

**Health and Safety Policy**

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| Policy No | Version | Date | Policy Owner | Review Frequency | Review Date |
|  | 1 | Sep 2022 | Head of Safety | Annual | Sep 2023 |

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| Approved by | Name | Date |
| Executive Director | Sean Maguinness | 07/09/2022 |
| Peninsular Health & Safety | Andrew Adams | 28/06/2022 |

**Review Sheet**

The information in the table below provides details of this document’s reviews and where appropriate, amendments which will have been made to a later version and the reason.

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| Version | Review Description | Date |
| V1 | New Policy (rewritten) | Sep 2022 |
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**Introduction**

The purpose of this policy is to demonstrate the health and safety management system of Our Place Group (OPG) and to comply with the requirements of section 2(3) Health and Safety at Work etc. Act 1974.

Essentially it consists of the company health and safety policy statement, organisation and arrangements for ensuring that the policy objectives are implemented.

The overriding aim of this organisation is to protect employees and non-employees from the risk of injury or ill-health arising from our work activities.

In doing so, we will comply with our legal obligations and ensure that employees and non-employees also discharge duties placed on them.

**Statement of Intent**

It is the policy of this company to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees and that any other persons who may be affected by our work activities is protected from risks to their health or safety. We recognise that occupational health and safety forms an integral part of our business and acknowledge that the health and safety of employees and non-employees is of paramount importance.

We are committed to effectively managing health and safety risks arising from our work activities and complying with our legal obligations. In particular, we will ensure, so far as is reasonably practicable, that:

* Adequate financial and operational resources are made available for managing health and safety risks.
* Plant and safe systems of work are provided and maintained that are safe and without risks to health.
* Arrangements are in place for safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
* Such information, instruction, training and supervision as is necessary, is provided for the health and safety at work of employees.
* The place of work under our control is maintained in a safe condition and that the means of access to and egress from it, are provided and maintained in a safe condition without risks to health.
* The working environment is provided and maintained so that it is safe, without risk to health and adequate with respect to facilities and arrangements for the welfare of employees.

We firmly believe that the success of this policy relies on the full co-operation of all employees, therefore, we will ensure that it is brought to their notice. It is our intention to regularly review this policy to take account of any significant changes in the company’s operations.

1. **Legal Frame****work**

This policy has due regard to all relevant legislation including, but not limited to, the following:

* Health and Safety at Work etc. Act 1974
* The Workplace (Health, Safety and Welfare) Regulations 1992
* The Management of Health and Safety at Work Regulations 1999
* The Control of Substances Hazardous to Health Regulations 2002
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
* The Construction (Design and Management) Regulations 2015
* The Education (Independent School Standards) Regulations 2014
* The Personal Protective Equipment at Work Regulations 1992
* The Education (School Premises) Regulations 1999
* The Ionising Radiation Regulations 2017 (IRR17)
* The Food Information (Amendment) (England) Regulations 2019 (Natasha’s Law)

This policy has due regard to national guidance including, but not limited to, the following:

* Keeping children safe in education 2021
* Working together to safeguard children
* DfE (2021) ‘Health and safety: responsibilities and duties for schools’
* DfE (2017) ‘Safe storage and disposal of hazardous materials and chemicals’
* HSE (2014) ‘Sensible health and safety management in schools’
* The Children’s Homes (England) Regulations 2015
* Guide to the Children’s Homes Regulations including the quality standards

This policy operates in conjunction with the following OPG policies:

* First Aid Policy
* Risk Assessment Policy
* Invacuation, Lockdown and Evacuation Policy
* Personal Emergency Evacuation Plan (PEEP)
* Bomb Threat Policy
* Invacuation, Lockdown and Evacuation Policy
* Visitor Policy
* Contractors Policy
* Manual Handling Risk Assessment
* Working at Heights Policy
* Lone Working Policy
* Staff Wellbeing Policy
* Display Screen Equipment (DSE) Policy
* COSHH Policy
* Infection Control Policy
* Food Safety Policy
* Medication Policy
* Smoking Policy
* Site Security Policy
* Data Protection Policy
* Adverse Weather Policy
* Vehicle and Driving Policy
* Off Site trip Policy

1. **Roles and responsibilities**

The Responsible Individual, in conjunction with the Head of Safety, will:

