

Local Procedure Title	Health and Safety Responsibilities
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1. Part 1 - Introduction

This document is the local Health & Safety Procedure for Unsted Park and should be read in conjunction with the company's general Health & Safety procedure. It does not replace any company's procedures or guidance on all matter of health and safety, but it is a local procedure document for each establishment/department in light of the company's commitment to health & Safety.

This procedure will be reviewed, expanded, or modified from time to time in accordance with changing conditions or changes in health and safety regulations.

2. Part 2

Health and safety are important management responsibilities. However, employees at all levels are also responsible too and must co-operate fully with their colleagues, managers, supervisors, and trade union representatives, to ensure that safe and health work practices are achieved. This will promote a positive health and safety culture throughout the department and will be of benefit to all employees, service users and other non-employees.

This procedure sets out to:

- a) Inform management and staff at all levels of their responsibilities under statute to seek to achieve safe working practices and conditions.
- b) Inform all employees of the organisation and arrangements for health and safety
- c) Inform all employees:
 - i) Of general hazards associated with their work
 - ii) Of specific hazards of working in a particular environment
 - iii) How to use risk assessment methods for hazard elimination and risk reduction.
- 4) Motivate employees to work safely and to encourage co-operation in and discussion of health and safety matters.

3. Part 3 – Staff roles of management in Health & Safety at work

All employees at every level in the organisation have responsibilities relating to Health & Safety at Work. This section describes the general responsibilities of managerial staff, supervisory staff, and individual employees, to ensure the requirements determined by the Health & Safety Procedure of the company are met.

PART IV describes the responsibilities of individual post- holders.

4. The role of Management in Health & Safety at Work.

a) Responsibilities of Management

It is primary responsibility of management at all levels to ensure that everything reasonably practical is done to prevent personal injury to employees during the course of their work and to seek to achieve and maintain a safe and healthy place to work.

Whilst Ultimate responsibility for health & safety at work in the department lays with the Director and his senior manager, the day-to-day responsibility for the effective cooperation of a safety procedure must lie with the middle- and first-line managers and supervisors. Without their cooperation and commitment, the procedure will be unworkable.

b) Monitoring the Safety Procedure

In order to ensure that a safety procedure is effective it is essential to monitor its operation. A great deal of information is kept as a matter of course by the company in the form of accident forms and reports, all of which can provide a fruitful source for research into numbers and causes of accidents and may identify trends which can be investigated.

These documents will be examined in detail by managers locally. The Health & Safety co-ordinator/ Advisor may also undertake safety audits/ inspections of establishments, officers, and other workplaces on a regular basis.

However, potential hazards to health and safety should be identified and measures taken to eliminate or reduce the risk of such hazards. This can only be done by regular inspection of workplaces and by ensuring that staff are made aware of hazards and are taking necessary precautions.

c) Training in Health and Safety

An important part of management's responsibilities is to identify the training needs of staff under their control.

The Health & Safety at Work Act 1974 requires employers to provide such information, training, and supervision as is necessary to ensure as far as it is reasonably practicable the Health & Safety at Work of employees. It is important therefore when considering the training needs of staff to bear in mind those aspects of their work, which are potentially injurious to them or others and to ensure that they receive any necessary training to enable them to competently carry out their duties in a safe manner within their particular working environment.

This is particularly relevant where employees will be required to work with machinery or where employees are 'lone workers' and will encounter, in the course of their normal duties, environments which are outside the direct control of the establishment e.g., outreach workers, home visitors etc.

Therefore, training programmes which are appropriate, must involve a reasonable element of input in Health & Safety and associated matters.

The role of Supervisory Staff in Health & Safety at Work

The role of supervisory staff in health and safety at work is an important one. They are the vital link between those who make and monitor the safety procedure and staff who carry out work on a day-to-day basis.

Supervisory staff are responsible, as far as is reasonably practicable, for ensuring that procedures for safe systems of work are followed by those under their supervision, for identification and control of hazards as they arise, for disseminating relevant health and safety information and for encouraging a spirit of safety consciousness. Supervisory staff are asked to note the time constraints on the jobs are not expected to override reasonable safety considerations.

The role of the Individual Employee in Health & Safety at Work

Employees and other persons engaged in work on behalf of the Company within the establishment, have duties under section 7 & 8 of the Health & Safety at Work Act 1974, as extended and amplified by the Management of Health & Safety at Work Regulations 1992 and other regulations:

- a) To take care of their own safety and that of others who may be affected by their actions.
- b) To co-operate with management to enable the company to meet its legal duties, e.g., adhering to safety systems of work, using equipment provided for the purpose of health & safety (reporting any loss or damage to this equipment), attending medical examinations when requested, etc.
- c) To inform management of any situation which represents serious or imminent dangers to health & safety.
- d) To inform management of anything that they consider presenting a shortcoming in health & safety arrangements, given the level of training they have received and their experience.
- e) To co-operate with the company in the undertaking of workplace assessments, manual-handling assessments, display screen equipment assessments and other risk assessments.
- f) To use personal protective equipment provided, to use it properly, to take reasonable care of it and to report any loss or defect to their supervisor or line manager.
- g) Not to interfere with intentionally or recklessly or misuse anything provided in the interest of Health & Safety or welfare.
- h) To participate in Health & Safety training.

