



# **Health and Safety Policy**

## **Birtenshaw**

<b>Legislation References</b>	
Health and Safety at Work etc Act 1974 (HASWA)	COSHH regulations
Working at Height Regulations	
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# Health and Safety Policy

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## **Statement of Intent.**

Birtenshaw will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. It is the responsibility of each employee to familiarise themselves and comply with the procedures and systems within the health and safety policy. Birtenshaw will ensure, so far as is reasonably practicable, that non-employees such as visitors, service users and contractors are not exposed to health and safety risks.

The Board of Trustees are committed to achieving compliance with the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.

Birtenshaw will, so far as is reasonably practicable:

- provide and maintain a working environment for its employees, service users and visitors that are safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, including temporary staff, service users and visitors, and information on risks for visitors and employees of other organisations who are working on the premises;
- develop and maintain a positive and proactive health and safety culture;
- ensure that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by Birtenshaw's activities;
- ensure that suitable and sufficient assessments are undertaken and record all significant health and safety risks to staff, young persons, visitors and other third parties, from its work;
- provide and maintain plant and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- give special consideration to disabled people (including employees, visitors or service users) and those with language/communication barriers that may affect their awareness and/or understanding of health and safety information;
- ensure the management team affords health and safety matters equal priority to other management functions;
- regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement;
- ensure the co-operation of all staff in the operation of this policy;
- ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters;
- provide appropriate systems to develop and maintain effective communication of health and safety matters throughout the organisation.

Birtenshaw is committed to continuously improving health and safety performance. This Policy requires the commitment, co-operation and active involvement of all Birtenshaw employees to ensure its success and effectiveness.

All contractors and consultants working for Birtenshaw are required to comply with this Policy.

Birtenshaw will ensure that procedures are established for appointing and monitoring the competency of contractors.

This Policy Statement will be reviewed every 2 years and will be effectively communicated to all staff.

Failure on the part of any employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action.

## **Employers Responsibilities**

As employers we have a duty to all employees, service users, visitors and sub-contractors who may be in our workplace or using equipment provided by Birtenshaw. Consideration must also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees regardless of their position within the school.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.

All staff along with the Board of Trustees must work together to that ensure health, safety and wellbeing objectives are achieved. Below are those with special responsibilities under this policy.

## **The Board of Trustees**

The ultimate responsibility for governance of health and safety is with the Board of Trustees and collectively the Trustees must ensure that Birtenshaw has organisational arrangements and systems in place for health and safety to be successfully managed.

## **Chief Executive Officer** (CEO)

The CEO is the principal executive officer of Birtenshaw and is accountable to the Board of Trustees for implementation of the health and safety policy. Executive responsibility for health and safety on a day to day basis is delegated by the CEO to the Director of Resources. The CEO will:

- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within Birtenshaw.
- Ensure the effective implementation of the health and safety policy.
- Ensure all business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.

- Ensure that Birtenshaw staff recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.

### **All other Executive Directors**

They will:

- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within Birtenshaw.
- Ensure the effective implementation of the health and safety policy.
- Ensure that suitable resources and strategic direction are available to discharge Birtenshaw's health and safety responsibilities.
- Monitor the overall performance of Birtenshaw's health and safety systems via the health and safety audits and reports.
- Ensure that any decision made is in line with Birtenshaw's own policies and procedures relate to health and safety.

### **Director of Resources**

Generally, the Director of Resources will be responsible for the management of health and safety and has the responsibility to monitor the policy and, if necessary, to request additional actions. A member of the Director of Resources team will assist with the development of the health and safety policy and procedures.

In conjunction with the management team, the Director of Resources will;

- Work with the Senior Management team to ensure that Birtenshaw has a health and safety policy and arrangements to implement and monitor performance for the organisation as a whole.
- Has a strategic overview of health and safety procedures and practices to be undertaken by Birtenshaw staff
- Work with the Senior Management team and any other nominated staff to make regular health and safety inspections of the premises
- Ensure that all staff with Health and Safety responsibilities are trained and competent to carry them out.
- Ensure that there are sufficient resources to enable risk assessments to be carried out and reviewed regularly.
- Ensure all business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- Consider budget implications on implementing the responsibilities identified above.

