before returning to work. In the event that the illness is conformed as Typhoid or Para typhoid then 6 clear consecutive samples must be provided; this is purely a safeguard to protect both your own health and that of the people who eat the food you handle.

Following on from the 10 Golden Rules of Food Hygiene, hands should be frequently washed with hot water and soap:

- 1) Immediately before starting work
- 2) After visiting the toilet, or blowing your nose
- 3) Touching your hair, face, mouth, skin or nose
- 4) Before and after handling raw food
- 5) Before and after handling cooked food
- 6) After handling refuse and kitchen waste,
- 7) after cleaning procedures
- 8) At regular intervals during the day
- 9) Finishing work
- 10) Dealing with an ill or injured person

## 7.2 Personal Presentation

Shoes must be comfortable and fit well. They should be sturdy and as slip-free as possible. The following types of footwear are NOT suitable:

- High heels
- Sandals,
- Shoes without adequate means of fastening
- Open toe shoes

Persons involved in handling food must limit the wearing of:

- jewellery to a plain ring.
- Bracelets, necklaces and earrings should not be worn unless covered by your protective clothing.
- Nail varnish and false nails must not be worn.

Your Personal Protective Clothing must always be worn on duty and then only within the confines of the Home. Protective Clothing must be changed and laundered regularly.

### **7.3 Summary of Safe Working Procedures in Kitchen Areas**

The kitchen area (where possible) should be divided into 3 sections for ease of food handling and hygiene control:

- (1) Food Preparation
- (2) Cooking
- (3) Serving

All Pioneer TEC workers and interested parties should be aware of the following:

- Cross-contamination between raw and cooked meats must be prevented by the use of separately designated and segregated work areas, cutting boards and utensils.
- Separate slicers must be used for raw and cooked meats in all but the smallest premises. Where one slicer is used food must be prepared in "batches" and the slicer sterilised after each batch.
- When slicing eggs an egg slicer must be used, if this equipment is not available a board should be used
- Adequate cooking and quick-cooling of joints and other meat dishes which are not used immediately after cooking. The size of joints should be restricted to permit this and a maximum of 3 kg (6½ lbs) is recommended.
- Proper defrosting times should be observed for all frozen foods; particularly poultry which is prone to harbouring pathogens, food should be defrosted the night before on the bottom shelf of the fridge, as a last resort food may be defrosted under running cold water in a container with a lid.
- Cloths used for wiping surfaces must be disposable and single-use.

Washable cloths should not be used. The use of drying towels for kitchen utensils should be avoided; drying by evaporation (such as in automatic dishwasher) is acceptable.

## **7.4 Safe storage of Foodstuffs**

### Dried and Tinned foods

- Packets and tins of food will be stored in the dedicated dry food store, with the newest produce at the back of the racks on the basis of package "best before" dates.
- Packs will be selected for use from the front (stock rotation), inspecting each item for "best before" date as detailed above.
- High-risk foods that support the growth of bacteria must be stored in the fridge and labelled accordingly. High-risk foods will always have a use by date and must be stored in the fridge or freezer
- Care will be taken to ensure that any bulk packs that are opened, e.g. bags of flour etc, are properly re-sealed or transferred to a re-sealable container which is identified with the contents. Food containers will not be left opened.
- Sacks of flour, sugar and other perishable items will not be stored directly on the floor.
- Fridge temperatures must be below 5 degrees centigrade and freezers below minus 18 degrees, the temperatures must be recorded twice daily in the SFBB pack

### High Risk Foods

Usually requires frozen or refrigerated storage and foods high in protein that will support the growth of bacteria if stored incorrectly.

Some Examples are:

- Cooked Packet Ham,
- Quiche
- Pate.

All have a Use by date, check foods regularly for dates and condition

### Raw Food

Should be stored separate from High Risk Food, usually by a shelf at the bottom of the fridge

### Low Risk Food

Can usually be stored at ambient includes bagged rice, bagged pasta, pasta sauce and Jams, will usually have a Best Before Date

### Ready to Eat Raw Foods

Should be washed before consumption.

### Best Before Dates

This type of labelling on packaging will relate to the quality and the safety of the product. This Date is only valid if storage instructions are followed.

### Use By:

This date is applied to items of a high-risk nature e.g. cooked meats, quiche etc and the safety of the product may be in jeopardy if used past its date. It is a criminal offence to sell food past its used by date.

