



**Henry David Learning**

# **HEALTH AND SAFETY POLICIES & PROCEDURES:**

## **4.0 HEALTH AND SAFETY**

August 2023

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### **Health and safety support**

The appointed health and safety person to Henry David Learning Ltd and Woodfield School is:

Sandra Cross

Suite 2, First Floor  
Millennium Court  
First Avenue  
Centrum 100  
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# Health and Safety Policy and General Arrangements

## Introduction

This part of the health and safety manual details what we intend to do to keep employees and others safe whilst involved in our work activities. It includes a statement of commitment to the Responsible appointed person Sandie Cross.

It also states who is responsible for what and provides information concerning important aspects of our everyday work activities.

## Definition

For the purposes of this policy, the following definitions apply:

- **Staff members** – paid members of staff
- **Service users** - our client group



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## **Woodfield School Health and Safety Policy Statement**

We recognise that good health and safety management has positive benefits to our work operations and commitment to a high level of health and safety makes good business sense. We also recognise that health and safety is a business function that rates equal to all other business functions and it must therefore continually progress and adapt to changes. In particular, people must be able to visit our workplace, and our employees must be able to go about their work, knowing that they can be safe in doing so.

**Health and safety is the responsibility of everyone and to this end, all members of staff must play their part in making their workplace a safe and healthy place in which to work.**

As there are distinct benefits to be gained from providing a safe and healthy working environment, a positive culture will be encouraged by the management.

The performance of both individuals and the organisation will be monitored, with continual improvements being made to health and safety standards. In order to ensure that this general statement is achieved, the following actions will be taken:

- Appropriate systems will be developed and maintained for the effective consultation of health and safety matters to and from members of staff.
- All necessary information, instruction, and training will be provided for members of staff and others, to ensure their competence with respect to health and safety.
- Adequate resources, in the form of finance, equipment, personnel, and time to ensure health and safety will be provided. The assistance of expert help will be sought where the necessary skills are not available within our premises.
- We will liaise and work with all necessary persons to ensure health and safety. Additionally, adequate arrangements will be made to ensure the health and safety of non-employees, who may visit our premises.
- All relevant statutes, Regulations and Codes of Practice will be complied with and recognised best practice will be followed.
- Health and safety is to be fully integrated into the management and decision-making processes within the organisation.
- A system will be provided, to ensure that accidents and 'near-misses' are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.
- Procedures will be established to ensure that safe equipment is provided for employees and non-employees.

Signature: *Sandra Cross*

Date: August 2023

**Sandra Cross**

**Appointed Health & Safety Person**



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## **Joint Statement of Commitment by Woodfield School**

We the undersigned, support our Proprieter, Principal and staff members in ensuring that our employees are able to work in safety at all times and that our members, service users and other non-employees are not harmed by our work activities.

In order that this can take place, we endorse the use of this policy document and encourage all members of staff to be aware of its content. In addition, risk assessments, which are an integral part of the health and safety management in our organisation, must be seen and used as guidance by our members of staff for the protection of all.

Where an unsatisfactory situation exists, we will always seek to ensure that the problem is dealt with as soon as is reasonably practicable and all members of staff and volunteers can work in the knowledge that they receive full support at all times by Woodfield School.

## **Responsibilities of Employer and Employees**

### **Aim**

This part of the policy describes the responsibilities of the employer and employees. Woodfield School, as an employer, must comply with the requirements of health and safety legislation, to ensure the safety of employees and others. Everyone has responsibilities for health and safety and a clear role to play in keeping ourselves and others who may be affected by our work activities safe and healthy.

### **Employer's responsibilities**

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with Woodfield School, who is the employer and has duties to ensure, so far as is reasonably practicable the health, safety and welfare of staff, visitors and contractors and anyone else who may be affected by our work activities.

The Principle Sandra Cross is specifically responsible for ensuring the implementation of this policy. This includes ensuring that:

- Appropriate documentation and records are kept up to date, including those relating to accidents, emergency procedures and insurance certificates, risk assessments.
- All members of staff are provided with the necessary information, instruction, training and supervision.

The Principle Sandra Cross is also responsible for bringing this policy to the attention of members of staff. They must ensure that at the commencement of employment and periodically thereafter, all members of staff have received instructions regarding:

- action in the event of an emergency.
- the location of first aid facilities.
- specific hazards that exist on the premises.



### **Employees' responsibilities**

All members of staff at all levels are responsible for their own health and safety and that of others. In addition, they must:

- Report immediately any situation that could affect Health and Safety.
- Co-operate with management and carry out activities in accordance with any training and instruction they have been given.
- Not misuse any items or article provided for health and safety.

### **Responsibilities of contractors working on the premises**

All contractors employed to carry out any work on our premises must be competent to carry out the work they have been employed to do. In many cases, this will be clearly established, but in some cases, a system will be needed to check the competency of contractors.

All contractors are responsible for ensuring their own employees understand and comply with appropriate procedures stated in this policy.

