

Health & Safety Policy

Positive Smiles C.I.C.

Document control

Published Date:	03/12/2018	Author:	Shabir Siddiq – Director
------------------------	------------	----------------	--------------------------

Version	Change Detail	Latest Review Date	Date of Next Review	Updated By:
1.0	Annual Review	03/12/2019	03/12/2020	Shabir Siddiq
2.0	Annual Review & Policy Amended	03/12/2020	03/12/2021	Shabir Siddiq
2.1	Annual Review & Policy Amended	07/12/2021	07/12/2022	Shabir Siddiq
2.2	Annual Review & Policy Amended	07/12/2022	07/12/2023	Shabir Siddiq
2.2	Annual Review Changed to Academic Year Start	01/08/2023	31/07/2024	Shabir Siddiq
2.3	Annual Review and name change	01/08/2024	31/07/2025	Shabir Siddiq
2.4	Annual Review & header logo change	01/08/2025	31/07/2026	Shabir Siddiq
2.5	Annual review, Positive Smiles rebrand and realignment to adult services	01/08/2026	31/07/2027	Shabir Siddiq

CONTENTS

General statement of policy.....	3
Roles & responsibilities.....	3
Management of health & safety.....	4
Participants in our premises are:.....	4
Accident and near miss reporting:.....	4
Lone workers:.....	4
Maternity:.....	4
Disabilities and / or specific learning differences:.....	5
Fire drills & evacuation:.....	5
First Aid:.....	5
Driving at work:.....	5
Implementation of policy:	6
Health and safety Framework:.....	7

GENERAL STATEMENT OF POLICY

At Positive Smiles we owe a duty of care to all staff, volunteers, participants and visitors. To meet this duty, we take steps to make sure working and learning environments are safe, with risks to health reduced to a minimum or removed. This policy covers all our activities and programmes. These steps include:

- Centre risk assessments.
- Well-designed, user-friendly documentation.
- Robust action plans.
- Staff awareness & training initiatives.
- H & S being an agenda item at board and centre meetings.
- H & S information for participants.
- H & S as part of participant reviews.
- Common sense at all times.
- An annual review of the policy.

ROLES & RESPONSIBILITIES

- The Directors have overall responsibility for H & S in the company. Shabir Siddiq (Director) is the H & S officer and manages H & S on a day to day basis.
- The Director responsible for H & S manages changes to policies, procedures and resourcing, is the focal point for all H & S matters and the first point of contact for funders and external partners, and co-ordinates our overall approach.
- They make sure audits, testing and repairs are carried out on time to meet legislation and good practice, and prioritise and co-ordinate work with key members of staff.
- The Designated Safeguarding Lead (DSL), Shabir Siddiq, supported by the Deputy Designated Safeguarding Lead (Deputy DSL), Moosa Chohan, is responsible for safeguarding in the company.
- Line managers report H & S issues raised by staff and participants to the Directors and make sure agreed action is taken.
- The Director responsible for H & S keeps staff and participants informed of H & S updates and changes, reviews the working and learning environment in our venues, and carries out maternity risk assessments and risk assessments for people with disabilities and/or specific learning differences.
- The Directors and designated key holders respond to 'out-of-hours' call outs. Key holders will be contacted by the alarm company on activation. Key holders should not agree to respond to a call out if they are intoxicated and over the limit to drive. They should be mindful of their own safety and if concerned about possible intruders on site, they should telephone the Police and await their arrival prior to entering the building. Before leaving the premises, the key holder should ensure the building is secure and the alarm re-set.

- All employees share responsibility for providing safe environments for all staff, volunteers, participants and visitors.

MANAGEMENT OF HEALTH & SAFETY

Participants in our premises are:

- Introduced to premises layout, health & safety requirements, emergency and first aid procedures during induction.
- Introduced to the idea of “safe working” to prepare them for employment. This is built into their time with us.

Accident and near miss reporting:

- All accidents and incidents are recorded; those resulting in serious injury are reported immediately to a Director.
- Near misses are reported in writing (e-mail) to a Director. Immediate action is taken to address if necessary.
- A Director will investigate accidents which result in serious injury and take action to reduce or eliminate the chances of re-occurrence.
- Serious accidents/incidents are reported by a Director to the relevant funder and the local authority (if appropriate), using the latest required form.
- All accidents and near misses are recorded on a database for review by the Directors, with action taken to reduce/eliminate risks as appropriate.
- All accidents and illness involving participants during our activities must be reported and recorded.

Lone workers:

- Lone workers are staff working away from others within a centre (e.g. in an isolated training room) or away from their usual base (e.g. tutors or outreach staff carrying out outreach activities, visits or reviews).
- It is our policy to give instruction & training to such staff which minimises or eliminates the risk of danger or harm.
- All staff are asked to accept that they have a responsibility to take reasonable care of themselves.
- The risk assessment is evidenced in writing and retained at centre level.

Maternity:

- A risk assessment of the employee’s working environment is carried out by a Director:
 - immediately we are formally informed of the pregnancy.
 - at midterm.
 - on return to work.
- The health & wellbeing of the “mum to be” is regularly monitored by the line manager throughout the pregnancy and adjustments made as necessary.

