



Acorn Education And Care

Health and Safety Policy

Part 1 – Statement of Policy

The policy is produced in respect of Smallbrook School and is supplemental to the latest edition of Outcomes first Group Health and Safety Policy (available on Cascade) and in pursuance of the Health and Safety at Work Act 1974.

Smallbrook School recognises its responsibility to promote a culture where health and safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

The School will ensure that:

- Equipment and systems of work are safe and any hazards to health are carefully risk assessed.
- Information, instruction, training and supervision will be provided as necessary to ensure adequate knowledge and understanding of health and safety law and good (organisational) practice is understood by employees, including people affected by the work of the school. This includes lone working, Display Screen Equipment, responsibilities under fire, health and safety legislation and company procedures.
- There are adequate arrangements for staff welfare at work including regular supervision and access to the Employee Assistance Programme (EAP).
- To advise staff about precautions needed when dealing with an Emergency, Smallbrook School has introduced a Business Continuity Plan.

Part 2 - Organisation

The Head of School will ensure that:

- This Health and Safety policy is produced and regularly reviewed and revised accordingly.
- Risk assessments of work activities are undertaken as required, a written record of the assessment(s) are kept and the assessments are reviewed on a regular basis. Each staff member using a computer should complete a Workstation risk assessment and comply with DSE Regulations 1992 (amended 2002).
- Safe systems of work identified via risk assessment or to comply with national standards/guidance are monitored to ensure they are followed and effective – for example, see Assessor Lone Working risk assessment which includes hazards and control measures in place for extensive travelling, working at different venues etc.

- Information and advice on health and safety is circulated to staff and acted upon. In particular employee responsibilities under health and safety legislation and organisational policy and procedures, usually disseminated via training.
- Staff are competent to undertake the tasks required of them and that they have been provided with the necessary training, equipment, or other resources to enable task(s) to be undertaken safely.

All employees must:

- Take responsibility for their health and safety at work and that of other people who might be affected by their work activities.
- Report immediately, or as soon as practicable, any defects noted with equipment or the workplace generally to the Head of School.
- Ensure any equipment or resources provided for health and safety purposes are used correctly for their intended purpose.
- Report any accident, near miss accident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating and recording/reporting such accidents or incidents following the guidelines on part 3.
- Cooperate with management in respect of complying with health and safety law

Learners are expected to:

- Comply with health and safety policies of the organisation and read this and the main company health and safety related policies.
- Understand and comply with safety information with regards to activities undertaken in the work environment (including premises and outdoor venues visited as part of their work role).

Part 3 Accident Recording/Reporting

There is a legal responsibility on employers to report injuries, diseases and dangerous occurrences involving employees (including some near miss incidents), under Riddor (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The Health and Safety Executive website (www.hse.gov.uk) has the most up to date information and recommendations, including guidance on what incidents/accidents are reportable to HSE or RIDDOR.

- **Staff and Students** – All accidents to staff that occur in relation to the task(s) being undertaken under the work-based learning school remit (predominantly those day-to-day work tasks being assessed via observation, or meetings with the assessor) are to be recorded on an accident/incident form and forwarded to the Administration Team – who will ensure this is annotated on the Alcumus portal. Any internal health and safety representative and/or external agencies commissioned by Bryn Melyn Care to audit and support matters of health and safety should also be informed where appropriate (for example Outcomes First Group). This is the person named as being responsible for the department, currently the Head of School.
- **Near Miss Accidents** – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed and passed to the Administration Team who will be responsible for reporting to any other responsible individual's/organisations.
- **Violence** – The definition of accident includes the act of non-consensual violence done to a person at work, which also requires reporting to the Head of School as above.

Consultation with Employees



The school complies with the Health and Safety (Consultation with employees) Regulations 1996 by:

- a) having Health and Safety as a standard item on the agenda of all staff meetings/supervisions
- b) circulating H&S information to employees

First Aid – Smallbrook School will meet the basic recommendations for first aid training under health and safety law/guidance. Staff employed whose primary role is associated with fulfilling the functions of our work-based learning school, will be expected to undertake and pass the standard first aid training. Presently, this is the Emergency First Aid at Work course, a 6 hour assessed course that must be undertaken a minimum of every 3 years.