- Ensure that the job descriptions of all staff contain specific areas of responsibility for health and safety management relevant to their function.
- Ensure suitable persons are nominated to undertake key health and safety functions, such as risk assessors, (to carry out Display Screen Equipment, manual handling, hazardous substances, fire or other risk assessments), first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- Ensure that adequate provision is made for consultation with employees, including safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.
- Bring to the attention of the Board any significant health and safety issues.
- Keep staff informed of health and safety issues.
- Contractors are suitably vetted and systems are in place to ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.

### **Senior Management Team**

- Ensure the effective implementation of the health and safety policies and performance standards to ensure that health and safety risks to staff, young persons, visitors and third parties are properly controlled within Birtenshaw.
- Implement the requirements of this Policy and ensure compliance with all health and safety legislation within Birtenshaw.
- Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within Birtenshaw.
- Ensure all business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- Ensure that staff recognise health and safety as an integral element of their performance, and that health and safety is given equal status alongside other management functions.
- Ensure that this policy is brought to the attention of all staff and is understood by all staff and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
- Ensure that health and safety policies and procedures are reviewed regularly, or when significant changes occur, and that these are brought to the attention of all employees (including revisions).
- Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, policies, and guidance, etc.

- Ensure that the job descriptions of all staff contain specific areas of responsibility for health and safety management relevant to their function.
- Ensure that adequate provision is made for consultation with employees, including safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.
- Bring to the attention of the Directors any significant health and safety issues.

### **Service Managers /Registered Managers/Heads of Schools/Head of College**

The above staff have the day to day responsibility for the health and safety within their services. They will ensure

- activities under their control are carried out, so far as reasonably practicable, safely and without risk to health;
- they lead by example and demonstrate their commitment to health and safety;
- as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and service users to avoid hazards and to contribute positively to their own health and safety;
- arrangements are in place for monitoring the implementation of the safety policy in their area of responsibility; for example carrying out the monthly inspections of the workplace and equipment;
- employees under their control are adequately trained, informed, instructed, supervised and aware of their responsibilities for health and safety
- new staff receive an induction covering policies and procedures;
- resolve health, safety and welfare problems referred to them by members of their staff or referring to their responsible Director any problems they are unable to resolve within the resources available to them;
- ensure that risk assessments are carried out when necessary (including off site visit risk assessments), and on a regular basis within the overall programme for Birtenshaw, on the activities and equipment for which they are responsible;
- qualified first aid personnel and facilities are provided to address potential hazards at Birtenshaw and procedures are complied with.
- staff are aware of the location of first aid personnel and facilities and the importance of following the correct accident procedure;
- all accidents and dangerous occurrences are investigated where necessary and control measures implemented to prevent any reoccurrence.
- policies, procedures and guidance documents appropriate to their areas are brought to the attention of all staff in their area of responsibility;
- relevant health and safety information is communicated to all staff;
- suitable arrangements are made for consultation with staff and that reasonable arrangements are made to enable them to carry out their functions;
- staff are aware of fire evacuation and other emergency procedures.
- Ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, service users and visitors to the premises;

- Procedures are in place for site security along with details for contacting emergency services;
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced;
- All welfare facilities are adequate and arrangements are in place for the safe disposal of waste;
- Safe access and egress is provided and maintained at all times throughout the site;
- Arrangements for fire safety are implemented and that all relevant checks are carried out for the setting;
- Ensure contractors sign in and are aware of local conditions and policies before any work takes place and prior to each working session;
- Make contractors aware of the health and safety policy, fire and emergency procedures;
- Inform contractors of any conditions which may affect the safety of staff, service users and others;
- Ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities. Relevant statutory signs and notices are provided and displayed in prominent positions.

### **Class Teachers, Senior and Learning Support Assistants, and admin staff**

In the absence of the, Head of School the teachers will deputise with assistance from Service Managers and Directors.

