



HEALTH AND SAFETY POLICY FOR STAFF

This policy sets out the key things staff need to know about health and safety at the Workcentre – from evacuation procedures to risk management. It also provides some guidelines for dealing with student health and safety situations, such as someone having an accident.

*See also: Health and safety policy for students
Code of Practice (Staff and Students)
Protocol for dealing with challenging behaviour
Good practice guidelines for student field trips
Emergency media policy
Use of Workcentre vehicles and trailer*

1 Introduction

- 1.1 The Golden Bay Workcentre Trust (GBWCT) needs everyone – both staff and students – to be aware of the Trust's and their own responsibilities in terms of health and safety. As well as being good common sense, a comprehensive health and safety policy is required by law, and it's very important that any issues that come up are dealt with properly.
- 1.2 All GBWCT staff and trustees must familiarise themselves with this document, and seek clarification from the Golden Bay Workcentre Trust Manager if there is anything they do not understand. Course tutors and others working with learners are also responsible for discussing the policies in the 'Health and Safety Policy for Students' document with their students.
- 1.3 GBWCT staff should also read and understand the Workcentre's policies on smoking, alcohol and drugs – these can be found in the Code of Practice.

2 Health Self-Assessments

- 2.1 All staff at the Workcentre are encouraged to complete a **Medical /** Health Self-Assessment form during their induction. This is an opportunity to tell GBWCT about any:
 - Ongoing physical health problems (e.g. asthma, epilepsy) and any treatment you might be receiving
 - Disabilities (e.g. vision impairment, mobility problems)
 - Serious allergies (e.g. bee-stings, antibiotics)
 - Emotional or behavioural needs (e.g. depression)
 - Any other health-related issues (e.g. fear of heights, old injuries) that could affect you during your employment

- 2.2 This information is not shared with other staff, students or anyone else without your permission (for more information about your privacy, see the Code of Practice). The purpose of the Health Self-Assessment is to help GBWCT fully understand the needs of its staff and be properly prepared to assist or support them if the need arises. GBWCT will take all possible steps to support staff with special health needs or disabilities in the workplace.
- 2.5 Staff with severe allergies (or other conditions) may require medication to be administered in an emergency (e.g. Ana-kit injections). If you think that this may apply to you, it is very important that your condition is fully discussed with the GBWCT Health and Safety Officer before you start your employment. You will need to sign a consent form and carry your medication with you at all times. For more information on the Ana-kit policy as it pertains to Workcentre students, see Section X below.

3 Staying healthy at the Workcentre – sickness and hygiene

- 3.1 GBWCT is committed to providing an environment for all staff and students that is healthy and hygienic. Everyone, including staff, needs to play their part in achieving this by taking responsibility for themselves. This includes staying home when unwell, and keeping themselves and their surroundings clean and hygienic.
- 3.3 Flu (influenza), measles, TB and the common cold are all examples of viruses or infectious diseases that can easily be transmitted by coughing, sneezing, and even by touching surfaces (e.g. door-handles) that other people might touch. Anyone who is feeling unwell or thinks/knows that they have a virus or an infectious disease should stay home until the symptoms have gone away and they feel better, or a doctor has given them the 'all-clear'. (For more information about sick leave refer to your Individual Employment Agreement.)
- 3.4 Good hygiene – particularly hand-washing – is very important to staying well and maintaining a healthy environment. GBWCT provides soap, running water and hand-towels in the kitchen and toilets for your use. As a general rule you should wash your hands:
- After going to the toilet
 - Before preparing and consuming food and drink
 - After skin-to-skin contact with other people or their body fluids (e.g. blood, spit – NB: it is VERY IMPORTANT that you follow the correct procedure if you come into contact with anyone's body fluids while at the Workcentre – see Section X below)
- 3.5 Other ways staff can maintain good hygiene are:
- Not leaving food lying around, and making sure anything that needs to be kept cold goes in the fridge until you are ready to eat/drink it
 - Not eating or drinking out of dirty dishes – you can help by washing your own or putting them in the dishwasher
 - Not sharing drink bottles or cigarettes with other people

- Use a plaster/band-aid if you cut or graze yourself – wash the cut out first with soap and water and, if blood has been spilled, make sure you follow the procedure for dealing with body fluids (see also Section X: What to do in the event of an accident/injury)
- For women, disposing of sanitary waste (pads and tampons) in the special bins provided in the toilets

