



Greater Horseshoe School

Health, Safety and Welfare Policy

2019-2020

Enhanced Learning Services Health and Safety Policy Statement

Enhanced Learning Services (hereinafter referred to as the "Company"), believes that the prevention of accidents involving personal injury or damage to property and the welfare of its employees, children and young persons' in their care and other who may be affected by our activities is essential to the successful operation of the business, and it regards the health, safety and welfare of its employees, children and young persons' in their care as paramount.

Therefore, through this statement of intent the Company will do all that is reasonably practicable to ensure the health, safety and welfare at work of all employees, children and young persons' in their care and others who may be affected by its activities at all its premises by provision of the necessary organisation, training, supervision and safe equipment. The company believes that the prevention of accidents involving personal injury or damage to property and the welfare of its employees and visitors is essential to the successful operation of the business.

It is the policy of the Company to comply with the terms of the Health and Safety at Work etc., Act 1974 and with the safe working practices outlined in associated health and safety regulations and Health and Safety Executive guidelines.

The Company will, so as far as is reasonably practicable, provide:

- A safe place of work, with safe means of access and egress
- A safe working environment with safe tools, plant, equipment and safe systems of work
- Safe use, handling, storage and transportation of articles and substances.
- Instruction and training to staff in known safety hazards, safe systems of work and the use of any safety systems or safety equipment provided.

In addition the Company will:

- Provide an organisation structure that ensures that this Health, Safety and Welfare Policy will be implemented in full and updated as appropriate.
- Ensure there is effective communication with and co-operation of all employees in the operation of this Health, Safety and Welfare Policy.

- Assess all significant risks to its employees, customers, contractors and others to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.
- Bring this statement to the attention of all employees and any other person who may be affected by The Company's undertaking.

	Signed	Date
Group Director Of Education & Learning		16/05/2019

Amendment & Review Record

Record & Date	Amended by	Date of next review
First Issue 01/09/17		
Second Issue 01/09/18		
Third Issue 16/05/19		

Enhanced Learning Services Health and Safety Policy
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Review Date: 01.09.2018
Issue: 2 Date: 01.09.2018
Review Date: 01.09.2019
Issue: 3 Date: 16.05.2019
Review Date: 01.05.2020

Health & Safety Management Organisation

Group Director

The overall and final responsibility for the management of health and safety rests with the Group Director and Governors of the school who have overall responsibility for:

- Ensuring that this Health Safety and Welfare Policy is implemented in full within all premises occupied by the Company and that its contents and philosophy are understood at all levels.
- Ensuring the development of a positive health and safety culture within the Company.
- Ensuring that adequate time and resources are allocated by the Company to health, safety and welfare issues.
- Ensuring the Company's premises and safe working practices do comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health, safety and welfare regulations.
- Ensuring Managers fulfil their legal obligations and responsibilities within this Health Safety and Welfare Policy.
- Ensuring only competent people are appointed to assist the Company meet its statutory duties.
- Ensuring that all accidents and incidents are recorded and investigated and that any deemed reportable under RIDDOR 2013 to the Health and Safety Executive & Social Services.
- Ensuring all employees receive adequate training to enable them carry out their duties safely.
- Reviewing the standards of performance of health safety and welfare in the Company with the Company's external Health and Safety Advisor and establishing any programs deemed necessary for improvement.
- Ensuring The Company's Disciplinary Code if breaches of safe working practices occur is enforced.

Health & Safety Manager

The Health & Safety Manager is charged with the responsibility for the co-ordination and implementation of the Health, Safety and Welfare Policy across all premises as well as specific responsibility for the administration and coordination under their control.

The Health & Safety Manager is charged with ensuring the Head Teachers or nominated Health & Safety Lead under their control fulfil their responsibilities for the day-to-day co-ordination and implementation of the Health Safety and Welfare Policy.

