



**Keats Engineering and Education Ltd in partnership with Pontefract Collieries FC:
Health and Safety Policy**

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Policy	011	13.01.26	13.01.27	T.Wiles



Statement of Intent

Keats Engineering and Education Ltd, in partnership with Pontefract Collieries FC, is committed to ensuring the safety and health of all staff, students, visitors, and other stakeholders. This policy outlines our approach to health and safety, in compliance with UK legislation, and promotes a culture of safety awareness.

This policy has been developed in accordance with the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation and common law duties of care.

Scope of the Policy

This policy applies to all activities and premises under the control of Keats Engineering and Education Ltd, including educational visits, residential stays, and provision-led adventure activities. The key aims are to:

- Safeguard the health, safety, and welfare of all personnel on the premises.
- Ensure adequate working conditions and facilities to prevent health and safety risks.
- Encourage cooperation in identifying and reporting hazards and unsafe conditions.
- Provide and maintain safe classroom equipment and furniture.
- Ensure safe handling, storage, and transport of course-related substances.
- Offer sufficient information, training, and supervision to promote safety.
- Provide specific training and supervision for staff with health and safety responsibilities.
- Implement safe arrangements to protect the public and others from health and safety risks related to activities.
- Assess risks to employees and non-employees arising from activities, including risks for new or expectant mothers, vulnerable adults, and young people under 18.



Statutory Duty

Keats Engineering and Education Ltd will ensure, as far as reasonably practicable, the health, safety, and welfare of workers, learners, and visitors by:

- Ensuring safe workplaces, equipment, and proper handling/storage of course-related substances.
- Providing necessary information, instruction, training, and supervision for health and safety.
- Assessing and recording health and safety risks and implementing necessary measures.
- Preparing and communicating a Health and Safety Policy Statement, and appointing a competent person for health and safety responsibilities.
- Establishing emergency procedures and providing adequate first aid facilities.
- Ensuring the workplace meets health, safety, and welfare requirements (e.g., ventilation, lighting, sanitation).
- Ensuring work equipment is safe, maintained, and used properly.
- Controlling exposure to harmful substances and managing risks from fire, electrical hazards, noise, and radiation.
- Reducing risks of hazardous manual handling and providing health surveillance where necessary.
- Supplying protective clothing and safety signs, as well as reporting injuries, diseases, and dangerous occurrences to the relevant authority.

Statutory Duty of Workers

Employees and voluntary workers are legally required to:

- Take reasonable care for their own health and safety, and that of others affected by their actions.
- Cooperate with Keats Engineering and Education Ltd on health and safety matters.
- Use work items, including personal protective equipment, as instructed.
- Not misuse or interfere with health, safety, and welfare provisions.
- Report injuries, accidents, or dangerous occurrences promptly, including those involving the public



or participants in activities.

- Adhere to health and safety laws, which apply to all users of community buildings, not just employees.

Policy for Visitors

All visitors must:

- Sign in upon arrival, be informed of on-site hazards, provided with PPE, and given a site induction (if applicable).
- Be introduced to their host, who will ensure their safety and assist with evacuation or accident response.
- Contractors must report any safety concerns or unsafe practices to the Health and Safety Officer or representative immediately.

Health and Safety Officer

The Management team will appoint a Health and Safety Officer to oversee health and safety matters. The officer will:

- Review policies and procedures.
- Conduct safety tours and ensure risk assessments (including COSHH) are completed.
- Report to the Management team on health and safety performance.

Current officer: Phil Booth (07429037828).

Safety Tours

The Health and Safety Officer will conduct termly inspections and report concerns to the Directors. Necessary actions will be taken where practicable, including reviewing the Accident File.



Health and Safety Rules

All workers must:

- Exercise care to avoid accidents.
- Comply with general safety rules and any additional rules published by Keats Engineering and Education Ltd.

Accident Forms

Accident forms must be securely stored online. Any injury to staff, learners, or visitors must be recorded, in accordance with statutory regulations.

