



Health & Safety Policy

August 2023

(To be reviewed August 2024)

Safeguarding Statement

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Statement of Intent (as required under Section 2 (3) of the Health and Safety at Work etc. Act 1974):

SupaJam Education in Music and Media (SEMM) recognises and accepts its responsibility as an employer to ensure a safe and healthy working environment for its employees, contractors, students, visitors, and others affected by its activities (hereby referred to as 'potentially affected persons'). In line with Britain's national regulator for workplace health and safety, the Health and Safety Executive, (HSE), SEMM also acknowledges the following approved codes of practices:

- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Working Time Regulations 1998 (as amended)
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

The CEOs of SEMM, David Court and Nick Stillwell, are committed to comply with safety and health law and meet ethical and professional responsibilities for safety and health within SEMM for all potentially affected persons.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

This guidance document aims to serve as a reminder on general policy requirements of Health and Safety Legislation and to provide more detailed guidance and information on specific safety procedures.

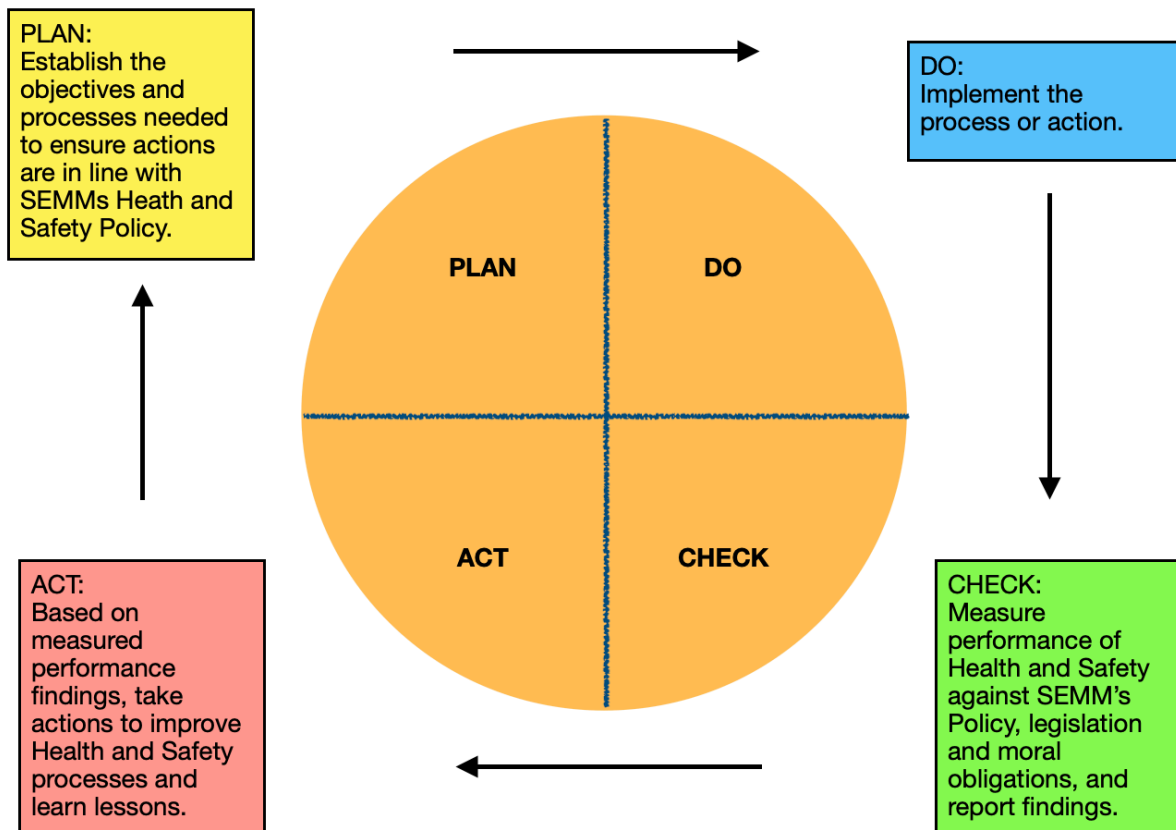
Safety Organisation and Responsibilities

Under the Health and Safety etc. Act 1974, all employees at SEMM have a collective and individual responsibility to ensure, through their respective roles, the maintenance of a safe working environment. It is a requirement of the law that all employees assist and cooperate with SEMMs management to promote health and safety and thus ensure high standards of health and safety, consistent with SEMMs Policy requirements.

