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Hassocks

A unique, positive education for
young people on the autism spectrum

Health and Safety Policy

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Policy Written by: Sarah Sherwood

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HEALTH & SAFETY POLICY

LVS Hassocks

The Trustees of the Licensed Trade Charity consider the health and safety of their employees, students and volunteers to be of paramount importance.

The Licensed Trade Charity is committed to taking all necessary actions to ensure the health and safety of all students, persons working on those sites and any visitors.

The Licensed Trade Charity's policy to provide and maintain a safe and healthy environment, equipment and systems of work is supported by the commitment to training, information and supervision and support from advisory services to implement this policy effectively.

The **Health and Safety at Work Act 1974** and its subordinate legislation are recognised as a minimum standard and the Charity will endeavour to implement best practice and guidance wherever possible.

Health and Safety is an important responsibility of every manager and every employee has a duty to co-operate with their manager.

The Licensed Trade Charity requires all of its employees to work safely with due consideration to others who may be affected by their workactivities.

Contractors working for the Licensed Trade Charity will also be expected to conform to the same standards as the Licensed Trade Charity employees.

The Trustees will ensure the implementation of this policy and will monitor and review it on a regular basis.

RESPONSIBILITIES OF THE TRUSTEES

The Chief Executive and the Trustees establish the overall Health and Safety Policy of The Licensed Trade Charity

The Director of Education and Operations has overall responsibility for health and safety, and the implementation and monitoring of the policy, principally through his managers at the school sites.

All levels of management must set a positive personal example.

In the discharge of their duties the Trustees, in consultation with the Director of Education and Operations will:

- make themselves familiar with the requirements of the **Health and Safety at Work Act 1974**, subordinate health and safety legislation and codes of practices which are relevant to the work of the Charity. In particular, reference will be made to the **Management of Health and Safety at Work Regulations 1999**
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the schools
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to :
 - accidents
 - health
 - charity-sponsored activities (including work placement)
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others
- create and monitor the management structure, in particular the Trustees undertake to provide:
 - a safe and healthy environment in which students can live and learn
 - a safe environment for staff to work, including a safe means of entry and exit
 - plant, equipment and systems of work which are safe
 - safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory

- supervision, training and instruction so that all staff can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff and others then the Trustees will ensure, within the financial resources available, that such training is provided. All training will be regularly reviewed and updated as required
- necessary safety and protective equipment and clothing together with any suitable guidance, instruction and supervision.
- adequate welfare facilities

So far as is reasonably practicable the Trustees, through the Director of Education and Operations and Heads of site will make arrangements for all staff, including temporary staff and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

RESPONSIBILITIES OF THE HEADTEACHER

As well as the general duties of all members of staff, the Head of School has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, visitors and any other person using the premises or engaged in activities sponsored by the school. They will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff and others, as appropriate.

The Head of School is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Head of School will:

- be aware of the basic requirements of the **Health and Safety at Work Act 1974** and subordinate health and safety legislation and codes of practices relevant to the work of the school.
- ensure at all times the health, safety and welfare of students
- ensure at all times, the health, safety and welfare of staff, and others using the school premises or facilities or services or attending or taking part in school activities
- ensure safe working conditions for the health, safety and welfare of staff and others using the school premises and facilities.

- ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- consult with the safety advisor and members of staff, including the safety representatives on health and safety issues
- arrange systems of risk assessments to allow the prompt identification of potential hazards
- carry out periodic reviews and safety audits on the findings of the risk assessments
- identify the training needs of staff and ensure, within the financial resources available, that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- encourage staff to promote health and safety
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff and others are made safe without delay
- encourage all employees to suggest ways and means of reducing risks
- collate accident and incident information and, when necessary, carry out accident and incident investigations. Ensure reportable accidents/ incidents are reported to the appropriate authority.
- monitor the standard of health and safety throughout the school, encourage staff to achieve the highest possible standards. Discipline those who consistently fail to consider their own well-being or the health and safety of others
- monitor employees' and students' first aid and welfare provision
- together with the Trustees, monitor the management structure.

THE RESPONSIBILITIES OF MANAGERS AND SUPERVISORY STAFF

All managers and supervisory staff will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and subordinate health and safety legislation and codes of practice which are relevant to the work of their area of responsibility

In addition to the general duties which all members of staff have they will be directly responsible to the Senior Managers or their representative to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility

They will take a direct interest in health and safety policy and helping other members of staff and others to comply with its requirements

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their department
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff and others under their jurisdiction are instructed in safe working practices and all staff are competent and are adequately trained and qualified
- new employees working within their department are given instruction in safe working practices
- regular safety inspections are made of their area of responsibility as required by the Senior Managers or as necessary to carry out risk assessments and minimise possible risks by taking measures in accordance with their findings
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
- all plant, machinery and equipment in the department in which they work is adequately guarded
- all plant, machinery and equipment in the department in which they work is in good and safe working order
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- they monitor the standard of health and safety throughout the department in which they work, encourage staff and others to achieve the highest possible standards of health and safety. They discipline those who consistently fail to consider their own well-being or the health and safety of others
- all the signs used meet the statutory requirements
- all health and safety information is communicated to the relevant persons
- they report, any health and safety concerns as appropriate

