



WARGRAVE HOUSE

THE AUTISM SPECIALISTS

Health and Safety Policy

April 2020



Wargrave House Ltd
The Autism Specialists

449 Wargrave Road
Newton-le-Willows
Merseyside
WA12 8RS

T 01925 224899

E enquiries@wargravehouse.com

W www.wargravehouse.com

Reviewer:	<i>Sharon Hughes (Estates Manager)</i>
Co-Reviewer:	<i>Gary Van Oss (Head of Finance & Business Resources)</i>
Updated:	<i>April 2020</i>
Next Review:	<i>April 2021</i>
Committee:	<i>Compliance and Estates Management</i>
Approved by the full Governing Body:	<i>July 2020</i>

This policy should be read in conjunction with the following policies:	
	Emergency use of Asthma Inhalers
	Fire Safety
	Infection Control
	Workplace Health and Wellbeing

Contents

Statement of Intent	4
Arrangements	5
Brief Provision of Health and Safety at Work Act	6
Organisation	7
The Board of Trustees	7
Chief Executive Officer	7
Departmental Line Managers	7
Teachers/Employees	8
Senior Care Managers/Assistant Care Managers	8
Safety Representatives	9
Health and Safety Consultant	10
Accident Reporting and Investigation	10
Management of Health & Safety at Work Regulations 1992	11
Workplace Health, Safety and Welfare Regulations 1999	11
Employees Well Being	11
Night Workers Medicals	12
Stress Management	12
Work Equipment	12
Display Screen Equipment Regulations 1992	12
Personal Protective Equipment (PPE) Regulations 1992	12
Manual Handling Operations Regulations 1992	12
Lifting Operations and Lifting Equipment Regulations 1998	13
Portable Electrical Appliance Testing	13
Consultation with Employees	13
Contractors	13
Visitors	13
Fire Procedures	14
First Aid	14
Policy on Students on Work Experience	14
Dealing with Accidents to Children Whilst in Schools	14
Mini Bus Users	14
Outdoor Play Equipment and PE Equipment	15
Asbestos	15
Control of Substances Hazardous to Health (COSHH) Regulations 2002	15
Legionella	15
Administration of Medication	15
Smoking	16
Nuts	16

STATEMENT OF INTENT

This policy covers staff, students, visitors and other users on the premises. It shows how the Trustees, Governing Body and Senior Leadership Team discharge their duties under the Health and Safety At Work (etc) Act 1974, and how this is essential to the success of the school.

We are committed to;

- Actively promoting an open attitude to Health and Safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Providing adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carrying out and regularly reviewing risk assessments to identify hazards and existing control measures, then prioritising, planning and completing any corrective actions required to reduce risk to an acceptable level.
- Maintaining our premises and work equipment to a standard that ensures that risks are effectively managed.
- Retaining access to competent advice and assistance through the support of an external Health and Safety advisory service, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.
- Regularly monitoring our performance and revising our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school
- Formulating and implementing effective procedures for use in the event of fire and other emergencies.
- Establishing and implementing a Health and Safety Management System to manage the risks associated with our school and activities.
- Providing sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.
- Communicating and consulting with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Ensuring that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled.
- Investigating accidents and taking steps to prevent a re-occurrence

It is the duty of all of us when at work;

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that we can all comply with our legal duties
- To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Signed:

Date: April 2020

Position: Chief Executive Officer

Signed:

Date: April 2020

Position: Chair of Trustees

ARRANGEMENTS

As Wargrave House's policy is to provide a safe and healthy working environment we will ensure:-