The arrangements for Health & Safety at Work

Schedule of responsibilities of staff

Details of the particular responsibilities of staff are given below.

Principal/ Headteacher

- a) Responsible for the implementation of the corporate health & Safety procedure within his establishment and for the development of the local Health & Safety Procedure. In order to properly implement the procedure, it is necessary to develop and maintain appropriate information management and monitoring systems.
- b) Responsible for ensuring that sufficient resource in terms of time, money and professional advice is made available to staff within the department to enable them to carry out their Health & Safety responsibilities or to take action under paragraph (F) below.

- c) Responsible for taking appropriate disciplinary action against staff within his establishment where those staff knowingly, purposefully, or consistently fail to fulfil their requirements under the Procedure.
- d) Responsible for taking whatever necessary action is available to ensure that contractors or others working on behalf of the company do not carry out work or act in such a manner as to be likely to cause harm to themselves, company employees or others.
- e) Responsible for taking whatever necessary action available to ensure that full cooperation and coordination is forthcoming from third parties where this is necessary for the purpose of health & safety.
- f) Responsible for reporting to senior directors' circumstances, policies, or shortfalls in resources, which present an obstacle to the implementation of the Procedure.
- g) Where necessary to act on any health & safety issues brought to his/her attention via the company or other channels.

Health and Safety Coordinator

Each establishment may have a health & safety coordinator. Their main role is to provide focus within each establishment whilst possessing sufficient control to ensure that all health and safety issues are properly dealt with. He/she is not expected to carry out listed duties personally but must ensure the appropriate arrangements and systems exist and that relevant staff are identified for dealing with specific issues.

The specific duties are:

- A) To ensure that the establishment health and safety procedure and staff manual are developed, issued, maintained, and regularly reviewed.
- B) To ensure that health and safety procedure and advice is passed throughout their establishment to all officers.
- C) To identify relevant officers for the purpose of implementing health and safety procedure on a continuous basis.
- D) To maintain an accessible record of:
 - Health and Safety risk assessment documentation
 - Health and Safety maintenance programmes and performance checks.
 - Fire Marshals, persons responsible in emergency situations, date of previous and due fire drills etc.
 - Health and Safety reports and recommendations from outside organisations e.g. Health and safety Executive, Fire Brigade etc.
 - Health and Safety training records.
 - Procedure and advice by the company on Health and Safety issues.
- E) To ensure that all programmes outlined in the documentation noted under (4) and all the relevant reviews for the documentation are carried out within set time scales.
- F) To provide the company with documentation described under (4) and any other information as and when required.
- G) To coordinate health and safety training for their departmental staff with the training section.
- H) To coordinate with managers within the establishment to ensure that sufficient time and resources are allocated to all staff for the undertaking of their Health and safety responsibilities.

And in advisory capacity duties include:

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- A) To advise management/staff on their responsibilities under safety legislation and of company health and safety procedures and practices.
- B) To advise on changes in safety legislation and how these changes may be complied with.
- C) To advise on risk assessments for workplace, manual handling, display screen equipment, violence to staff, etc.
- D) To conduct investigations or accidents/incidents and consequently review safety procedures.
- E) To advise on the maintenance of safety records.
- F) To assist in the identification of training needs in relation to health and safety at work. To provide training in conjunction with the Training section.
- G) To monitor all workplaces within the establishment by undertaking safety inspections/audits.
- H) To act as the establishment's 'competent' person, (Management of Health and Safety at Work Regulations 1992).

Senior Managers

(Principal, Headteacher and Deputy Head teacher, Head of Care, Head of Pastoral Care and School Business manager)

The specific duties are:

- A) Responsible for implementation of the Departmental Health & Safety Procedure within those Sections of the Department under their control.
- B) Responsible for development of general departmental arrangements and systems of management of health and safety and for ensuring that such arrangements are properly documented and included in the departmental Health and Safety Procedure.
- C) Responsible for ensuring that sufficient resources, in terms of time, money and professional advice are made available to staff working under their control to enable them to carry out their Health and Safety duties.
- D) To initiate, coordinate or undertake disciplinary proceedings where staff under their control knowingly, purposefully, or consistently fail to fulfil their requirements under the procedure.
- E) To ensure that any contractors or others working on behalf of the department are competent with regard to the work in question and to initiate, coordinate or undertake any available and appropriate action where contractors or others are working in a manner that is likely to cause harm to themselves, company employees or others.
- F) To initiate, coordinate or undertake any available action to ensure that full cooperation and coordination is forthcoming from third parties, where this is necessary for purposes of health and safety.
- G) Where necessary, to act on any health and safety issues brought to their attention via department or other channels.
- H) To monitor the effectiveness of health and safety arrangements and systems and to ensure that appropriate improvements are made where necessary.
- I) Responsible for reporting to the Director any unforeseen circumstances or shortfall in resources which present an obstacle to the implementation of the procedure.