The safety of service users on and off site is the responsibility of all staff. In addition to the general responsibilities of an employee, they are expected to:

- raise any health and safety concerns outside their control related to their class area with the Head of School
- exercise effective supervision of service users and where appropriate ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- know the particular health and safety measures to be adopted in their own working areas and to ensure they are applied;
- ensure that appropriate and direct supervision is provided for all young persons;
- give clear instructions and warnings to service users as often as necessary;
- ensure that the school's behaviour Management policy is followed in all activities;
- assess risk when planning activities and ensure that measures are in place to minimise the risks identified;
- integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety and specific guidance to members of staff;
- set a good example and follow safe working procedures personally;
- ensure the use of protective clothing and guards where necessary;

- ensure that staff, volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this health and safety policy, and other policies, procedures and guidance documents;
- alert more senior staff to any health and safety concerns;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

### **All Employees**

Every employee working for Birtenshaw has a duty of care under the Health and Safety at Work etc. Act 1974 and to this end must take reasonable care of himself/herself and any other person who may be affected by his/her actions and omissions.

Under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or firefighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all health and safety procedures are followed.

All employees are expected to:

- raise any health and safety concerns outside their control related to their area with their line manager.
- exercise effective supervision of service users and where appropriate ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- know the particular health and safety measures to be adopted in their own working areas and to ensure they are applied;
- ensure that appropriate and direct supervision is provided for all service user;
- give clear instructions and warnings to service users as often as necessary;
- ensure that all behaviour Management policies and plans are followed in all activities;
- assess risk when planning activities and ensure that measures are in place to minimise the risks identified;
- ensure all service users are given guidance on how to keep themselves safe;
- set a good example and follow safe working procedures personally;
- ensure that staff, volunteers and visitors within their jurisdiction are familiar with and follow all relevant aspects of this health and safety policy, and other policies, procedures and guidance documents;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- Take due care of their own health and safety and that of other persons working with them;
- Take due care of the service users, taking account of their ability to manage risk and guard against common dangers;

- Co-operate with the Board of Directors and management so far as is necessary to enable it to meet its responsibilities for health and safety;
- Use work equipment provided correctly in accordance with manufacturers instructions and training;
- Report promptly, in the first instance to their manager, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness;
- Report any damage to the site or any fixtures, fittings or equipment;
- Raise any concerns or problems which may have health and safety implications with their manager;
- Comply with the health and safety instructions in force at any other establishments which they are required to visit in the course of their duties, so long as they do not compromise higher standards of health and safety set at Birtenshaw;
- Co-operate fully with their manager on all matters pertaining to their health and safety at work;
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work;
- Ensure the use of and where applicable wear any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work;
- Observe safety rules, comply with procedures and health and safety policies and guidance, and adhering to safe working procedures at all times;
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency;
- Attend health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them;
- Wear any identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in Birtenshaw buildings;
- Only perform work that they are qualified to undertake;
- Always store materials and equipment in a safe manner;
- Never block emergency escape routes and ensure compliance with fire procedures.

### **Information for employees**

Information regarding Birtenshaw health and safety procedures is provided in a number of ways, as follows: -

- Employees have access to a copy of the Birtenshaw safety policy.
- The approved poster “Health and Safety Law – What You Should Know” will be displayed within each premises. This poster will always be kept in a legible condition.
- All staff attend a general health and safety induction when starting at Birtenshaw.

## **Service**

Service users will be reminded that they are expected to:

- Comply with Health and safety rules and procedures
- Take reasonable care of themselves and others
- Co-operate with staff
- Use equipment and substances in the manner in which they are instructed
- Not misuse anything provided for the purposes of health and safety
- Report anything they believe to be hazardous or dangerous to a staff member
- Follow the code of conduct.

## **Contractors**

All contractors under local control will be appropriately selected and competent. Contractors must be made aware of and abide by Birtenshaw's health and safety policy and not endanger service users, staff or other visitors to the site. The Heads of Service will be responsible for the coordination of contractors' activities on their sites.

All contractors must report to reception before any work takes place and prior to each working session. The Head of Service for the site should then inform the contractor of any conditions which may affect their safety and that of others.

## **Visitors and Other Users of the Premises**

All visitors to the Birtenshaw, must comply with the Health and Safety Policy and procedures.

