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| Policy Title: | Safety, Health and Environment Policy |
| Policy Code: | SHEP06 |
| Applies to: | Group wide |
| Date Reviewed: | SEPT 2023 |
| Next Update Due: | SEPT 2024 |
| Policy Lead: | Head of Health and Safety, Emily Brimson-Keight |
| Policy Sponsor: | CEO – Tracey Fletcher-Ray |
| Cross Reference: | |
| Cross Reference: | |
| Cross Reference: | |
| Cross Reference: | |
| Outcome: | <p>This policy:</p> <p>The purpose of the Safety, Health and Environment is to:</p> <ul style="list-style-type: none"> • Ensure that the S.H.E Policy adopted is both effective and enforceable. <ul style="list-style-type: none"> a) Ensure that those charged within the S.H.E Policy identify all hazards and therefore evaluate the levels of risk relating to:- <ul style="list-style-type: none"> i) Accidents / Fire ii) Health and Safety iii) Environment iv) Sponsored Activities on and Off-Site v) Safeguarding Policy vi) Outdoor Activities vii) Allergen Awareness / Food Management Safety Plans • There are control measures in place which provide for the most appropriate means of minimising the level of risk to staff, young persons and other interested parties. • There are control measures in place which provide for the most appropriate means of minimising the level of risk to staff, young persons and other interested parties. |
| EQUALITY AND DIVERSITY STATEMENT | |
| Witherslack Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect. | |
| ENVIRONMENT, SOCIAL, GOVERNANCE (ESG) STATEMENT | |
| Witherslack Group is committed to responsible business practices in the areas of: Environmental Stewardship, Social Responsibility, Governance, Ethics & Compliance. An ESG impact assessment has been completed on this policy to ensure it can be implemented successfully without adverse implications on our Group goals. | |
| To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please email the named policy lead. | |

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1. STATEMENT AND VISION

- 1.1 'Aspirational futures through inspirational Education & Care. Developing, Leading and Promoting an OH&S culture within Witherslack Group'.

Witherslack Group affirms its commitment to fulfil legal requirements and other requirements to ensure the Safety, Health and Environment of all its employees whilst they are at work and Young Person's whilst under their care. This also includes a commitment to provide safe and healthy working conditions for the prevention of work related injury and ill health and will be appropriate to the purpose, size and context of the organisation and to the specific nature of our OH&S risks and OH&S opportunities. The Board is fully committed to the elimination of hazards and reduction of OH&S risks, this will also include a total commitment to continual improvement of the Group's OH&S management system. The Board of Directors regard the promotion of Health and Safety (H&S) measures as a mutual objective of management and employees at all levels and will ensure that employees are at all times mindful of our collective 'Duty of Care', a commitment to consultation and participation with workers will help ensure a safe and healthy working environment for our young people, pupils, staff and other interested parties (Parents, non-teaching staff, neighbours, outside contractors, Ofsted inspectors, Social workers and other local authorities).

2. MAIN ELEMENTS

2.1 ORGANISATION

Although the Board of Directors and in particular, the C.E.O. have the ultimate responsibility for ensuring that Witherslack Group Ltd achieves and maintains a satisfactory performance in Safety, Health and Environment (SHE) matters, they will devolve many of the responsibilities for ensuring that this is achieved to the Head of Group Safety, Health and Environment Risk Management. Witherslack Group Ltd objectives on Safety, Health and Environment will be communicated to all staff with instructions on how they are to be achieved via establishment safety officers, regular updates on staff notice boards and the issue of staff handbook.

2.2 ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES

Chief Executive Officer (CEO)

Has ultimate responsibility for all matters relating to Safety, Health, Environment and welfare of every person employed within Witherslack Group including young people placed in Witherslack

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Group’s care and also ensuring that members of the general public who may be affected by any of the Witherslack Group’s activities are not thereby exposed to risks to their health and safety.

Chief Operations Officer

Is responsible to the Chief Executive Officer for all matters relating to the operational efficiency of the provision of Education, Care and Clinical for all young people placed in Witherslack Group schools and children’s homes, and for ensuring that members of the general public who may be affected by any of the Witherslack Group’s activities are not thereby exposed to risks to their health and safety.

In turn, the following appointed persons indicated below are responsible for all matters relating to Safety, Health, Environment and welfare within their respective operations:

Head of Quality

Is directly responsible to the Chief Executive Officer for ensuring the effectiveness, implementation and update of the Safety, Health and Environment Policy and to oversee highest possible standards of Safety, Health and Environmental practice throughout Witherslack Group Ltd.