4 Working safely with equipment and materials

- 4.1 Staff working on computers will be advised as part of their induction about the correct use of computers to minimise the risk of Repetitive Stress Injury (RSI) or other ‘occupational over-use’ injuries. This will include guidance on correct posture, ergonomic set-up of equipment (e.g. chair height, screen position) and the need to take regular breaks/stretches to release tension from the body. It is your responsibility to incorporate this into your daily practise.
- 4.2 Staff who will be working with equipment and materials with students (such as machinery, knives, stoves, chemicals, the kiln etc.) are expected to be suitably knowledgeable and qualified in how to use them correctly and safely. Students should be encouraged to ask as many questions as they need to, as often as they need to, and request help from you if anything is unclear.
- 4.3 Protective clothing, guards etc. are provided by the Workcentre to minimise risk to staff and students’ health and safety – it is important that this is worn/used EVERY TIME you/they use the equipment or materials. Staff and students should always wear suitable shoes for the kind of activity they are doing.
- 4.4 Equipment is often expensive to repair or replace. To ensure that Workcentre equipment keeps working properly and safely, students need to be directed how to look after it, clean it, pack it up and put it away. Equipment should not be left switched on or lying around if no-one is using it. You can negotiate with your students who is responsible for this (e.g. the last person to use it, or taking turns to clean up), but the relevant tutors are ultimately responsible for the maintenance and storage of Workcentre equipment.
- 4.5 GBWCT provides appropriate equipment for staff to use on Workcentre business. Staff should not bring in their own equipment unless this has been agreed with the GBWCT Manager ahead of time. Where this has been agreed, staff acknowledge that it will be used at their own risk and remain their sole responsibility while on the premises.
- 4.6 For the procedures governing the use of GBWCT vehicles, staff should consult **Policy: Use of Workcentre Vehicles and Trailer.**

5 Risk management

- 5.1 Each course run at the Workcentre requires an individual risk analysis to be completed by the course tutor, identifying possible risks associated with the activities and location for

that course and the strategies that will be employed to minimise or mitigate those risks. Completed risk analyses for current courses can be viewed in the Policies and Procedures folder kept in the Workcentre office. These are periodically reviewed and updated and should be regarded as 'living documents'.

5.2 General recommendations for the management of risk include ensuring that:

- Nothing is left lying on the floor where it could be tripped over, or is blocking doorways, aisles or fire exits
- Nothing protrudes into aisles, corridors or doorways
- Dangerous or potentially dangerous items or materials are stored securely and only used by students under supervision
- During wet weather or activities involving water or other liquids, floors should be kept as dry as possible in high-traffic areas and warning signs displayed where surfaces have become slippery

6. What to do in the event of an accident/injury

6.1 If you, another member of staff or a student has an accident or is injured – even if it doesn't seem very serious - you should:

- Immediately alert the GBWCT Safety Officer (Simon Shaw) or Manager; if the accident is serious, dial 111 and ask for an ambulance
- If a piece of machinery is involved, turn it off if you are sure you can do so safely (preferably flick the switch at the wall)
- Don't try to move the person or deal with their injuries yourself
- Stay calm and support students and/or other staff; try to ensure that students do not get in the way of the Safety Officer, medical personnel or other staff members dealing with the situation
- Take note of what lead to the accident taking place, so that GBWCT can try to ensure that it is prevented from happening again
- The most appropriate GBWCT staff member should make a full entry in the Safety Log Book (see below)

6.2 GBWCT keeps a fully equipped First Aid Kit in the Workcentre office and in the Workcentre vehicle, and there will always be someone currently certificated in First Aid on-site – usually the Safety Officer (Simon Shaw).

6.3 GBWCT keeps a Safety Log Book in the main office. Any accidents, injuries or 'near-misses' need to be recorded in the Safety Log Book – this is required by law and for insurance purposes. Keeping a record like this also helps GBWCT to identify any hazards that need to be addressed for safety in the future.

6.4 In the event of serious injury or death, the GBWCT Manager (or, in their absence, the Assistant Manager) is responsible for notifying the Ministry of Business Innovation and Employment as soon as possible.

6.5 In the event of serious injury or death, the GBWCT Manager (or, in their absence, the Assistant Manager) is responsible for liaising with family members, medical personnel, Police, the media and any other involved parties. GBWCT staff should not assume authority to do so on the Trust's behalf.

6.6 In the event of serious injury or death, the GBWCT Manager will also coordinate an appropriate follow-up process for GBWCT staff and students – e.g. counselling, tutor support etc.

EMERGENCY NUMBERS	
Police / Fire / Ambulance	111
Medical Duty Doctor	525 0060
Police in Takaka	525 9211
D.O.C., Takaka	525 8026
National Poisons Centre (Non urgent 9am-5pm)	03 479 7248
- URGENT INFORMATION	0800 764 766
Golden Bay Work Centre Trust	525 8099
Safety Officer (Simon Shaw)	525 9525
Manager (Alli Gardener)	525 9413

7. Anaphylactic shock and Ana-kits

7.1 Some people are highly allergic to pollens, food, dusts, insect stings and drugs which may produce a life-threatening anaphylactic reaction.

7.2 Tutors should have prior knowledge of students' medical conditions, obtained during the Health Self-Assessment completed by all students during enrolment. However it is the responsibility of students to make GBWCT aware of any allergic conditions and to carry their emergency medication with them at all times.