The Head of the Site must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises. Visitors must sign in at reception and wear a badge whilst on site at all times.

Where reasonably practicable, visitors will be accompanied at all times by an employee. Should a fire/emergency occur or the fire alarm activated whilst visitors are on the premises, the person who is accompanying the visitors will take him/her to the fire assembly point.

Should an incident/accident occur involving a visitor this must be reported using the Accident Form, and an investigation completed as soon as possible.

If the incident is of a serious nature or fatal the relevant Director must be contacted immediately.

Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.

Persons 'hosting' visitors (including meeting convenors) must ensure:

- Visitors are alerted to the establishment's fire procedures,
- Visitors adhere to the 'No Smoking' Policy,

- Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
- Visitors record their presence on the premises in the appropriate visitors book,
- Visitors are provided with and wear an identification badge,
- Visitors are accompanied or authorised to enter the premises,
- Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
- Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
- Visitors report all accidents, incidents and near misses to the host,
- Visitors do not take photo unless authorised,
- Visitors wear protective clothing that is supplied, when necessary.

### **3) Arrangements**

#### **3.1 Induction, Training and Supervision**

It is the policy of Birtenshaw that all new employees are given information on health and safety relevant to their role.

It is the responsibility of managers to ensure that all new staff have a site specific induction. This will include a tour of the site, information about local fire and emergency procedures, medication, work equipment, storage of chemicals, risk assessments and site specific health and safety procedures.

All staff should raise any training requirement directly with their Manager for consideration. All training will be recorded and retained on each individual employee's personal file for future reference by the Training Manager.

#### **3.2 Consultation**

Birtenshaw acknowledges the importance of staff involvement in health and safety matters. It is the intention of Birtenshaw to consult staff or their representative on matters regarding health and safety including:

- Any change which may substantially affect their health and safety at work, for example procedures, equipment or methods of working.
- Staff will be made aware of the likely risk and dangers arising from work activities and the measures required to reduce or eliminate these risks. Information will also be given on how to deal with a risk or danger.
- Consultation will take place upon the introduction of any new systems and procedures (which includes new equipment and/or hazardous materials) and the consequences this may have on health and safety.
- Matters relating to health and safety are briefed to staff at site level by management.
- Health and safety matters are raised initially by staff to their Line manager. Issues are recorded via the online maintenance log, issues can be raised as and when required to their manager who will support and deal with any issues raised.
- Any situation that presents a potential danger should be phoned through to a Director immediately to avoid delays in response.

#### **3.3 Accident reporting procedures**

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the most senior person present will dial 999 and request an ambulance/paramedic.

It is important that medical attention is obtained from the First Aiders as soon as possible. When the casualty has received suitable medical/first aid treatment, details of the accident should be recorded on the accident form for future reference. The accident form is in [appendix 1](#).

### ***Reporting Procedures – Employees***

Any accident or dangerous occurrence must be reported to a most senior member of staff. An accident form should be completed by the employee in conjunction with the most senior member of staff present as soon as possible. All accidents and near misses must be recorded, however minor. Staff must ensure that they are aware of the location of the accident forms.

### ***Reporting procedures – Service users, Visitors and Contractors***

Any non-employee who experiences an accident or near-miss incident whilst on the premises should be informed to report the incident immediately to the person responsible for his/her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that procedures are adhered to.

All injuries must be reported and recorded, however minor. Visitors and contractors who are unable to enter their own account in the accident form must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. Where an accident occurs involving a service user, the parents and/or relevant agency should be informed as appropriate.

All accidents must be investigated using the same documentation.

### ***Accident investigation***

If deemed necessary depending on the severity an accident investigation will be carried out. The outcome of an investigation should be communicated to relevant members of staff who may need to take action as a result of an accident. Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

### **RIDDOR and EMPLOYEES**

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**. Under RIDDOR the responsible person must report the following work related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises:-

- Accidents which result in death or specified injury must be reported immediately
- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident.

### **Specified injuries include:-**

- A fracture or broken bone, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours

- Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent

See Riddor website for a full list of specified injuries.

### **Physical violence**

Some acts of non-consensual physical violence to a person at work, which result in death, specified injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7 day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence.