Department Heads

The specific duties are:

- A) Responsible for assisting in the implementation of the departmental Health and Safety procedure within those areas of work under their control.
- B) Responsible for assisting the development of general departmental arrangements and systems for the management of health and safety for ensuring that such arrangements are properly documented and included in the departmental health and safety procedure and that staff are made aware of all these arrangements and systems.
- C) To undertake regular inspections of the workplace.
- D) To participate in the undertaking of health and safety risk assessments.
- E) To, where appropriate, participate in the production of documented health and safety information, safe systems of work and details of individuals health and safety training requirements and maintenance/servicing schedules. To ensure that such are incorporated into employee's health and safety manuals.
- F) Responsible for ensuring that sufficient resource, in terms of time, money and professional advice is made available to staff working under their control to enable them to carry out their health and safety duties.
- G) To monitor staff health and safety performance and where necessary, to initiate disciplinary proceedings where staff under their control knowingly, purposefully, or consistently fail to fulfil their requirements under the company's health and safety procedure.
- H) To ensure that any contractors or others working on behalf to the department are competent with regard to the work in question and to initiate, coordinate or undertake any available and appropriate action where contractors or others are working in a manner that is likely to cause harm to themselves, company employees or others.
- I) To initiate or coordinate any available action to ensure that full cooperation and coordination is forthcoming from third parties where this is necessary for purposes of health and safety.
- J) To monitor the effectiveness of health and safety arrangements and systems and where they have sufficient control to make whatever changes are necessary to improve such arrangements and systems. If they do not have sufficient control to make necessary changes, they will be responsible for reporting shortcomings through their line management structure.

ALL EMPLOYEES

EMPLOYEES ARE REMINDED OF THEIR RESPONSIBILITIES UNDER SECTION 7 AND 8 OF THE HEALTH AND SAFETY AT WORK ACT 1974.

Local health and Safety Group.

Purpose of Health and Safety Group

The purpose of the Health and Safety Group is to instigate, develop and carry out measures to ensure the health and safety at work of the employees.

Objectives of Health and Safety Committee

The Health and Safety Committee covers the whole spectrum of safety in the establishment. Its main objectives are:

- A) To study accident statistics for trends and from these make recommendations to management on any unsafe, unhealthy conditions and practices and make proposals.
- B) To examine the Health and Safety Advisors inspection reports on a similar basis.

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<p>C) To consider reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act.</p> <p>D) To assist in the development of the establishments safety procedure and safe systems of work.</p> <p>E) To keep an overall view on the effectiveness of the safety content of employee training.</p> <p>F) To maintain an overview on the adequacy of safety and health communications and publicity in the workplace.</p> <p>G) To consider items/reports which safety representatives may wish to submit</p>
<p>Structure and Membership of Local Health & Safety Committee Chairperson</p> <p>Head Teacher Health & Safety coordinator/adviser Selected line managers representing all areas of the school</p> <p>Representatives from:</p> <p>Health & Safety representatives Employees Service users if appropriate</p> <p>The local Health & Safety Group will meet on a quarterly basis to discuss ongoing issues and those that are raised locally and have been discussed at local level and then forwarded to the group for advice and guidance.</p>
<p>Safety Representatives</p> <p>Authorised Trade Unions are entitled under legislation to appoint safety representative, from amongst staff in establishments and offices. Representative must be given facilities to enable them to carry out safety inspections etc; and to report any matters concerning health and safety to the establishment/office manager.</p> <p>Safety representatives must also be allowed time off and appropriate assistance to gain adequate training to enable them to carry out their safety functions effectively.</p>
<p>Model Agenda for Local Health and Safety Committee</p> <ul style="list-style-type: none"> • Apologies for absence • Minutes from last meeting • Matters arising (not already on the agenda) • REPORT by Health and Safety Coordinator • REPORT – Occupational Health • REPORT – Infection Control • REPORT – Food Safety and Hygiene • REPORT by the COSHH Coordinator • Review of Accident and Near Hit reports and investigations • Risk Assessment review: • General risk assessments • Manual handling • COSHH

- Fire safety
- Display screen equipment
- Training review
- Health and Safety induction
- Manual handling
- CIEH/REHIS Basic health and safety certificate
- Managing safety
- Review of hazard warning and other (e.g., MDA) notices
- Review of health and safety bulletins and actions taken
- Review of group health and safety committee minutes and action taken
- Self-audit/Annual audit issues
- Any other business

Safety rules & Arrangements – Offices & Establishments

INTRODUCTION

This document is intended to be read in conjunction with the company's general health and safety procedure. There is a requirement for the names of responsible officer/s to be written into spaces provided. Additions or amendments to matter referred to will be issued to staff as necessary.

Further guidance is available within the company health and safety manual, which has been previously circulated and contains other policies and code of practice. These codes have been written to cover hazards and work practices which affect the company as a whole and as such many codes, e.g., "Safety in Roof work", may not have relevance to this establishment. To make the manual more "user friendly" the codes of practice should be split into two binders. The first will contain codes that relate to establishment practice, and this information must be made available to all employees, the second binder will be used for occasional reference should the need arise.