The joint CEOs have overall accountability for the health and safety of potentially affected persons and operate as SupaJam’s Health and Safety Leads. Responsibility to ensure SEMM operates under a safe and healthy working environment is delegated to the Base Leaders of each SupaJam base. This includes day-to-day Health and Safety responsibilities and the implementation of this Policy. The CEOs will liaise with enforcement and advice agencies and coordinate arrangements to inform potentially affected persons of new Health and Safety communication, whilst the Base Leaders will collectively make Health and Safety arrangements and coordinate training under the CEOs guidance.

Health and Safety Management System

SEMM operates a Health and Safety Management System under the Shewart Cycle:



PLAN: SEMM will plan activities to ensure safe processes are in place before work practice is undertaken, such as relevant risk assessments and safe systems of work.

DO: Hazards will be identified and risks will be evaluated to determine risk management priorities.

CHECK: Data collection to inform progress will include proactive and reactive data, including job-specific training, risk assessments, number of injuries, and ill health.

ACT: Data will be used to measure performance and will give SEMM an indication of whether actions are working and whether further adjustments are necessary. Incident investigations, audits, and reviews will allow SEMM to learn and improve processes and overall performance.

PLAN: An evaluation of the overall design and resourcing of the system compared with the performance achieved will also allow SEMM to review whether the system works and performs as intended. SEMM is committed to continual improvement.

This management system will allow SEMM to:

- comply with legislative and other requirements
- deliver this policy
- enable improved management of safety and health risks.

See Appendix 1 for the full list of SEMM Health and Safety Checks.

Risk Profiling

All employees shall ensure that where hazards are identified, risk assessments are undertaken and that effective arrangements are in place for planning, organising, controlling, implementing, monitoring, and reviewing any measures necessary to safely manage the risk assessment outcomes. Risk assessments must be conducted using the approved template and must be signed off by either a Base Leader or a member of the Senior Leadership Team before activity is undertaken. No activity deemed unsafe in relation to the output of the activity should be undertaken. For any activity deemed to have higher-than-normal risks where the output of activity proves the activity is necessary for the effective running of SEMM, the Base Leaders will document the reasons for continuing with this activity and how further mitigation can be put in place to overcome residual risks.

Risk assessments will include the following information:

- 1) Identify the hazard
- 2) Who could be harmed and how could they be harmed
- 3) Evaluate the pre- and post- mitigated hazard:
 - 3i) Evaluate the hazard (using the score of *likelihood x consequence = risk factor*)
 - 3ii) Detail risk mitigations
 - 3iii) Evaluate the mitigated hazard (using the score of *likelihood x consequence = risk factor*)
- 4) Record the findings
- 5) Review the risk assessment at an appropriate date

Risk mitigation will always follow the Risk Hierarchy:

- 1) Eliminate
- 2) Reduce
- 3) Prevent
- 4) Safe System Of Work
- 5) Personal Protective Equipment (PPE)

General hazards include:

Hazard	Examples
Mechanical	Machines or Plant equipment - however these are not usually found in SEMM
Physical	Slips, trips, falls, fires, electricity
Chemical	COSHH chemicals such as cleaning materials, paint
Biological	Organic substances i.e. COVID-19, other viruses

Environmental	Work conditions such as dust, temperatures, noise, poor lighting
Organisational	Behaviours, workload, deadlines, stress

Employees and contractors may raise a risk assessment where hazards are identified.

For reference:

- *Plant equipment - **all machinery used by a business to produce an end product** would count as Plant. For example, all equipment used on a construction site from a 20 Tonne Excavator to a toolbox would count as Plant.*
- *COSHH - The Control of Substances Hazardous to Health*

Examples of SEMM risk assessments include (but are not limited to):

- General Risks (including organisational and environmental risks)
- Hazardous Chemicals
- Display Screen Equipment
- DSEAR
- Personal Protective Equipment (PPE)
- Machinery and Work Equipment
- Manual Handling
- Working At Height
- Fire Safety, including Personal Emergency Evacuation Plans (PEEPs)
- Lockdowns
- Noise
- Personal Student Safety Plans
- Risks to New and Expectant Mothers
- Risks to Work Experience/Work Placement Students
- Asbestos
- Offsite Visits

Risk assessments will be reviewed regularly but no later than annually.

