



# HEALTH & SAFETY POLICY

## GENERAL POLICY STATEMENT

### Introduction

The Bungalow Partnership recognises and accepts that every member, child and visitor is entitled to a safe and healthy environment.

It is the intention of the Trustees of The Bungalow Partnership that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment, in particular:

- To maintain the Bungalow premises in a condition that is safe and without risk to health, with safe means of access and egress.
- To provide and maintain a safe working environment for members, children and visitors, without risk to health, with adequate facilities and arrangements for their welfare at The Bungalow Partnership.
- To provide equipment that is safe, without risk and is adequately maintained and serviced.
- To provide members, children and visitors with information, training and supervision as is necessary to promote health and safety throughout the Bungalow area.
- To ensure the use, handling, storage and transportation of articles and substances are safe and without risk to themselves or others.
- To carry out risk assessments and continuous monitoring to ascertain potential risks to the environment in conjunction with health and safety throughout the Bungalow area.

### Declaration of Intent

The Bungalow Partnership's policies and procedures will be reviewed as circumstances require to reflect best practice in all aspects of health and safety. The Bungalow Partnership and its Trustees recognise and accept these responsibilities and will ensure they remain a priority and an integral part of all the Bungalow activities.

The Bungalow Partnership's Health and Safety Policy will be reviewed annually and updated as often as is necessary to ensure compliance with all relevant legislation, codes of practice, guidance and best practice.

## ORGANISATION

### General Responsibilities

It is the policy of the Partnership to ensure, so far as is reasonably practicable, the health, safety and welfare of all its members, and other persons who may be affected by its operations.

### Responsibilities of the Trustees

In discharging its responsibilities, the Trustees will:

- make themselves familiar with the requirements of the appropriate legislation and codes of practice;
- create and monitor a management structure for Health and Safety;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Partnership, and that it is implemented;
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
- identify and evaluate risks relating to possible accidents and incidents connected with the Partnership's activities, including work experience.



In particular, the Trustees undertake to provide as far as is reasonably practicable:

- safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- supervision, training and instruction so that all members and other persons can perform their activities in a healthy and safe manner; and
- provide safety and protective equipment as appropriate, with associated guidance, instruction supervision.

The Partnership will appoint a trustee responsible for health and safety who will work alongside the Director to ensure that regular health and safety inspections of the premises are carried out and the trustees are kept informed of any issues.

### **Responsibilities of the Director**

The Director has responsibility for the day-to-day development and implementation of safe working practices and conditions for all members, children and visitors. The Director will take all reasonably practicable steps to ensure that the Health and Safety Policy is implemented.

The Director is responsible for ensuring risk assessments are undertaken, appropriate control measures are put in place and accurate measures are maintained and will be given training, support and sufficient time to undertake duties.

### **Responsibilities of Senior Members**

All Partnership's senior members will make themselves familiar with the requirements of health and safety legislation and codes of practice and ensure that all members and other persons comply with the requirements that are relevant to the work of their area of responsibility.

In addition to the general duties that all members have, they will be directly responsible to the Director for the implementation and operation of The Bungalow Partnership's Health and Safety Policy within their relevant area of responsibility.

### **Responsibilities of members**

The day-to-day health and safety responsibilities of the Partnership have been delegated to be dealt with by the Administrator as follows and include:

- accident reporting procedures;
- reporting hazards and near misses;
- repairs and maintenance records (with school Caretaker);
- coordinating the provision of the health and safety training needs;
- arranging display screen equipment risk assessments (when requested);
- provision of personal protective equipment as required;
- COSHH assessments (cleaning liquids);
- ensuring follow up action on health and safety report is completed;
- provision of health and safety information;
- first aid kit provision



### **Responsibilities of all members**

All members are expected to familiarise themselves with the health and safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members will:

- be familiar with the Health and Safety Policy and all safety requirements laid down by the Trustees;
- ensure that members, children, visitors and contractors are applying health and safety regulations, rules, routines and procedures effectively;
- see that all equipment is in good and safe working order and adequately guarded, and not make or allow improper use of such equipment;
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, equipment and facilities that they observe to the Director or nominated person; and
- take an active interest in promoting Health and Safety and suggest ways of reducing risks.

### **Trustees Finance Committee**

The Partnership will ensure that health and safety is a standard agenda item at each meeting and will monitor health and safety issues within the Partnership and provide a report as appropriate.

## **HEALTH & SAFETY ARRANGEMENTS**

### **Fire Safety**

Appropriate procedures for ensuring that safety precautions are properly managed and will be formulated and disseminated to all members. Procedures include fire wardens (Office Administrator) who will raise the alarm if a fire is discovered or the smoke alarm is activated.

The Partnership's evacuation procedure will be prominently displayed in all therapy rooms, offices and general areas. All members, children and visitors must be fully conversant with the procedures for evacuation of the premises in case of a fire.

### **Risk Assessments**

Risk assessments are carried out by an appropriately competent person for the potential hazards in the Partnership. Risk assessments are carried out for:

- General Office, including office equipment
- Lone Working & Members working off site
- Pregnant workers

### **Reporting Accidents**

All accidents to members, children and visitors will be reported, in writing, using the Partnership's *Accident Report Book* and passed to the Administrator, who will manage the Partnership's accident records.