### **Reportable diseases**

Employers must report occupational diseases (listed at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions **and** the sufferer has undertaken activities that correspond with the condition listed in RIDDOR

### **RIDDOR and service users/service users and other people who are not at work**

Accidents involving contractors working on the premises are normally reportable by their employer. Injuries to service users/service users and visitors who are involved in an accident at Birtenshaware only reportable under RIDDOR if:-

- The accident results in the death of the person and arose out of or in connection with the work activity; or
- The accident results in an injury that arose out of or in connection with a work activity **and** the person is taken from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Specified injuries and diseases only apply to employees. If a service user is absent from school following an incident this is not reportable.

### **How to decide if an accident to a service user/service user 'arises out of or is in connection with work'?**

The responsible person should consider whether the incident is caused by:-

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip),
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.),
- The condition of the premises (e.g. poorly maintained or slippery floors).

The above are only reportable if they occur and if the accident results in a service user's/service users' death or they are taken from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

### **PE**

Not all sports injuries to service users are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity.

## **Reporting procedures**

Once completed accident forms are returned to Head Office. The admin staff initially review the forms and the reporting is undertaken by a member of the management team with assistance and support from HSW@Work.

### **3.4 First aid and supporting medical needs**

Emergency first aid at work (EFAW) training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. All front line staff undergo emergency first aid training as part of their induction. First Aiders are provided with re-training at regular intervals in order to ensure that their skills are maintained.

First Aid training is monitored by the Training Manager.

First aid kits provided will only contain items that the First Aider has been trained to use. They will not contain medication of any kind and will always be adequately stocked.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace:

- All staff must ensure that they are familiar with the identity and location of their nearest First Aider and first aid box.
- Managers must ensure that easy access to first aid equipment is available at all times.
- The managers must ensure sufficient stocks of first aid supplies are monitored and maintained.
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered on an accident form. All injuries must be reported to their line manager as soon as possible.

### **3.5 Schools off site visits**

Please see Community and Educational visits policy.

### **3.6 Dealing with emergencies**

Please see relevant Emergency Procedures Policy and, where applicable, Invacuation Policy

### **3.7 Occupational Health Services and Health surveillance**

Birtenshaw takes health and welfare seriously. The aim is to create an environment which is free of occupational risk, occupational illness. Birtenshaw aim to achieve this with the help, involvement, contribution and commitment of all members of staff. Birtenshaw recognises that some health and safety legislation requires employers to provide health surveillance for their staff. It is Birtenshaw policy to introduce health surveillance only in a situation where the health risks cannot be adequately controlled by other means.

Risk assessments of Birtenshaw's activities will identify if and where surveillance is

appropriate. It is recognised that although specific legal requirements do not exist the following operations may require a degree of monitoring by means of health surveillance.

Activities, which may involve or result in: -

- Work related upper limb disorders
- Manual handling
- Night working

Further advice on the appropriate course of action will be sought from the Employment Medical Advisory Service wherever necessary.

If staff are aware of any practices, procedures or systems that the organization can improve or which are adversely affecting their health, they are advised to contact their line manager. Staff are required to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of the organisation. If any staff have concerns about their health or if any screening questionnaire shows that further medical surveillance is required, then Birtenshaw will send the employee to a designated Occupational Health Provider.

### **3.8 Stress in the workplace**

It is Birtenshaw's policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable. The nature of the workplace can be challenging and perceived work place stress can be a negative reaction to work related pressures.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all employees. A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the organisation aims to address.

Through the risk assessment process, Birtenshaw will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. But, there may be one single event or set of circumstances that combine to provide the additional stress overload.

It may be difficult to talk to the direct Manager about the problem face to face, as it might be that this relationship is the cause, Birtenshaw has a policy that all members of staff can approach a senior member of staff and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and the relevant member of management will try and assist individuals suffering from stress to deal with the problem.

### **3.9 Risk Assessments**

Birtenshaw accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore in order to comply with the Management of Health and Safety at Work and to safeguard the health, safety and welfare of employees and others, Birtenshaw will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient risk assessments for all work activities with a significant hazard.