Employee responsibilities

The CEOs (HSLs) are required to:

- Ensure SEMM is following the Health and Safety Management system on a regular cycle of improvement
- Ensure the Base Leaders have the training, tools, and resources required to manage the Health and Safety of their base, and provide advice and guidance where required
- Have ultimate accountability for actions to be taken.

The Base Leaders are required to:

- Ensure employees are appropriately trained for the role they are expected to do
- Maintain and develop current knowledge of Health and Safety legislation and best practice, updating this policy and employees where required
- Liaise with enforcing authorities and other outside agencies where necessary
- Assist all levels of management with preparation and implementation of Health and Safety procedures

- Take reports of and assist with the investigation of all accidents, dangerous occurrences, and near misses as required
- Carry out regular Health and Safety audits and agree on priorities for improvements with all levels of management
- Monitor and advise on the provision of first aid facilities and systems
- Report all Health and Safety information to the HSLs.

All employees and educational contractors carrying out their duties are required to:

- Act in a way which takes into account the health and safety of themselves and others
- Not use any equipment unless they have been trained and authorised to do so
- Ensure this policy, safe procedures, and codes of practice are followed
- Ensure that effective supervision is carried out when supervising students and others
- Ensure that unsafe matters are rectified where possible and always brought to the attention of the Base Leaders
- Share and comply with relevant risk mitigation information with others where they have completed a risk assessment for an activity.

Students are required to:

- Follow all safety rules and instructions issued by staff and work safely at all times
- Not interfere with anything provided to safeguard anyone's health and safety
- Take care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Report all incidents (including accidents or near misses, as explained later in this policy) or health and safety concerns to the Base Leader, or a staff member who will be able to share this with the Base Leader.

Other Contractors, tradesmen, visitors, or any others affected by SEMM's activities are required to:

- Act in a way which takes into account the health and safety of themselves and others
- Follow all safety rules and instructions issued by SEMM and work safely at all times
- Report all incidents (including accidents or near misses, as explained later in this policy) or health and safety concerns to the Base Leader, or a SEMM employee who will be able to share this with the Base Leader
- Produce necessary documentation such as relevant training and qualifications, insurance and other requirements necessary to complete their role, as requested.

First Aid Resources

SEMM meets its obligations to provide adequate and appropriate first aid facilities by the provision of first aid boxes in every teaching space, and employees who are trained to administer first aid across each base. Employee first aiders can be identified on posters in shared spaces around the college and will be wearing a green first aider lanyard.

For any situation in which employees are not equipped to deliver appropriate first aid, external medical assistance will be called, for example via 111 or 999. If the situation involves a student, the college will make their guardian aware of the circumstances.

SEMM employees and contractors are not required to attend a hospital visit with a student, and there may be times when SEMM are unable to provide someone to accompany the student because they are needed in the college. However, wherever possible, SEMM will aim to accompany students should a hospital trip be required.

Incident procedures

An 'incident' is an undesired event that has caused or could have caused damage, death, injury or ill health. It can be categorised as a 'near miss' or as an 'accident'. A near miss can be described as an incident that results in no injury or damage, but which has the potential to do so. An accident

is an incident which results in injury to someone or damage to property. It may be necessary to carry out an investigation following an incident to create a safer working environment moving forward.

In the event of an incident, the person discovering and/or handling the incident should follow these steps:

1. Make sure the area is safe to approach
 2. Offer assistance/first aid if needed
 3. Preserve the scene if possible
 4. Record the incident (see Appendix 2, Incident/Accident form and Appendix 3, Incident/Accident Investigation form)
 5. Establish an investigation team (Base Leaders will be responsible for this)
 6. Investigate the incident
 7. Learn from the incident
 8. If necessary, report the incident to the enforcing authority (HSE, RIDDOR 2013)
- SEMM policy is that if an incident leads to, or could lead to, significant harm that cannot be treated there and then, external medical assistance will be called regardless of permission given or withheld by the victim of the incident. This is to ensure that the victim receives the correct medical attention
 - SEMM policy is that in all cases of head injuries, overdoses, or suicide attempts, external medical assistance will be called regardless of permission given or withheld by the victim of the incident. This is to ensure that the victim receives the correct medical attention
 - All incidents must be recorded, however minor. A SEMM accident book is kept in the Administration Office in Swanley and Reception area in Canterbury. It must be completed as soon as possible after the injury has occurred. This report will then be filed in a lockable cabinet in line with SEMMs Data Protection policy
 - All forms must be completed by a SEMM First Aider or an appropriate responsible person, ensuring that full details of the accident/incident have been documented and witness details recorded.