General points

The officer dealing with Health and Safety matters is:

Shane Kenny

The accommodation occupied by: **UNSTED PARK SCHOOL** comprises of:

First floor accommodation – School building

Second floor accommodation – School building

First floor accommodation – Main house

Notification of Defects must be reported by a **SENIOR ON DUTY** to the Maintenance manager for remedial action by appropriately qualified staff.

Staff should draw the attention of the Head Teacher:

The need for action if a defect or hazard is observed and special attention should be requested if removal of a potential hazard is required. If, after reporting a hazard, staff are not satisfied with the explanation given or action taken, the matter should be reported to the Officer responsible for safety matters.

Risk Assessment
<p>The Management of Health and Safety at Work Regulations 1992, set out broad general duties which apply to almost all work activities.</p> <p>One of these duties is to assess risk and hazards and safety of all employees and anyone else that might be affected by their work activities. This is to enable the necessary preventative and protective measures to be identified and undertaken.</p> <p>A HAZARD is something with the potential to cause harm.</p> <p>A RISK is the likelihood of harm from a particular hazard being realised.</p> <p>Written risk assessments will be carried out in all workplaces and will include: -</p> <p>FIRE PRECAUTIONS – routine testing of alarms etc; location of equipment.</p> <p>THE WORKPLACE – lighting, heating, space, adequate facilities, etc.</p> <p>COSHH – register of all substances and categorise use of substances etc.</p> <p>MANUAL HANDLING – assess the task, load, and proper lifting procedures.</p> <p>WORK EQUIPMENT – Safe and suitable, maintained, training in its use.</p> <p>DISPLAY SCREEN EQUIPMENT – Assess posture, seating, and lighting.</p> <p>PERSONAL PROTECTIVE EQUIPMENT – Gloves, goggles, correct use of, etc.</p> <p>Other assessments are required for a variety of areas such as violence to staff and for vulnerable groups such as pregnant women and nursing mothers and young workers below the age of 18 years.</p> <p>Employees should cooperate with the employer during the risk assessment process and inform their line manager of any hazard they encounter. Employees should always follow all work and safety procedures.</p>
First Aid
<p>In case of sickness or injury within your Office/Establishment the nearest first-aider or 'appointed person' should be contacted immediately.</p> <p>1) First-Aiders and 'Appointed Persons'</p> <p>A first aider is a person who holds a current first aid certificate issued by an organisation which is approved by health and safety Executive.</p> <p>The first aider will take charge of the situation if a serious injury or illness occurs at work, and they will have responsibility for first aid boxes and equipment.</p>

An 'appointed person' is a person who has received basic first aid training and has been appointed to take charge of the situation if a serious injury or illness occurs at work (e.g., to call ambulance, get assistance), in the absence of a designated first aider. In this absence appointed persons will also be responsible for first aid boxes and related equipment.

FIRST AID ARRANGEMENTS WILL BE ADDED AT THE END ALONG WITH LOCATION OF FIRST AID BOXES.

Casualty Procedure

The following action should be taken if it becomes necessary to evacuate a casualty.

- a) Dial 999, ask for the ambulance service, give details of the nature of the casualty and ask the ambulance to go to **UNSTED PARK SCHOOL, MUNSTEAD HEATH ROAD, GODALMING, SURREY, GU7 1UQ. TEL: 01483 892061**

///WHAT3WORDS = ///boats.showed.pits

- b) Contact a First aider or 'Appointed person' giving details and exact location of the casualty.
- c) An available member of staff should then be sent to the nominated entrance to meet the ambulance staff, hold the lift, (if applicable) and conduct them to the scene of the accident. Staff should render assistance to the ambulance crew if required.
- d) Staff are reminded of the danger of attempting to move a casualty of any kind and the need to keep injured warm until help arrives.

Fire & Emergency Procedures

There is a requirement to carry out full fire evacuations of each establishment/office on a regular basis. In residential establishments this should be undertaken six monthly and in offices it should be annually. However, it would be good practice for this to occur more often.

If it is necessary to evacuate the building and move away from the premises pupils will be evacuated to the Assembly Point by the Main football field. School transport will be used where appropriate to remove children to their respective homes, and pupils will be escorted by staff as arranged by the senior member of staff on duty.

Notices detailing the routine to be followed in case of fire or the sounding of the fire alarm must be displayed prominently throughout the building. All staff must be fully conversant with these instructions.

The school fire officer should be familiar with their duties and responsibilities in cases of fire and other emergencies.

Doors and corridors must be kept free of obstructions, as access along corridors is vital in cases of emergency. Fire doors should NEVER be wedged open. Their purpose is to contain smoke/fumes and retard the risk of asphyxiation.

The person responsible for Fire drills and Evacuation procedures in this establishment is:
Shane Kenny

A FULL FIRE RISK ASSESSMENT SHOULD BE UNDERTAKEN FOR THE ESTABLISHMENT AND REVISED AS REQUIRED.

