

Health and Safety Policy

REGULATIONS AND STANDARDS

STANDARD 10 - Providing a suitable physical environment for the child

Regulation 31 - Fitness of premises

Reviewed: 1st April 2017, 17th April 2018

Introduction

Ensuring the health and safety of staff and other people affected by the organisations activities is essential.

This document states our policy on health and safety and describes the organisational responsibilities and arrangements for carrying out the policy.

This policy comprises three sections:

1. A general statement of intent, which sets out aims and objectives of the policy.
2. Organisational responsibilities, which allocates responsibilities for health and safety to specific job roles in the organisation.
3. Organisational arrangements, which summarise how the policy aims are to be achieved

General Statement of Intent

We recognise our legal and moral duty to protect the safety, health and welfare of all staff and any other person who could be affected by the actions of the company in its day to day running of the business.

We will ensure that duties required under the Health and Safety at Work Act 1974 and the Regulation 3 and 5 of the Management of Health and Safety at Work Regulations 1999 are met by:

- Providing, so far as is reasonably practicable, a safe working environment without risk, including lighting, heating, ventilation and workspace, together with adequate facilities for staff such as washroom facilities;
- Providing safe access and egress from all places of work;
- Providing suitable equipment and systems of work which are safe and without risk to a person's health;
- Providing information, instruction, training and supervision to enable staff to identify and avoid hazards and to contribute positively to their own health and safety at work;
- Providing safe arrangements for the use, storage and transport of articles and substances;
- Ensuring every member of staff takes reasonable care for their own safety and health and for that of any other person their actions may affect.
- Ensuring that bullying and harassment are not tolerated in the workplace

We will endeavour to develop and maintain a culture supportive of Health and Safety. By doing so it aims to achieve adequate control over risks and to minimise injury to employees and other situations, which can arise from avoidable unplanned events. Only competent people will be appointed to assist in meeting statutory duties and where appropriate specialists from outside the organisation.

Organisational Responsibilities

The objectives of this policy are fundamental to our business and the Directors are responsible for ensuring that the requirements of this policy are achieved. These persons are responsible for ensuring safety is taken seriously across the whole organisation. The School Business has responsibility for implementing the specific arrangements made under this policy throughout the school. All staff are expected to read the relevant sections of the policy, familiarise themselves with its provisions and carry out their defined responsibilities.

Staff are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation and the manual describes the arrangements for staff consultation and feedback.

All staff have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. They must also co-operate so far as is necessary to enable us to comply with its duties or requirements imposed by law. All members of staff are reminded that a breach of this duty could constitute a disciplinary offence. Specifically members of staff are expected to:

- Ensure their own health and safety and that of others who may be affected by actions that they do or not do;
- Observe the our health and safety policy and procedures;
- Make correct use of protective clothing and safety equipment provided by Protecting Rights In a Caring Environment for the safe completion of work related tasks;
- Report to line managers any shortcomings, defects or hazards in working practices, equipment or processes that may be a risk to the health and safety of themselves or others in the course of their job;
- Report any incident or accident, including near misses however slight to their line manager immediately to enable any necessary action to be taken;
- Assist at all times, in maintaining good housekeeping standards within the workplace;
- Co-operate and assist in the effective completion of risk assessments with their line manager, and carry out any actions that may be required under the risk assessment process;

Organisational Arrangements

Access to the Building

Hopedale has secure entry at the front of the building and no person is allowed access without first showing identification, having an appointment and signing in the visitors book. There is one access point to the building for all visitors, this is managed by the Administrative officer. The car park is closed off as soon as the pupils have arrived to ensure security.

Information, Instruction and Training

Responsibility for staff to be informed on health and safety issues will lie with the Manager.

Risk Assessment and Safe Systems of Work

The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risk to employees in the workplace. The Manager will be responsible for ensuring risk assessments are completed in the work place including any activities, which may be performed by members of staff. Where a specific task has been assessed and removing the hazard cannot realistically reduce the risk to members of staff, a safe system of work may be required.