Asbestos Management

SEMM often undertakes building work in order to expand the space required. This increases the risk of potential asbestos disturbance.

Therefore, SEMM employees or contractors will:

- Read the Asbestos survey and accompanying risk assessments for the required building
- Not start any work, drilling walls, installing cables etc. without first ascertaining if asbestos is present in the area
- Always follow risk assessments and method statements and wear appropriate Personal Protective Equipment (PPE)
- Follow instructions issued by a Nominated Officer [Asbestos] with respect to terminating operations in the event of exposure owing to the potentially high risks relating to asbestos
- Avoid all work where asbestos is located, drilling/cutting etc. Where asbestos is in a good sealed condition it is to remain undisturbed. If an area of the building is known to contain asbestos, specialist contractors will be contacted.
- Conform to the requirements of the Health and Safety at Work Act 1974 and the Control of Asbestos at Work Regulations.

This policy will be reviewed as regularly as is required, but no less than annually. If you have read this policy and have further questions or feel that the policy does not include Health and Safety information that you are seeking, please contact the HSLs on:

Nick Stillwell - nick.stillwell@supajam-education.org

David Court - david.court@supajam-education.org

APPENDIX 1

Health and Safety Checks

'Checks' as detailed below, may occur more frequently than are actioned. For example, PAT testing may be held in multiple rounds across the year to ensure new equipment is tested within year and does not miss the PAT testing window; this does not mean items will be tested within every round.

Employee training may also happen more than once a year to ensure new members of staff have current and necessary training, no matter their SEMM start date within the year. As part of the SEMM Health and Safety Management System, the Base Leaders will ensure the following checks take place and are recorded, the records of which must be producible upon request at any time.

Weekly	
Item	Checks
Fire Extinguishers	Are undamaged and appear in good working order
Fire Alarms	The alarms sound
CO detectors	The alarms sound
General base hazards	Observations show that fire exits are clear, resources and equipment appear undamaged and in good working order, safety and information posters are up to date etc
Walkie Talkies	Are in good working order
Accident book	Is being completed, is up to date and is stored correctly
Fridge temperatures	Are the correct temperature to store food safely
Green lanyards	Are being worn by trained first aiders
High Vis Jackets	Are available for trained Fire Marshalls to wear during an evacuation drill
Sanitary bins and waste	Are being collected and disposed of appropriately
Fire Alarm Call points	Are in good working order
Once per month	
Written checks and documentation	Has been scanned and stored on the Business Management System on the Drive
Emergency escape lighting	Light up and are in good working order
Once per half term	
First Aid Kits	Are fully stocked and clearly visible in the correct places across the college buildings
Once per term	
Personal Emergency Evacuation Plans (PEEPs)	Are in place where needed, easily accessible, and are current and accurate

COSHH (Control Of Substances Hazardous to Health) Register	Is up to date, detailing the type and number of hazardous substances, where they are stored, and how they are stored safely
Once per year	
Handheld/frequently used portable devices (PAT testing)	External PAT tester to test devices such as work phones, laptop chargers, laptops
Fire alarms	External company to test alarm systems are working with regards to heat and smoke
Policies	Are current and up to date. This should include Health and Safety, Fire Evacuation, Lockdown
Gas Appliances	External company to test gas appliances are safe and in a good working condition
Air Conditioning Unit	External company to test air conditioning units are in full and clean working order
Asbestos Survey (to be completed for the purchase or hiring of any new premises, or to be re-surveyed if major work is being undertaken on current premises)	Internal checks based on Asbestos survey and subsequent risk assessment to ensure no additional risks are being posed by asbestos present in any building
Fire Marshall training	To be renewed for all Fire Marshalls
Health and Safety training	To be renewed for all members of staff
DSE training	To be renewed for all members of staff
First aid training	To be renewed for all First Aiders
Lockdown drill	Employees, contractors, volunteers and students to confidently practice the process of following SEMMs lockdown procedure
Fire evacuation drill	Employees, contractors, volunteers and students to practice the process of confidently following SEMMs fire evacuation procedure
Risk assessments	Are current and up to date, identifying and mitigating any new hazards
Once every two years	
Portable devices (PAT testing)	External PAT tester to test devices such as less frequently transported laptops, music equipment etc
Once every three years	
Food Hygiene training	To be renewed for all staff involved in cooking
Legionella testing	External company to test water tank sources and ensure they are clear of legionella
Once every four years	
General IT (PAT testing)	External PAT tester to test devices such as static computer equipment and musical equipment, kitchen appliances etc
Fire Risk Assessment	External competent person to conduct a new fire risk assessment of all buildings