#### **The aim of the risk assessment process is to:**

- Identify significant hazards associated within Birtenshaw's undertaking and any significant hazards associated with the premises
- Identify any person who may be affected or injured by the hazards
- Evaluate the level of risk
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Person specific risk assessments are completed for all identified risks e.g.

- In and around the school/home
- In the community
- Transport
- Child sexual exploitation

Risk assessments for all work activities with a significant hazard will undertaken by competent staff. Risk assessments will be reviewed on a regular basis and also following accidents or incidents. Once completed risk assessments must be communicated with staff at staff briefings.

### **3.10 Fire safety**

Birtenshaw is committed to ensuring that any risk of fire at our premises is minimised so far as is reasonably practicable. Despite this commitment it cannot be assumed that fire will never break out and therefore Birtenshaw will develop and maintain such emergency procedures as are appropriate in the circumstances. In particular Birtenshaw will ensure:-

- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified. The fire risk assessment must be monitored and maintained.
- All staff receive an induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.
- All service users are made aware of the fire and evacuation procedures, including assembly points.
- A register of staff and service users is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.

- Staff to receive fire awareness training on a regular basis.
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill or simulation is carried out in line with regulations which will be recorded in the fire logbook.
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and monthly tests recorded.
- A regular check is made to ensure escape routes and doors are not obstructed.
- Fire doors should be closed at all times and not wedged open.
- When the fire alarm sounds, staff and service users must follow the emergency procedures policy.
- A summary of the evacuation procedures will be made available to all contractors and visitors to the school. These shall be displayed throughout the premises.

Any employee or service user that requires assistance during an emergency situation must have an individual personal emergency evacuation plan (PEEP) which is reviewed on a regular basis or on a change in condition (temporary or permanent).

## **Fire Procedures**

In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on discovery of any fire however small.

All employees are empowered to raise the alarm if they believe there is a fire, no authority should be sought from any other person. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.

A comprehensive Fire Risk Assessment is in place.

In the event of a fire the priority of staff is to safely evacuate the service users to the nearest assembly point.

All staff must sign in and out of the building.

The fire warden is responsible for taking the visitor and staff signing in and out book out to the assembly point. A designated member of staff will carry out a roll call to ensure that all staff, visitors and service users are accounted for.

### **3.11 Building safety and housekeeping**

The safety of employees, service users and visitors is of the upmost importance at Birtenshaw. It is Birtenshaw policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work.

Poor standards of housekeeping often cause employees and others to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

Birtenshaw recognises the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option. Walkways and passageways must be kept clear and free from obstructions at all times. If corridors or walk ways become wet or have just been cleaned warning signs must be used.

The provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the workforce. In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

- Report failures of lighting or any defects observed to the maintenance team.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property
- Keep the workplace tidy and do not let items accumulate on windowsills.

### **3.12 Violence to staff**

Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. On occasion, service users can behave in ways that some find challenging as a result of their speech, language communication needs and/or Autistic Spectrum Condition. Physical attacks are comparatively rare.

Birtenshaw will attempt to reduce the risks of such incidents by the following means:

- Taking into account personal safety during specific risk assessments.
- Ensuring Behaviour Management Plans and Risk assessments are comprehensive and up to date
- Keeping detailed records of all past incidents
- Asking staff whether they feel threatened
- Being aware of the area where work is to be carried out
- Considering physical security measures such as personal alarms.

- Discouraging employees from carrying large quantities of cash or wearing expensive jewellery.

Any injuries sustained as a result of non-consensual physical violence are reported in accordance with the accident reporting procedure.

### **3.13 Manual handling training**

Manual Handling is defined as “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.” The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders.

Birtenshaw accepts that some manual handling activities may be necessary during their operations and will ensure:

- That staff avoid the need to undertake manual handling operations wherever possible.
- Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.
- The assessments will be recorded and updated when changes take place or if a reportable injury is sustained.
- Results of manual handling assessments will be made available to all staff and will be readily available for inspection.
- Staff will report hazardous handling activities to their manager
- Wherever possible mechanical handling aides will be utilised to reduce the need for manual handling.