The Health & Safety Manager has the following responsibilities:

- Oversee the health & safety functions across the Group.
- Coordinate the various policies and procedures across the Group.
- Implementation of the requirements of this Health, Safety and Welfare Policy.
- Ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable.
- Oversight of Head Teacher or H&S Lead as part of the Manager's duty to ensure they have in place adequate supervision of all employees to ensure that all safe working practices are adhered to.
- Ensuring that all work equipment is maintained in a safe condition and receives regular inspection, testing and/or servicing as required by legislation or Company policy.
- Undertaking audits to ensure Head Teachers and Nominated Health & Safety Lead are complying with their health and safety responsibilities and ensuring that any corrective actions or improvements are implemented.
- Ensuring that all accidents and incidents are recorded centrally.
- Ensuring all employees receive adequate training to enable them carry out their duties safely and a training matrix is filed centrally.
- Ensuring the health and safety standards of contractors and visitors whilst on their premises and that any contractor or visitors adhere to any laid down safe working practices.
- Ensuring that appropriate Personal Protective Equipment (PPE) is ordered, available, used, stored and maintained in good condition by those employees required to use such PPE.

- Undertake regular monthly visits and carry out audits across all the premises.
- Ensuring The Company's Disciplinary Code if breaches of safe working practices occur is enforced.

Head Teacher & Health and Safety Lead (H&S Lead)

The Head Teacher and Health & Safety Lead are charged with the day-to-day responsibility for the implementation of the Health, Safety and Welfare Policy within the areas under their control and they have the following responsibilities:

- Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the college.
- Ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable and a positive health and safety culture exists.
- Ensuring there is adequate supervision of all employees to ensure that all safe working practices are adhered to.
- Ensuring that all work equipment, premises or facilities are safe to use and to escalate any defects immediately to the Health and Safety Co-ordinator and Manager.
- Ensuring that all accidents and incidents are recorded under RIDDOR 2013 including assisting in post loss investigation, monitoring and review.
- Ensuring all employees receive adequate training to enable them carry out their duties safely.
- Ensuring the health and safety standards of contractors and visitors whilst on their premises and that any contractor or visitors adhere to any laid down safe working practices.
- Ensuring that all hazardous substances are stored correctly, only used for the correct application and employees adhere to the safe working practices.
- Ensuring that appropriate Personal Protective Equipment (PPE) is ordered, available, used, stored and maintained in good condition by those employees required to use such PPE.
- Ensuring that adequate first-aid supplies are maintained.
- Ensuring The Company's Disciplinary Code if breaches of safe working practices occur is enforced.
- Ensure potential hazards in the workplace are identified through a system of risk assessments and there exists a process for regular monitoring and review.

- Shall report to the Head Teacher or other relevant Manager any hazard or defect affecting health, safety or welfare that in their view is unsafe and they cannot rectify.

Health & Safety Advisor

Additionally the services of an external Health and Safety Consultancy Bollington Risk Management, Greystone House, Moss Lane, Altrincham Cheshire WA15 8HW is also retained to provide competent advice and guidance.

Bollington Risk Management can be contacted on 0845 609 0788 and your dedicated Risk Manager, Nigel Cornelius, can be contacted on 07740 450505 and by e-mail at nigel.cornelius@bollington.com

Bollington Risk Management will monitor the policy and the means of implementing it and make recommendations for amending as necessary.

Bollington Risk Management will assist the Company to achieve a high standard of safety performance and their responsibilities will include the following:

- Assisting in planning and implementing health and safety programmes and the means of implementing them.
- Providing the Company with up-to-date safety information and advising on the actions required arising from health and safety legislation, Codes of Practice, Guidance Notes and other material issued by the Health and Safety Executive.
- Assisting the Company to identify hazards within the workplace.
- Where required to do so, to undertake an inspection of the workplaces to ensure that unsafe equipment, working conditions, practices and fire hazards are identified as early as possible, thereafter reporting the results of such inspections and audits to the Health & Safety Manager with recommendations to remedy any hazards.
- Whenever necessary, investigating the circumstances of a major accident or dangerous occurrence, the events leading to it, reporting on it and making recommendations to avoid a recurrence.
- Providing bespoke health and safety training in accordance with risks identified through the risk assessments process.

Employees

All employees are held accountable at law not to commit acts in breach of safety legislation and they must not wilfully and without reasonable cause, do anything likely to endanger themselves or others.

