

## 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 (LTC) LVS Ascot, Hassocks and Oxford**

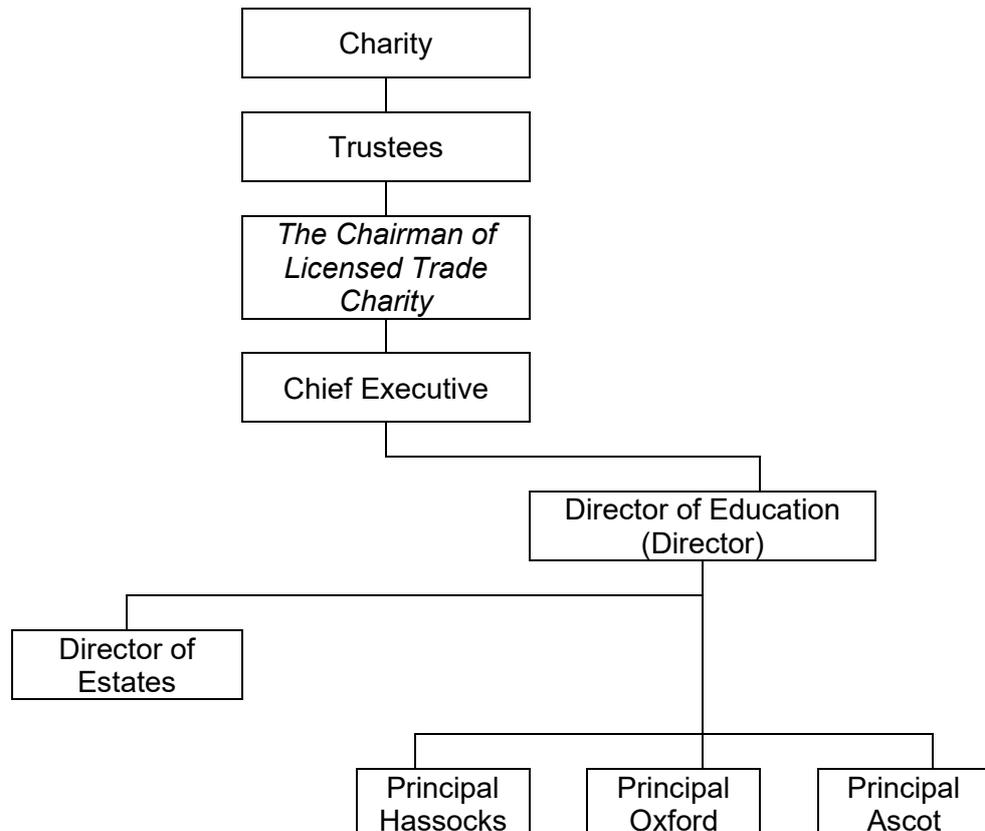
## 1. COMMITMENT

- 1.1 Licensed Trade Charity (LTC) is a charity, and a company incorporated by Royal Charter. It is constituted by its Trustees, who consider the health and safety of their staff, pupils and volunteers to be of paramount importance.
- 1.2 LTC provides support to those in the licensed trade business, from offices based at LVS Ascot. It also owns and runs three independent schools:
  - (a) LVS Ascot, a school for day pupils and boarding pupils aged between 4 and 18;
  - (b) LVS Hassocks, a day school for pupils aged 11-19 with an autism diagnosis; and
  - (c) LVS Oxford, a day school for pupils aged 11-19 with an autism diagnosis.
- 1.3 This policy covers LTC's operations of the Charity and at its three Schools
- 1.4 LTC is committed to taking all necessary actions to ensure the health and safety of all persons working within or visiting their Schools. LTC's policy is to provide and maintain a safe and healthy environment, equipment and systems of work, and is supported by the commitment to training, information and supervision and support from advisory services to implement this policy effectively.
- 1.5 The **Health and Safety at Work Act 1974** and its subordinate legislation are recognised as a minimum standard and LTC will endeavour to implement best practice and guidance wherever possible.
- 1.6 For the avoidance of doubt, this Health and Safety Policy sits alongside other policies within LTC (but does not include these issues), namely:
  - (a) Fire Safety;
  - (b) KCSiE
  - (c) Safeguarding;
  - (d) Covid-19 and biological virus's and illness as per Government and Public Health England guidelines
  - (e) Boarding arrangements with LVS Ascot
  - (f) Arrangements for day and residential trips; and
  - (g) LTC Code of Conduct.
- 1.7 This Policy does not form part of any member of staff's contract of employment, and LTC reserves its right to amend the document at any time.

<b>The Licensed Trade Charity: Organisation Policies and Procedures</b>
<b>LTC Health and Safety Policy</b>

**2. MANAGEMENT STRUCTURE & OVERALL H&S RESPONSIBILITIES**

- 2.1 All levels of management must set a positive personal example.
- 2.2 LTC has overall responsibility for health and safety, including the formulation, implementation and monitoring of this Health and Safety Policy.
- 2.3 The Trustee with principal responsibility for Health & Safety matters is Michael Hill Chairman of Licensed Trade Charity.
- 2.4 Day to day responsibility for health and safety matters is delegated to the Chief Executive, who in turn delegates educational responsibilities to the Director of Education and the Director of Estates.
- 2.5 The Director of Education in turn delegates:
  - (a) Estate responsibilities to the Director of Estates;
  - (a) H&S responsibilities for each School to the relevant Principal.



