

Policy Context

This document identifies that Eat That Frog Group complies with current Health & Safety legislation and how this is applied to business operations.

All staff on entry to the organisation will receive Health & Safety training relevant to their role. The Director Quality and Safeguarding will ensure implementation of the policy and communication of Health and Safety issues. To this end Health and Safety will form part of the annual self-assessment process, evaluated alongside the effectiveness of teaching and learning.

Board of Directors' meetings will hold Health and Safety as a standing item to ensure recording of issues relating to the policy.

Implementation of the Health & Safety Policy

1. Directors:

Directors' Responsibilities

- ✔ Overall and final responsibility for Health & Safety at Eat That Frog sits with the Managing Director, who will ensure that the provisions of the Health & Safety Policy are part of the on-going objectives of the Senior Management Team.
- ✔ To provide proper direction, resource and commitment for effective application of the Policy.
- ✔ Assume accountability for adherence to Health & Safety Legislation.
- ✔ Ensure that all centres under their control are safe to work in and that reasonably practicable measures are being taken to provide for the health and safety of employees.

Specific Responsibilities

- a) The Directors will ensure that Managers and Supervisors are adequately trained in accordance with the Eat That Frog Health & Safety Policy and are appraised of statutory requirements.
- b) All operating company safety rules and procedures are fully implemented in all operations and work areas under their control.
- c) Specific legal obligations that affect the operation under their control are met.
- d) A system exists to measure and review the effectiveness of Health & Safety performance.
- e) An organisation chart, (Appendix A) is published which clearly sets out lines of responsibility for all areas.
- f) Risk assessment of all services is undertaken and regularly reviewed (involving staff, volunteers and clients)
- g) H&S forms part of the company's annual self-assessment, with actions shown as part of the operational development plan.



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- h) The Director Quality and Safeguarding will be the 'Responsible Person' for the purposes of the Reporting of Injuries, Diseases and Dangerous Occurrences, in respect of all premises and work activities within the company. (RIDDOR procedure attached at Appendix B.) They will ensure that:
 - i) Arrangements are made to action notifications and written reports;
 - ii) They inform the Managing Director as quickly as possible of major Injury accidents and incidents.

2) Health and Safety Lead Duties

Health and Safety Lead responsibilities

- a) Ensure that all new employees are informed of the Eat That Frog Group Health & Safety Policy.
- b) Arrange suitable training for Centre Managers/Tutors to ensure that they understand the Eat That Frog Group Health & Safety Policy and relevant statutory requirements.
- c) Assist Centre Managers with safety training for new employees and others transferred to new work.
- d) Ensure that training requirements to meet Health & Safety Policy are regularly reviewed as part of the annual self-assessment.
- e) Assist Centre Managers/Tutors with suitable training for employees whose work involves special safety requirements.
- f) Ensure that the Company first aid arrangements are adequate.
- g) Ensure that the Company Health & Safety Policy is kept up to date and reviewed as necessary.
- h) Carry out, termly, a systematic and comprehensive safety inspection of each centre, updating risk assessments as required.
- i) Investigation of accidents and near miss reports
- j) Compilation of the required business KPIs and information as may be required.
- k) Assume accountability for informing Centre Managers/Tutors about forthcoming changes in Health & Safety legislation, and the possible impact on their centres.
- l) Provide advice and assistance to the management team to help them achieve their responsibilities.
- m) Keep up-to-date with new legislation, company and other safety information and to brief the management team accordingly.
- n) Ensure health & safety is a standing item for discussion at meetings.
- o) Co-ordinate all matters relating to fire precautions and other emergency matters.

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3) Health and Safety Site Representatives Duties:

Health and Safety Reps Responsibilities

- ✔ *Communication for implementing the company procedure for health & safety.*
- ✔ *Take all reasonably practicable measures to ensure the health & safety of all persons working within their centre.*
- ✔ *Hold a general duty of care for all employees, volunteers, clients, visitors and contractors in their centres.*
- ✔ *They will be responsible for ensuring that staff and volunteers under their control are made aware of the Eat That Frog Group Health & Safety Policy (and any applicable risk assessments).*

Specific Responsibilities:

- a) Ensure that the requirements of the Health and Safety at Work Act are implemented.
- b) Ensure that all employees in their centres are trained and given such information, instruction and supervision as may be necessary to enable them to work safely and without injury to health.
- c) Ensure that all persons in their centre know the procedures for reporting accidents.
- d) Ensure that all persons in their centre are made aware of the location of the first aid facilities.
- e) Report all accidents and dangerous occurrences promptly following the procedure detailed at Appendix C and contact the Health and Safety Lead stating the cause of the accident and/or occurrence and the action taken or recommended to prevent recurrence.
- f) Ensure that hazards in the centres are identified and reported to the Health and Safety Lead who will complete risk assessments to the appropriate standard.
- g) Continually seek to develop safe practices and safe systems of work.
- h) Set an example of safe behaviour.
- i) Ensure that all persons in their centres are familiar with the routine in case of fire or other emergency that might require evacuation of the workplace and hold drills as required by the Health and Safety Lead.
- j) Ensure that good housekeeping and hygiene standards are maintained throughout their areas of responsibility.
- k) Ensure full co-operation with the Health and Safety Lead in matters relating to health and safety.