- That all members of staff are aware of their responsibilities covering Health and Safety at work (including European Union Directives)
- That adequate and competent supervision is maintained over safe use, handling, transport and storage of plant, equipment and materials.
- That adequate supervision is maintained over the facilities provided for the protection of the public (including service users).
- Periodic inspections are carried out on the condition of tools, plant, equipment, systems of work and work areas. The independent Safety Consultant will assist as required with advice and information on legal requirements.
- First Aid facilities are provided in each building and appropriate staff numbers are trained in First Aid.
- The Health and Safety coordinator and two staff Health and Safety representatives (the 'School Safety Group') are available to all staff for advice on any matter relating to Health and Safety. Where required, the independent Safety Consultant may also be contacted by designated senior managers.
- To promote co-operation between the company and Staff, the site Safety Group will be given facilities to inspect, report and discuss matters relating to Health and Safety.
- Provision is made for Health and Safety training and employees will be encouraged to attend these courses at a level to match their responsibilities.
- Fire fighting equipment is provided and will be suitable for the foreseeable risks within that area
- All responsible officers should familiarise themselves with the Health and Safety Regulations relevant to their operations.
- Accident reporting facilities are located online using SchoolPod software, with specified staff having access to this. An 'Accident with Injury Report' form will be completed by the Health and Safety Co-Ordinator when required.
- All reasonable steps will be taken to identify the cause of major accidents or dangerous occurrences by conducting an immediate investigation with a view to instant withdrawal from use of faulty plant or tools, or modification of the method of working should this be required to prevent a recurrence.
- Accident records and statistics will be maintained and trends discussed and analysed at the Compliance and Estate Management Committee meetings. Meetings of this Committee are attended by the Chair of Trustees, Estates Manager, Safety Representatives, Chair of Governors, and nominated member of the Senior Leadership Team.
- Suggestions by personnel on ways of making conditions safer are always welcome. Any suggestions should be discussed with your Line Manager.

BRIEF PROVISIONS OF HEALTH AND SAFETY AT WORK ACT 1974

AS THEY AFFECT WARGRAVE HOUSE AND ITS STAFF

Employer

- Must safeguard employees and others from harm arising from any type of work.
- Must control the ownership, storage and use of dangerous substances whether it on site or emissions into the air.
- Must provide the necessary information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
- Must safeguard people working on Wargrave House premises from risks to health and safety whilst entering, on, or leaving those premises.

Employee

- Must take care of the health and safety of themselves and others who may be affected by his/her acts or omissions.
- Must help the employer and anyone else concerned to comply with the requirements of Health and Safety at Work Act 1974.

An Inspector

- May issue an Improvement Notice (giving time for a breach of the Act to be put right) or a Prohibition Notice (requiring immediate or post dated cessation of a breach of the Act).

IN EITHER CASE ACTION WOULD BE REQUIRED BY THE EMPLOYER AND EMPLOYEE WITHIN A TIGHT TIMESCALE SO IMMEDIATE CONTACT WITH BOARD OF TRUSTEES IN THESE CIRCUMSTANCES IS ESSENTIAL.

In default

- Both the employer and the employee can be prosecuted (maximum penalties - unlimited fines and case can now be heard in both lower and higher courts).

ORGANISATION

THE BOARD OF TRUSTEES

Accepts responsibility for ensuring that:-

- They and their subordinate staff comply with all the requirements of current Health and Safety legislation.
- All their staff is aware of their responsibilities whilst at their designated place of work.
- Their staff are provided with information, advice and training necessary to fulfil their responsibilities.
- Periodic checks are undertaken to ascertain that safety practices and procedures are being implemented.
- Adequate resources are available to rectify major hazards that may exist on site
- Communication on safety and health matters will be through Chief Executive Officer, H&S Co-ordinator, Line Manager, Teachers, Senior Managers and Health and Safety Representatives in Wargrave House.

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer accepts responsibility for the day to day management and implementation of the companies Health and Safety Policy.

- They and their subordinate staff comply with all the requirements of current Health and Safety legislation.
- All their staff is aware of their responsibilities whilst at their designated place of work.
- Their staff are provided with information, advice and training necessary to fulfil their responsibilities.
- Periodic checks are undertaken to ascertain that safety practices and procedures are being implemented.
- Adequate resources are available to rectify major hazards that may exist on Wargrave House site and other units.
- Liaise with Health and Safety Co-ordinator and independent Consultant.
- Ensure all accidents are investigated by the Health & Safety Coordinator.
- All necessary inspections are carried out **ON TIME**.