7.3 Tutors must have training from a qualified First Aid trainer on analysing the signs of anaphylactic shock.

7.4 Tutors should always gain permission from the student before administering an injection, or assist/guide them to inject themselves – unless they are unconscious. However students suffering from severe allergies will be asked to sign permission slips allowing a trained tutor to administer an Ana-Kit injection, or adrenaline ampoule using a syringe, in a life-threatening situation.

7.5 Before taking a severely allergic student on any field trip or overnight stay, the tutor must ensure a consent form has been completed and signed and check the Ana-kit to make sure it is in good working order.

7.6 GBWCT Staff who are severely allergic and may require emergency medical treatment (e.g. Ana-kit injections) are expected to notify the Manager before employment is commenced and sign a consent form.

8. Body fluid spills control procedure

8.1 To conform with current best practise in infection control, the following procedures must be implemented in the event of a body fluid spill (blood is the most likely body fluid to be encountered). Any body fluid spills should be fully documented in the Safety Log Book.

1. Immediately isolate the area and post signs warning of the spill – this is to ensure that there is no further spread or exposure. Advise the Safety Officer who will nominate someone to clean up the spill – the following instructions apply.
2. The cleaner must wear rubber gloves, and if the size of the spill warrants it, a plastic apron to protect clothing from contamination.
3. All spills should be soaked up with paper towels, which are then placed immediately into a plastic rubbish bag. Neat sodium hypochlorite solution (e.g. Janola, household bleach) should be applied thoroughly to the spill site and left for at least 10 minutes. The area should then be sponged with paper towels or cloths and then washed with a solution of hot water and sodium hypochlorite. Dispose of all paper towels/cloths immediately in the same plastic bag. Thoroughly wash out any containers used with a solution of hot water and sodium hypochlorite. Remove gloves/apron and dispose of into plastic bag, tie bag securely and place in outside rubbish bin away from public access. Wash hands thoroughly.
4. If clothing is contaminated, it should be soaked immediately in a cold sodium hypochlorite solution, followed by a hot wash with sodium hypochlorite and washing powder. Buckets and the washing machine should be swabbed out with neat sodium hypochlorite afterward, and rubber gloves should be worn throughout.
5. Arrange for carpet to be shampooed if appropriate, and for contaminated waste to be taken to GB Medical Centre for incineration.

9. What to do in an emergency

9.1 If there is an emergency while you are at the Workcentre (or you are told that there is an emergency) – for example a fire or earthquake – you should:

- Immediately stop what you/your students are doing, take control of the group and initiate the evacuation procedure
- If a small, readily containable fire has started where you are, staff's first priority is to remove students from immediate danger. The nearest suitable fire extinguisher should then be employed as soon as possible (fire extinguishers are located in every room). ENSURE THAT THE RIGHT FIRE EXTINGUISHER IS USED FOR THE MATERIAL INVOLVED (e.g. paper and wood, chemicals); this will be clearly displayed on the

extinguisher bottle and staff should familiarise themselves with the uses and location of each type

- GBWCT staff, NOT students are to decide whether it is appropriate to use fire extinguishers – and safety of the group is always paramount. If the fire is large and/or spread out and containment looks unlikely or risky, do not try to fight it yourself. Evacuate everyone nearby immediately, alert at least one other staff member, find the nearest, safely located telephone and dial 111 (or delegate this to another GBWCT staff member as soon as possible)
- If possible, staff and students should evacuate the buildings to the designated assembly point (in the Community Centre Car Park). If this is not possible, evacuate your group to the nearest point of safety and attempt to alert others of your location. Don't yourself, or allow your students to fetch personal belongings or otherwise delay before leaving the building
- Once assembled, cooperate with other GBWCT staff to do a head-count. Tutors are responsible for knowing where their students are at all times and keeping the group together in the event of an emergency. However the designated Fire Warden (who will be wearing a high-visibility vest) will have overall responsibility for checking the building and liaising with tutors over students who can't be accounted for
- Wait for further instructions from the GBWCT Safety Officer or the designated Fire Warden. Don't yourself, or allow students to wander off or re-enter the building, even if it seems safe
- In the event of an earthquake, you and your students should take shelter as fast as possible in a doorway, or under a beam or solid table and curl into a ball, protecting your heads as much as possible. Stay away from bookshelves or anything else that could fall on top of you. Stay in this position until you are sure the earthquake has stopped. Be alert to the possibility of aftershocks

9.2 There is a plan on the wall in every room at the Workcentre showing exits and assembly points to be used in the event of an emergency. Tutors should ensure that they and their students are familiar with this plan by giving a safety briefing at the commencement of the course. Any new students joining the class after the safety briefing will need to be taken through the procedure individually.

9.3 To help everyone prepare for a real emergency, the Workcentre holds twice yearly fire drills. Everyone is expected to participate in a fire drill – knowing what to do will help you and everybody else stay safe. You should follow the instructions described above and ensure your students cooperate with you and other GBWCT staff.

9.4 With the exception of official fire drills, pretending that there is a fire or other emergency when there isn't one is a very serious matter. The Police and Fire Brigade take hoaxes very seriously and may wish to prosecute offenders.