Bomb threat

If any member of staff receives a bomb threat by telephone or finds a suspicious object, details should be noted and reported immediately to:

THE MOST SENIOR STAFF ON DUTY

Areas of Risk inside establishments

The risk and hazards of the office/indoor environment comprise mainly of the possibility of injury, due to slipping, tripping, stumbling, cuts, abrasions, bruises, trapped hands and fingers, sprains, lifting, reaching, stretching, burns, scalds, and electric shock.

The main areas of risk in this category are detailed as follows:

a) FLOORS

Staff should at all times be vigilant in walking on the various surfaces and textures of floors. Keep floor areas free of obstruction, waste baskets, briefcases and other objects should not be left in aisles.

Do not allow computer cables, electric wires, and telephone cords to lie uncovered on the floor since they are a major tripping hazard. They should be taped down or placed under rubber cable covers.

Spilled drinks or other fluids should be wiped up immediately. During this operation 'Danger Wet Floor' signs should be used.

Care should be taken by staff when negotiating stairs, handrails should always be used. Stairs, circulation areas and corridors should be kept clear of obstruction.

b) DOORS

Doors are mainly of wooden construction and should be opened and closed carefully having regard to possibility of another person being injured by the action of opening and closing. Consideration should be given to fitting viewing panels if this risk is high. Fire doors should not be wedged open.

c) CLOTHING

Clothing should be appropriate to the duties staff undertake, e.g., in operating paper shredders, rotary duplicating machines etc. Loose ties and scarves, long cuffs, etc, should be avoided. Staff should wear appropriate footwear i.e., flat soled shoes, particularly if they are involved in manual handling tasks. It is common sense that while wearing high heeled shoes, sandals or slippers the

likelihood of a moving and handling injury or injury due to dropping objects onto the feet will be higher.

d) FURNITURE AND EQUIPMENT

Desk drawers should be kept closed as much as possible to avoid accidents. Care should be taken when opening the top drawer of filing cabinets, particularly when full, to avoid danger of the cabinet overturning. Drawers should never be left open and unattended.

e) ELECTRICAL APPARATUS AND CIRCUITS

(SEE SECTION – ELECTRICAL SAFETY)

f) PHOTOCOPIERS

Photocopiers should only be operated by experienced staff. Anyone wishing to use a machine and not fully experienced in its use must be supervised by an experienced operator. Do not try to retrieve paper from within the machine

g) KITCHENS/REST ROOMS

The kitchen/rest rooms provided are for the benefit of staff, to enable hot drinks to be made to warm soups and other foods. Care should be taken when using cookers/microwaves and all switches should be turned off after use. Never remove a kettle from its lead before switching off at the plug socket. Wall mounted water heaters deliver boiling water; staff should be aware of scalding.

h) STOREROOM

Staff using the office/establishment storeroom should exercise particular care in avoiding contact with storage racks, in lifting, reaching or stretching. Special care should be taken when handling objects above eye level. Use a step ladder (in sound condition) to reach such objects. Place heavier objects on the lowest shelves. Keep aisles free of obstructions, tripping hazards. Combustible materials should be kept in metal cupboards/containers. Empty cardboard boxes provide a source of combustible material and should be removed. These rooms should be adequately illuminated.

A full general risk assessment must be undertaken and reviewed regularly.

AREAS OF RISK OUTSIDE ESTABLISHMENTS

These are concerned mainly with the passage of staff to and from their place of work:

Car park areas – Drivers are expected to use designated parking bays/areas and to observe speed restrictions.

Combined vehicular and pedestrian areas

Designated fire escape exits – these should be always kept clear of obstructions.

Staff should exercise common sense and take all reasonable precautions when negotiating these areas.

A FULL GENERAL RISK ASSESSMENT MUST BE UNDERTAKEN AND REVIEWED REGULARY.

ACCIDENT REPORTING, RECORDING AND INVESTIGATION

Reporting of accidents/incidents and dangerous occurrences

ALL accidents, injuries, dangerous occurrences and 'near misses' at the premises, whether they involve employees, visitors, members of the public or persons being cared for, MUST be reported immediately to the senior on duty/head/deputy head of care to gain access to the medical room and deal with the accident reporting procedure.

This practice will highlight an opportunity to remove hazards from the workplace and will also provide a record in case of possible future litigations. If a serious accident occurs it is imperative that an investigation takes place and that this is recorded. In cases where a Police investigation into an accident commences, the department's investigator must ask for Police approval before conducting their own investigation.

All accidents and injuries to staff resulting in sickness absence whilst off duty MUST also be reported. The reason for this is that employees may under certain circumstances be able to claim for personal injuries, e.g. for sporting injuries or accidents involving third parties, i.e. vehicle accidents. The Company pays sick pay during an absence, which it may be able to reclaim from the employees' insurers.

An accident is an incident resulting in the injury to persons or damage to property, equipment, or materials. A "near miss" is an incident, which has the potential to cause injury, infection, or damage but which does not actually do so. There are 21 types of dangerous occurrences defined in RIDDOR regulations. Examples are scaffolding collapse, explosion or fire (work suspended for over 23 hours.) v collapse of building structure and contact with biological agents i.e. needle stick injury.