DEPARTMENTAL LINE MANAGERS

All will ensure full safety measures are taken in:-

- Current day-to-day working operations and activities
- Planning safe work methods
- Purchasing and use of equipment

- Promote the companies Health and Safety Policy, know all the safe operating procedures relative to their role and ensure that their subordinates know and carry out all safety requirements on a practical basis.
- Ensure that all investigations and reporting procedures are carried out on time, examine all accident reports relative to their area and take prompt steps to correct any unsafe conditions or acts which are noted or reported.
- Operate within all legal requirements relative to the work of their area.
- Ensure that regular safety checks are carried out on tools, plant, equipment and systems of work.
- Give full support to all safety activities organised by Wargrave House.
- Ensure that risk assessments are carried out as required.
- Ensure that good kinetics are used at all times.
- Ensure guards are in place and used where required.
- Ensure all staff uses Personal Protective Equipment (PPE) when required.

TEACHERS/EMPLOYEES

All teachers/employees will:-

- Co-operate with management in promoting Health, Safety and Welfare within the workplace
- Ensure departments, activity and therapy areas are maintained in a safe manner
- Check all equipment is in good working order
- Report immediately to Health and Safety Co-ordinator or Chief Executive Officer (following the company's maintenance reporting procedure via the maintenance action slips) any hazard that could prevent them from carrying out their duties in a safe manner.
- Wear the appropriate personal protective equipment and clothing provided
- Report all accidents no matter how small to their Line Manager.
- Not misuse anything that has been provided in the interest of Health and Safety.
- Attend any Health and Safety training course instructed to attend

SENIOR CARE MANAGER / ASSISTANT CARE MANAGERS

RESPONSIBILITIES

- Senior Care Manager / Assistant Care Managers shall at all times ensure that employees under their control understand their responsibilities with regard to Health and Safety.
- Ensure that systems and equipment under their control are regularly checked.
- Ensure that all faults reported to them are in turn reported to the relevant persons concerned.

- Ensure Personal Protective Equipment is worn when required.
- Attend any H&S training courses instructed to attend.

SAFETY REPRESENTATIVE'S RESPONSIBILITIES

- Conduct Health and Safety inspections of Wargrave House with the Health and Safety Coordinator
- Attend the Compliance and Estates Committee meetings
- Attend ½ termly meetings with the Health & Safety Coordinator to discuss safety matters
- To act as liaison between staff and management
- To order first aid equipment
- Keep stock of the first aid box's and complete necessary records
- Review and update the staff safety notice board
- Keep first aid and classroom/residential safety notices up to date
- Liaise with the Health and Safety Co-Ordinator over classroom risk assessments

At Wargrave House our mission is to provide children and young people with a safe and secure environment in which to learn and to empower them with knowledge and skills which will help keep them safe.

RESPONSIBILITIES

- Because of the nature of ASD, students are dependent on instructions from staff for their own safety and should not be left unsupervised at any time.
- During school hours, it shall be the TEACHER'S/OR PERSON DELEGATED BY THE TEACHER'S, responsibility at all times to ensure the safety of all STUDENTS under their supervision.
- Prior to allowing students to undertake activities without supervision, an assessment must be made taking into account normal working practices/guidelines, also any foreseeable hazard/risks should be considered.
- Outside of school hours the students boarding at Wargrave House or attending Extended School Services become the responsibility of the Care Staff.
- Care staff shall ensure, as far as is reasonably practicable, the safety of all the boarders/students in their care at all times while under their supervision.
- Under the supervision of the Senior Care Manager, Care staff must carry out an assessment prior to allowing boarders to undertake activities unsupervised. The assessment must take into account normal working practices/ guidelines, also any foreseeable hazards/risks should be considered.
- Should any teacher/carer be unsure of their responsibilities they must seek advice from their managers.
- All staff to liaise with management in order to maintain safe working methods.
- Teachers and the Senior Care Manager are responsible for maintaining individual student risk assessments.

HEALTH AND SAFETY CONSULTANT

An independent Consultant is available to advise and assist personnel on all matters of Health and Safety.

ACCIDENT REPORTING AND INVESTIGATION

It is the policy of Wargrave House that **all** accidents are reported. Online accident reporting is completed via SchoolPod by first aiders and are separated by 'students' and 'staff'. An 'Accident with Injury Report' form will be completed by the Health and Safety Co-Ordinator when required. A separate report must be completed for each person who receives first aid.

The Accident Investigation

The main objective of accident reports and investigation is to establish the cause(s) of accidents, and prevent re-occurrence in the future. By investigating accidents and near-misses, trends will be identified. Note, the purpose of the accident investigation is to find the root cause of the accident/dangerous occurrence, in order to implement corrective actions to prevent a re-occurrence. It is not to assign blame.