The Designated Manager (Health and Safety - SBM) will also be responsible for completing specific risk assessments on new or expectant mothers as laid down by the Management of Health and Safety at Work Regulations.

Accident Reporting and Investigation

All accidents, which occur to children or members of staff, must be reported to Manager. In all cases, the accident book must be completed no matter how minor including any investigation documentation.

The Manager shall be responsible for the completion of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) reports.

Accidents occurring to other visitors or contractors employed by the company will also require reporting in the same way as mentioned above.

Where an accident has resulted in a fatality, major injury or dangerous occurrence as laid down in the **Accidents Procedure**

Health and Safety Monitoring

The **Designated Manager (Health and Safety - SBM)** shall monitor health and safety. Performance shall be measured on accident statistics and relevant health and safety work related absences, risk assessment review and completion, and enforcement action taken against the company.

Health and Safety Assistance

Competent people have been appointed to assist in meeting Health and Safety objectives. These persons have sufficient knowledge and expertise to insure that statutory requirements are met and that the Health and Safety policy is being adhered to.

Post

Health and Safety Officer	Corinne Sutherland – SBM
First-Aider	All Staff
Fire Safety	Corinne Sutherland – SBM
Employee Safety Representative	Corinne Sutherland – SBM

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

First Aid

Suitable numbers of first aid staff will be trained/on duty to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements.

See **First Aid, Home Remedy and Medication Procedure**

Emergency Procedures

Emergency procedures are designed to give warning of imminent danger and to allow all personnel to move to a place of safety. The Manager is responsible for ensuring that all Children and young people, staff and visitors within the home and school are informed of, and are fully conversant with, emergency procedures.

Information and Communication

The Company will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory notices will be displayed throughout the workplace.

Health and Safety matters are discussed regularly at Senior Management meetings and are an agenda item for a staff meeting.

Employee Involvement in Policy Making

The Health and Safety Commission has stated in the Statement on Worker Involvement and Consultation that "an organisation's greatest asset is its workforce. Employees are often best able to spot issues and bring about real improvements. We need to expand the base of employee involvement in health and safety management to cover the whole workforce".

Where a policy has the approval of the workforce, it is more likely to be adhered to.

The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER) require employers to consult their employees on matters that affect their health and safety, where all employees are not already covered by the provisions of the Safety Representatives and Safety Committees Regulations 1977 (SRSCR). Employees will be consulted directly.

Display Screen Equipment

All reasonable steps will be taken by the Company to ensure the health and safety of all employees. This will be achieved through information, instruction, training and supervision by Line Managers.

This policy details specific Health and Safety issues, and the responsibilities of both the Company and employees to minimise any risks. Every employee is expected to act responsibly and to co-operate with the guidelines in this policy to ensure that safe working practices are adopted and that any problems are reported immediately to their Line Manager.

This policy will be monitored, reviewed and updated as necessary.

It is important that display screen equipment (DSE) is set up and used correctly to minimise health and safety risks, in particular Work Related Upper Limb Disorder (WRULD).

Workstation seating and posture play an important role, and the following should be noted:

The Screen

Adjust the screen distance and angle to permit this posture:

- Sit in, not on your chair
- Sit up straight; support your back well
- Ensure your neck and shoulder muscles are relaxed
- Avoid working with your neck bent forward or angled to the side

Your Seat

Adjust your seat height to accommodate this posture:

- Keep your arms close to your body
- Keep your elbows bent at approximately right angles
- Allow your fingers to rest on the keyboard without bending / cocking your wrist

In addition:

- Support your feet firmly on the floor or on a footrest to prevent pressure on your thighs
- Make sure there is space to move your legs freely under your desk: move any obstacles such as boxes or equipment
- Adjust the brightness and contrast controls on your screen to suit
- For every hour you spend looking at the screen, ensure you have a break of 5 minutes away from the screen. Get up from your seat and move around, or adjust your posture
- Arrange your workstation components to ensure good posture, prevent over reaching and avoid glare and reflections on the screen. Use a document holder if this helps
- Clean your screen regularly

The above applies to users of laptops as well as desktop computers. Wherever possible, laptops should be placed on a firm surface at the right height for keying.