### Labelling Of Food

All food that is high risk, fresh, or frozen must be stored as per manufactures guidelines and labelled accordingly.

Any product that is frozen must have the date of freezing attached.

Any low-risk product can be stored as per the manufacturer's guidelines and stock rotated as per guidelines from Homes Managers and Pioneer TEC Manager

Once low risk foods have been opened if they have not all been used then they must be labelled accordingly and used/consumed within 3 days.

### Hot food

All food that is cooked must achieve a core temperature of 75 degrees centigrade for at least 2 minutes; results must be recorded in the SFBB pack

Hot foods such as pies etc. will be kept in the Hot Cabinet at a temperature above 63°C for a maximum of 2 hours, after which period it will be discarded.

Temperature readings of Hot Cabinets will be taken twice daily and recorded in line with Environmental Health requirements. Minimum reading = 63°C.

Temperature readouts will be verified weekly with a calibrated thermometer, recording readings as highlighted in accordance to home and school recording procedures. The Home Manager / Pioneer TEC Manager must be alerted if 2 or more consecutive temperature readings fall below 63°C, and a record made of action taken.

## 8: FIRST AID AND FIRE PROCEDURES

### 8.1 First Aid

A first aid risk assessment must be completed for all Company premises and work activities.

A first aid box shall be provided at all Company premises and the contents of which must be adequate for the total numbers likely to be present.

Each first aid box shall be suitably marked and be easily accessible to all workers and other interested parties

The first aid box should preferably be kept in a prominent location that is readily accessible and free from dust

### 8.2 Fire Evacuation

On discovering a fire, the person who discovers the fire must:

- Ensure all personnel are informed. Find the nearest fire call point and break glass to warn other persons in the building.
- Only fight the fire if you have been trained to do so
- Close all windows and doors on the way out
- The emergency services are called.
- The most senior staff member on duty will ensure all the building has been evacuated.
- The senior team member must take a roll call when outside from the home log book or Pioneer TEC signing in book
- The senior member of staff on duty will report to the Fire Officer and advise on persons not accounted for and any information that may help the Fires Service.
- Remember fire kills. Get out and stay out

### 8.3 Emergency Evacuation

On being informed of an emergency it is your responsibility to:

- Evacuate the building by the nearest exit if safe to do so.
- Close all windows and doors on the way out (If safe to do so)
- Do not return to the building for any reason until told to do so by the Pioneer TEC Manager, Homes Manager or Senior Fire Officer.
- It is your responsibility to get out, stay out, and call the Fire Service if this has not already been done

## 9: ASSESSMENT OF HAZARDOUS SUBSTANCES ( COSHH )

All hazardous substances are to be identified and suitable and sufficient COSHH assessments are to be carried out.

Typical-substances used include

- Detergents / washing powders / washing-up liquids / other cleansing agents.
- Antiseptics / disinfectants / other germicidal and biocidal agents.
- Oven cleaners / scouring powders / other kitchen materials.
- Pesticides / insecticides / vermin control / other toxic pest control materials.
- Drain cleaners / wood preservatives / herbicides.
- Drugs and medicines.

### 9.1 Responsibility and Assessment

#### Responsibility

The responsibility for carrying out a planned programme of C.O.S.H.H. Assessments will be that of a "Competent Person" appointed for the purpose as set out in Regulation 6 of the "Management of Health & Safety at Work Regulations. (This can be the Lead Teacher/ Manager or appointed delegate).

#### Recording

A Register is kept of all hazardous substances used. For each substance this Register will identify the following:

- Description of the substance.
- Location where the substance is normally used.
- Location where the substance is normally stored.
- Purpose of the substance.

### Hazard Data Sheets

For each substance on the Register there will be a copy of the Material Safety Data Sheet (MSDS) and / or Hazard Data Sheet ("HazChem" Sheet) kept on file by the Pioneer TEC / Homes Manager/Headteacher. Master copies of these Data Sheets are kept as part of a digital register (PioneerTEC Sharepoint) and are accessible by staff and interested parties.