Fire Precautions

All personnel must:

- Familiarise themselves with fire escape routes and follow instructions from a staff member or designated fire officer.
- Participate in regular fire drills.

Equipment and Appliances

Only authorised equipment may be used, and all usage instructions must be followed precisely.

Safety Clearways

Corridors and doors must remain unobstructed and properly lit.

Maintenance



Defective equipment, furniture, and structures must be reported immediately.

Hygiene and Waste Disposal

- Waste disposal facilities must be kept clean, and waste must be disposed of properly.
- Waste must be disposed of following any specific instructions.

Food Hygiene

- Wash hands before and during food preparation, especially after using the toilet.
- Report any skin, nose, throat, or bowel issues to your supervisor.
- Cover cuts or sores with waterproof dressings.
- Maintain cleanliness and wear clean clothing.
- Smoking in food areas is prohibited.
- Avoid coughing or sneezing over food.
- Clean equipment and surfaces regularly.
- Keep raw and cooked food separate; refrigerate or keep hot perishable food.
- Dispose of food waste properly, keeping bins covered and washing hands after use.
- Minimise food handling.
- Report any facility defects or concerns to your supervisor or Directors.

Display Screen Equipment

- Volunteers/workers using display screens regularly should take a 5-minute break every hour.

Accidents

- In case of injury or illness, call staff or dial 999 for an ambulance.
- Report all accidents to the Health and Safety Officer or staff immediately.
- Record accidents on an accident form.



Alcohol, Drugs, and Tobacco

- Smoking, drug use (except under medical supervision), and alcohol consumption during work hours are prohibited.
- Employees/volunteers must not be under the influence of alcohol or drugs while on duty.

RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences)

Keats Engineering and Education Ltd complies with RIDDOR and requires the reporting of serious accidents, occupational diseases, and near misses. All incidents should be reported internally and to the Health and Safety Officer.

Fire Drills & Evacuation Procedures

All workers, learners, and volunteers must:

- Be familiar with fire procedures, exits, and alarms.
- Participate in regular fire drills.
- Report any defects with fire equipment.

Machinery & Hazard Safety

- Switch off and unplug machinery when not in use.
- Avoid hazards like wandering cables and slippery floors.
- Wear provided protective equipment and report any damage to it.

Accident Reporting

- All accidents must be recorded and reported to the Health and Safety Officer.
- Reportable accidents to the Health and Safety Executive must be filed if they lead to incapacity for more than 3 days.



- Contractors must report accidents according to the premises' responsibility.

Dangerous Occurrences

Report any explosions, electrical fires, or hazardous materials incidents.

Risk Assessments

- Conduct assessments for new activities and when circumstances change.
- Reviews occur every term, especially after incidents or procedural changes.

Display Screen Equipment

- Workers who use display screens regularly are entitled to an eye test, paid for by the employer.

General Health & Safety

- Ensure safety equipment, fire exits, and emergency procedures are regularly checked.
- Smoking is prohibited in hazardous areas, and safety precautions must be in place for all equipment.

Health and Safety Management Framework

The health and safety management system follows a structured approach based on the Plan, Do, Check, Act framework.

1. Plan

Establish health and safety responsibilities, objectives, and procedures for educational visits and occupational health services.

2. Do

Implement control measures, conduct training, and communicate emergency preparedness.

3. Check

Perform audits, monitor compliance, and report on health and safety performance.



4. Act

Review and update the policy annually, address weaknesses, and engage staff feedback.

Roles and Responsibilities

- Head of Provision: Overall responsibility for health and safety compliance.
- Phil Booth (Emergency Coordinator): Manages emergency response plans.
- All Staff: Responsible for adherence to policies and reporting concerns.
- Pupils and Visitors: Expected to comply with safety guidelines.

Key Procedures

- Periodic site inspections.
- Accident and incident reporting.
- Infection control measures.
- Educational visit protocols.
- Security measures.

Policy Reviews

This policy will be reviewed annually. For further information or to discuss concerns, please contact:

t.wiles@keatsee.com

Contacts

- Phil Booth (Emergency Coordinator): 07429037828