Operations Directors

Are responsible to the COO for all matters relating to Safety, Health, Environment and Welfare of every person employed within their remit, including young people placed in Witherslack Group’s care and for ensuring that members of the general public who may be affected by any of the Witherslack Group’s activities are not thereby exposed to risks to their health and safety.

Head of Group Risk Management

Responsible to CEO and Head of Quality to implement the strategic direction of the Group with particular responsibility for developing and implementing ‘Best Practices’ relating to current and future Safety, Health and Environmental statutory requirements.

2.3 ARRANGEMENTS

Accident Reporting

All incidents whether involving injury or not must be **recorded** in the appropriate Accident record book. The Registered Children’s Homes Manager/Head Teacher is to be made aware of this entry at the soonest opportunity. The Registered Children’s Homes Manager/Head Teacher will counter sign the entry; Group Risk Management will review the accident record books every SHE Review or earlier on request.

The Registered Children’s Homes Manager/Head Teacher will be responsible for ensuring the notification of the accident to the Health and Safety Executive when necessary and will ensure records of these notifications are maintained. Group Risk Management will conduct a Post Serious Investigation Review (PSIR) on these and any other accidents which merit it. The Company Secretary will inform the Company Employer's Liability Insurers.

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Reporting of 'Near Misses'

Witherslack Group promotes a 'Near Miss' reporting culture, by doing this Witherslack Group will:

1. Be able to capture sufficient data for statistical analysis, correlation studies, trending, and performance measurement (improvement over baseline).
2. Provide opportunity for 'employee participation', a basic component of a successful safety management system.
3. Create an open culture whereby everyone shares and contributes in a responsible manner to their own safety and that of their fellow workers.

Fire

Head Teachers / Registered Managers / Safety Officers will ensure:

1. the testing of all fire alarm systems, regular fire drills and the maintenance of a record of such tests.
2. the correct marking of designated fire exits, adequate maintenance and freedom from obstruction at all times.
3. the supply of firefighting equipment which must be checked regularly and maintained in good working order, be readily accessible at all times and any used equipment is replaced or replenished immediately.
4. ensure that the people working on the premises know the procedures that have to be followed in case of fire.
5. All staff have been trained regularly in the use of provided fire-fighting equipment.

Training

Witherslack Group provide a fully comprehensive induction course for all new employees, job specific training is delivered as required and all training is recorded on the employees training record.

2.4 WELLFARE & CLEANLINESS

H&S regulations demand that workplaces are kept clean and free of rubbish. Senior Management will have responsibility for ensuring that the welfare facilities are properly maintained and kept clean. This includes regular Sanitisation of work surfaces and common touch points. Where repairs are required, they will organise them unless a large expenditure is required when they should seek approval from the Directors. Waste bins must be emptied at least once per day. The Group expects its employees to maintain standards of cleanliness because good housekeeping is essential to the reduction of accidents.

2.5 EQUIPMENT

When new/second hand equipment is to be bought approval must be obtained from the Board of Directors and Group Safety, Health and Environment Risk Management who'll make sure that standards of safety are acceptable. All equipment must be handled with care and no attempt should be made at maintenance or repair unless you have adequate knowledge to carry this out.

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2.6 ELECTRICITY

To comply with the Electricity at Work Regulations 1989 all portable appliances will be tested for safe operation. Items such as electric drills, kettles, lap tops, play stations, televisions etc. will be checked every twelve months. Repaired equipment will be tested as soon as reasonably practicable. The integrity of the fixed wiring of the buildings will also be checked every 5 years. Any new electrical installations must comply fully from installation. The responsibility for ensuring PAT and hard wire testing lies with Group Estates and Properties Management Team.

2.7 STATUTORY INSPECTIONS

Any lifting equipment and compressors used within Witherslack Group premises will be examined and tested within the statutory periods by appointed contractors.

2.8 COMPANY VEHICLES

The Directors will authorise the supply of any new vehicles. **Individual users are responsible** for making arrangements through Group Transport Management for the maintenance of their vehicles to manufacturer's standards, including M.O.T. standards when applicable.

Speed limits are displayed at all WITHERSLACK GROUP premises and they are to be adhered to.