Employees' responsibilities are to:

- Observe safety standards and procedures at all times whilst engaged on their allocated duties and conduct themselves in a safe manner in order that you and other persons are not put at risk.
- Conform to any safety instructions given by a more senior member of staff.
- Undertake and follow relevant health, safety and welfare training provided.
- Report all incidents and accidents involving employees, equipment, vehicles, property or other persons, whether or not a person has been injured, to their Manager.
- Report to their Manager any hazard or defect affecting health, safety or welfare that in their view is unsafe.
- Assist in the maintenance of good housekeeping standards and immediately clean up any spillages in accordance with the Company philosophy of "clean as you go".
- Assist as necessary in the investigation of accidents or dangerous occurrences.
- Wear and use personal protective clothing and equipment (PPE) as specified in the risk assessments and training.
- Not operate or use work equipment for which they have not been trained and authorised.
- Not to bring any personal items of electrical equipment onto the premises unless it has been inspected and tested by a competent person (PAT testing).
- Not use any hazardous substance without prior authorisation from their Manger and when using such hazardous substances in the course of their work, use, handle and store them in the prescribed manner and in accordance with the training provided.
- To co-operate in order that any legal requirement or obligation imposed by health and safety legislation may be complied with.

- To use properly the facilities and equipment provided for safety, health and welfare at work and not to intentionally or recklessly interfere with them.

Special Duties and responsibilities

The Company recognises that certain activities of Enhanced Learning Services require specific attention. The following are additional areas for consideration and are detailed in the practice guidelines and relevant support material:

- Individual risk assessment for each young person
- Medical care and medical storage and administration
- Physical restraint and violence
- School premises
- Drugs, solvent and alcohol abuse
- Self-harm and overdose

Contractors and Visitors

Contractors and visitors are required to sign in and to be accompanied whilst on the premises by a Head Teacher or responsible Employee.

Visitors and contractors are to be provided with appropriate information about hazards they may encounter whilst on the premises and the emergency procedures in the event of a fire accident or incident. In particular, Visitors to our premises will be expected to comply with our site safety instructions and will be notified either verbally or with appropriate signage in matters relating to health, safety and welfare.

Visitors and contractors are not permitted to bring any equipment, plant or tools onto the premises without appropriate evidence of its safety e.g. PAT testing of electrical equipment, statutory inspection documentation covering access or lifting equipment etc.

All visitors and contractors are not permitted to use any the Company equipment unless trained and authorised to do so.

All contractors are required to report to the person responsible for them each day before commencing work.

All accidents and incidents are to be reported to the person responsible for them.

Contractors will not be allowed to commence work other than emergency repairs without first having provided risk assessments and/or safe systems of work. If contractors are to undertake any hazardous activities, including work involving the application of heat, on electrical systems, at height or in a confined space their operations are to be subject to a Permit to Work.

The procedures and precautions to be observed by the contractors are to be approved in advance by the Health & Safety Manager or Head Teacher who are responsible for authorising all proposed contractors' operations.

No contractor or visitor is permitted to smoke anywhere inside the building other than at a designated external smoking point.

Health & Safety Policy Arrangements

Planning and Management of Health and Safety

The management of the health and safety risks arising out of our work activities will be based upon risk assessment.

The findings of individual risk assessments will be recorded by the Head Teacher. The Health & Safety Manager is responsible for ensuring the control measures necessary to remove or reduce risks to health or safety are fully implemented.

Risk assessments are to be reviewed annually or whenever the conditions of work, work activities or other relevant circumstances change.

Risk control systems and workplace conditions will be continuously monitored by the Head Teacher and their Nominated Health & Safety Lead who are responsible for ensuring any hazards, defects or other matters of concern are rectified.

The Health and Safety Manager will perform periodic inspections or internal audits of the safety management arrangements.

Any defects or matters of concern arising out of any workplace inspections will be reported to the Head Teacher immediately for appropriate corrective action to be taken and within 24 hours a written report to the Health & Safety Manager.

The Health & Safety Manager will review the management arrangements and risk control systems and establish priorities for any necessary remedial measures that may from time to time be identified through the processes of monitoring and review.

Daily monitoring of the health and safety risk control systems is the responsibility of the Head Teacher.

The Health, Safety and Welfare Policy will be reviewed by the Health and Safety Advisor & Health and Safety Manager annually or whenever there is a substantial change in the workplace or work activities.

Consultation with employees

The Company will consult with employees on matters that affect their health and safety at work. This includes the introduction of anything that may substantially affect health and safety; risks identified through risk assessment and the measures taken to reduce those risks; the health and safety implications of any new technology introduced into the workplace and the planning and organising of health and safety training.