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

### **LTC Health and Safety Policy**

#### **3. H&S RESPONSIBILITIES OF THE TRUSTEES**

- 3.1 To provide a safe place, and a safe system of work, for all staff, pupils and visitors, and in particular, to provide:
- (a) plant, equipment and systems of work which are safe, together with adequate welfare facilities;
  - (b) safe and healthy working conditions which take account of all appropriate:
    - statutory requirements;
    - codes of practice whether statutory or advisory; and
    - guidance whether statutory or advisory.
  - (c) supervision, training and instruction so that all staff can perform their roles 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, before they commence 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 must be regularly reviewed and updated as required
- 3.2 To set a positive, personal example of health and safety awareness and compliance;
- 3.3 To 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**;
- 3.4 To ensure that there is:
- (a) an effective and enforceable Policy for the provision of health and safety throughout LTC, and each School;
  - (b) an adequate management structure, with responsibilities delegated to managers as appropriate, set out in the Policy;
  - (c) a periodical assessment of the effectiveness of this Policy and ensure that any necessary changes are made, and
  - (d) where changes are made, to adequately communicate these to staff, and provide additional training where appropriate.
- 3.5 To review health and safety matters as a standing agenda item at each Trustees' Meeting, and take appropriate actions as required.
- 3.6 To identify and evaluate all risks relating to:

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

### **LTC Health and Safety Policy**

- (a) activities;
- (b) accidents;
- (c) health;
- (d) day-to-day activities of the charity; and
- (e) exceptional activities, including charity-sponsored activities such as work placement.

#### **4. H&S RESPONSIBILITIES OF THE DIRECTOR OF EDUCATION**

- 4.1 To 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 (a) LTC generally, and (b) each School(s).
- 4.2 To set a positive, personal example of health and safety awareness and compliance;
- 4.3 To be responsible for the overall development, implementation, maintenance and review of safe working practices and conditions for all staff, visitors and any other person using the premises or engaged in activities sponsored by of (a) LTC generally, and (b) each School(s).
- 4.4 The Director must take all reasonably practicable steps to achieve this compliance through delegation to the heads of the appropriate departments, senior members of staff and others, as per the responsibility chart herewith
- 4.5 In particular, the Director of Education will:
  - (a) ensure at all times, the health, safety and welfare of staff and others using the Charity's premises or facilities or services or attending or taking part in school activities.
  - (b) arrange systems of risk assessments to allow the prompt identification of potential hazards and to ensure safe working practices and procedures throughout LTC so that each task is carried out to the required standards and so that all risks are as far as reasonably practicable, controlled. These should include:
    - (i) the provision and use of machinery and other apparatus;
    - (ii) control of hazardous substances – various departments
    - (iii) on-site vehicle movement;
    - (iv) managing asbestos;
    - (v) manual handling;
    - (vi) slips and trips;
    - (vii) violence towards staff (refer Code of Conduct )
    - (viii) maintenance of plant and equipment, including testing;
    - (ix) in conjunction with the Director of HR, effective occupational health;

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

### **LTC Health and Safety Policy**

- (x) ensure effective provision and monitoring of security at each School;
  - (xi) effectively execute measures in the event of a health and safety emergency, including procedures and contacts via Business Continuity process.
- (c) carry out periodic reviews and safety audits on the findings of the risk assessments, including site inspections where necessary;
- (d) 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 by Director of Estates.
- (e) provide all staff, including temporary staff and those on fixed-term contracts, to receive comprehensive information on:
- a background to H&S (via [www.hse.gov.uk](http://www.hse.gov.uk));
  - this Policy; and
  - any other health and safety matters relevant to their employment.
- (f) provide instruction and training to all staff, so that they may carry out their duties in a safe manner without placing themselves or others at risk;
- (g) 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;
- (h) ensure that any incidents are investigated effectively, to understand the causes and take such remedial steps as reasonably necessary to prevent the incident recurring. Where appropriate, also to ensure reportable accidents/ incidents are reported to the appropriate authority.
- (i) consult with the external H&S advisors e.g. ROSPA and members of staff, including the safety representatives on health and safety issues on an ongoing basis, to develop good practice;
- (j) encourage staff to promote health and safety, and to encourage all staff to suggest ways and means of reducing risks
- (k) provide adequate first aid and welfare provision for staff, pupils and visitors. First aid qualified individuals at each site.
- (l) ensure departments conduct regular risk assessments of all areas and activities and monitor and evaluate their effectiveness.

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

### **LTC Health and Safety Policy**

#### **5. H&S RESPONSIBILITES OF PRINCIPAL**

The Principal of each School will be responsible for the following, in relation to their School:

- 5.1 To 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 (a) LTC generally, and (b) each School(s).
- 5.2 To set a positive, personal example of health and safety awareness and compliance;
- 5.3 To be responsible for the overall development, implementation, maintenance and review of safe working practices and conditions for all staff, visitors and any other person using the premises or engaged in activities sponsored by each School.