### Hazards Presented to Human Body

For each substance on the Register an assessment is made of the likely hazards presented by the substance to the human body. This assessment will be made by the Competent Person and a "C.O.S.H.H. Risk Assessment" used to record all data and information gathered during the assessment. The Assessment will focus upon the following elements:

- Persons using the substance; i.e. those at risk
- Route of exposure to the body by the substance
- Storage requirements (all hazardous substances to be locked away)
- Method of use; e.g. duration of use, how often,
- Personal Protective Equipment required when using the substance
- Maximum Exposure Limits, ref. HSE document # EH40/95, latest edition
- Occupational Exposure Standards, ref. HSE document # EH40/95, latest edition
- Assessment of exposure risks
- Requirements for action, and follow-up to ensure effectiveness of such action

### Follow Up Checks

Where a significant risk is identified details are recorded on the Form. This Form also provides for recording follow-up checks to verify that preventive / corrective

action has been completed and has been effective in reducing the risk to an acceptable level. This follow-up check will be carried out by the Competent Person and final sign-off of the Form is required from the Pioneer TEC Head Teacher / Home Manager.

## 10: DISPLAY SCREEN REGULATIONS

Under these regulations every employer is required to perform a suitable and sufficient assessment of the health and safety risks to users and operators of VDUs. A user is defined as a worker who habitually uses display screen equipment as a sufficient part of their normal work.

To be classified as a user a worker must encompass most of the criteria in the VDU questionnaire.

As an aid to the assessment process an assessment form is attached from which it is easy to see if a particular work station does not meet the criteria laid down. The use of such a form has several aspects to recommend for safer use:

- It ensures that all aspects are considered and nothing is overlooked
- It ensures a managerial decision is taken as a result of an assessment
- It provides a permanent record of assessment which if necessary can be shown to an inspector or environmental health officer or be used as evidence in any common law negligence claim case

### 10.1 Employers Duty of Care

Employers have to plan to ensure that the user's work is periodically interrupted by such breaks or changes of activity to reduce his/her workload at the VDU workstation.

Where possible jobs should consist of a mix of screen based and non screen based work to prevent fatigue and to vary the visual and mental demands. Where the display screen work involves intensive use of the keyboard any activities that would demand broadly similar use of the arms or hands should be avoided during breaks. Breaks should allow users to vary their postures.

The Health and Safety Executive have decided it is not appropriate to lay down detailed standards concerning breaks but guidelines and recommendations are:



- Breaks should be taken before the onset of fatigue not in order to recuperate.
- The timing of the break is more important than its length
- Breaks or changes of activity should be included in working time. They should reduce the workload at the screen as not to result in a higher work pace or intensity of work on account of their introduction.
- Short frequent breaks are more satisfactory than occasional longer breaks e.g. 5 to 10mins break after 50 or 60mins work is likely to be better than a 15min break every 2hrs
- If possible, breaks should be taken away from the screen
- Informal breaks such as time on other tasks appear to be more effective than formal rest breaks during studies of these matters
- Wherever practicable users should be allowed some discretion as to how they carry out their tasks. Individual control over the nature and pace of work allows optional distribution of effort over the working day

This duty does not imply a need for an employer to draw a precise and detailed timetable for periods of VDU work and breaks. Where users forgo breaks despite being given adequate information and training it may be necessary for employers to lay down minimum requirements for the frequency of breaks while allowing users some flexibility. The employer's duty is to plan activities so that breaks or changes of activity are taken during their normal work

Special corrective appliances provided to meet the requirements of the regulations will be those appliances, normally spectacles, prescribed to correct vision defects at viewing distance. The costs of these are to be paid for by the employer. Employer's liability for costs is restricted to payment for basic appliances of a type and quality adequate for the function. It should be expected that in most working populations only a minority will need special corrective appliances for display screen work which are to be paid for by the employer. It should be noted that anti glare spectacles and devices that purport to protect against radiation are not corrective devices under these regulations.

## 11: PERSONAL PROTECTIVE EQUIPMENT (PPE) REGULATIONS

Following any risk assessment personal protective equipment will be worn when required:

- The regulations say that the appropriate P.P.E will be provided by the employer
- It is the legal duty of the worker to wear the P.P.E provided.

### **11.1 Work Equipment and Regulation**

The provision and the use of work equipment regulations:

The lifting operations and lifting equipment regulations:

To enable Pioneer TEC workers and other interested parties to comply with the above regulations Pioneer TEC Manager will ensure:

- All workers are competent in the use of equipment they are expected to use
- Regular maintenance inspections are carried out on all equipment
- All equipment is kept in good order
- No person uses faulty equipment or equipment that does not have relevant safety devices fitted

#### **NOTE:**

Workers and other interested parties-must report any fault or faulty / dangerous equipment immediately

## **12: MOVING & HANDLING ASSESSMENTS**

Pioneer TEC Head Teacher / Managers / Homes Managers are responsible for making assessments whereby the moving and handling of items that are heavy and awkward in shape are envisaged as likely to cause personal injury to workers and other interested parties.