If required, the accident will be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR).

Infectious Diseases

Infectious diseases are also reportable under RIDDOR regulations and include; Hepatitis A, B and C, AIDS, COVID-19 and occupational dermatitis. At all times, Wargrave House will comply with government guidance and legislation in relation to these diseases. A full list of infectious diseases can be obtained from the Health and Safety Co-ordinator.

Risk assessments are in place for dealing with Body Fluid Spillages.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992

In accordance with the regulations the company will undertake to assess all work activities undertaken by our employees.

The outcome of the assessment should be written, together with the control measures required and any other aspect of safety applicable on a risk assessment form.

WORKPLACE HEALTH, SAFETY AND WELFARE REGULATIONS 1992

The company accepts its responsibility for good welfare requirements. Suitable areas are set aside for eating and drinking with appropriate seating arrangements. A high standard of hygiene will be maintained and an adequate supply of wholesome drinking water will be provided. Adequate toilet facilities are maintained in a clean and hygienic manner and lighting will be maintained to a good standard. Overcrowding of office areas will not be allowed.

First aid arrangements will be maintained.

EMPLOYEES' WELL BEING

The well being of staff is of great importance to the company. A wealth of information regarding Health and Wellbeing is available for all staff via the 'Virtual Café' and some staff are trained as Mental Health First Aiders who can help signpost staff to professional help. In addition, we use Pall Mall for our Occupational Health requirements. Staff can seek treatment and advice on all aspects of occupational health, either through referral from the HR Officer via their Line Manager or through self-referral.

Hepatitis B vaccinations are provided to staff who need to be immunized against this as part of their role and annual flu vaccinations are available for staff who wish to have them.

NIGHT WORKER MEDICALS (Working Time Regulations 1998)

Wargrave House, via Wargrave House' Occupational Health Service, provides Night Worker questionnaires and night worker medicals in accordance with the Working Time Directive Regulations 1998.

STRESS MANAGEMENT

The company is fully committed to reduce, so far as is reasonably practicable, stress in the workplace. Staff should refer to the 'Managing Stress Policy'.

WORK EQUIPMENT

Under the Provision and Use of Work Equipment Regulations (PUWER) 1998, all equipment is regularly maintained by qualified person and a log is kept of all works undertaken. Employees are trained in the use of equipment and must only use equipment that they have been trained to use. Employees are encouraged to report at once any defects found and stop using the equipment until they are advised it is safe to use again.

DISPLAY SCREEN EQUIPMENT REGULATIONS

The Health and Safety (Display Screen Equipment) Regulation 1992 apply to those who use DSE daily for an hour or more at a time and includes the use of fixed workstations, hot desks, home workers and mobile works. The regulations cover all display screen equipment including tablets, smart phones and PC's.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REGULATIONS 1992

Following risk assessment, Personal Protective Equipment (PPE) will be worn where required and will be provided at no cost to the employee. It is the legal duty of the employee to wear the PPE provided.

Employees are required to co-operative with their employer in the use and care of protective clothing and equipment.

MANUAL HANDLING REGULATIONS 1992

The nature of the work undertaken by Wargrave House is such that manual handling of loads is an everyday part of our work.

Wargrave House will endeavor to mechanise where possible, all manual handling tasks. As this is not always possible, training is given to all staff on good techniques and practice. At

the request of any employee a risk assessment will be carried out by our Health and Safety Co-ordinator on any manual handling task.

LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS (LOLER) 1998

With reference to the LOLER Regulations, all lifting equipment will be tested, maintained and serviced in accordance with the manufacturer's requirements and the relevant regulations.

Only trained and experienced staff will use Wargrave House lifting equipment unless being used for training under strict supervision.

PORTABLE ELECTRICAL APPLIANCE TESTING

Portable electrical appliances are adequately maintained, inspected and tested. A portable electrical appliance is a tool or item of equipment that can be transported and is designed to be plugged into an electrical supply or moveable equipment connected to a spur via a cable.

The inspection and testing of portable equipment will only be undertaken by someone who has undergone training and is competent to do so.