* Ensure it provides a safe place for all users of the site, including staff, young people and visitors.
* Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
* Ensure whole-site familiarity with the requirements of the appropriate legislation and codes of practice.
* Create and monitor a management structure responsible for health and safety onsite.
* Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
* Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
* Assess the effectiveness of the policy and ensure any necessary changes are made annually.
* Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
* Ensure OPG has secured safe means of entry and exit for all site users.
* Ensure OPG can provide equipment, grounds and systems of work which are safe.
* Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
* Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
* Where necessary, ensure OPG can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
* Set the direction for effective health and safety management.
* Designate a competent person who will be responsible for ensuring OPG meets its health and safety duties – the competent person will be the Head of Safety.

The Head of Safety will:

* Assist with the creation and implementation of this policy.
* Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
* Review this policy and its effectiveness annually.
* Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
* Report to the Incident Contact Centre or the Enforcing Authority any reportable injuries, diseases and dangerous occurrences.
* Be the designated contact with the HSE where necessary.
* Support staff with any queries or concerns regarding health and safety.
* Identify hazards by conducting risk assessments.

Heads of Department and/or Supervisory staff will:

* Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, young people and visitors.
* Be familiar with the requirements of health and safety legislation.
* Be responsible for the implementation and operation of the OPG’s Health and Safety Policy in their department, and for areas of responsibility delegated by the Responsible Individual.
* Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
* Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

* Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
* Cooperate with their employers on health and safety matters.
* Carry out their work in accordance with training and instructions.
* Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
* Familiarise themselves with this Health and Safety Policy and aspects of their work related to health and safety.
* Avoid any conduct which puts themselves or others at risk.
* Be familiar with all requirements laid down by the Responsible Individual.
* Ensure that all staff, young people and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
* Ensure all machinery and equipment is in good working order and safe to use, and ensure such equipment is not used improperly.
* Use the correct equipment and tools for the job and any protective clothing supplied.
* Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
* Report any defects in equipment or facilities to the Maintenance and Safety departments.
* Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
* Make suggestions as to how OPG can reduce the risk of injuries, illnesses and accidents.
* Exercise good standards of housekeeping and cleanliness.
* Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Young People will:

* Exercise personal responsibility for the health and safety of themselves and others.
* Dress in a manner that is consistent with safety and hygiene standards.
* Respond to instructions given by staff in an emergency.
* Observe the health and safety rules set by OPG.
* Not misuse, neglect or interfere with items supplied for their, and other young peoples’, health and safety.

# Training and first aid

OPG will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety within OPG.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of OPG. Staff will be trained on how to assess risks specific to their role.

The head of safety and training department will ensure staff know how to meet their duties outlined in this policy. Where relevant to their role, staff will receive specific training in:

* Using industrial machinery.
* Managing asbestos.
* Having responsibility for the storage and accountability for potentially hazardous materials.

**First aid**

OPG will act in accordance with the First Aid Policy at all times and will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The Responsible Individual will ensure that there is an appropriate number of first aid trained staff across site and at all times.

A list of staff members that are currently trained first-aiders will be posted across site.

First aid boxes are located as follows, with individual departments responsible for their secure storage, contents and use:

**First Aid Kits** can be found in:

* + The Kitchen
  + Duty Manager’s Office (Orchard + Lakeside)
  + The School Office
  + Lakeside Reception
  + The Maintenance Compound
  + The Offices upstairs in the Orchard
  + The Oak room staff area
  + H&S / Finance cabin
  + The Vehicles

**Mental Health First Aid**

OPG recognise the important of having a healthy workplace and encourage wellbeing to make sure staff are safe and feel supported.

We have trained Mental Health First Aiders (MHFA) on site, across different departments, we introduce our MHFA’s during our induction and promote the support we have available. Our MHFA’s will signpost employees to support they may need.

We do also have an Employee Assistance Program available to all employees and an Occupational Health provider.

A list of staff members that are currently trained Mental Health First Aiders will be posted across site.

Support from our MHFA’s is promoted across the Company, we encourage staff to contact our MHFA’S if needed. The team of MHFA’s will regularly meet to review support in place.

**Contacting the emergency services**

The Responsible Individual will certify that procedures for ensuring safety precautions are properly managed, discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, by operation of call points and/or two-way radios/telephone.