Before undertaking any work for Woodfield School, the proposed work must be brought to the attention of the Principal who will ensure the contractors are competent to carry out the work and ensure the contractors are made aware of the site rules. There is an in house risk assessment for contractors to read and sign before commencing work, which the Principal must update regularly.

## **Behaviour Management**

**Please see separate Woodfield School policy, this can be located in the Policy file**

## **Consultation with Employees**

### **Introduction**

The Health and Safety (Consultation with Employees) Regulations 1996 requires management to consult with staff on safety issues. This involves informing staff on risks to their safety and control measures and taking account of staff views on safety measures. In order to comply with these requirements, the following steps must be taken.

### **Health and safety policy**



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The health and safety policy must be brought to the attention of staff periodically. This is a legal requirement. Although employees do not necessarily need to know the content of the policy, it is desirable that they take an interest in those parts of the policy that cover their work activities, as this will be important in raising awareness of health and safety issues.

### Staff safety information

A number of items of important information must be placed in a prominent place, as follows:

- A (signed) copy of the Health and Safety Policy Statement
- Location of the health and safety policy and risk assessments
- Emergency procedures poster (first aid and evacuation procedure)
- A copy of the Employers Liability Insurance policy (although placing it on display is no longer legally required, but demonstrates good practice)
- Any other pertinent information (informative info, safety updates etc. – locally produced)

The above information can be found in the health and safety folder, which is located:

**IN THE OFFICE**

In addition, a Health and Safety Law Poster can be found on display in the office.

### Staff meetings

Staff meetings are to be held periodically, during which staff comments on health and safety issues are to be sought. Minutes are to be kept of each meeting and issues to be dealt with are to be transferred onto the health and safety action plan. Feedback must be given to employees who raise concern that the problem has been solved, or if this is not the case, what action will be taken. It should be noted that Comments made by staff are likely to be very useful in ensuring a satisfactory level of health and safety management is maintained.

### Staff training

During training sessions, staff should be made aware of the consultation process and importantly that they can have any health and safety issue dealt with at any time by their employer. Records of all safety training will be maintained by the Principal.

## Expectant and New Mothers

### Introduction

The aim of this document is to provide general information to members of staff who are expectant or new mothers.

### Background



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The Management of Health and Safety at Work Regulations 1999 specifically address the risks to women of child-bearing age and her unborn or newly born child, who are at increased risk from various physical, chemical, and biological hazards in the workplace. Additionally, the Workplace (Health, Safety and Welfare) Regulations 1992 require employers to provide facilities for pregnant women and nursing mothers to lie down and rest.

### **Hazards to expectant and new mothers**

Some hazards that could harm expectant mothers could be present in our organisation, such as hazardous substances, manual handling and the use of display screen equipment. In view of this risk assessments must be carried out to identify what problems could occur and what action, if any is to be taken to protect the expectant mother and her unborn child.

### **Assessment procedure**

Although most expectant mothers are happy to announce the forthcoming happy event, some may not wish to share the details with colleagues or employer until they feel the time is right. However, until an expectant mother formally informs the employer that they are pregnant, they are not protected under health and safety law, therefore employees must be informed of the need for them to inform the employer via a medical certificate of their pregnancy.

Where the new or expectant mother works at night and is in possession of a certificate from a doctor or midwife stating that for reasons of health and safety that person should not work between certain hours, the employer must suspend her from that work for as long as necessary.

Where the risk cannot be avoided by the application of control measures, the employer will, where reasonable, alter that person's working conditions or hours of work. If this is not possible, the employer must suspend the employee from work for as long as necessary to avoid the risk. Any suspension from work must be in accordance with current employment legislation.

Woodfield School as the employer does not have to take or maintain any action where:

- the employee has failed to produce within a reasonable time a medical certificate confirming that she is pregnant;
- the employer knows that she is no longer a new or expectant mother;
- the employer cannot establish whether she remains a new or expectant mother.

An expectant mother's risk assessment form is to be completed by the expectant mother with support from the Principal, when the expectant mother informs Woodfield School as detailed above.

## **First Aid**

### **Introduction**

First aid is the help given to an injured person until treatment is available. There is a legal requirement to provide assistance to employees and assistance is normally rendered to non-employees, such as volunteers and visitors, although this is not a legal requirement.





### Appointed persons

The minimum standard of first aid cover that must be available at all times is that of appointed person. An appointed person does not have to be first aid trained (although this is preferred) and there must be at least one appointed person in all workplaces at all times the workplace is operating. The duties of the appointed persons are to:

- Know where the first aid boxes are.
- Check the first aid boxes have the right contents.
- Know who to contact in the case of an emergency.

The appointed person will normally be the senior member of staff present in the workplace. It is the responsibility of the Principal to ensure that at least one appointed person is available at all times the building is occupied by staff members.

With effect from October 2009, a new standard of first aid cover can be employed, known as an EFAW – Emergency First Aid at Work trained person. (This in effect a trained appointed person).

Relevant details must be filled in on the emergency procedures chart, (Form 3) which must be posted in a prominent location where all members of staff can see it. Form 3 can be found in Section 4.