4) Tutor Duties

- a) Ensure that all plant, machinery and equipment is safe to use and in particular, all dangerous parts of machinery are guarded and that the guards provided are correctly fitted, adjusted and maintained whilst the machinery is in motion or use.

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- b) Ensure that overalls, protective clothing and equipment provided are adequate for the purpose intended and are used by all persons as appropriate.

5) Employee, Volunteers & Work Experience Duties

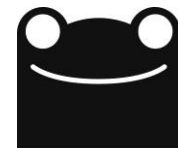
Employee's responsibilities

- a) Take reasonable care for the health & safety of themselves and of other persons who may be affected by their actions.
- b) Work in a safe manner and observe the Company's health & safety rules and procedures.
- c) Use the protective clothing and equipment provided.
- d) Report to their tutor any incidents that have led or could have led to injury.
- e) Report all injuries that occur to them at work and obtain the necessary first aid treatment.
- f) To co-operate with supervisors and managers to achieve a healthy and safe workplace.
- g) Help in the investigation of accidents in order to prevent recurrence.
- h) Observe the Company personal hygiene requirements.
- i) Set an example of safe behaviour, particularly to new entrants and young people.
- j) Report any hazard/ defect they may observe promptly to their Centre Manager/Tutor.
- k) Report any shortcomings in any system of work or procedure to their supervisor.
- l) Not interfere with anything provided in the interests of health, safety or welfare.
- m) To comply with safe systems of work at all times.
- n) To advise managers when not trained for tasks they are being asked to carry out.
- o) Complete all mandatory training when requested, including fire evacuation, lifting and manual handling, first aid and risk assessment.
- p) Carry out any requested moving and manual handling tasks in a safe manner, following HSE guidelines and mandatory training and, if unable to carry out a task, notify their line manager immediately.

6) Health & Safety Representatives and Committees

Health & Safety Committee Responsibilities

- a) Under the provisions of 'The Safety Representatives and Safety Committees Regulation 1977' recognised Trade Unions may appoint Safety Representatives to represent employees in matters affecting health and safety at work. Similar regulations are used to facilitate non-union members, currently there is no recognised Trade Union used by staff at Eat That Frog Group.



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- b) The Regulations are published in the H.S.E. booklet entitled 'Safety Representatives and Committees'.
- c) On request consultation between management and employees is formally provided at a chosen centre for the purpose of Health and Safety Concerns.
- d) A Director or Centre Manager/Tutor (or their appointed deputy) chairs the meetings.

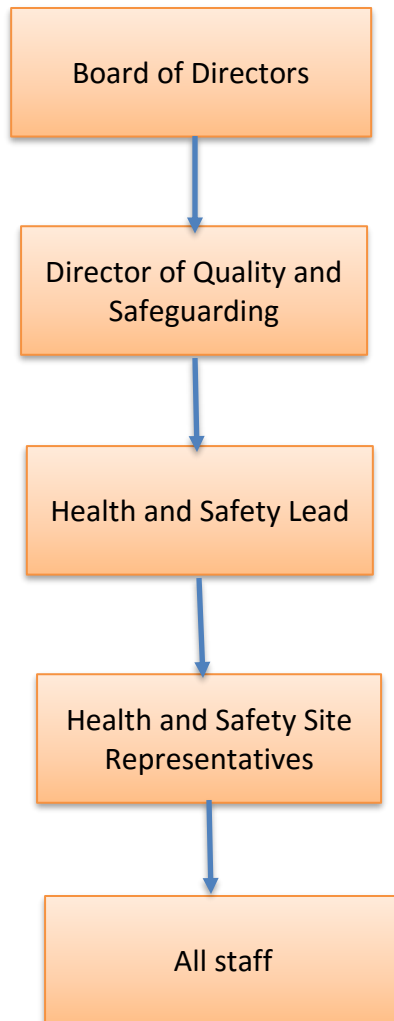
7) Visitors to the Company/Contractors

Visitor, contractor responsibilities

- a) It is the responsibility of the Eat That Frog employee who receives a visitor or employs a contractor to ensure that all visitors or contractors:
 - i) Sign the visitors' book or log in via VPASS for the centre record.
 - ii) Ensure visitors/contractors are aware of the fire evacuation procedure
 - iii) Ensure supervision of the contractor at all times unless they have enhanced DBS clearance



Health and Safety Responsibility Flowchart



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APPENDIX B

RIDDOR Reporting Procedure

In the event of an incident that may have caused serious harm known as a dangerous occurrence, a near miss reporting form must be completed immediately.