Certain accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Director will ensure that the HSE is informed of reportable incidents.



### **Reporting Hazards and Near Misses**

All members and trustees must report any hazards and near misses that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately. Reports should be made to the Administrator, who will then complete an urgent review with other members of the Partnership Team as necessary. All reported hazards and near misses are recorded and reported to the Finance & Resources Committee for review and discussion.

### **Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should record it in the Repairs & Maintenance Book and pass it to the Administrator who will arrange for the repair/replacement to be carried out.

Defective furniture should be taken out of use immediately and reported to the Administrator who will arrange for its replacement or repair.

### **Severe Weather**

During periods of severe weather, arrangements for maintaining safe access to, from the premises e.g. clearing snow and ice, gritting all paths to ensure safe access will be the responsibility of the Caretaker of Rose Wood Academy. The Groundsman will clear the car park if safe to do so and help the Caretaker.

During periods of severe weather members should ensure that roads are safe to travel, place work is accessible and appointments have not been cancelled.

### **Health and Safety Training**

The person responsible for drawing to the attention of all members the following health and safety matters as part of their induction training is the Administrator.

- Health and Safety Policy
- Display Screen Equipment (DSE) Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Responsibilities Associated with their Work Activity
- Work Experience Placements

The person responsible for co-ordinating the provision of the Health and Safety training needs of members and other persons is the Director.

### **Portable Electrical Appliances**

The Administrator is responsible for ensuring portable electrical appliance testing (PAT) is carried out at appropriate intervals by the Caretaker of Rose Wood Academy and recorded accordingly.

**Members must not bring onto the premises any portable electrical appliances unless they have been authorised to do so and the appliances have been PAT tested. The person responsible for authorising their use on the premises is the Partnership Director.**

### **Display Screen Equipment**

All members who use a computer are classified as users of display screen equipment and an assessment will be made of their workstations by an independent qualified person. The person responsible for arranging this is the Administrator. If you require a DSE Assessment please inform the Administrator.



### **Partnership Therapy Equipment**

All members are responsible for informing the Administrator as soon as they become aware of a need to repair or replace Partnership Therapy Equipment, which they use.

### **Health and Safety Inspections**

Rose Wood Academy is responsible for carrying out regular safety inspections of the premises. Members of the Trustees may participate with safety inspections where practicable.

### **Provision of Information**

The person responsible for distributing all Health and Safety information and for the maintenance of a health and safety information reference system is the Administrator. New members will be informed of all relevant Health and Safety information as part of the induction process.

The Health and Safety Policy is available to all members, Risk Management documentation will be held electronically. The person responsible for ensuring documents are available and up to date is the Administrator.

### **First Aid**

The Partnership will ensure that an appropriate First Aid Kit is accessible to all staff if required. In the event of an accident/illness The Partnership has access to First Aiders and Paediatric First Aiders at Rose Wood Academy, contact details are displayed in each room.

### **Visitors to The Bungalow Partnership Site**

All visitors to The Bungalow Partnership will report to the Bungalow Office and sign in the *Visitors Book*. Visitors will be directed to the appropriate area of the Bungalow as necessary.

No contractor may undertake work on the Bungalow site without permission from the Director. Contractors should, where necessary comply with any local authority health and safety procedures (i.e fire evacuation procedure).

Whilst on site, all visitors and contractors must wear Partnership visitor's badge. Any contractor's employees must wear an identifiable uniform and an identity badge at all times.

Transient therapists or work experience students will be required to indicate their presence by reporting to the Bungalow Office and sign in.

If a member meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Bungalow/school Office or off the site, as appropriate.

### **Contractors**

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is the Director. The person in control of contractors will be the Administrator.

### **Security**

All members should be conscious of all aspects of the security of people and property. In particular, the back door of the building should only be used in the event of emergencies and kept secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of



unauthorised persons on site who may constitute a threat to members, children and bona-fide visitors and contractors.

### **Stress and Well-being**

The person responsible for monitoring absence owing to stress related illness is the Director. The Partnership will support individuals who have stress and all members will have access to workplace counsellors or specialist agencies as required.

### **Lone Working**

The Bungalow Partnership is responsible for ensuring risk assessments are carried out and implemented for lone working activities.

### **Critical Incident**

In the event of a critical incident on site the Headteacher of Rose Wood Academy will action an Emergency Plan to safeguard the well-being and minimise risk to all staff, pupils and visitors of Rose Wood Academy and The Bungalow Partnership. The Emergency Plan sets out procedures which cover all foreseeable major incidents occurring within the Academy/Partnership buildings on the site.

A **Grab Bag** which contains a copy of the Emergency Plan, Fire Evacuation procedures and a First Aid kit is held in the Bungalow Office.



## Health & Safety Audit, Review, Performance Measurement and Action Plan

The Director will be responsible for carrying out an annual review of the Statement and its implementation in the Partnership.

<b>General Office issues raised</b>	<b>Action</b>
<b>Fire Safety issues raised</b>	<b>Action</b>
<b>Safety of equipment issues raised</b>	<b>Action</b>



<b>Personal Safety (on site) issues raised</b>	<b>Action</b>
<b>Lone Working &amp; Workers Off Site issues raised</b>	<b>Action</b>
<b>Health &amp; Safety Policy review</b>	<b>Action</b>

**Director:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Chair of the Trustees:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_