In this establishment/office all accidents, injuries, etc. should be reported to :
SENIOR MANAGEMENT

Employee accidents

An accident report/investigation form should be them completed, partly by the injured person, (or person acting on their behalf), and partly by the manager responsible for the area concerned. (this form may also be used to report near misses or health and safety problems)

All details must be entered on the form, particularly whether the employee has been absent due to the incident, if they have returned to work and the supervisors' comments regarding actions taken to prevent a recurrence. A judgement is to be made as to the need for a more detailed investigation.

Service User & Visitors to the premises accidents

The same Accident/Incident Form will be completed; however, the non-employee space should identify to whom the accident relates, e.g. service user, contractor, visitor, etc.

As detailed above, dependant on assessment of the incident, an investigation may need to be undertaken.

If you are unsure about any aspect of the reporting procedure, please contact the company's Health and safety Adviser.

RIDDOR

In the event of a fatality, major injury or dangerous occurrence as defined in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995(RIDDOR), the health and safety executive must be notified immediately by telephone, by the establishments responsible officer.

If an employee is incapacitated and incapable of normal duties as a result of an accident at work for 7 days or more, this also becomes reportable under RIDDOR, These accidents MUST be followed up by the completion of Form F2508. The original should be sent to the Health and Safety Executive; they must receive the form within ten days of the accident. A copy should also accompany the accident/incident form.

The reporting of Diseases under RIDDOR occurs when an employee is issued with a sick note, upon which the Doctor has written 'notifiable disease'. The appropriate form F2508A must be forwarded to the Health and Safety Executive.

KEEPING RECORDS

Copies of the Accident/Incident form and RIDDOR Form (F2508), should be filed and kept safe, in order to supply the necessary information in the event of a claim against the Department or for the H.S.E. Should they wish to undertake further investigations.

INVESTIGATING ACCIDENTS DANGEROUS OCCURANCES AND 'NEAR MISSES'

All accidents, dangerous occurrences and 'near misses' to employees/non-employees should be investigated by the responsible officer. This procedure will help determine the facts and identify the measures necessary to prevent reoccurrence.

The investigation should be undertaken by an appropriate person considering the nature and seriousness of the accident/incident and the responsibilities allocated under the Department of Health and Safety Procedure. In cases of a minor injury, it would be appropriate for the Unit Manager to undertake the investigation. A more serious accident may mean involving Senior management and the Health and Safety Advisor.

Nothing should be altered or moved from the scene unless it is necessary to make the situation safe, until the investigation is complete.

Investigations may also be required where the severity of the accident is low but there have been repeated instances of the same situation.

ELECTRICAL SAFETY/MAINTENANCE OF EQUIPMENT

Electrical equipment is usually safe, provided it is properly installed and regularly inspected. Water and liquids are conductors of electricity, their association with faults caused by, for example damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses etc. would make a shock more severe. Never touch electrical equipment without disconnecting it from the mains; never make electrical repairs or do other electrical work unless you are authorised and competent person.

If a fault develops in a piece of electrical equipment, switch off and disconnect the power supply immediately. Tape an 'out of order' notice to the equipment.

Report the fault to THE SENIOR MEMEBEROF STAFF ON DUTY.

There is a requirement under, The Electricity at Work Act 1989, to inspect and test portable equipment on a regular basis, with the recommendation that this should be done at least annually. Competent Electrical Contractors must undertake the work. An inventory of all portable electrical equipment should be produced. This will be shown to the contractor and should be retained for further inspection.

It is the responsibility of MAINTENANCE SUPERVISOR

To have this equipment available for inspection and testing when the contractor visits.

When new electrical equipment is purchased, details must be added to the inventory. Equipment damaged beyond repair should be disposed of and deleted from the list. The inventory will then provide an accurate list of ALL portable electrical equipment on the premises, when testing takes place.

THERE MUST BE A CURRENT SAFETY CERTIFICATE OF ELECTRICAL INSTALLATION

GAS SAFETY

If you smell gas, you must;

- a) Turn off the gas at the mains – the green gas box opposite Stable cottage.
- b) Telephone the local gas board immediately. (All gas boards have a free 24 hr emergency number). Gas escape 0800 111 999

Repairs and maintenance to gas appliances may only be carried out by 'competent person'. Consult your local gas board or Gas Safe Registered contractor for maintenance and repairs.

THERE MUST BE A CURRENT SAFETY CERTIFICATE OF GAS INSTALLATION

PROVISIONS AND USE OF WORK EQUIPMENT REGULATIONS 1992

The above legislation requires that an Employer shall ensure that all equipment provided for the use of employees and the self-employed working for them shall comply with these regulations, The general duties will require you to:

- a) Make sure that equipment is suitable for the use that will be made of it.
- b) Take into account the working conditions and hazards in the workplace when selecting equipment

- c) Ensure the equipment is maintained in an efficient state, in efficient working order and in good repair.
- d) Give adequate information, instruction and training.