Where appropriate, the manual handling assessment checklist should be used when making a written risk assessment.

Repetitive actions can be covered by the one assessment originally made e.g. Carrying and erection of ladders, lifting of mobile generator in and out of Pioneer TEC vehicles or machinery and moving a computer from one office to another

Any remedial action necessary must be implemented as soon as possible

All written assessments must be located in the office for the purposes of re assessment and inspection by an enforcement authority officer

Risk assessment should be made available to all relevant staff to ensure they are familiar with the safe working practice.

Any specific moving and handling technique involved in moving items should be addressed by

- Relevant information, instruction or training being provided
- Written safe working practices, incorporating correct handling or lifting procedures being provided for the benefit of the persons concerned

## 13: PORTABLE ELECTRICAL APPLIANCE TESTING (PAT TEST)

Electrical appliances inclusive of cables and plugs which come into scope for frequent testing include portable 110 volts equipment, 240volts equipment, computers, photocopiers, fax machines and mobile telephone charging units

Domestic equipment used in Pioneer TEC offices and homes such as computer game consoles, vacuum cleaners, microwave ovens, dishwashers and kettles must also be tested frequently

A record must be kept in the school and homes of:

- A list of appliances eligible for testing.
- An entry date alongside each appliance of when it was last tested.

### 13.1 Frequency of Testing

Portable electrical appliances used by workers and other parties, must be tested every 12 months. Frequency may be greater with aged equipment, as determined by competent electrical person contracted to complete the PAT Testing

**NOTE:** Residual current devices used in conjunction with 240 volt equipment and in accordance with 'permit to use' conditions, must be tested at least every twelve months.

## 14: SECURITY MEASURES AT SCHOOL

This defines measures practised at Pioneer TEC to ensure a safe and secure environment for workers and other interested parties

### Doors & Windows

Some external doors have been wired to activate an alarm in the event of a door opening.

Pioneer TEC front door will remain locked to outside access during normal day and evening hours.

### Intruder Alarms & Break-ins

Pioneer TEC and its residential accommodation is fitted with an intruder alarm

In the event of a break- in, Pioneer TEC Head Teacher or senior duty staff member investigate the cause and will if necessary contact the Police for appropriate action. Such incidences will be recorded in the Incident Log on Clear Care or Sharepoint.

Pioneer TEC is fitted with outside lights which are designed to satisfactorily illuminate entrances and drive-ways, fire escapes and car parking areas.

### CCTV

The entire premises at Pioneer Tec is monitored by cctv cameras which record activity 24hrs a day, incidents are investigated from the cctv images and may be used to prosecute or for training purposes.

## 15: WORKING PROCEDURES – MAINTENANCE

### **15.1 The Construction (Design and Management) Regulations 2015**

All construction works will be carried out in accordance with CDM 2015. Before employing sub-contractors, Pioneer TEC will:

- Request a copy of the sub contractor's health and safety policy and make sure a Contractors Questionnaire has been submitted.
- Ensure sub-contractor has adequate insurance cover relevant to the work being undertaken
- Ensure the sub-contractor has carried out COSHH assessments on the substances to be used
- Ensure the subcontractor has carried out suitable risk assessments

Whilst work is in process the sub-contractor will:

- Report daily to the site manager
- Follow any instructions with regard to health and safety given by Pioneer TEC Senior Management / CEO
- Not enter any area other than that specified
- Ensure that an appropriate Permit to Work (PTW) has been issued where necessary and instructions on Permit to Work are followed – (Ref Section 4 of this policy)
- Ensure Permit to Work is revoked at the end of the day or withdrawn if there is an end of need for permit

**NOTE:**

All sub-contractors must inform Pioneer TEC Manager if they or their staff are qualified in first aid.

## 16: VISITORS TO THE SITE - PPE

Pioneer TEC Headteacher/Homes Manager will ensure all visitors sign in and out and will:

- Instruct visitors to wear appropriate P.P.E
- Check visitor has parked car in safe place
- Make sure visitor is aware of emergency procedures relevant to site and has valid safety checks completed before entering Pioneer TEC school premises.
- Ensure visitor displays Visitor Pass at all times whilst on site

### **16.1 Head Protection / Personal Protective Equipment (PPE)**

Where required and in accordance with the construction head protection regulations Pioneer TEC shall provide each of their workers and interested parties who is at work on operations or work to which these regulations apply with suitable head protection and shall maintain it or replace it whenever

necessary.

