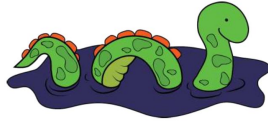


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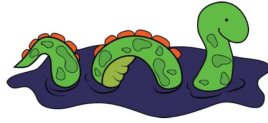
Supporting Positive Mental
Health in Schools

NESSie IN ED CIC Health and Safety Policy

Version Control:

Date approved by Board	Comments
1st March	

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HEALTH AND SAFETY POLICY

Introduction

It is NESSie IN ED CIC's (hereafter referred to as 'Company') policy to ensure safe working conditions for all its employees.

Employees also have an obligation to take care of their own health and safety and ensure their actions do not adversely affect colleagues.

This policy may be updated or amended from time to time at the absolute discretion of the Company.

The Company is committed to the achievement of the following health and safety objectives, which are published for the information and guidance of all staff:

- to analyse working conditions and practices, including the handling and use of materials, and to identify health and safety hazards;
- to anticipate risks to staff and to visitors of all types, and take appropriate action to minimise them;
- to involve staff in the formulation and control of safe working practices;
- to identify individuals with specific safety responsibilities, and provide appropriate training; and
- to ensure that all employees understand their individual roles and take personal responsibility for their own safety and that of other staff.

The Company is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable, whether on the Company's premises or carrying out business of the Company at another location.

It is the intention of the Company to provide, so far as reasonably practicable:

- a safe and health place of work with safe access and egress;
- safe equipment and systems of work;
- instruction, training and supervision on the Company's health and safety policy; and
- a system of regular inspections to ensure that the above responsibilities are fulfilled.

Health and Safety Information

The Company holds detailed health and safety information.

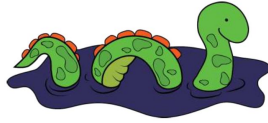
If you have any questions about a particular aspect of the Company's health and safety policy, please contact your line manager.

Fire Procedures and Emergency Evacuation

General Fire Safety

Escape routes will be checked regularly by the relevant departmental managers at the site/setting.

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Fire extinguishers will be checked annually and certified by a competent external agency by the setting.

Fire Precautions

It is the responsibility of all managers to ensure that their staff are regularly reminded of the dangers of fire and the actions to be taken to prevent it.

If you discover a fire

If you are able to put the fire out without risk to yourself or others, then please do so. In any event, please sound the alarm and evacuate the premises.

If you hear the Alarm

Proceed to your nearest exit. Do not panic, stay calm, following the instructions of the appointed Fire Marshalls.

Everyone must leave the building immediately and report to the assembly point for a roll call.

All staff can assist in the evacuation of the building by ensuring that rooms in their area of responsibility are clear and by closing the doors behind them, where safe to do so, to prevent the spread of fire.

If you know of anyone who has been left in the building, report this immediately to the appointed Fire Marshall, who will then inform the Fire Officer.

Do not re-enter the building on any account until authorised to do so by the attending Fire Officer.

The names of the site/setting's nominated Fire Marshalls are available from your site/setting's named contact.

Precautionary measures

Minimise quantities of flammable material kept.

Store materials safely, well away from hazardous processes.

Make sure the Company's no smoking policy is adhered to.

Maintain equipment frequently.

Empty waste containers frequently.

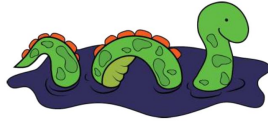
Keep all flammable materials away from electrical equipment.

Prevent the spread of fire

Shut the doors and, if possible, the windows of the room in which the fire is discovered.

Never wedge open fire-resistant doors designed to stop the spread of smoke and fire.

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Make sure you know how to raise the alarm and how to use the extinguishers.

Make sure everyone can get out safely.

Make sure you know the evacuation procedure for the area in which you work.

Keep fire routes and fire doors clear of obstruction.

Report any faulty or locked fire doors to the Office Administration Manager.

Accidents

First aid boxes will be located in strategic positions. The senior first aider at the setting/site will be responsible for their condition.

The site/setting will have appointed first aiders. Initial and refresher training will be provided as appropriate.

The Safety Officer at the site/setting is responsible for reporting accidents to the Health and Safety Executive for that site/setting.

All accidents will be recorded in the accident record book at the site/setting, which is located in the first aid room as well as being logged with the Company's Operations Manager.

Electrical Safety

All portable and electrical apparatus owned by the Company will be inspected and checked for electrical safety at regular intervals by a competent person.

You must ensure that any electrical appliance of your own has a safety mark and used at the Company's Operations discretion.

Any repairs to electrical apparatus must be carried out by a competent person.

The fixed electrical installations will be inspected annually and certificated by a competent external resource.

Records of these routine inspections will be maintained by the Safety Officer of the site / setting.

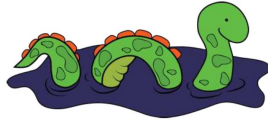
Work Equipment

You must not use any work equipment unless you have received adequate information, instruction and training in its safe use.

Training must include the methods of using the equipment, any potential risk involved and the precautions necessary to avoid those risks.

Written instructions on the use of work equipment will be provided where appropriate.

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If you are using a visual display unit (“VDU”) take regular breaks, even if this means carrying out other work duties, thus avoiding eye contact with the VDU.

Manual Handling

Manual handling is any form of activity which involves pushing, pulling, lifting and carrying at work.

There is no general guidance that can be given as to what load is too heavy for a person to carry. This depends on a person’s age, physique, condition and whether the person knows how to lift and handle loads. Manual handling is done at the workers discretion.

Weight is not the only factor that makes things difficult to lift and carry. The size and shape of any object can make it difficult to handle.

Consider the following to reduce the risk of injury:

- Does this lift require one or more people?
- Do not carry something that is so heavy you are straining. Get assistance or use a trolley.
- Do not jerk or shove, as twisting the body may cause injury. Lift in stages, floor to knee and then knee to carrying position. Reverse this lifting method when setting loads down.
- Hold weights close to the body. Lift with the legs i.e. putting strain on thighs rather than the back, keeping the back straight and the chin in.
- Do not let the load obstruct your view. Grip with the palms not the fingertips.
- Make sure your route is clear of trip hazards before you start moving. Arrange for the doors to be opened for you. Know your limitations. Do not hesitate in asking for help if you think the load is too heavy.

Hazardous Materials

The risks associated with hazardous materials will be assessed, and safe systems laid down for the use of all such materials. You will be trained to use the materials and appropriate protective clothing will be provided as necessary if applicable.

All new materials will be subject to assessment for potential hazards and a safe system established before they are used.

Personal Protective Equipment (“PPE”) and Clothing

PPE and protective clothing will be issued as appropriate for the work carried out and it is a strict requirement that it must be used and/or worn as stipulated.

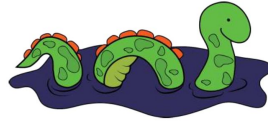
You should immediately report any loss or significant wear to PPE or protective clothing to your line manager.

Housekeeping and Premises

All areas will be cleaned regularly, and waste will be cleared each day.

Materials will be stored safely in designated areas.

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All gangways and exits will be marked and kept clear.

Machinery

Machines will only be operated by those trained and authorised to do so.