'Work equipment' will be broadly defined to include everything from a hand tool, photocopier, overhead projector, hoist, to a combine harvester and in addition will include and assembly arranged and controlled to function as a whole.

A list should then be checked to ensure the equipment is being serviced and maintained on a regular basis e.g. quarterly, annually. If not, service contractors should be arranged as soon as possible.

A 'risk assessment' on any remaining items will eliminate very low risk equipment e.g. office hole punches, scissors, etc, from the list of items requiring regular maintenance and inspection.

As stated above, it is essential that once equipment is provided and is safe to use employees must receive information or training to ensure their competence in operating the equipment.

COSHH

The Control of Substances Hazardous to Health Regulations 1994 , are known as COSHH regulations.

A full COSHH assessment must be undertaken and reviewed as required.

The company recognises its responsibility to control substances hazardous to health. It requires its employees to cooperate in the gathering of information on substances and processes in use within the departments and in the application of any control measures, which are required to reduce exposure to such substances.

To meet this requirement a COSHH register should be produced which contains details of ALL product used commonly by the establishment. It should be reviewed and updated regularly. In most cases this information will be sufficient to meet the requirements of the Regulations, however , in some cases a more detailed assessment will be required i.e. if the product is classified as Medium or high risk in the Register, Woodwork shops regarding the monitory of wood dust exposure, infection control relating to Biological Agents e.g. Hepatitis B, etc.

Establishments must continually check all substances they use. If any substances are not in the register, the substance must not be used pending an assessment. A COSHH assessment must then be undertaken and if the product is approved for use details will be added to the COSHH Register.

The officer responsible for COSHH in this office/establishment is :Maintenance supervisor/ Head teacher.

Manual Handling

The manual handling regulations 1992, apply to all industries and services. They lay down certain minimum requirements for the manual handling of loads where there is a risk, particularly but not exclusively, of back injury.

Staff should use every facility available e.g., trolleys, hoists, sack trucks, etc. to assist in handling tasks. This will minimise physical strain and other risks. Lifts (if available) should be used for the conveyance of packages, rather than carrying them up and down stairs.

Staff who are required to lift loads in the course of their duties, should receive adequate and appropriate training.

The Regulations are also required assessments of manual handling operations, which cannot be eliminated and where there is a risk of injury, which cannot be reasonably
Be avoided. To meet this obligation the company has trained certain officers to be Manual Handling Assessors/Trainers. Each establishment should have at least one assessor/trainer, who will be re or deteriorating it should be immediately sponsible for carrying out an assessment and producing written procedure for each task as well as training staff in manual handling.

The manual handling assessor/ trainer is A training company is bought in when required.

ASBESTOS

An asbestos survey should be undertaken within the department's establishments. This involved the inspection of material, which are suspected of containing asbestos. Records will be kept of any materials/structures containing asbestos in order that they can be routinely examined. Unit managers will receive information so they may advise any visiting contractors of the presence of asbestos.

If asbestos is found to be defective it should be immediately reported. Appropriate precautions to ensure that the risk to employees and service users are minimised.

PERSONAL PROTECTIVE EQUIPEMENT (PPE)

When risk assessments have been undertaken and the risk has not been completely removed it may be necessary as a 'last resort' to issue person protective equipment. An assessment of the P.P.E is then required to ensure that the correct type, which provides adequate protection, and which will fit the employee properly is purchased. If P.P.E and clothing are provided it should be maintained, cleaned and if damaged, a replacement requested from the appropriate line manager.

THE DANGER WITH SCALDING

Service users and employees must be adequately protected from the risk of scalding and burns from heated surfaces.

Where service users are vulnerable, pipe work and radiators should be enclosed in an outer cover, which prevents contact with the heated surface. In residential establishments beds should not be positioned against radiators.

A water temp of 50 degree centigrade there is a danger of scalding which increases with temperature. The risk is greater to persons who are elderly and lose with sensory loss. It is recommended that the temperature should not exceed 43 degrees centigrade where hot water outlets are accessible to resident and workers.

Care staff must be made aware of the dangers of scalding to service users during bathing. Service users can be protected from scalding by adopting the following procedures:

- a) When using a shower, the cold water should be turned on first and then hot water slowly added to achieve the correct operating temperature.
- b) When filling a bath or wash hand basin, part fill it with cold water and then slowly add hot water until comfortable temperature is obtained.
- c) Service users, who are capable of bathing alone or of showering with minimum assistance, should be allowed to do so at the discretion of the Manager. Care should, however, be taken to ensure that service users left unattended should be able to summon assistance in case of emergency.
- d) Regular testing of water temperatures, particularly, at bath taps and showers should be undertaken using a digital thermometer.
- e) A self-adhesive label entitled, 'DANGER HOT WATER', should be positioned close to where the hazard may be encountered.

CONTROL OF CONTRACTORS

The establishment has a responsibility for contractors, both for their place of work, and for the articles, substance, and equipment that they use. It is important also to ensure that appointed contractors conduct themselves in a sensible and safe manner and in accordance with any codes of practice, which may be applicable within the industry in which they operate.