Where an ambulance is called for a young person, care/education staff will contact the pupil’s parents or guardian. Where necessary, all young people will be evacuated from the building and taken to the designated emergency assembly point – currently, this is at the rear of the Orchard or inside the main gate at Lakeside. Staff will be aware of any young people who have specific evacuation needs. Staff will be responsible for the safety of young people and responding to any questions from the emergency services, as best they can.

# Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Safety Department using the standard Accident Report Form.

The Head of Safety will be responsible for informing the Responsible Individual if the accident is fatal or a ‘major injury’, as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

**Reporting significant accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The ‘specified injuries’ which must be reported include the following:

* Accidents to employees causing either death or major injury
* Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
* Fractures, other than to fingers, thumbs and toes
* Amputation of an arm, hand, finger, thumb, leg, foot or toe
* Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
* Any crush injury to the head or torso, causing damage to the brain or internal organs
* Any burn injury (including scalding) which covers more than 10 percent of the whole body’s surface area or causes significant damage to the eyes, respiratory system or other vital organs
* Any degree of scalping requiring hospital treatment
* Any loss of consciousness caused by head injury or asphyxia
* Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

* The collapse, overturning or failure of any load-bearing part of any lifting equipment
* **The explosion, collapse or bursting of any closed vessel or pipe work**
* **Electrical short circuit or overload resulting in a fire or explosion**
* **Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion**
* **Any accidental release of a biological agent likely to cause severe human illness**
* **Any collapse or partial collapse of scaffolding over five metres in height**
* **When a dangerous substance being conveyed by road is involved in a fire or is released**
* **The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors**
* **Any explosion or fire resulting in the suspension of normal work for over 24 hours**
* **Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air**
* **Accidental release of any substances which may damage health**
* **Serious gas incidents**
* **Poisonings**
* **Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne**
* **Lung diseases including, but not limited to: occupational asthma, farmer’s lung, asbestosis, or mesothelioma**
* **Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus**
* **Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome**

**Reporting procedures**

**Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Head of Safety, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website:** <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except for in exceptional circumstances. OPG will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

**Reporting hazards**

Staff, young people, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Head of Department, or their deputy, as soon as possible, who will then inform the relevant personsas appropriate. Serious hazards will be reported to the Safety Department.

**Accident investigation**

**All accidents, however minor, will be investigated by the Head of Department, with support from the Safety Department, and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.**

**The Safety Department will undertake evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.**

# Active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The OPG procedure for actively monitoring our system includes:

* Annual audits, including fire risk assessments and health and safety audits.
* 6 monthly examinations of documents to ensure compliance with standards.
* Quarterly inspection of premises, plants and equipment.
* Monthly reports and updates to the Responsible Individual.
* External measures, such as surveys by contractors and service providers, along with visits from Ofsted, Environmental Health and the Fire service.

# Risk assessment

The Responsible Individual has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas and departments. The Safety Department should be consulted when risk assessments are being carried out.

Ad Hoc assessments of high-risk tasks and areas, such as temporary building works, will be undertaken. Annualrisk assessments will be conducted for all other areas and tasks. Risk assessments will consider the needs of staff, young people, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

* There is any reason to suspect that they are no longer valid.
* There has been a significant change in related matters.

The Responsible Individual will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

OPG will record any significant findings of any risk assessments, including the following:

* The identified hazards
* How people might be harmed by them
* What OPG has implemented to control the risk

OPG will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

A Risk Assessment Policy will be developed.

# Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. OPG utilises the following procedure:

* Identify the hazards – risk factors considered include:
  + Environmental (floor, steps, slopes, etc.)
  + Contamination (water, food, litter, etc.)
  + Organisational (task, safety, culture, etc.)
  + Footwear
  + Individual factors (rain, supervision, pedestrian behaviour, etc.)
* Decide who might be harmed and how
* Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
* Record the findings
* Review the assessment regularly and revise if necessary

# Fire safety

All staff fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.

The Head of Safety is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

OPG will test evacuation procedures regularly. Our homes will test monthly (day) and six monthly (night) with school testing termly. Firefighting equipment will be checked annually by an approved contractor. Fire alarms will be tested weekly from different ‘break glass’ fire points around all departments, and records will be maintained and held centrally. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held centrally.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

# Evacuation and bomb threat procedure

OPG will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and Personal Emergency Evacuation Plan in the event of a crisis.