CONSULTATION WITH EMPLOYEES

The company welcomes the role of Health and Safety Representatives under the requirements of the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

CONTRACTORS

Wargrave House will ensure that contractors;

- Report daily to reception and the Estate Manager
- Follow any instructions with regard to Health and Safety given by Wargrave House
- Enter only those areas necessary for completion of the task
- Ensure that a permit for work has been issued where necessary and instructions on Permit to Work are followed
- Ensure Permit to Work is revoked at end of day or end of need for Permit

VISITORS

All visitors must report to reception and sign in and out when leaving.

All visitors shall be accompanied at all times and in accordance with Safeguarding Policy.

FIRE PROCEDURES

Regular fire drills are carried out in all buildings during day and residential settings to ensure staff and students are aware of the evacuation procedure.

FIRST AID

Adequate First Aid equipment (including 2 defibrillators and 2 emergency asthma inhalers located in the Main School Reception and LEAP Reception) are available. First aid boxes are checked each term by a Safety Representative.

POLICY FOR STUDENTS ON WORK EXPERIENCE

Please refer to Work Experience & Trainees Policy.

DEALING WITH ACCIDENTS TO STUDENTS WHILST IN SCHOOL

If a student or member of staff is involved in an accident or incident onsite a qualified first aider will be called to provide medical assistance. They will assess the individual and a decision will be made (along with the individual where practicable), if they can return to class/work or if further medical attention is required. Anyone receiving first aid will have this recorded by the first aider attending them on SchoolPod. Should a first aider require medical attention, a different first aider must provide this and record the information on SchoolPod.

MINI-BUS USERS**Responsibilities**

It is the responsibility of all drivers using Wargrave House mini-bus to ensure that the vehicle is roadworthy. Any defects found must be reported to the Estates Manager responsible for authorising repairs. Staff must hold a clean valid UK drivers license and inform the Health and Safety co-ordinator of any offences that may incur penalty points on their license.

Drivers are to have attended mini-bus drivers course. Drivers are not allowed to drive if they have consumed alcohol or taken any drugs or medication which may impair their driving ability. It is the responsibility of the driver to ensure fuel levels are adequate for the next user.

OUTDOOR PLAY EQUIPMENT AND PE EQUIPMENT

Student use of playground equipment and PE equipment is supervised at all times. In inclement weather, a decision will be made at that time if outdoor equipment can be used. Equipment is checked annually and supervising staff are responsible for checking all equipment prior to use and reporting any defects immediately to the Estates Manager.

ASBESTOS

All staff have been made aware of the location of any asbestos in school. All contractors must sign to say they have seen the register before starting work on site. Staff should report damage to the fabric of the building to the Estates Manager. No staff are to drill into walls without obtaining prior approval from the Estates Manager

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 2002

The use of hazardous substances in school will be kept to a minimum. The Estates manager will complete a COSHH assessment for all hazardous substances used on site. These will be shared with staff in the COSHH Files in each area where appropriate.

LEGIONELLA

Integrated Water Services (IWS) provides advice and has assisted with the preparation of the school's Legionella risk assessments and the statutory monthly, quarterly and annual checks including the flushing of unused water outlets in periods of school closure.

ADMINISTRATION OF MEDICATION

Medication will only be administered to students when a consent form has been received and signed by the parent/legal guardian. Appropriate staff are trained in the administration of medication and this is always witnessed by a second person and recorded on the Medication Administration Record (MAR).

Emergency Inhalers are located in the reception Main School and the reception of LEAP. Use of these is recorded in the Medical Incident Book along with any medication incidents. Medication incidents are investigated by a member of the Safeguarding Team. Please make reference to the Medications, Medicines and Illness Policy and the Emergency Use of Asthma Inhalers Policy.

SMOKING

Wargrave House is a smoke-free workplace and operates a strict no-smoking policy for all staff and visitors. This includes within all buildings, grounds and company vehicles. The use of e-cigarettes is also prohibited.

NUTS

Wargrave House works closely with parents/carers to cater for dietary needs of students and any food allergies (including potential airborne allergies) for students and staff. In order to assist with this, we are a 'nut free' school. No food prepared on the premises by catering staff will contain nuts and no food or drink items containing nuts should be brought onto the premises. Staff will check any items brought in with students to make sure that the product is nut free. If you think that the product may contain nuts or traces of nuts please remove it immediately and contact parents, returning it home at the end of the day (unopened) via the passenger escort.