2.9 SCAFFOLDING LADDERS, CRAWLING BOARDS, ETC.

All building repairs should be passed through the Board of Directors for authorisation. Any scaffolding, ladders, crawling boards and other equipment used for access must be properly maintained and all scaffolding erected must be to relevant British Standards.

2.10 CONTRACTORS

The person organising a contract will be responsible for ensuring that potential contractors are given at the time that tenders are being sought, the notes which the company have prepared for their guidance on H&S matters. A copy must be returned, signed before works are awarded.

He/she is also responsible for ensuring that the contractor complies with the company's S.H.E Policy.

2.11 ARRANGEMENTS FOR HEALTH

Occupational Health

All employees starting and leaving employment must complete a health questionnaire.

First Aid arrangements

After assessing the potential hazards within the Group it has been decided that all staff are to be fully trained in the administration of first aid. A vehicle is available at all times to transport any injured person/s to local hospitals. First aid kits for minor cuts and scrapes are available and kept properly stocked. All staff will ensure that all first aid treatments are recorded in the accident book. Fully automated defibrillators are located at each of our establishments; personnel have been trained in their safe use, although not a legal requirement.

Personal Protective Equipment (PPE)

Witherslack Group will provide personal protective equipment for all employees as/when needed for safe working. Where provided this must be worn by employees. Equipment will be signed for by the employee on receipt.

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Noise

Surveys will be carried out by Group Safety, Health and Environment Risk Management to comply with the Control of Noise at Work Regulations, 2005. There are no mandatory noise areas within Witherslack Group.

Computer Screens (VDU/DSE)

Work must be planned to ensure that a change in task is carried out approximately every hour for a minimum of a few minutes to ensure undue strain is not placed on eyesight and upper limbs. Workstations should be arranged by the individual to their own requirements. Problems should be reported to Senior Management. 'Habitual Users' are to carry out DSE Self-Assessments every twelve months or on significant change of setting.

Health problems

Any employee who is known to be suffering from any health problem e.g. dermatitis, work related upper limb disorder will be referred to a company appointed Doctor. The doctor will advise whether the problem is work related. Discussions will be held with the company's insurers and a decision made on a course of action.

Alcohol and drugs

Anyone found under the influence of either during working hours is liable to disciplinary action. Anyone driving a company vehicle whilst under the influence of either will be subject to disciplinary procedures.

New and Expectant Mothers

Specific hazards associated with new and expectant mothers are to be assessed by the Safety Officer in conjunction with the new or expectant mother. Guidance on assessing can be sought from Group Safety, Health and Environment Risk Management

3. MONITORING AND REVIEWING

- 3.1** Group Safety, Health and Environment Risk Management operating in conjunction with 'The Quality Assurance Team' and independent auditors will be responsible for monitoring from time to time that the commitment to Safety, Health and Environment set out in this document is being achieved

4. PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

- 4.1** A bespoke 'escape plan' will be raised for individuals who may not be able to reach an ultimate place of safety

unaided or within a satisfactory period of time in the event of an emergency.

PEEPs may be required for individuals with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:

- Short term injuries (i.e. Broken leg)

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- Temporary medical condition
- Those in the later stages of pregnancy

5. IN RESPONSE TO

5.1

Health and Safety legislation:

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations (2006 amendment &1999)

Monitoring & Reviewing

In response to

Personal Emergency Evacuation Plan (PEEP)

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Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Control of Substances Hazardous to Health COSHH 2004

Control of noise at Work Regulations 2005

The Regulatory Reform (Fire Safety) Order 2005

Manual Handling of Loads Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Workplace (Health, Safety and Welfare) Regulations 1992

Electricity at Work regulations 1989

Food Safety Act 1990

Food Hygiene Regulations 2019

Health and Safety (First-Aid) Regulations 1981 (As amended)

Control of Asbestos at Work Regulations 2012

Education Legislation:

The Adventure Activities Licensing Regulations 2004

Education (School Premises) Regulations 2012

Establishment Standards and Framework Act 1998

Education and Inspections Act 2006

School Inspections Act 1996

Education Act 2011

Health and Safety: Advice on legal duties and powers (For local authorities, School leaders, School staff and

Governing bodies F00191759, June 2013

The Education (Independent School Standards) (England) (Amendment) Regulations January 2015

6. REFERENCES

See section 5.1

7. ASSOCIATED FORMS

None

8. APPENDICES

None

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