All staff fully understand and effectively implement OPG’s Bomb Threat Policy.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, the Invacuation, Lockdown and Evacuation Policy, and the Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

# Visitors and contractors

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to site.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the site.

Contractors will provide, in advance to the Head of Maintenance, risk assessments, method statements and proof of insurance. In addition, they will view and sign the relevant OPG risk assessments prior to any works beginning.

# Construction and maintenance

When undertaking construction or maintenance work, OPG will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

* The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
* The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
* The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
* The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
* The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Responsible Individual, in conjunction with the Maintenance Dept, will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Head of Maintenance will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Responsible Individual will also ensure that:

* The principal designer and principal contractor are provided with a ‘client brief/CDM pre-construction information’ at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  + What OPG wants built or maintained
  + The site and existing structures
  + Information about hazards, such as asbestos
  + Timescales and budget for the build
  + How OPG expects the project to be managed
  + CDM appointments of the principal contractor and/or principal designer
  + Welfare arrangements
  + Details of the nearest A&E department
* The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
* The principal designer prepares a health and safety file containing information that will help OPG manage risks associated with any future maintenance, repair, construction or demolition work.
* The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
* Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
* The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
* Following completion of the project, the health and safety file is handed over to the Head of Maintenance, kept up-to-date by the Safety Department, and is made available to anyone who needs to alter or maintain the building.

The Responsible Individual will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

# Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or young people which is designed to protect them from specified hazards. OPG will provide employees and pupils who are exposed to a hazard, which cannot be controlled by other means, with PPE where appropriate. Visitors will also be supplied with PPE when appropriate.

Staff and young people will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from. Damaged PPE will not be used and will be disposed of in line with the manufacturer’s instructions if it is not possible to repair.

PPE includes maintenance and workshop equipment, such as protective clothing, safety footwear, face masks, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer, e.g. uniform, does not constitute PPE.

Thorough risk assessments are carried out by the individual departments, with support from the Safety Department, to determine the suitable PPE to be used for each hazard and these are reviewed regularly or when tasks/hazards change.

Staff and young people will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

OPG understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

* Protective clothing that staff require to fulfil their roles.
* A uniform that employees only wear to work.

OPG will keep a record of all expenses related to PPE and uniform for HR and finance purposes.

# Work-related hazards

**Manual handling**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person’s ability to hold or grasp the particular item in a safe and balanced manner.

OPG will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, OPG’s Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, appropriate policies and procedures have been adopted.

**Working at heights**

Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

**Lone working**

Policy and procedures concerning employees’ lone working are addressed in the Lone Working Policy. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

**Stress management**

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

Trained Mental Health First Aiders (MHFA) are available on site, across different departments and can signpost employees to support they may need.

Our Employee Assistance Program also includes the option for employees to access confidential telephone counselling.

**Display screen equipment**

Display screen assessments will be carried out by individuals and forwarded to the Safety Department for staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

# Maintaining equipment

Staff and young people can expect that any equipment they use is suitable for its intended use and is properly maintained. Qualified inspectors, or a trained member of staff, will inspect the following equipment for health and safety issues annually:

* All electrical appliances
* All fixed playground equipment
* Any maintenance equipment, e.g. powered saws, garden machinery

In addition, all equipment will be inspected before use.

It is the responsibility of the Safety Department to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. Professional guidance should be consulted as necessary.

# Hazardous materials

OPG will act in accordance with the site’s COSHH Policy at all times.

OPG will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. OPG will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Safety Department.

The Safety Department is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, considering the advice on the relevant Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS).

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered and All COSHH regulations will be adhered to.

Low-toxic products will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or young person should ever be put at risk through exposure to any hazardous substance. No potentially hazardous materials will be used without the approval of the Safety Department. The Head of Safety will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Safety Department will keep an up-to-date inventory of all the hazardous chemicals and materials held on site. An annual audit of hazardous materials will be undertaken by the safety Department with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with OPG procedures.

# Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken of the Orchard and Our Place School on 14/06/2018 by Ledbury Surveys Ltd, which is a United Kingdom Accreditation Service accredited surveying organisation. No asbestos containing materials were identified and therefore there are no specific recommendations.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

# Cleaning

The onsite housekeeping team will be monitored by the Head of Safety. The standard required will be clear with special consideration given to hygiene areas.