Consultation will be undertaken through briefing meetings, 'tool box talks' or other suitable means that will be arranged from time to time as required.

Information, instruction and training

Comprehensible and relevant information will be provided on risks to health or safety identified through risk assessments and the preventative and protective measures taken to control them. The Health and Safety Law poster is displayed at all premises.

If young persons are employed as trainees, their supervision and training will be the responsibility of their Manager.

Induction training for new employees will be undertaken their Manager and in particular we will ensure that new starters are made aware of:

- What to do in an emergency situation - fire for example;
- Where and from whom they may obtain first-aid assistance;
- Where the welfare facilities are located;
- The risks associated with the operation of the business and the control measures in place; and
- Where to go and who to ask for advice and assistance generally.

Emergency procedures in the event of fire

The Company's primary concern is the safety of all our employees, children, students and other persons however the preservation of property is complementary and we recognise that our business can be diminished or seriously impaired following loss or damage to property.

The Company recognises the primary tool in this process is the completion of a fire risk assessment.

The Company will endeavour to comply with the general requirements for good fire protection. This includes the provision of a means for raising the alarm, the provision of suitable fire exit routes with appropriate signage and maintained and tested emergency equipment where appropriate and the provision and maintenance of fire-fighting equipment.

All fire equipment will be maintained by competent contractors and all fire alarms and emergency lights will be tested weekly by the Head Teacher or H&S Lead and recorded.

The Company will ensure all employees receive appropriate fire training and that regular evacuation drills are undertaken and recorded.

The Head Teacher and H&S Lead will ensure smoking only takes place and is adequately controlled at a designated external point.

Fire Action

If any employee discovers a fire in any premises:

- Immediately raise the alarm by activating one of the call points or by shouting fire.

Evacuation

- Employees will be advised what the evacuation signal is during their induction and upon hearing it they must immediately leave the building by the nearest fire exit and report to the assembly point notified to them.
- Employees are instructed not to run, not to stay or go elsewhere to collect personal belongings.
- All staff should assist visitors, especially any disabled and elderly persons to safely evacuate.
- All doors are to be closed behind them.
- Employees are to proceed directly to the assembly point notified to them during their induction and detailed on the fire evacuation notices.
- On completion of the roll call at the assembly point employees are instructed they must then await instruction either from the Fire Brigade if they have attended or from their Manager before re-entering the premises, before going to another position of safety or before going home.

The fire will only be fought with a fire extinguisher if:

- The employee has raised the alarm first.
- The employee has received training and is certain they know they have selected the fire blanket or the correct type of extinguisher and they know how to use either of them.
- The fire is small and they can tackle it safely without risk to themselves or others.
- Their exit route is within easy reach and not in danger of becoming engulfed by the fire.

Fire Alarm Test and Drills

There will be a weekly fire alarm test and practice fire drills will include evacuation of the premises and will take place from time to time.

Fire Records

All fire incidents including false alarms or discharging of a fire extinguisher or use of a fire blanket will be recorded.

Accidents, ill health and First-aid

The Company will ensure an adequate number of trained first-aiders and first-aid equipment is provided.

The first-aiders are responsible for taking charge of any person who may suffer injury or illness and administer first-aid in accordance with their training. If necessary, the emergency services are to be summoned by any person present at the scene of the accident or illness.

The first-aid boxes are inspected monthly and are replenished as necessary by the Head Teacher.

All accidents and cases of ill health at work are to be notified immediately to the Head Teacher or H&S Lead.

All accidents are to be recorded in the accident book and passed to the Health & Safety Manager.

The Health & Safety Manager is responsible for notifying RIDDOR reportable accidents to the Incident Reporting Centre by the following means:

Online: www.hse.gov.uk/riddor/online.htm for all accidents other than a fatality or Major Accident.

Telephone: 0845 300 9923 – Fatalities and Major Accidents only (opening hours Monday to Friday 8.30 am to 5 pm). The duty officer may be contacted on 0151 922 9235 for a fatality outside these hours.

The Health and Safety Manager will investigate all incidents, accidents and near misses with the assistance of the Head Teacher or H&S Lead for any major Injuries as defined under RIDDOR.

The Health & Safety Manager will be responsible for collating accident statistics and authorising any further risk control measures that may be recommended following analysis of such information.