THE RESPONSIBILITIES OF ALL MEMBERS OF STAFF

All staff will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and subordinate health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- take reasonable care of the health and safety of students
- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work

- comply with any additional requirements as required by the employer.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular, all members of staff will:

- be familiar with the health and safety policy and any and all safety regulations as laid down by the governing body.
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students
- see that all plant, machinery and equipment is adequately guarded
- see that all plant, machinery and equipment is in good and safe working order
- not interfere with or make unauthorised or improper use of plant, machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied in accordance with risk assessments
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- report any defects in the premises, plant, equipment and facilities which they observe
- take an active interest in promoting health and safety and suggest ways of reducing risks

SPECIAL RESPONSIBILITIES OF CLASS TEACHERS AND BOARDING STAFF

To exercise effective supervision of the students and to know the emergency procedures in case of fire, first aid and invacuation/evacuation.

To know of any risk assessments applicable to their own special teaching area and to ensure any recommendations are applied, making recommendations to their line manager if improvements are needed.

Lead by example to the students, giving clear instructions and warnings as often as necessary ensuring the students are aware of their responsibility for observing any instructions/warnings given.

RESPONSIBILITIES OF STUDENTS

(Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, we have expectations as to what is appropriate behaviour. The following expectations are mitigated by our students' autism, which may have an impact on their ability to fulfil these expectations. At LVS Hassocks we educate our students so that they understand the importance of Health and Safety).

Students are always encouraged and expected to:

- comply with school rules relating to general behaviour;

- take note of and comply with information provided for safety with regard to activities undertaken;
- in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- not to misuse anything provided for H&S reasons.

SPECIAL RESPONSIBILITIES OF HIRERS, CONTRACTORS AND OTHERS

When the premises are used for purposes not under the direction of the Head of School then the principal person in charge of the activities, (the co-ordinator), for which the premises are in use will have responsibility for safe practices.

The Head of School or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory and safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Trustees, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Trustees and that they will not without their prior consent:

- introduce equipment for use on the school premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or students at the school

ACCIDENT/INCIDENT RECORDING/REPORTING

STUDENTS – All accidents to students involving injury are to be recorded. This will initially be by using the accident book available at reception. In addition, any reportable incident will immediately be input on to 3SYS. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone and any injury where the pupil is taken direct from site to hospital, whether by ambulance, member of staff or relative.

STAFF – All accidents to staff are to be recorded and this will be done by immediately inputting information into the school's accident book which is available on reception.

VISITORS – All accidents to visitors are to be recorded and this will be done by entering the information into the accident book which is available on reception.

NEAR-MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, this is logged onto QuadPro to ensure a safe environment.

The accident books contain information regarding reporting to RIDDOR

BEHAVIOUR INCIDENTS RESULTING IN ACCIDENTS – These include violence, bullying and harassment and must be recorded. If they relate to students, they are also to be recorded by inputting information on to 3SYS (please see separate Anti Bullying Policy and Cyber Bullying Policy).

ESAFETY

The school has separate policies for e-safety, Cyber Bullying and Acceptable Use and a copy of these policies can be found on the H drive. There is a whole school approach to e-safety and our policies detail the ways ICT facilities can and cannot be used by the network's users.

FIRST AID

The school will try to exceed the basic recommendation for first aiders, which is for two persons to have a first aid at work certificate. A list of staff who hold a first aid at work certificate is on notices displayed around the school or available from the office. Please also see separate First Aid policy.

FOLLOWING AN ACCIDENT

In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries to students that are less serious but still of concern, sprains, strains, cuts etc., the pupil will be asked if parents/guardians should be contacted or if they feel fit enough to stay in school.

NB: in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised. Parents/carers must be notified verbally and this then followed up with an email as confirmation.

RECORDING Any accident where first aid is administered to students is to be recorded in the accident book.

FIRST AID BOXES/MATERIALS

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site. The school nurse is responsible for refilling the first aid boxes. (Please see First Aid Policy).

INJURIES INVOLVING BLEEDING Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in or next to the first aid boxes. All materials contaminated with blood must be disposed of in line with the current H&SE guidelines.

COMPUTER WORKSTATION ASSESSMENTS

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit'. A 'user' is someone who is habitually employed to work on a computer and does so for more than an hour at a time, more or less on a daily basis.

CONTRACT WORK

Provided the nature of the work is known in advance, then the risk to the school can be assessed and suitable risk control measures can be introduced before the work begins. Options include:

- making an area temporarily out of bounds to staff and students
- providing alternative emergency escape routes
- introducing a system of 'permit to work' certificates
- restricting the time when the work may be carried out
- providing storage areas for hazardous materials

A member of the management team of the school should co-ordinate the activities of contractors. This person should seek written assurances that the work will be carried out safely and in accordance with all the statutory requirements and codes of practice which are appropriate to the work. Arrangements should also be made to confirm that these assurances are met in practice.