The HSE will be informed if the occurrence falls within the HSE guidelines for incident reporting - <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

All serious/dangerous incidents **must** be reported immediately to DSQ who will inform HSE under RIDDOR (when appropriate) and instruct the HSL to begin an internal investigation. Once information has been gathered, the DQS will inform the Managing Director. In the absence of the DQS, the HSL will assume this role.

All communication with enforcement authorities will be managed by the DQS. It is also the duty of the DQS to inform, if required: the owners of any property damaged, the organisation's insurance company and awarding bodies.

Any PR not covered above will be dealt with by Marketing/Comms and the Managing Director. This includes, but is not limited to, the media, local residents and other businesses.

The HSL will investigate and:

- identify why existing control measures failed and what improvements or additional measures are needed
- plan to prevent the incident from happening again
- point to areas where risk assessments need further review
- improve risk control for the future

Internal investigations will be team lead including:

- Health and Safety Lead
- Member of staff familiar with the work location
- A manager or lead from the work location
- A senior manager with authority or influence
- A safety and health representative
- A person involved in the incident (if possible)
- A technical expert, for example, an engineer or medical practitioner. (when necessary)

One member of staff may cover several of these positions.

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APPENDIX C

Accident Reporting Procedure

When an accident occurs, a qualified First Aider must treat the injured person in the first instance, then record using the Accident Report Form.

The accident report must include the injured person's name, address, occupation and contact number and the reporting person's name, address, occupation and contact number. The report must also include the date, time, location, whether any equipment was involved and a description of incident. The form must be signed by the reporting person. This form must then be given to the Health and Safety Site Representative (HSSR). The representative must then scan and upload the completed form to the Health and Safety SharePoint file and notify the Health and Safety Lead (HSL). The file naming convention is in the format: ARF-site initials-report number.

All accidents must be investigated by the HSL and followed up with the injured person/s to understand the length of the recovery period. The HSL will also decide if any actions need to be taken to prevent similar incidents occurring again.

In the event of an accident where medical attention is required, eg an ambulance is required at the scene or the injured person is advised to visit Accident & Emergency/ Minor Injury Unit, the form must be copied and handed to the paramedic/hospital staff.

The Director of Quality and Safeguarding (DQS) is to be informed immediately. If they are unavailable the HSL should be contacted. The next of kin of the injured person/s will be contacted by HR for a member of staff or the DQS for anyone else.

Following an incident, the process to follow is:

1. First aider- Ensures the injured person is looked after.
2. HSSR/manager/tutor- For more serious incidents, preserves the scene of the incident or takes photographic evidence of the scene if the incident is minor
3. First aider/ tutor- Reports accident and completes accident report form.
4. Health and Safety Lead- Investigates using a structured approach, reports findings and enforces actions.
5. Marketing/Comms – PR if required

A team headed by the HSL will investigate all internal incidents. Other members may include, as appropriate:

- A member of staff familiar with the work location
- A manager or lead from the work location
- A senior manager with authority or influence
- A health and safety representative
- A person involved in the incident (if possible)
- A technical expert.

One person may cover more than one of these functions.

Dangerous Occurrence and Near Miss Reporting Procedure

In the event of an incident that may have caused serious harm known as a dangerous occurrence, a near miss incident report form must be completed immediately. The HSL should be informed



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and will investigate and decide if this falls under RIDDOR (following HSE guidelines). The HSL will contact the DSL who is responsible for RIDDOR reporting.

When a near-miss incident occurs this must be reported at the earliest opportunity by the person involved. This is done by completing the near-miss incident report form displayed in all centres. This form includes: exact location, date, time and written description of incident or potential hazard, named and signed by the reporter.

This form must then be either handed to the HSSR or HSL who will act appropriately.

The form must then be actioned by the HSL to include: conditions and causes, corrective action taken or reason not to, name, signed and dated.

The HSL must follow up and ensure that any actions identified have been carried out in order to reduce any identified risk.

Once the form is completed it must be scanned and saved to the Health and Safety SharePoint file and reported in the next Health and Safety monthly meeting.

From the incident the process to follow is:

1. Person involved/affected- ensure there is no immediate danger and area is safe to vacate.
2. Person involved/affected- preserve the scene of the incident or take photographic evidence of the scene if a minor incident.
3. Person involved/ affected - report accident and write an accident report form.
4. HSL- investigate using a structured approach, report findings and enforce actions.
5. Marketing/Comms - PR if required.

A team headed by the HSL will investigate all internal incidents. Other members may include, as appropriate:

- A member of staff familiar with the work location
- A manager or lead from the work location
- A senior manager with authority or influence
- A health and safety representative
- A person involved in the incident (if possible)
- A technical expert.

One person may cover more than one of these functions.