#### **6. H&S RESPONSIBILITIES OF ALL LINE MANAGERS**

- 6.1 Health and Safety is an important responsibility of every manager and every member of staff has a duty to co-operate with their manager.
- 6.2 In addition to their duties as a member of staff, line managers are responsible for:
  - (a) taking appropriate action when an accident or incident is reported to them;
  - (b) ensuring that the accident is recorded in the Accident Book;
  - (c) reporting appropriate accidents/incidents reviewed at Health & Safety meetings and to the Principal of each school

#### **7. H&S RESPONSIBILITIES OF ALL STAFF**

- 7.1 All staff will be provided with copies of, and must themselves familiar with, the requirements of:
  - (a) 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;
  - (b) this Policy, other relevant policies and all risk assessments relating to the welfare, health and safety of pupils;
  - (c) familiarise themselves with the health and safety aspects of their work and all applicable risk assessments;
  - (d) take reasonable care of their own health and safety, and the health and safety of any other persons who may be affected by their acts or omissions at work; and
  - (e) attend meetings to discuss and contribute to the Policy and to report on health and safety concerns within respective departments;

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

### **LTC Health and Safety Policy**

- (f) effectively execute measures in the event of a health and safety emergency, including procedures and contacts

#### 7.2 All staff must:

- (a) lead by example to the pupils, by:

- fully complying themselves with this Policy and applicable risk assessments;
- giving clear instructions and warnings as often as necessary, to ensure the pupils are aware of their responsibility for observing any instructions/warnings given;

- (b) as regards any H&S 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 LTC (and its trustees and managers) so far as necessary to enable that duty or requirement to be performed or complied with.

- (c) complete all related training as advised by the HR department;

- (d) report any incident of concern – including all accidents and injuries (however minor) immediately to their line manager;

- (e) report any defects in the premises, plant, equipment and facilities which they observe;

- (f) take an active interest in promoting health and safety and suggest ways of reducing risks.

- (g) Where appropriate to their role, staff must:

- ensure that all plant, machinery and equipment is adequately guarded and in good and safe working order before use;
- 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.

## **8. DAY TRIPS**

- 8.1 Both day trips and residential trips must be subject to separate risk assessment, to be authorised by the principal of each school before they take place.

## **9. VISITORS**

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

### **LTC Health and Safety Policy**

- 9.1 This Policy, and appropriate risk assessments, apply equally to visitors as to staff and pupils.
- 9.2 Reception at each location is responsible for highlighting visitors into health and safety matters, as appropriate for their visit.

#### **10. THIRD PARTY HIRERS**

- 10.1 When the premises are used for purposes not under the direction of either the Director of Education or the relevant School Principal, then the principal person in charge of the activities (the Hirer) for which the premises are in use will have responsibility for safe practices whilst the activities are taking place. A contract is in place for any external hire of Charity property.
- 10.2 At the time of hiring, a Hirer must specify the purposes for which they are hiring the School. The School has the right to reject any activity which is inconsistent with this Policy.
- 10.3 Any activity carried out by a Hirer is at the Hirer's own risk, and is in no way the responsibility of the School being hired.
- 10.4 When Charity premises 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 a member of staff, will be treated as a hirer and must comply with the requirements of this Policy.
- 10.5 All hirers will be provided with a copy of this Policy, with which they must be familiar, and with which they must adhere. In addition, Hirers must carry out their own risk assessment for the activities they propose to carry out, and are responsible.
- 10.6 Hirers must not without their prior consent of the Director of Education of the School being hired]:
  - (a) introduce equipment for use within the School (internally or externally);
  - (b) alter any fixed installations within the School;
  - (c) remove fire and safety notices or equipment; or
  - (d) take any action that may create hazards for other persons using the School.

#### **11. MAINTENANCE & CONTRACT WORK**

- 11.1 The Director of Estates is responsible for ensuring that any maintenance work taking place is carried out safely, by ensuring that before work begins:
  - (a) the works are covered by an existing or new risk assessment;
  - (b) 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.

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

### **LTC Health and Safety Policy**

- (c) suitable risk control measures can be introduced before the work begins; and
- (d) the Principal of the School in question is made fully aware of the works;
- (e) the contractor has accepted the risk assessment, and agrees to comply with this Policy; and
- (f) review measures.

11.2 Where appropriate for major projects, health and safety arrangements must 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.

11.3 Suitable control measures may include, but are not limited to:

- (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; and
- (e) providing storage areas for hazardous materials.

11.4 All contractors comply with the Contractors Site Safety Guide held by Director of Estates.

## **12. Domestic and Catering staff**

These services are provided by an outsourced service provider. This is fully managed and risk assessed by them and overseen by Director of Education.

Date: November 2021  
Authors: Directors of Education, Estates and Human Resources  
Review: August 2022  
Owner: J Brewster  
Version: 1.7