For day-to-day repairs, an access control system which requires all relevant persons to report their arrival to the Maintenance Engineer and/or the Work Supervisor, should provide an opportunity to confirm that their proposed working arrangements are safe, and risk assessments as necessary can be adopted.

For both minor and major projects, where the contractor is on site for some time, more formal arrangements should be made. The contractor should be informed of and agree to comply with the health and safety policy prepared by the management of the school. The working practices which the contractor intends to follow should be discussed and arrangements should be made to control any risk to staff, students or visitors. It is recommended that health and safety arrangements form an integral part of the tender documents and part of the contract. If health and safety is introduced for the first time at a later stage, it can result in delays and additional expenses. Procedures should also be introduced to ensure that these standards have been complied with.

FIRE

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Evacuation plans based on the outcomes of the risk assessment have been produced and these are displayed. Fire drills are carried out once each term (there are six terms each year).

NB: All staff are reminded that in the event of a fire, the priority is to raise the alarm and ensure that everyone gets out of the building. Fire extinguishers are provided to aid escape if required, but are not otherwise intended to be used.

HAZARDOUS SUBSTANCES

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and can include dusts, e.g. pottery, wood etc. and biological hazards.

The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant areas.

If staff have any questions on hazardous substances these should be raised with line managers.

INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is summarised in the 'Handbook for Schools on Infectious Diseases' kept in the Medical Room.

MANUAL HANDLING

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation: “Can I move the objects where I need to safely and without risks to health”? Where staff feel the answer is “No”, or they are unsure, they must not attempt the operation until they have obtained assistance. Staff who undertake a significant amount of manual handling will be provided with training.

TEAM TEACH – designated staff are trained in Team Teach and this is regularly reviewed/updated.

MANUAL HANDLING OF NON-AMBULANT STUDENTS

One of the admissions criteria for LVS Hassocks is that students must be ambulant and able to access the school and grounds. However, a pupil may acquire an injury whilst already on roll which may result in disability of a temporary or permanent nature (e.g. broken leg). Students who may need to be lifted or supported will be assessed and training for staff involved will be provided. The need for training will form part of the risk assessment, but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupil’s use, e.g. wheelchairs and hoists. No staff will be expected, for example, to lift a pupil into or out of a wheelchair.

MEDICAL NEEDS

The school will try to accommodate students with medical needs wherever practicable in line with “Supporting students at school with medical conditions” produced by the DfE in April 2014 (please also see Medical Policy).

NOISE

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. LVS Hassocks always strives to keep noise to a minimum as noise can be a significant sensory issue for our autistic students. For example, acoustic sound absorbing panels will be in situ in the dining room. If staff have any questions on noise levels they should initially speak to their line manager, who will refer the matter on to the Head of School if unable to resolve it.

RISK ASSESSMENT

The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, students and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

All learners who present with at risk behaviours must have an individual risk assessment in place, which must be agreed with parents.

SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and Designated Safeguarding Leads (DSLs) have been appointed. All staff need to be aware of the policy, a copy of which is kept on the H drive. All safeguarding concerns should be reported immediately to a DSL.

SCHOOLTRIPS

A separate school trips policy has been produced based on current guidance and this is kept on the H drive, (known as Educational Trips Policy).

TRANSPORT FOR TRIPS

All drivers on LTC business who wish to be covered by the Charity's insurers must complete an Insurance Questionnaire; provide sight of their original driving licence as well as initial evidence of any points or endorsements as detailed by the DVLA. The licence holder must immediately report any changes in licence status (such as points, suspension or revocation) and any other at-fault accidents that occur whether or not the accident or violation occurred while driving on company business to the Office Manager or HR department. Drivers will personally assume responsibility for any fines or traffic violations associated with the use of a Charity vehicle or privately-owned vehicle used on Charity business.

Driving whilst on Charity business must always be safe and lawful.

Staff may also transport students/equipment in the school minibus, pool car or a minibus hired in for the purpose.

NB: Only staff who have passed the on-site test and are permitted in terms of their driving licence are allowed to drive the minibus.

Charity vehicles should only be used for Charity purposes and any other intended use must be referred in advance to the Head of School/HR department as appropriate.

SECURITY

The school site has been assessed for security and if staff have any questions on security they should initially speak to their line manager or the Head of School.

WATER ASSESSMENT

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of Legionnaires Disease. Water assessments are regularly conducted; these also include monitoring of hot water temperature.

WELLBEING

The wellbeing of staff is seen as an integral part of the school's H&S responsibilities. The Trustees and the Head of School have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head of School or their line manager but also have access to a confidential counselling service via the Licensed Trade Charity. Staff sickness absence or health concerns will be dealt with in line with the LTC policy.

The Trustees of the Licensed Trade Charity draw the attention of all users of the school premises to section 8 of the **Health and Safety at Work Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.