In most cases suitable head protection shall mean an industrial safety helmet conforming to BS EN 397 for work in confined spaces. A bump cap designed to BS EN 812 may be more suitable but is restrictive in its use.

It is the duty of every worker under the control of Pioneer TEC to wear their hard hat at all times and to ensure their hard hat is maintained in good order.

### Headgear Storage

- when not in use in a safe place for example on a peg or in a cupboard  
Be visually inspected regularly for signs of damage or deterioration.
- Have defective harness or components replaced.
- Have the sweatband regularly replaced or cleaned.

### Headgear Replacement

The hard hat needs replacing when

- the harness is damaged and cannot be replaced
- the shell is damaged (e.g. Deeply scratched)
- it is suspected that its shock absorption or penetration resistance has deteriorated.
- In the event that a helmet survives an instance of impact from a falling object, the helmet should be replaced immediately as it may have been weakened without any faults being visible

### Head Protection Use

All Pioneer TEC workers and other interested parties shall be instructed and actively encouraged to wear their hard hat at all times on the site unless, in the situation they are working, visiting or located, there is no foreseeable risk of injury to the head other than by falling.

### **NOTE:**

Head protection for use in construction work **will not** provide significant protection against the consequences of falling, which is why the duty to ensure wear does not apply when this is the only risk.

Examples where the wearing of suitable head protection **may not** be required include:

- Sites which consist of, or where work has reached the stage of, completed buildings where there is no risk of objects or materials falling

- from one working level to another and which have sufficient headroom.
- In site offices, cabins, toilets, canteens or mess rooms.
  - The cabs of vehicles, cranes etc; if they provide sufficient protection against falling objects.
  - When all work is at ground level, for example, at road works such as kerb laying or resurfacing work.

**NOTE:**

If there is any doubt, then hard hats should always be worn. Additional safety helmets should always be available on site for the use of occasional visitors etc., enough that is comparable to the maximum number of persons expected to work.

**16.2 Eye Protection**

In accordance with the Personal Protective Equipment at Work Regulations, Pioneer TEC shall provide each of their workers and other interested parties who are at work and may be at risk of eye injury, with suitable eye protection and shall maintain it, or replace it whenever necessary.

Pioneer TEC will generally issue eye protectors (being equipment made to be worn by a person) that is to say, goggles, visors, spectacles or face screens, where there is any foreseeable risk of eye injury.

**16.3 Footwear**

In accordance with the Personal Protective Equipment at Work Regulations, Pioneer TEC shall provide each of their workers who are at work and may be at risk of injury with suitable footwear and shall maintain it, or replace it whenever necessary.

Hazards within Pioneer TEC site could include:

- Falling objects
- Metal or chemical splash
- Vehicles
- Tools and machinery

**NOTE:**

If there is any doubt, then Protective safety boots / shoes with protective toe caps should always be worn.

Additional safety boots/ shoes with protective toe caps should always be available on site for the use of occasional visitors etc., enough that is comparable to the maximum number of persons expected to work.



# Appendix 1 – Supporting Guidance Documents

This policy sets out how Pioneer TEC will meet its duty to staff, students and external parties working, studying or visiting Pioneer TEC.

If anyone wishes to seek further information or guidance, they can refer to the above documents / organisations and refer Resources and References web addresses highlighted below:

Reference and Resource:

<https://www.hse.gov.uk/pubns/indg174.pdf>

<https://www.hse.gov.uk/pubns/books/l25.htm>

<https://www.hse.gov.uk/pubns/books/hsg53.htm>

[https://www.abdo.org.uk/wp-content/uploads/2012/04/Eye-protection\\_safety-and-protective-eyewear.pdf](https://www.abdo.org.uk/wp-content/uploads/2012/04/Eye-protection_safety-and-protective-eyewear.pdf)

<https://www.hse.gov.uk/msd/dse/assessment.htm>

<https://www.hse.gov.uk/contact/contact.htm#health-and-safety-guidance>

<http://www.legislation.gov.uk/uksi/2018/390/contents/made>

**Declaration:**

**I have read and understand the health and safety policy document**

| <b>Name</b> | <b>Date</b> |
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