Any employee experiencing problems in their hands, arms, neck, shoulders or back should report this to their Line Manager who will advise of the appropriate action.

Eyes and Eyesight Testing

Although there is no evidence that working with display screen equipment (DSE) can cause damage or permanent damage to eyes, long spells of DSE work can lead to tired eyes and discomfort. Anyone experiencing discomfort should report this to their Line Manager.

Monitors should be correctly positioned and properly adjusted to avoid glare and reflection. The Company acknowledges that users of Display Screen Equipment are entitled to free ear and eye-sight testing every two years.

The Company is entitled to know the results of this test as it affects display screen use.

Therefore the Optometrist will be required to make a report to the Office Manager copied to the employee detailing this information. The full cost of the eyesight test will be

reimbursed if the employee uses a monitor and provides an Optometrist report. If you

require the Company to pay for the eyesight test directly, you must notify the Office

Manager of your intention to visit an Optometrist and complete a Display Screen Equipment Eyesight Test form. This must be authorised by the Office Manager in advance of your visit.

Employees will have to meet the full cost of glasses or contact lenses, should they be required.

Although an eye test is recommended every 2 years, anyone experiencing headaches or eyestrain should visit their Optometrist immediately.

Stress

Although users of DSE sometimes complain of stress, this is usually due to an increase in the pace of work or pressure to meet deadlines, not the DSE itself. Anyone experiencing stress should discuss this with their Line Manager.

Pregnancy

Past concerns about reports of miscarriages and birth defects among some groups of DSE users have not been borne out by more recent research. However, anyone anxious about working with DSE during pregnancy should talk to their doctor about their concerns.

If you become pregnant you should notify your Line Manager. It is imperative that you adhere to the guidelines in this Health and Safety Policy.

Driving and Mobile Phones

Some employees are required to drive on the Company's business as part of their job duties. Operating a mobile phone whilst driving reduces concentration and increases the likelihood of an accident. It is also now a criminal offence. This section therefore also sets out the Company's requirements in relation to your using a mobile phone whilst driving on Company business. It applies irrespective of whether you use a Company-provided mobile phone or your own personal mobile phone and irrespective of whether you are driving a Company car or your own car.

You are completely prohibited from using a hand-held mobile phone or similar hand-held electronic device whilst driving as part of your job duties, whether this is to make or receive telephone calls, send or read text or image/picture messages, send or receive facsimiles or to access the Internet or e-mail. If you are discovered contravening this rule, you will face serious action under the Company's Disciplinary Procedure. In view of the potential health and safety implications, it may also constitute gross misconduct and could render you liable to summary dismissal. If you do wish to use a hand-held mobile phone when driving, you must stop the car and completely turn off the car's engine before using the mobile phone. A person is regarded as "driving" for the purposes of the law if the engine is running, even if their vehicle is stationary. This means you must not use a hand-held phone at traffic lights, during traffic jams or at other times when the engine is still running.

A hands-free phone is one that does not require you to hold it at any point during the course of its operation. A mobile phone that is attached to fixed speakers and does not require you to hold it whilst in use (for example, because it is stored in a cradle) would be covered, as would a hands-free mobile phone with voice activation. If the phone needs to be held in your hand at some point during its operation, for example to dial the number or to end the call, it is not hands-free. If you are required to drive as part of your job duties and you wish to use your mobile phone, you must ensure you have the appropriate hands-free equipment for the phone. However, even with hands-free equipment, driving and conducting a telephone conversation are both demanding tasks and you should take all reasonable steps to ensure you do not carry out these tasks at the same time. You should therefore make use of any voicemail or call divert facility available, rather than make or receive "live" calls. You should then stop regularly in safe places to check for voicemail messages and to make and return calls. If you do need to make or receive a call whilst driving on Company business and you have the appropriate hands-free equipment, these calls should nevertheless be limited to essential calls and only when it is safe to do so.