

Health and Safety Policy

Health and Safety Policy	
Document Revised:	April 2021
Ratified by Trustees:	April 2021
Next Review Date:	April 2022

1. RATIONALE

- 1.1 Talbot House Trust is committed to the promotion of a safe and healthy working environment for staff, young people and all other users of the Trust site.
- 1.2 We are committed to working within the framework provided by the Local Authority, described in the 'Health, Safety and Risk Assessment Manual'.
- 1.3 We are committed to the provision of adequate and appropriate safety training for staff. The Governing Body will review this policy.

2. HEALTH & SAFETY

- 2.1 The Governors, Senior Management Team and other staff of Talbot House Trust accept their responsibility, as far as it is reasonably practicable, to provide and maintain a safe environment for young people, staff and visitors. To this end, it aims to apply and enforce all current legal requirements, together with appropriate safety measures. In addition, where practicable the Trust will attempt to continuously improve the health and safety at work of all its members, by operating a proactive policy of reducing hazards over and above the requirements of legislation. This will be done within a clearly defined safety management structure by the dissemination of appropriate guidance, instructions and information and auditing procedures.
- 2.2 Whilst recognising its own responsibilities in the matter of health and safety at work, the Trust requires the cooperation of all staff, young people and visitors, in meeting these obligations. The Trust believes that health and safety at work is the responsibility of all those at work. It will encourage employees to take an active role in ensuring that a safe working environment is maintained. This will be done by providing a clear reporting route for accidents and incidents and encouraging suggestions to improve the working environment.
- 2.3 Communication is considered a vital part of any efficient health and safety management system. Therefore any member of staff or employee of Talbot House Trust may approach their Line Manager or designated Safety Representative on any matter relating to health and safety. Young people may approach their Mentor, class teacher, Key Worker or any member of staff to alert to matters concerning health and safety.

3. ROLES AND RESPONSIBILITIES

- 3.1 The Governing Body is responsible for:
 - Ensuring that appropriate documentation is in place
 - Monitoring its implementation; and reviewing it on an annual basis

At Talbot House Trust, this will be achieved by the appointment of a health and safety representative from the Governing Body and by Governing Body members receiving termly updates from the Senior Management Team and annual reports in the autumn term.

Health and Safety Policy

- 3.2 The Senior Management Team is responsible for:
- the implementation of the policy
 - the day to day management of health and safety
 - ensuring that all staff are aware of the information contained in this document
 - ensuring that staff comply with the procedures laid down in the document
 - reporting to the Governing Body on health and safety matters termly
 - liaising with contractors to ensure an adequate exchange of health and safety information
 - other responsibilities outlined in the Local Authority's Health, Safety and Risk Assessment Manual
 - liaising with the Site Manager/ Designated Person on issues relating to Health and Safety
- 3.3 The Site Manager or Designated Person(s) will be responsible for:
- undertaking a regular check of the fire alarm systems and recording the result in the Fire Log Book
 - carrying out a weekly safety check of the schools grounds
 - day-to-day monitoring of contractors on site
- 3.4 It is a requirement of the Health and Safety at Work Act 1974 that all staff should be familiar with the health and safety arrangements in place and should comply with them.
- 3.5 All staff will, therefore, be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.
- 3.6 All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined below. If necessary, they must be prepared to take appropriate action themselves to remove hazards.
- 3.7 Staff should ensure that young people in their care behave in a safe and proper manner, adhering to proper safety precautions, being aware of their particular vulnerabilities at all times.
- 3.8 Non-employed site users shall be subject to supplementary Risk Assessments. This group includes young people, visiting parents and professionals, contractors, etc.

4. PRACTICE AND PROCEDURES

- 4.1 First Aid boxes are kept in the main admin office, school kitchen, food technology room, Headteachers office, ACES, Nurture, KS2, DT workshop, laundry and science lab. There are also First Aid kits for each minibus and one in an emergency grab bag which is held in the admin office along with the defibrillator.
- 4.2 All First Aid kits are checked monthly and replenished when necessary, by a member of the admin team.
- 4.2 Almost all Talbot House Trust staff are first aid trained and 12 members of staff have an additional paediatric first aid qualification.

5. ACCIDENT RECORDING, REPORTING AND INVESTIGATION

- 5.1 All accidents will be recorded on an accident form immediately or as soon as possible after

Health and Safety Policy

the accident.

- 5.2 For school, the accident forms are kept in the main admin office. Once completed, one copy of the form will be filed in the accident book and the duplicate is filed in either the young person's file or staff personnel file.
- 5.3 For Chadersley, the accident forms are kept in the main office. Once completed, one copy is filed in the accident book and a duplicate is filed in either the young person's file or the staff development file.
- 5.4 Serious accidents must be brought to the attention of the Senior Management Team, who will decide on further action including the completion of any other reports.
- 5.5 In the first instance the staff member in charge at the time of the incident will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence. A risk reassessment of the activity will be required in the light of any findings.

6. Incidents

- 6.1 All incidents will be recorded on CPOMS. Blank incident forms can be completed as additional evidence, scanned to the system and attached to each incident when necessary.
- 6.2 Serious incidents must be brought to the attention of the Designated Safeguarding Lead and the Head Teacher, who will decide on further action including the completion of any other reports.