Aggression & Violence

The Company is committed to ensuring employees are not abused, threatened or assaulted in circumstances relating to their work and we have a zero tolerance policy to violence and will do everything we can to prevent violent incidents.

This means:

- physical violence – including kicking, spitting, hitting or pushing, as well as more extreme violence with weapons;
- verbal abuse – including shouting, swearing or insults, racial or sexual abuse; and
- threats and intimidation.

Risk Assessments will be undertaken by the Head Teacher and appropriate control measures adopted.

All employees have a personal responsibility for their own behaviour and are provided with appropriate training.

All cases of aggression and violence are to be notified immediately to the Head Teacher or H&S Lead who will record the incident.

All cases will be reviewed and recommendations put into effect to prevent recurrence.

Alcohol and Drugs

The Company is committed to providing a safe and healthy working environment and we recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work and with other persons.

This policy, which applies to all employees, aims to:

Promote the health and well being of our employees and to minimise problems at work arising from the effects of alcohol or drugs.

Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.

Offer employees known to have alcohol or drug related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

Consuming alcohol and taking of drugs in the workplace is prohibited by all employees, visitors, contractors and others and extends to within the site boundary including car parks and other external areas.

It is forbidden for employees to operate any work equipment including vehicles in an unfit state due to the influence of alcohol or illegal drugs and other substances, including prescription drugs that could impair their ability or to be in possession of illegal drugs whilst on Company premises.

Any employee taking medicines or prescribed drugs under the direction of their Doctor, Dentist or Hospital Consultant must first obtain their permission to drive road vehicles on Company business whilst taking such medicines or prescribed drugs.

Employees wishing to take 'over the counter' medicines must first of all declare to the pharmacist their desire to drive road vehicles whilst taking the medication and must not do so if advised whilst taking the medication.

In any event all employees should read the leaflet provided with any medicine or prescribed drug prior to using work equipment or driving a road vehicle and if any doubt they should seek advice from a qualified medical practitioner or pharmacist.

Asbestos

It is the Company's policy to ensure that our employees, contractors, children and young persons in their care are not exposed to asbestos containing materials.

In particular we will:

Take reasonable steps to find materials in the premises likely to contain asbestos and to check their condition.

Presume that materials contain asbestos unless there is strong evidence to suppose they do not.

Make a written record of the location and condition of asbestos and presumed asbestos-containing materials and keep the record up to date.

Assess the risk of the likelihood of anyone being exposed to these materials.

Prepare a plan to manage that risk and put it into effect to ensure that:

- (i) any material known or presumed to contain asbestos is kept in a good state of repair;
- (ii) any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed; and
- (iii) information on the location and condition of the material is given to anyone potentially at risk.

Contractors

Contractors are to report to the person responsible for supervising them before commencing work during normal working hours. The general procedures and precautions to be observed by the contractors are to be approved by the Health & Safety Manager or Head Teacher. No contractor is to be left unattended with any young people.

Appropriate information about emergency procedures is to be given to contractors by the person(s) responsible for them whilst they are on the premises. No contractor is permitted to smoke anywhere on the premises, under any circumstances.

All contractors are required to provide suitable and sufficient Risk Assessments and Safe Systems of Work (method statements) covering the activities they are contracted to undertake including the use of any personal protective equipment (PPE) specified in the Risk Assessment.

No contractor shall undertake any hot work involving a naked flame or producing heat and/or sparks without the issue of a permit to work from the Health & Safety Manager. This includes, but is not limited to: brazing, cutting, grinding, soldering and welding.

No contractor shall undertake any work on electrical systems without a Permit to Work issued by the Health & Safety Manager.

No contractor shall undertake any roof work without a Permit to Work issued by the Health & Safety Manager.

Display Screen Equipment

Whilst it is generally recognised that the use of display screen equipment (DSE) can be undertaken without undue risks to health it is appreciated that some employees may have genuine reservations and concerns. The Company will provide information and training to DSE users to enable a fuller understanding of these issues.

In particular each DSE user will complete an assessment of their own DSE activities and the Company will provide 'DSE Users' eye examinations when requested and where found necessary, corrective appliances i.e. VDU glasses at a reasonable cost.

Driving

All employees who are required to drive on Company business will be provided with a separate Driving at Work Policy.