One time purchases	
Lightening Protection Assessment	External company to determine the level of risk on a building

Appendix 2

INCIDENT/ACCIDENT FORM

Please complete in BLOCK CAPITALS, please note that the information you give could be required for use in legal proceedings.

1. WHERE AND WHEN			
School/Academy			
Address Full Address			
Date		Time	
Headteacher/Principal			

2a. TYPE OF INCIDENT		
A Accident resulting in personal harm, e.g. requiring first aid/ medical treatment	B Dangerous occurrence – an unintended event that is reportable under RIDDOR	C Near miss/hit incident
Brief details of injury	Brief details of occurrence	Brief details of incident

2b. TYPE OF INCIDENT? (Tick any applicable)			
Lifting / handling	<input type="checkbox"/>	Contact / exposure to equipment / machinery	<input type="checkbox"/>
Fall from height	<input type="checkbox"/>	Contact / exposure to harmful substance	<input type="checkbox"/>

4. PERSON INVOLVED / AFFECTED (STUDENT, EMPLOYEE OR CONTRACTOR)			
Name			
Date of Birth		Contact Number	
Address			

5. IMPACT ON INDIVIDUAL							
None	<input type="checkbox"/>	Minor	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Major	<input type="checkbox"/>
Type of injury							
Abrasion	<input type="checkbox"/>	Crush	<input type="checkbox"/>	Dislocation	<input type="checkbox"/>	Sprain	<input type="checkbox"/>
Amputation	<input type="checkbox"/>	Internal injury	<input type="checkbox"/>	Laceration	<input type="checkbox"/>	Strain	<input type="checkbox"/>
Bruise	<input type="checkbox"/>	Distress	<input type="checkbox"/>	Pain	<input type="checkbox"/>	Swelling	<input type="checkbox"/>
Burn / Scald	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Puncture	<input type="checkbox"/>		<input type="checkbox"/>
Other (Please specify)							

6a. TREATMENT (if any)			
None Required	<input type="checkbox"/>	A&E / Minor injuries	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	Admitted to hospital	<input type="checkbox"/>
Advised to see GP	<input type="checkbox"/>		

6b. TREATMENT	
Was First Aid administered? If so by who and when?	
Describe First Aid provided	

Has an Accident form been completed?	YES	NO
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7a. STAFF/STUDENT ABSENCE				
None		Less than 7 days		More than 7 days
Number of days absent				

7b. STAFF/STUDENT ABSENCE (RIDDOR)	
Has a RIDDOR report been completed	
The RIDDOR report was completed by?	

8. WITNESS / PERSON PRESENT (If any)	
Name	
Address	
Post Code	
Contact	

Name	
Address	
Post Code	
Contact	

Name	
Address	

Post Code	
Contact	

Name	
Address	
Post Code	
Contact	

10. SIGNATURES

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

Person completing the form

Signature	
Date	
Print Name	
Job Title	
Contact Number	

Headteacher/Principal

Signature	
Date	
Print Name	
Job Title	
Contact Number	

Please note: If an injury has occurred the accident book must also be completed

FOR OFFICE USE ONLY

Report to HSE	Date:	Time:
RIDDOR REPORT COMPLETED ONLINE		Date:
Copy sent to Headteacher/Principal for review		Date:

Please attach any signed witness statements and other relevant information to this form.

Appendix 3

INCIDENT/ACCIDENT INVESTIGATION FORM

Please complete in BLOCK CAPITALS, please note that the information you give could be required for use in legal proceedings.