In the first instance when this involves an incident between pupils the member of staff supervising, will be responsible for investigating the causes and, if necessary, making recommendations to prevent recurrence. Where that incident has, or had, the potential to cause injury to a pupil an initial investigation, review and report will be needed by a senior member of staff and Head Teacher.

- 6.3 Where the incident involves an act upon a member of staff, where that incident has caused, or had the potential to injure a member of staff; an initial investigation, review and report will be needed by a senior member of staff and the Head Teacher.

7. Issuing Medication

- 7.1 School staff should only issue medication in accord with the school's medication procedures.
- 7.2 In all cases, the instructions given by the prescribing authority should be strictly followed.
- 7.3 Any medication that requires administration within the school needs the authority of the parent/carer; this is explained at the pre-admission meeting. Forms are available for parents/carers to complete, prior to any medication given.
- 7.4 All medication must be counted in and signed for by two members of staff.
- 7.5 As a residential home, Chadersley have their own policy for the administration of medication.

8. Fire Safety Training

Health and Safety Policy

- 8.1 There will be a half termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The time and circumstances of the practices will be varied to cover different times of the school day and different eventualities.
- 8.2 Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.
- 8.3 The caretaker or Designated Person is responsible for checking the alarm system from a different call point each week and recording the result in the Fire Log Book.
- 8.4 Firefighting equipment is serviced regularly and the date noted in the Fire Log Book.
- 8.5 Emergency Lighting is tested regularly, Fire alarms are tested weekly.
- 8.6 A copy of the Fire Risk Assessment is available for inspection.
- 9. Hazard and Defect Reporting**
- 9.1 All defects and hazards relating to the buildings or grounds should be reported immediately to the maintenance team via the Maintenance Log or in person.
- 9.2 Health and safety issues are to be raised in weekly SMT meetings as part of the agenda.
- 10. Educational Visits**
- 10.1 We comply with the Local Authorities Guidelines for School visits and have a robust system to ensure, as far as is possible, that visits are educational, enjoyable and safe.
- 11. Major Incident and Business Continuity Plan**
- 11.1 We have in place a substantive Major Incident and Business Continuity Plan which highlights our procedures in the event of an emergency and our contingency plan for serious weather conditions.
- 12. Half-Termly Audits**
- 12.1 The Head Teacher will ensure that a safety audit of the school site is carried out each half-term.
- 13. Risk Assessment**
- 13.1 Risk Assessments will be carried out in relation to the premises (internal and external), activities undertaken, and in relation to individual young people.
- 13.2 For the school, the Head Teacher is responsible for allocating the task of undertaking Pupil Risk Assessments as appropriate. Subject leaders are aware of risk assessments for their subjects and for sharing them with those staff who deliver those subjects.
- 13.3 For Chadersley, the Registered Manager is responsible for allocating the task of Risk Assessments for each young person in residence.

Health and Safety Policy

14. Minibuses

- 14.1 The Talbot House Trust minibus fleet is regularly checked and maintained accordingly.

15. Control of Substances Hazardous to Health

- 15.1 The responsibility for carrying out COSHH assessments will rest with the Domestic Team, depending on the substance concerned.
- 15.2 Day to day management rests with the most appropriate person (eg. Science Teacher; Art Teacher)
- 15.3 COSHH will be carried out according to the Local Authority's guidance.

16. Training

- 16.1 Training opportunities are provided as and when such needs are identified and considered appropriate.
- 16.2 Such requirements would be discussed and highlighted at meetings that occur during the School calendar and these would normally form part of the Talbot House Trust staff development programme.

17. CCTV/Security/Visitors to the Site

- 17.1 All visitors will be expected to report to the main office, where they will be asked to sign the visitors' book and collect a 'Visitor' badge.
- 17.2 Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing either a 'Visitor' or other authentic staff badge. Please refer to the Gate Entry and Visitor Management Policy.
- 17.3 CCTV has been installed to ensure the safety and security of all young people, staff and visitors to Talbot House Trust. Please refer to the CCTV policy.

18. Premises

- 18.1 Footpaths, rooms and corridors are checked routinely for general condition and reports are fed back through the planned maintenance programme.

19. Specific Areas of Risk

- 19.1 Because of the nature of some of our young people, some activities, events and situations carry a greater risk in Talbot House Trust. These will be the subjects of specific risk assessments. All such Risk Assessments will be collated in individual pupil and activity files, distributed as appropriate.
- 19.2 This Policy complements the Local Authority's Health, Safety and Risk Assessment Manual and is intended to help all staff to understand how health and safety is managed within the Trust, and understand their personal responsibilities in regard to Health and Safety.

Key Elements of the Health & Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off site visits including Talbot House School-led adventure activities
- First aid and supporting students' medical needs
- College security
- Occupational health services and work related stress
- Consultation arrangements with employees
- Workplace safety for staff, students and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances (COSHH)
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety
- Recording and reporting accidents to staff, students and visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies – procedures and contacts.
- Selecting and controlling contractors