Disabilities and/or specific learning differences:

Risk assessment completed by the Line Manager/Tutor when informed that a member of staff or a participant has a disability and/or specific learning difference:

- Working practices – Reasonable Adjustments Sub Form is completed with recommendations.
- Reviewed as a minimum annually, but more frequently if deemed necessary.
- Participant assessments are kept on the participant's file. Staff assessments are sent to a Director, with a copy kept by the line manager.

Fire drills & evacuation:

- The Positive Smiles centre has a fire marshal who co-ordinates evacuations.
- The fire alarm is tested regularly by the landlord or centre staff.
- Dry run evacuations are conducted a minimum of twice per annum.
- Supply and maintenance of fire extinguishers is contracted out. See extinguishers for latest supplier.
- *Disabled evacuees* – evacuation apparatus will be provided where necessary. When the evacuation is dependent on stairs "safe zones" in close proximity to the centre are established. Evacuees are to be positioned here to await the help necessary to have them removed from the building. To be accompanied by a member of staff at all times.
- *Visually impaired* – will be accompanied by a member of staff at all times and receive clear verbal instructions.
- *Hearing impaired* - will be accompanied by a member of staff at all times and receive clear physically noticeable gestures.

First Aid:

- The Positive Smiles centre has a first aid box with a standard range of supplies, kept in a prominent place known to all staff (Kitchen).
- The Positive Smiles centre has a first aider who is suitably qualified or working towards a suitable qualification.

Driving at work:

This section is aimed at employees that use their vehicle as part of their job role and/or travel from their home to somewhere which is not their usual place of work. It does not apply to travelling between the employee's home and their usual place of work.

More than a quarter of all road traffic incidents involve somebody who is driving as part of their work. Our aim is to manage work-related road safety effectively and reduce the risk to our employees. Staff who need to use their vehicle for their job role or to visit other sites complete an employee

driver declaration form (for new staff this is completed on starting with the company) which is reviewed annually.

Employees are to:

- Provide a copy of the UK driver's licence to a Director, and annually thereafter.
- Immediately tell a Director about any driving convictions/points as they occur.
- Annually, provide a valid and current copy of the insurance certificate to a Director. Business use cover is a minimum requirement.
- Carry out vehicle checks before departure e.g. tyres, seat position, seat belt, windscreen, wipers & washers, mirrors, brakes, lights, indicators, hazards, fuel.
- Monitor the vehicle on the road – engine temperature, fuel, warning lights.
- Not drive under the influence of alcohol or drugs.
- Not use a handheld mobile when driving. Using a hands-free function can seriously affect concentration too.
- Not drive while taking medicine that might impair their judgement. If in doubt, they should consult their GP.
- Not drive when tired. This is dangerous. Drivers should take regular breaks (the Highway Code recommends a 15-minute break every 2 hours).
- Satisfy their eyesight and other health requirements of the Highway Code and DVLA.
- Share health concerns that may affect driving with a Director immediately.
- Have a roadworthy vehicle. We recommend that it is serviced in line with manufacturer's recommendations, and where the vehicle is over 3 years old it must have a valid MOT certificate.
- Not drive vehicles that are unsafe for road use, under any circumstance.
- Follow the Safe Journey protocol – ensure enough time is allowed for each journey, research the best route to take, do not exceed safe speeds/speed limits, adjust journey times in poor weather conditions, delay journey if weather conditions are too severe, consider alternative modes of transport e.g., train.
- Be aware of what action needs to be taken in an emergency situation.
- Report all work related driving incidents, accidents and near misses electronically on the company intranet ("Support" section).
- Risk assessments – single journeys of more than three hours or 125 miles are subject to risk assessment. These must be approved by the line manager before the journey can take place.

Please find more information at:

<https://www.gov.uk/highway-code>.

<https://www.gov.uk/driving-medical-conditions>.

To implement the policy, we shall:

- Incorporate appropriate responsibilities and duties in respect of implementing the H&S policy into job descriptions and work objectives of all staff.

- Provide H&S training and guidance to our staff as appropriate, including training during induction as well as further on-going courses as identified via our internal management and review arrangements.
- Communicate, as appropriate, this policy to employees and all those associated with the services provided by Positive Smiles at outreach centres or other locations.
- Ensure that all members of staff and/or consultants involved in any activity at our centres comply with this policy.
- Review the policy annually unless any incidents require an earlier review.

HEALTH & SAFETY FRAMEWORK

The Directors use the following key documents/processes to ensure compliance with our policies & procedures:

	<i>What</i>	<i>Done by</i>	<i>When</i>
1	Risk assessment – Positive Smiles centre	Director	Jul/Aug annually
2	Risk assessment - maternity	Line Manager	On being informed/mid-term/return to work
3	Accident & near miss summary	Director	Reported to the Directors quarterly (or sooner if required)
4	RIDDOR	Director	When accident/incident occurs
5	Evacuation drill evidence	Director	January & June
6	Identity of First Aiders & Fire Marshalls	Director	Review quarterly
7	Risk for Persons with Disabilities and/or Specific Learning Differences	Director/All Staff	When occurs

Signed by the Director



01/08/2026