Electricity at Work

All reasonably practicable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Health & Safety Manager will ensure that only competent people are permitted to maintain electrical equipment or electrical systems and wherever practicable, electrical equipment and electrical systems will be switched off whenever any maintenance work is required.

The Health & Safety Manager is responsible for ensuring the fixed electrical systems are maintained in a safe condition and periodically inspected and tested by a competent person and any parts found to be defective will be repair or replaced.

The Health & Safety Manager will ensure that portable electrical equipment is periodically inspected and tested by a competent person and any equipment found to be defective will be withdrawn from use for repair or disposal.

All electrical equipment is visually inspected weekly by the Head Teacher or H&S Lead and recorded.

All employees are instructed to visually inspect all electrical equipment before using it.

Fire Equipment

The Health & Safety Manager is responsible for ensuring all fire detection and emergency lighting systems are maintained in a safe condition appropriate for their use and they are periodically inspected and tested by a competent person and that fire extinguishers are serviced annually by a competent person.

Food Safety

Food Safety procedures are required for our food handling activities. All staff are required to read the Company Food Safety Guidance Manual which highlights the requirements on food hygiene precautions.

Food preparation safety is the responsibility of Head Teachers or H&S Lead and overseen by the Health & Safety Manager. The requirements cover food preparation, storage, housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

Head Teachers and the H&S Lead have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for the children and young person's consumption.

Gas Equipment

The Company recognises the risk associated with the failure of gas equipment.

The Health & Safety Manager is responsible for ensuring all gas equipment is maintained in a safe condition appropriate for its use and it is periodically inspected and tested by a Gas Safe registered contractor and should any parts found to be defective they will ensure it is not used until repaired or replaced.

The Head Teacher or H&S Lead is responsible for ensuring all gas equipment has up to date inspection certificates and will ensure any gas equipment without a valid certificate is withdrawn from use immediately until inspected by a competent person.

Hazardous Substances

The Company acknowledge that no substance can be considered completely safe and therefore everything reasonably practicable will be done to ensure that our employees and other persons are not exposed to substances potentially hazardous to their health.

A COSHH File is maintained at the registered school premises including the Material Hazard Data Sheets obtained from the hazardous substances manufacturer/supplier.

Information will be obtained from suppliers of hazardous substance and a suitable and sufficient Risk Assessments will be undertaken by either the Head Teacher or the Health & Safety Manager and appropriate precautionary control measures put into effect including secure storage and safe use.

The Head Teacher or Health & Safety Manager will make relevant details available to employees what precautionary control measures are needed. Where deemed necessary by the risk assessment, personal protective equipment will be provided to employees along with adequate information and instruction.

Housekeeping

Poor standards of housekeeping often cause 'slips, trips or falls' and are consequently one of the most common causes of accident and injury at work.

The Company recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and everybody is responsible for ensuring that all areas of the premises are kept free of slip, trip and fall hazards and a policy of 'clean-up as you go' will always be the preferred option.

The Company acknowledges that it has a duty to ensure that a safe means of access and egress shall be maintained at all times.

The Head Teacher or H&S Lead will ensure that all internal and external floors shall be maintained to avoid slips, trips and falls and to report any defects to the Health & Safety Manager which they cannot rectify themselves.

The Head Teacher or H&S Lead undertakes a documented weekly inspection of their premises.

Keys

It is imperative that young people do not obtain access to car and house keys, due to the danger they could pose to themselves and others.

Therefore please remember:

- Car keys are to be stored in a safe at all times when not in use
- Car keys are to be attached to a wallet containing a valid fuel card with the number for the RAC in case of an emergency
- Car keys are not to be put in your back pockets – it is too easy for them to be grabbed. Car key should be in your front, inside or zipped pockets and are the sole responsibility of driver
- Under no circumstances are keys to be left on the sides in the house, or in the office, or in shopping bags for example.
- Keys are to be stored back in the safe immediately on return to the home, school or farm, by yourself or your shift partner
- House keys are to remain safely on your person at all times

Ladders and Stepladders

Falling off ladders and stepladders is a common cause of accidents and the Company will take particular care to ensure that they are suitable for the task.

Assessments of work activities that involve the use of ladders or stepladders will be undertaken to determine they are the most appropriate type of work equipment.

The Head Teacher or H&S Lead will ensure that ladders and stepladders kept and used are properly constructed and regularly inspected for damage.