Waste collection services will be monitored by the Safety Department with special consideration given to the disposal of clinical waste.

The Responsible Individual, in conjunction with the Head of Safety and Maintenance Dept, is responsible for ensuring that the site is at a safe temperature for staff and young people to work and live in. OPG will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

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| **Areas** | **Temperature** |
| Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation | 21°C |
| Where there is a normal level of physical activity associated with teaching, private study or leisure activities | 18°C |
| Where there is a high level of physical activity, e.g., washrooms, sleeping accommodation and circulation spaces | 15°C |

# Infection control

OPG actively prevents the spread of infection through the following measures:

* Routine immunisation
* Maintaining high standards of personal hygiene and practice
* Maintaining a clean environment

OPG keeps up to date with national and local immunisation scheduling and advice. All young people’s immunisation status is checked at entry and at the time of any vaccination. OPG encourages parents/guardians to have their children immunised.

All staff complete a New Starter Health Questionnaire and Food Safety checklist before starting employment with OPG.

OPG will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained. Staff displaying signs of infection will be sent home and recommended to see a doctor. Young People who display signs of infection will be put into isolation.

Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

# Allergens and anaphylaxis

OPG’s Food Safety Policy is implemented consistently to ensure the safety of those with allergies.

Parents/guardians are required to provide up-to-date information relating to their children’s allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff are also required to provide their Head of Department with a list of their allergies. Information regarding young peoples’ and staff members’ allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, OPG is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on young people who are at risk of anaphylaxis, but whose device is not available or is not working. OPG will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The Responsible Individual and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on site meet the requirements of Natasha’s Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha’s Law. Further information relating to how OPG operates in line with Natasha’s Law can be found in the Food Safety Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist young people with managing their allergies.

Further information relating to the OPG policies and procedures addressing allergens and anaphylaxis can be found in the Food Safety Policy.

# Medication

OPG’s Medication Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting young people with medical conditions.

OPG will obtain notification from parents/guardians regarding any medication that young people are required to take. Only trained staff will administer medication.A record will be kept of any medication that young people take – this will be checked prior to administering any non-prescription medication.

# Smoking

OPG is a non-smoking premises, no smoking will be permitted within the buildings or grounds mother than within the designated smoking shelters. OPG’s Smoke-Free Policy will be read and understood by all staff. All staff, young people, visitors and contractors will be made aware of the policy.

# Security and theft

Policy and procedures to reduce security risks are addressed in the Site Security Policy.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the Group’s Data Protection Policy.

Money will be held in a safe and banked regularly to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the finance office, and staff should not be placed at risk of robbery.

Staff and young people are responsible for their personal belongings and OPG accepts no responsibility for loss or damage. Thefts may be reported to the police and staff are expected to assist police with their investigation.

All staff are expected to take reasonable measures to ensure the security of OPG equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

OPG will install access control and security measures to ensure the safety of the site, e.g. security glazing on windows. OPG will ban individuals from the premises if they pose a risk to staff or young people.OPG will consider any risks that are posed by their local context, e.g. recent arson attacks.

# Severe weather

OPG will act in accordance with the Adverse Weather Policy at all times.

The Responsible Individual, in liaison with the Head of Safety and Maintenance Dept, will decide on site closure due to severe weather on the grounds of health and safety. If a closure takes place, the Local Authority, parents and guardians will be informed immediately.

# Safe use of company vehicles

Health and safety policy and procedures concerning company vehicle use are contained in the OPG Vehicle and Driving Policy and Risk Assessment. Reception is responsible for arranging the annual maintenance of company vehicles, including MOTs and road tax.

The driver will have a current full license and be aged 25 years or over. Drivers will submit their licence and national insurance number to allow for a licence check to take place.

Company vehicles will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to site.

A list will be kept of all staff members that hold the required licence and have completed specific assessment allowing them to drive company vehicles:

# Trips and visits

Health and safety policy and procedures concerning trips and visits, including trips abroad, are contained in the OPG’s Educational Visits and School Trips Policy.

# Monitoring and review

The effectiveness of this policy will be monitored continually by the Responsible Individual and Safety Department. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is **March 2023**.

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| Signed off By: | Signature: | Date: |
| Emma Shaw – Business Manager |  | 28/07/2022 |