1. WHERE AND WHEN			
School/Academy			
Address Full Address			
Date		Time	
Headteacher/Principal			

2a. TYPE OF INCIDENT		
A Accident resulting in personal harm, e.g. requiring first aid/ medical treatment	B Dangerous occurrence – an unintended event that is reportable under RIDDOR	C Near miss/hit incident
Brief details of injury	Brief details of occurrence	Brief details of incident

2b. TYPE OF INCIDENT? (Tick any applicable)			
Lifting / handling	<input type="checkbox"/>	Contact / exposure to equipment / machinery	<input type="checkbox"/>
Fall from height	<input type="checkbox"/>	Contact / exposure to harmful substance	<input type="checkbox"/>

Contact with electricity	<input type="checkbox"/>	Fatality	<input type="checkbox"/>
Dangerous occurrence	<input type="checkbox"/>	Ill health	<input type="checkbox"/>
Near miss incident	<input type="checkbox"/>	Slip / Trip / Fall	<input type="checkbox"/>
Property loss / damage	<input type="checkbox"/>	Hot / cold contact	<input type="checkbox"/>
Threatening behaviour	<input type="checkbox"/>	Cut with sharp object	<input type="checkbox"/>
Person to person assault	<input type="checkbox"/>	Needle stick	<input type="checkbox"/>
Equipment failure/misuse	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Struck by / against something	<input type="checkbox"/>	Verbal abuse	<input type="checkbox"/>
Other (Please specify)			

3. THE INCIDENT - Description of what happened (facts only)

4. PERSON INVOLVED / AFFECTED (STUDENT, EMPLOYEE OR CONTRACTOR)			
Name			
Date of Birth		Contact Number	
Address			

5. IMPACT ON INDIVIDUAL							
None	<input type="checkbox"/>	Minor	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Major	<input type="checkbox"/>
Type of injury							
Abrasion	<input type="checkbox"/>	Crush	<input type="checkbox"/>	Dislocation	<input type="checkbox"/>	Sprain	<input type="checkbox"/>
Amputation	<input type="checkbox"/>	Internal injury	<input type="checkbox"/>	Laceration	<input type="checkbox"/>	Strain	<input type="checkbox"/>
Bruise	<input type="checkbox"/>	Distress	<input type="checkbox"/>	Pain	<input type="checkbox"/>	Swelling	<input type="checkbox"/>
Burn / Scald	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Puncture	<input type="checkbox"/>		<input type="checkbox"/>
Other (Please specify)							

6a. TREATMENT (if any)			
None Required	<input type="checkbox"/>	A&E / Minor injuries	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	Admitted to hospital	<input type="checkbox"/>
Advised to see GP	<input type="checkbox"/>		<input type="checkbox"/>

6b. TREATMENT	
Was First Aid administered? If so by who and when?	
Describe First Aid provided	

Has an Accident form been completed?	YES	NO
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7a. STAFF/STUDENT ABSENCE				
None		Less than 7 days		More than 7 days
Number of days absent				

7b. STAFF/STUDENT ABSENCE (RIDDOR)	
Has a RIDDOR report been completed (If applicable)?	
The RIDDOR report was completed by?	

8. WITNESS / PERSON PRESENT (If any)	
Name	
Address	
Post Code	
Contact Number	

Name	
Address	
Post Code	
Contact	

Name	
Address	

Post Code	
Contact	

Name	
Address	
Post Code	
Contact	

9. INVESTIGATION	
Was the location of equipment or person authorised?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
N/A	<input type="checkbox"/>
Additional details	
Was the activity of the person authorised?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
N/A	<input type="checkbox"/>
Additional details	
Were safe work practices being followed?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
N/A	<input type="checkbox"/>
Additional details	
Contributory factors? (tick the one which is appropriate)	

Environment	<input type="checkbox"/>	Materials	<input type="checkbox"/>	Human Factors	<input type="checkbox"/>
Premises	<input type="checkbox"/>	Procedures	<input type="checkbox"/>	Training	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	Information	<input type="checkbox"/>		<input type="checkbox"/>
Other (Please specify)					
Was the activity covered by Risk Assessment?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Additional details					

Remedial Actions taken / planned? (immediate and long-term action)					
Has the Risk Assessment been reviewed?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

10. SIGNATURES					
Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.					
Person completing the form					

Signature	
Date	
Print Name	
Job Title	
Contact Number	
Headteacher/Principal	
Signature	
Date	
Print Name	
Job Title	
Contact Number	
Please note: If an injury has occurred the accident book must also be completed	

FOR OFFICE USE ONLY		
Report to HSE	Date:	Time:
RIDDOR REPORT COMPLETED ONLINE		Date:
Copy sent to Headteacher/Principal for review	Date:	

Please attach any signed witness statements and other relevant information to this form.