Any damaged ladder or stepladder will be immediately taken out of use and not used again unless it can be repaired and brought back to its original condition when new.

The Company provides all employees with instruction, training and other information on how to use ladders and stepladders safely.

Legionella

The Company recognises the risk associated the growth of Legionella and an assessment will be undertaken which will include:

- Identifying whether there are conditions present that will encourage bacteria growth and multiplication including the growth of Legionella.
- Identifying the hot and cold water temperatures throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45°C.
- All areas or services capable of releasing an aerosol will be identified and where necessary measures put in place to control the risks.

Lighting

The Company regards the provision of a safe and well-lit working environment as fundamental to health, safety and well being of our employees and all reasonable steps will be taken to ensure that lighting is adequate at all times.

The Head Teacher or H&S Lead undertakes a documented weekly inspection of the premises.

For external events taking place in our gardens, we will undertake a suitable and sufficient risk assessment for lighting levels at the event. Our contractors will be expected to ensure that they meet our standards and this will be monitored through our contractor selection and monitoring procedures.

Manual Handling

Statistics show that poor manual handling is also one of the most common causes of injury at the workplace and these injuries often have long term effects.

The Company policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide appropriate guidance to our employees on the measures that should be taken to ensure safe lifting and carrying.

Risk Assessments of the manual handling and lifting tasks deemed to be hazardous will be undertaken by the Head Teacher.

All employees will be provided with appropriate information, instruction and training to enable them to carry out manual handling tasks without injury to themselves.

The Company will then ensure that operations that involve hazardous manual handling are eliminated, so far as is reasonably practicable, where it is not reasonably practicable, appropriate manual handling aids will be provided.

Monitoring of Health and Safety Management Systems and Provisions

Risk control systems and workplace conditions will be monitored by the Head Teacher or H&S Lead via weekly checklist reviews and by the Health & Safety Manager via monthly audits.

Employees are encouraged to report any defects or other matters of concern to their Line Manager.

In addition, regular health and safety audits of the School will be undertaken as part of Schedule 4 Regulation 44 of The Children's Homes (England) Regulations 2015 by an independent Officer.

Any defects or matters of concern arising out of the audits undertaken by the independent Auditor will be reported to the Head Teacher immediately for appropriate corrective action to be taken, if within their capabilities.

OFSTED – Schools and Children's Services Inspectorate carry out annual and interim inspections of our premises and will provide a report to the Group Director to ensure appropriate corrective action is taken.

Personal Protective Equipment (PPE)

The Company will provide personal protective equipment (PPE) when the risk represented by a work activity cannot be adequately controlled by other means, where determined by the risk assessment.

The Head Teacher or H&S Lead will give such information and instruction during the induction process to enable employees to understand the importance of wearing PPE where it is required.

Employees shall sign for receipt and use of PPE and shall report any defects to their Line Manager.

The Manager is responsible for ensuring adequate supplies of PPE are always available and are worn by those employees under their control where determined by risk assessment.

Pregnant and Nursing Mothers

All female employees shall be advised on recruitment that they are required to notify their Line Manager in writing should they become pregnant or a new mother (that is a woman who has given birth within the last six months or who is breast-feeding).

On receipt of formal notification the Line Manager will refer to the generic risk assessment and will regularly complete an individual risk assessment of that person's work.

For any risks to which they are exposed or which represent additional risk because of pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks.

Particular note shall be made of any representations from the woman's medical advisors (GP or anti-natal / post-natal).

Smoking

The Company is committed to complying with 'No Smoking' legislation and provide a safe and comfortable smoke free working environment.

Smoking within any workplace building, enclosed area used for business is strictly prohibited.

Smoking is only permitted externally within designated areas and spent smoking material is to be disposed of carefully away from combustible materials within the facilities provided.

Snow and Ice

The Head Teacher or H&S Lead will ensure all external walkways remain safe to walk on and will maintain appropriate supplies of gritting agents during the course of the winter months.

Stress

The Company recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

The Company will identify all workplace stressors and the Health & Safety Manager will conduct risk assessments to eliminate stress or control the risks from workplace stress.

The Company will consult with employees on all proposed action relating to the prevention of workplace stress.

