

## HEALTH, SAFETY AND WELFARE DOCUMENTATION

### POLICY



The Policy of JAMES is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, volunteers and clients, and to provide such information, training and supervision as they need for this purpose.

We accept our responsibility for the health and safety of other people who may be affected by our activities through;

a) The provision of such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of its employees.

b) Identifying and assessing the risks associated with all activities of JAMES with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

JAMES also recognises the need to clarify to our employees, volunteers and clients the responsibilities that they have to others in terms of working safely.

JAMES will maintain consideration for the general welfare of its employees, volunteers and clients and will provide appropriate facilities.

The allocation of duties for safety matters and the particular arrangements which will be made to implement the policy are set out in the related documents referred to below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

POLICY: Promoting the Health & Wellbeing of learners



## 1. General Principles

JAMES strives to provide a healthy working environment where learners, in the main children & young people, are able to operate and carry out their roles and responsibilities effectively, thereby driving forward their personal achievement and success. JAMES is committed to developing and maintaining a culture of respect and wellbeing which results in learners that are healthy, confident and emotionally resilient.

The Health and Wellbeing Strategy will be supported by a robust framework of policies, procedures and systems, also communication with external referring and health promoting bodies, in developing the following within a supportive culture.

- Fairness and equality
- Ownership and responsibility for ones' own health and well-being.
- Awareness of physical and mental health issues (where appropriate).
- Effective paths for communication and consultation

## 2. Main aims and benefits

We recognise that in order for young people and families to reach their full potential, become successful learners, confident individuals, responsible citizens, and effective contributors the following are important and we will support and promote access to these:

Health & wellbeing needs are held to be;

- A nurturing place to live
- Opportunities to take part in active play, recreation & sport
- Being heard and involved in decisions which might affect them.
- Opportunity & encouragement to play active and responsible roles within both JAMES & the outside community.
- Access to suitable healthcare. Support in learning to make healthy & safe choices.
- Being supported or guided in their learning and development of skills, confidence & self-esteem at home learning environments & community.

Learning through health and wellbeing promotes confidence, independent thinking and positive attitudes and dispositions. Because of this, it is the responsibility of every educator to contribute to learning and development in this area and via leadership which is open, collaborative & responsive, to;

- Promote a feeling of well-being and being valued within JAMES
- Promote healthy lifestyles amongst learners
- Improve engagement, productivity and success
- Create a positive and socially inclusive culture
- Provide services that have an impact

Essential areas of focus for experiences and outcomes are

- Mental, emotional, social & physical wellbeing
- Planning for choices & changes
- Physical education, activities & sport
- Food & health
- Substance misuse
- Relationships, sexual health & parenthood

### 3. Strategy

JAMES is committed to developing and embedding a culture of health and well-being. Well-being is assured through effective management of JAMES, the maintenance of a harmonious culture; the management and prevention of risk; individual role empowerment and a focus on improving the quality of life.

JAMES will, as & where appropriate, provide a range of services, working in partnership with external agencies, where required, to promote healthy life choices. Areas of specific support may address health issues through: eg;

- Counselling Services
- Health awareness sessions
- Anti bullying\* procedure, information & action sessions (\* includes cyber-bullying )

**RELATED P&P's;** SAFEGUARDING; Anti-Bullying . Risk Assessment, Health & Safety, Safe Recruitment.

Signature Principal -



Signature Chair –

# **HEALTH AND SAFETY PROCEDURES**

**Frizinghall 2022/23**

**Responsibilities**

- 1 Overall responsibility for health and safety in the organisation is that of:

**JAMES Board of Directors**

2. **Kevin Metcalfe**

Is responsible for this policy being carried out at the premises at

Frizinghall –Shipley – Holmewood and Keighley

3. The following staff are responsible for safety in particular areas:

Staff name

Area - any special responsibilities

<b>Kamaldeep Kaddra Singh</b>	<b>First Aid Room and Motor vehicle Body shop</b>
<b>Frizinghall</b>	

<b>Keith Cornwell- Jhangeer Ahmed</b>	<b>Mechanical workshops Frizinghall</b>
---------------------------------------	---

<b>John Fish</b>	<b>Cycle area - workshop</b>
------------------	------------------------------

<b>Laura Firth</b>	<b>Classroom areas</b>
--------------------	------------------------

<b>Sandra Kelly /Lauren Greenwood</b>	<b>Main office and Canteen areas</b>
---------------------------------------	--------------------------------------

<b>Amanda Passmore</b>	<b>Reception</b>
------------------------	------------------

<b>Keith Cornwell</b>	<b>Motor Vehicle Classroom</b>
-----------------------	--------------------------------

<b>Graham Thorpe</b>	<b>Shipley site</b>
----------------------	---------------------

<b>Angela Stack</b>	<b>Keighley Site</b>
---------------------	----------------------

4. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever an employee, supervisor or manager notices a health or safety problems which they are not able to put right, they must straightaway tell the appropriated person named above. They may also tell a Safety Representative if there is one.

**Consultation between management and employees is provided by:**

Operations Manager: **Kevin Metcalfe**

Investigating accidents: **Kevin Metcalfe**

## **Section B General Arrangements**

### **Accidents**

First aid box and accident book is located in the First Aid room located in the Assembly hall area.

Emergency services: Tel. No: 999

Nominated First Aid are displayed at the first aid room

**Completed accident recording sheets to be handed to Sandra Kelly in the main office for safe storage.**

### **General Fire Safety**

Escape routes: **All staff** Daily

Fire extinguishers: **Kevin Metcalfe** Monthly

Fire alarms test: **Amanda Passmore** Every Tuesday 9.30am

*Annual service contract with Flamstop LTD - 01274 392594*

### **Advice and Consultancy - Contacts.**

**Inspector's office:**

**Tel. No:** (01132)

834200

Health & Safety Executive

Marshall Mills,

Marshall Street

Leeds LS11 9YJ

### **Special Training**

Type of training

Fire Safety Awareness

Name of Trainee

Kevin Metcalfe

Sandra Kelly (Fire Marshall)

Anna Shepherd

Jhangeer Ahmed  
Keith Cornwell  
Angela Stack

**Electrical Equipment**

Annual Portable Appliance testing (P.A.T.) – Kevin Metcalfe/John Fish

**Fluids under Pressure - Company rules**

**Machinery**

<u>Equipment</u>	<u>How often;</u>	<u>Who checks</u>
Pressure vessels	Annually	Zurich Municipal
Vehicle Hoist	Annually	Zurich Municipal

Employers liability Insurance – Ace Europe

Policy  
Number

XAO12205  
23793

Expiry – 10 May 2023