Recording - Any accident where first aid is administered is to be recorded either on an Accident/Incident Report form at the place of work and reported to the Head of School as soon as possible.

First Aid Boxes/Materials – Well stocked first aid boxes must be kept on Smallbrook site and should contain all the approved materials/resources. The boxes are available for use by all staff/adult visitors. The school administrator will complete an inventory termly ensuring all first aid kit is in date and replenish if need be. All first aiders are to ensure first aid kit is replenished when used.

Risk Assessments

Each workplace's risk assessment process is ongoing and usually comprises the following specific elements:

COSHH – All organisational venues will have an up-to-date COSHH folder, containing a numbered register of all COSHH materials on site, relevant material safety data sheets (MSDS) and individual written assessments.

Equipment/Materials - All staff are advised that before undertaking any manual handling task they ask themselves relevant questions pertaining to the movement tasks, including, 'Does this object need moving and if so, can I move it safely and without risks to health?' 'Are there devices/colleagues that can help with the movement?' Where staff conclude that there is a risk of injury after answering these questions, they should seek advice from the Head of School **before** attempting to move the object(s).

Display Screen Equipment (DSE) - Any member of staff who uses DSE will complete the VDU Workstation checklist annually and share this with line managers.

Lone Working – Risk assessments should be undertaken to assess the feasibility, practicality and safety of employees' lone working, involving the member of staff themselves and supported by a colleague or manager. The risk assessment will determine what control measures will need to be followed in order for the lone working activity to be able to take place. If the level of risk is deemed too high, then the risk assessment should be redone, taking account of additional control measures, or a different, safer activity should be put in place instead.

Workplace – All Smallbrook staff are encouraged to report any defects deemed a health or safety hazard to their line manager immediately.

Training – All employees of Outcomes First Group should have appropriate training in health and safety, fire, manual handling, and any particular issues specific to their role that may require specific training. Line managers will monitor training required and attended, in consultation with the staff (potentially) affected.



Fire Precautions – All workplaces have undertaken a fire precautions risk assessment complying with Fire Precautions Legislation and company procedures. Staff working under this policy should be familiar with the details of the assessment at whichever workplace site they are working at and should know site-specific information, including:

- a) The site fire plan, indicating position of call points, fire exits, detectors, etc.
- b) Fire evacuation procedures, via notices that should be displayed.

If assessors/verifiers visit a site for the first time, they **must** ask for an induction to the site, and ensure access to the above documents is gained.

General Maintenance Contracts

All equipment on site will be maintained in safe and efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made:-

Fire Extinguishers

Fire extinguishers are subject to an annual check by contractor and on a regular basis the extinguishers are checked (visually), by the **relevant person (DD)** to ensure that they are in position and that the pins are in place.

Portable Electrical Equipment

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

All portable electrical equipment is the subject of a regular portable appliance test. Office bases are subject to testing every year as is Education (last completed in Oct 2019).

Welfare

Smallbrook School values regular contact between line managers and their staff, to encourage and promote effective communication and support. School staff should feel able to raise any issues with the Head of School.

Assessors will have a regular monthly supervision with their line manager and annual appraisal. At other times, they can approach their line manager for support as necessary. In addition, School staff have access to the Employee Assistance Programme, details of which should have been given to them during their induction period.



Policy Reviewed By: C Seretny	Signature	Date
Next Review Date: Aug 2019	DD	16/08/2019
Interim Review Comments: No additional amendments required		
Policy Reviewed By: C Seretny	CRS	20/08/19
Next Review Date: Aug 2020		
Interim Review Comments: No additional amendments required		
Policy Reviewed By: D.Dalton	DD	15/04/2020
Next Review Date: May 2021		
Interim Review Comments: New consultancy partnership with Euro Pacific Partnerships instead of Acoura. As from 01/04/2020.		
Policy Reviewed By: D.Dalton	DD	08/09/2021
Next Review Date: September 2022		
Interim Review Comments:		



Amended to include Outcomes First Group and accident reporting using Alcumus.		
Policy Reviewed By: D.Dalton	DD	<u>03/05/2022</u>
Next Review Date: May 2022		
Interim Review Comments: Amended to include Business Continuity Plan.		