

The Licensed Trade Charity: **Organisation Policies and Procedures**

LTC Health and Safety Policy

HEALTH AND SAFETY AT WORK ACT 1974

Health and Safety Policy of:-

The Licensed Trade Charity LVS Ascot, Hassocks and Oxford

The Trustees of the Licensed Trade Charity consider the health and safety of their employees, pupils 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 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 work activities.

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.

This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

RESPONSIBILITIES OF THE TRUSTEES

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

The Licence Charity has overall responsibility for health and safety, and the implementation and monitoring of the policy, principally through the Chief Executive and their managers.

A Trustee to represent the Trustee Body for all Health & Safety matters has been appointed.

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

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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 will:

- (a) 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**
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- (d) identify and evaluate all risks relating to:
 - (i) accidents
 - (ii) health
 - (iii) charity-sponsored activities (including work placement)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) create and monitor the management structure

In particular the Trustees undertake to provide:

- (a) a safe place for staff to work including the environment, safe means of entry and exit
- (b) plant, equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements
 - (ii) codes of practice whether statutory or advisory
 - (iii) guidance whether statutory or advisory
- (e) 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.

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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

- (f) necessary safety and protective equipment and clothing together with any suitable guidance, instruction and supervision.
- (g) adequate welfare facilities

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

- (a) this policy
- (b) all other relevant health and safety matters
- (c) 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 Headteacher 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 Headteacher 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 Headteacher will:

- (a) 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.
- (b) 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.
- (c) ensure safe working conditions for the health, safety and welfare of staff and others using the school premises and facilities.
- (d) 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.

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- (e) consult with the safety advisor and members of staff, including the safety representatives on health and safety issues
- (f) arrange systems of risk assessments to allow the prompt identification of potential hazards
- (g) carry out periodic reviews and safety audits on the findings of the risk assessments
- (h) 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
- (i) encourage staff to promote health and safety
- (j) 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
- (k) encourage all employees to suggest ways and means of reducing risks
- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations. Ensure reportable accidents/ incidents are reported to the appropriate authority.
- (m) 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
- (n) monitor employees and pupils first aid and welfare provision
- (o) 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:

- (a) safe methods of working exist and are implemented throughout their department

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- (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
- (c) staff and others under their jurisdiction are instructed in safe working practices and all staff are competent and are adequately trained and qualified
- (d) new employees working within their department are given instruction in safe working practices
- (e) 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
- (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- (g) all plant, machinery and equipment in the department in which they work is adequately guarded
- (h) all plant, machinery and equipment in the department in which they work is in good and safe working order
- (i) 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
- (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- (k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- (l) 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
- (m) all the signs used meet the statutory requirements
- (n) all health and safety information is communicated to the relevant persons
- (o) 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:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

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- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with their employer so far as necessary to enable that duty or requirement to be performed or complied with.

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:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body.
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) be familiar with the fire safety instructions, which are displayed on notice boards and near fire exits
- (d) see that all plant, machinery and equipment is adequately guarded.
- (e) see that all plant, machinery and equipment is in good and safe working order.
- (f) not interfere with or make unauthorised or improper use of plant, machinery and equipment.
- (g) 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.
- (h) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- (i) report any defects in the premises, plant, equipment and facilities which they observe
- (j) report all accidents and injuries, however minor, to line-manager, nurse or Headteacher and ensure they are recorded in the Accident Book which is kept in the Medical Centre, Human Resources or School Admin Offices.
- (k) take an active interest in promoting health and safety and suggest ways of reducing risks

SPECIAL RESPONSIBILITIES OF HOUSE PARENTS

(See also Page 3 Responsibilities Document)

SPECIAL RESPONSIBILITIES OF CLASS TEACHERS

To exercise effective supervision of the pupils and to know the emergency procedures in case of fire, first aid, bomb scare and Broadmoor Hospital escapees.

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

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

SPECIAL RESPONSIBILITIES OF HIRERS, CONTRACTORS AND OTHERS

When the premises are used for purposes not under the direction of the Headteacher 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 Headteacher 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:

- (a) introduce equipment for use on the school premises
- (b) alter fixed installations
- (c) remove fire and safety notices or equipment
- (d) take any action that may create hazards for persons using the premises or the staff or pupils at the school

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:

- a) making an area temporarily out of bounds to staff and pupils
- b) providing alternative emergency escape routes
- c) introducing a system of 'permit to work' certificates
- d) restricting the time when the work may be carried out

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- e) 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, pupils 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.

The Trustees of the Licensed Trade Charity draw the attention of all users of the school premises to s.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.

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