### **3.14 Slips, trips and falls**

Slips, trips and falls are the most common cause of injuries in workplaces. Slip and trip incidents can be controlled and the measures needed are often simple and low cost, but will bring significant reductions both in human suffering and costs. General risk assessments have been carried out and include slips, trips and falls. The maintenance contractors will carry out regular checks of all sites. areas:-

All staff have a responsibility to ensure that any spillages are dealt with immediately and adequate signage is used where appropriate. Cleaning equipment is available through Birtenshaw. All slips, trips and falls must be reported in line with the accident reporting procedures. If staff have concerns regarding the quality of any walkways within Birtenshaw they must be reported immediate.

### **3.15 Driving vehicles**

Birtenshaw will take all reasonable steps to secure the health and safety of our employees who drive company vehicles as part of their job. See rules for the use of company vehicles policy. All staff who drive company vehicles as part of their job have undergone MIDAS training.

All drivers must submit their driving license for inspection annually, Birtenshaw reserves the right to contact the DVLA in order to monitor the status of individual licenses. Employees are reminded that, despite familiarity, driving on the roads can be a hazardous activity.

It is important to ensure whilst driving company vehicles that the Highway Code is followed at all times. Any breach of the code may result in prosecution if stopped by the police.

### **3.16 Control of substances hazardous to health (COSHH)**

It is the intention of Birtenshaw to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

COSHH cupboards at Birtenshaw are the most likely places where substances can be found. Staff must not bring any substances into Birtenshaw from home or elsewhere. Birtenshaw acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of staff and service users to substances hazardous to health is prevented or at least controlled to within the statutory limits.

Birtenshaw recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the staff undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment. The primary requirement for the control of hazardous substances is to conduct COSHH Risk Assessment before the use or generation of any such substances. Any process which is liable to expose staff, service users or visitors to substances hazardous to health should not be carried out unless a "suitable and sufficient" assessment has been made of the risks to health and measures are in place to eliminate, or adequately control exposure to such substances.

The manager will ensure that contractors visiting the premises or site, who are required to use hazardous substances, provide copies of their COSHH assessments for the materials they are to use prior to arrival at site. Where, in the opinion of management, contractors are using unsafe practices, they are to inform them to cease work until a safer alternative is agreed upon.

All staff have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to their line manager
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

### **3.17 Lone Working**

Lone working is any activity that requires employees to work without close or direct supervision. Lone working activities will be risk assessed and the results of assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

### **3.18 Work at height**

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations Birtenshaw shall conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The hierarchy below will be used for managing and selecting suitable ways for work at height:

1. Use work equipment or other measures to PREVENT falls where we cannot avoid the task.
2. Where we cannot eliminate the risk of a fall, work equipment or other measures to minimize the distance and consequences for a fall should one occur should be used.

Birtenshaw has a duty as an employer to ensure that the risk of injury is removed or minimized.

The essential part of this is to plan and organise the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained. In addition, there is a requirement when working with scaffolding (depending on its' complexity) for an assembly, use and dismantling plan.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner a risk assessment should be completed prior to work taking place. Ladders should be visually inspected before each use and formally every six months. The six monthly check must be recorded. Staff must not stand on desks, chairs or other furniture to undertake work, e.g. put up displays.

### **3.19 Selecting and managing contractors**

All contractors under local control will be appropriately selected and competent in terms of health and safety. Contractors must be vetted to ensure they have:-

- Adequate insurance
- Health and safety procedures in place.

On an annual basis all regular contractors should complete the Birtenshaw contractors safety questionnaire, a copy of the completed questionnaire must be kept internally. Contractors must be made aware of and abide by Birtenshaw's health and safety policy and not endanger service users, staff or other visitors to the site.

The manager will be responsible for the coordination of contractors' activities on site.

The manager must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, service users and visitors to the premises. This might be achieved by the posting of suitable notices.

All contractors must report to the manager and sign in before any work takes place and prior to each working session. The manager should then inform the contractor of any conditions which may affect their safety and that of others.