Visitors

Visitors are to be guided and directed by the Head Teacher, H&S Lead or responsible employee, as appropriate.

Appropriate information about specific hazards and emergency procedures is to be given to visitors by the person(s) responsible for them whilst they are on the premises. Visitors are only permitted to smoke in external designated areas.

Welfare Facilities

It is the Company's policy to ensure that all our employees have reasonable access to facilities provided in the workplace to consume food and drink during working hours. We will in any case ensure that a wholesome supply of drinking water can be obtained at all times.

The Company will provide suitable and sufficient rest facilities and facilities for storing clothing.

The Company will provide sufficient numbers of conveniences for men and women, readily accessible washing facilities including hot and cold water, soap or other means of cleaning along with disposable towels or other appropriate alternatives.

The Head Teacher or H&S Lead will ensure all welfare facilities are maintained in a clean and sanitary condition and are inspected weekly and recorded.
The Company will endeavour to maintain reasonable temperatures and provide adequate ventilation in the premises.

Working Alone

Where employees are required to work alone, we will ensure that, so far as is reasonably practicable, steps are taken to protect their safety and health.

The Company will assess the hazards and risks associated with lone workers and take steps to minimise them so far as is reasonably practicable.

In particular we will ensure that communication is established with lone workers appropriate to the circumstances.

Workplace Safety

The Company acknowledges that it has a duty to ensure that a safe means of access and egress shall be maintained at all times.

The Manager(s) will ensure that:

Floors and pedestrian walkways shall not be used for storage purposes and shall be maintained in a good condition to avoid slips, trips and falls.

Stacking and racking of materials or objects shall be carried out in a way which prevents them from falling.

Any racking shall be of suitable strength and the safe working load limit is not exceeded.

Work at Height

The Company will do everything that is reasonably practicable to prevent anyone falling.

The Head Teacher will undertake risk assessments of work at height activities undertaken by our employees.

In particular the risk assessments will:

Avoid work at height where we can and ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.

Ensure the use work equipment or other measures to prevent falls where we cannot avoid working at height.

Identify where we cannot eliminate the risk of a fall and will ensure the use of work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Ensure all external work at height takes account of weather conditions that could endanger health and safety.

Ensure those involved in work at height including the use of all work equipment are trained, competent and appropriately supervised.

Ensure the place where work at height is done is safe.

Ensure equipment for work at height is appropriately inspected.

Ensure the risks from any fragile surfaces are properly controlled.

Ensure the risks from falling objects are properly controlled.

The Company will take all reasonable steps to protect the health and safety of our employees when using equipment at work.

In particular we will ensure that:

Any new work equipment we may from time to time purchase, is specified, designed and supplied to us in accordance with the appropriate standards and is CE marked.

Before any new work equipment is first used, a risk assessment is undertaken to determine the requirements of the Provision and Use of Work Equipment Regulations are being met.

Appropriate training will be given to those who will be required to use the equipment.

All work equipment will be maintained in accordance with the manufacturers' recommendations.

Work equipment will not be operated unless all safety devices are fitted and operating correctly.

Work Equipment

The Company will take all reasonable steps to protect the health and safety of our employees when using equipment at work.

In particular the Health & Safety Manager will ensure that:

Any new work equipment we may from time to time purchase, is specified, designed and supplied to us in accordance with the appropriate standards and is CE marked.

All work equipment will be maintained in accordance with the manufacturers' recommendations.

The Head Teacher or H&S Lead will ensure work equipment in their premises is safe to use and will conduct weekly inspections and record the findings.

Young Persons

It is the Company's policy for a Risk Assessment to be undertaken by the Health & Safety Manager before we employ a young person (between the ages of 16 and 18), to ensure any risks are identified and addressed.

In particular the assessment will take into account:

The inexperience and immaturity of the young person.

Their lack of awareness of risks to their health & safety.

The type of work equipment they will be required to use.

Any hazardous substances they may be exposed to.

The Company is aware of the Statutory Restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.



Enhanced Learning Services Health and Safety Policy
Issue: 1 Date: 01.09.2017
Review Date: 01.09.2018
Issue: 2 Date: 01.09.2018
Review Date: 01.09.2019
Issue: 3 Date: 16.05.2019
Review Date: 01.05.2020

I have read and understood the Health and Safety Welfare Policy:

Sign

Print

Date

Position



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