There are certain hazards associated with contractor's working at offices and establishments. It would therefore be appropriate for managers to inform staff of any contract work taking place, its location and of any risks that they need to be aware of. Reference to company procedure should be made.

FOOD SAFETY

The main legislation covering food safety is the FOOD SAFETY ACT 1990 and all subsequent associated regulations particularly the FOOD SAFETY & HYGIENE (ENGLAND) REGULATIONS 2013.

The company's Food Safety Manual has been produced with the main aim of giving all those involved in food hygiene within the company facility, access to information and advice on good practice and of the Company's Food Safety Procedure.

The Company's Food Safety Manual, together with other guidance such as the Fresh Meat Purchasing Specification, may be viewed as being indicative of both the Company's and the employees' commitment to the management of food safety on the company's premises and in carrying out its activities.

The Company strives to prevent all potential hazards in relation to food safety through the management of an agreed Hazard Analysis System and through the active participation of every employee in implementing this procedure.

The Company is committed to continuous efforts to identify and eliminate or manage food safety risks associated with its activities.

The Company's Hazard Analysis System has been developed with direct reference to the INDUSTRY GUIDE TO GOOD HYGIENE PRACTICE: CATERING GUIDE, compiled and produced by the Chartered Institute of Environmental Health: The guide is based on ASSURED SAFE CATERING

(ASC) which is a system developed by the Department of Health to help caterers manage hazard analysis and is based on the principles of Hazard Analysis and critical Control Points (HACCP).

All kitchens in the school are covered under Domestic kitchen rules.

The critical steps in food safety are:

Facilities – Food handlers – Pest control – Cleaning – Purchase – Receipt of delivery – Storage
Preparation – Cooking – Hot/cold hold and serve – chilling/cooling – reheating
Allergens

Reference must be made to the Food Safety Manual Covering each of these critical steps.

ANY STAFF INVOLVED IN THE STORING, PREPERATION, COOKING AND DISTRIBUTION OF FOOD
MUST HAVE COMPLETED THE FOOD HYGEINE MODULE ON THE LEANING LOUNGE.

APPROPRIATE FORMS MUST BE USED FOR THE PURPOSE OF RECORDING, MONITORING,
EVALUATING AND AUDITING ALL ASPECTS OF FOOD SAFETY, INCLUDING TEMPERATURE CONTROL
AND CLEANING SCHEDULES.

**ARRANGEMENTS FOR DEALING WITH ANY SPECIAL RISK, PARTICULAR TO THIS
OFFICE/ESTABLISHMENT.**

Special risk in this establishment:

Spread of contagious diseases through the number of individuals living as part of a community.

Pupils being vulnerable in social situations outside of school on activities.

Risk of Ligature with some service users.

Assessment of Risk

Both special risks identified can be controlled by the implementation of procedures outlines
below:-

Measures needed/ taken to Reduce Risk:

All illnesses are monitored by staff who liaises with local medical practitioners and who are aware
of the medical needs of the pupils. Contact is made with home by unit leaders and if necessary
and appropriate pupils may be transported home to recover from illness or to stop it spreading to
the pupils or staff.

All visits off site are subject to a risk assessment being carried out by staff. In doing this they
consider risks attached with the location of the activity and the nature of activities to be carried
out. Staff should consult with Unit leaders or the senior member of staff on duty before taking
pupils offsite. If any difficulties arise when pupils are offsite, they should phone the school and
seek further assistance and support.

Children's Services: Local Procedure Template

Contents Checklist (Local Sites may add additional items – this is a core list)			
H&S Leader		H&S Training	
H&S co-ordination responsibility		H&S Meetings	
Responsibility for maintaining evidence files		Monitoring	
Responsibility for routine H&S checks			
Maintaining the H&S Action Plan			

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
SEPT 2023	MICHELLE WELLS	SITE LEAD CHANGE

The Management of Health and Safety at Work Regulations 1992, set out broad general duties which apply to almost all work activities.

One of these duties is to assess risk and hazards and safety of all employees and anyone else that might be affected by their work activities. This is to enable the necessary preventative and protective measures to be identified and undertaken.

A HAZARD is something with the potential to cause harm.

A RISK is the likelihood of harm from a particular hazard being realised.

Written risk assessments will be carried out in all workplaces and will include:-

FIRE PRECAUTIONS – routine testing of alarms etc; location of equipment.

THE WORKPLACE – lighting, heating, space, adequate facilities, etc.

COSHH – register of all substances and categorise use of substances etc.

MANUAL HANDLING – assess the task, load and proper lifting procedures.

WORK EQUIPMENT – Safe and suitable, maintained, training in its use.

DISPLAY SCREEN EQUIPMENT – Assess posture, seating and lighting.

PERSONAL PROTECTIVE EQUIPMENT – Gloves, goggles, correct use of, etc.

Other assessments are required for a variety of areas such as violence to staff and for vulnerable groups such as pregnant women and nursing mothers and young workers below the age of 18 years.

Employees should cooperate with the employer during the risk assessment process and inform their line manager of any hazard they encounter. Employees should always follow all work and