### **3.20 Maintenance of Equipment**

The safe use and operation of equipment, machinery and plant is of paramount importance to Birtenshaw. The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. Where such equipment is being used by staff all reasonable steps will be taken by Birtenshaw to ensure, so far as is reasonably possible, the health and safety of staff and other persons who could be affected by their use.

An inventory of work equipment will be made and kept up to date by the manager. Staff are only allowed to use equipment they have been trained and authorised to use.

Birtenshaw will ensure:

- Ensure any plant, equipment or machinery that may be used or provided will be safe and fit for the purpose for which it is intended to be used.
- Ensure suitable and sufficient assessments of the risk are undertaken, findings are documented and communicated to all relevant staff.
- Under no circumstances should guards be removed from any equipment, plant or machinery unless by a competent person to allow for maintenance.
- In the event of any plant or machinery breaking down or becoming unsafe to use or operate, the manager should be informed as soon as possible to arrange for an engineer to visit the site and repair or service the item of equipment. While waiting for a fitter to arrive on site all relevant plant and machinery must be made safe and isolated.
- Only trained and experienced persons will be permitted to use equipment, plant or machinery.
- Equipment, plant and machinery is isolated and locked off prior to any maintenance, service or repair.
- Under no circumstances may equipment, plant or machinery be used by third parties unless authorised by a Director.
- Regular inspections of the various types of equipment, plant and machinery are completed and records of the findings of any such inspections are recorded and maintained.
- Site specific and statutory inspections are completed to the required standard and frequency
- Staff are instructed to report any damaged to machinery safety devices, guards, isolation switches etc.

### **3.21 Legionella**

Birtenshaw will take all reasonable steps to identify potential legionella hazards in the

workplace and will endeavor to prevent or minimise the risk of exposure to such hazards. A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises. The assessment will be completed by a person who is competent to do so. The manager

is responsible for ensuring that the findings/actions arising from the assessment are completed and the Maintenance Contractor is responsible for controlling risks, monitoring water temperatures and updating the Legionella log book, reporting any concerns directly to the manager.

### **3.22 Asbestos**

Asbestos is present at some of the sites within Birtenshaw. All of the sites have had an asbestos survey (with the exception of the recently constructed Liverpool School and Bolton Head Office and School as these are new constructions with no asbestos). The surveys are available at each site. The manager is responsible for showing the asbestos management plans to contractors and ensuring that the contractors sign to say they have seen it.

### **3.23 Display Screen Equipment**

Birtenshaw recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders. The organisation will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow any system developed by the organisation for display screen equipment. If the DSE user requests an eye test Birtenshaw will meet the cost. If the test highlights the need for corrective lenses for VDU (visual display unit) use Birtenshaw will meet the cost for the basic corrective lenses required.

Office based employees will report any display screen equipment issues to their respective Manager.

### **3.24 Food Hygiene**

This policy defines the precautions to be taken, and the arrangements in place, to ensure that food hygiene standards in Birtenshaw conform to the highest standards in accordance with the requirements of current food safety legislation.

#### **Staff recruitment and training:**

All care and employees will undertake a Food Hygiene training course within three months of commencing work with Birtenshaw. **General rules of food hygiene:**

Each staff member will be made aware of the '10 golden rules of food hygiene' which are:

- Rule 1 – Always wash your hands before handling food and after using the toilet.
- Rule 2 – Tell your employer at once of any skin, nose or throat or bowel trouble.
- Rule 3 – Ensure that cuts and sores are covered with waterproof dressings.
- Rule 4 - Keep yourself clean & clean clothing. Never cough or sneeze over food.
- Rule 5 – Do not smoke in the children's home.
- Rule 6 - Clean as you go; keep all equipment and surfaces clean.
- Rule 7 – Prepare raw and cooked foods in separate areas. Keep food covered and either refrigerator or piping hot.

- Rule 8 – Keep your hands off food as far as possible,
- Rule 9 - Ensure waste food is disposed of properly. Keep the lid on the dustbin and wash your hands after putting food in it.
- Rule 10 – Tell your supervisor if you cannot follow the rules.

**Summary of safe working procedures:**

- Cross contamination between raw and cooked meats must be prevented by the use of separately designated and segregated work areas, cutting boards and utensils.