The first aid trained members of staff are:

See separate training file for staff



## Incident Reporting and Investigation

### Introduction

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, (RIDDOR) make it a legal requirement for some injuries and dangerous occurrences in the workplace to be reported to the enforcing authorities.

### Summary table of what to report, when and how

<p>If a member of staff or self-employed person e.g., a contractor is killed or has one of the major injuries listed below</p>	<p>Report immediately, but within 24 hours at the latest</p> <p>Any follow up reporting must be done within 10 days of the original incident</p>	<p>To the incident contact centre: <a href="http://www.hse.gov.uk/riddor/index.htm">www.hse.gov.uk/riddor/index.htm</a></p> <p>Complete the online report</p>
<p>If visitors are killed or taken to hospital straight from the Woodfield School building <b>as a result of an accident connected with the work activity</b> (not if due to a pre-existing medical condition)</p>	<p>As above</p>	<p>As above</p>
<p>Accident at work where employee, self-employed is injured and off work for 3 or more days (including non-work days). <b>This includes injuries due to acts of violence</b></p>	<p>Report within 10 days (No requirement for immediate reporting)</p>	<p>To the incident contact centre: <a href="http://www.hse.gov.uk/riddor/index.htm">www.hse.gov.uk/riddor/index.htm</a></p> <p>Complete the online report</p>
<p>If a doctor says you have a reportable work-related disease</p>	<p>Report immediately, but within 24 hours at the latest</p>	<p>Note: a doctor will normally confirm the disease is reportable. If this is the case, contact Sandra Cross at School/head office for further advice. Report via <a href="http://www.hse.gov.uk/riddor/index.htm">www.hse.gov.uk/riddor/index.htm</a> completing the online report</p>
<p>If one of the dangerous occurrences listed on the next pages occurs</p>	<p>Report immediately, but within 24 hours at the latest</p>	<p>To the incident contact centre: <a href="http://www.hse.gov.uk/riddor/index.htm">www.hse.gov.uk/riddor/index.htm</a></p> <p>Complete the online report</p>

If you establish that any non-employee has received medical treatment at a hospital as a result of any activity connected with your work activities or workplace, this will normally be reportable. **In all cases requiring reporting as above, ensure Sandra Cross is informed immediately.**



Major injuries include:

- Broken bones (except fingers or toes).
- Loss of limb.
- Dislocations.
- Serious eye injuries.
- Any injury involving unconsciousness, requiring immediate medical attention or a 24 hour stay in hospital or 3 or more days off work as a result of the accident.

Dangerous Occurrences include:

- Collapse or failure of any lift or hoist, explosion, collapse or bursting of any closed boiler, electrical failure with fire or explosion, explosion or fire or collapse of any building.

All incidents should be reported online to [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm) by phone to the Incident Contact Centre:

Phone: 0345 3009923

**All accidents, however minor, to any persons, must be recorded in the accident book.**

**Location of accident book:**

**IN MAIN OFFICE**

All staff must complete an accident at work form and this must be scanned to the office, the accident form will be kept in the Principals files for any inspection of the School.



## **Lone and mobile working**

### **Introduction**

Members of Woodfield School staff may occasionally work away from their main place of work. Their work therefore is clearly lone working and accordingly Woodfield School, as a responsible employer, will ensure the safety of lone and mobile workers at all times. In particular, the Principal is responsible for ensuring that the following procedures are adopted, to help ensure the safety of members of staff who carry out work alone.

### **Woodfield School responsibilities**

In order to ensure that members of staff may carry out work away from the normal workplace in safety, the following will be complied with:

- ◆ A comprehensive risk assessment of all work activities will be carried out, will be reviewed periodically and will be provided to members of staff to inform them of any hazards they face and what we are doing to reduce the risk of them being harmed or injured.
- ◆ All members of staff will be provided with this policy document and have a copy of the Safe Working Procedures to be adopted.
- ◆ Regular meetings will be held to discuss and evaluate work practices.
- ◆ Staff will receive appropriate training, where necessary.
- ◆ Staff will be informed that they must leave a situation in which they do not feel safe.
- ◆ If the security situation dictates, a means of communication will be provided.
- ◆ All members of staff must be accounted for at all times. This may necessitate the use of a 'call-in' procedure, details of which can be found below.

### **Employee's responsibilities**

Lone and mobile workers, like other employees at work, are obliged to take reasonable care for the health and safety of themselves and of other persons, which essentially may be achieved by:

- Not taking risks or short cuts, which may incapacitate themselves.
- Informing their line manager of any illness, which they feel could render them vulnerable to injury or illness if working alone.
- Being familiar with health and safety procedures for lone working and any relevant risk assessments.
- Ensuring that they undertake any training provided in lone working and personal safety.
- Obtaining as much information as possible about persons to be visited.
- Being aware of their own safety at all times whilst travelling and at contact locations.

### **Working away from the main place of work– advice for lone workers**



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When visiting other employer's premises, the occupier of that premises has a legal duty to ensure the safety of non-employees. This cannot however be relied upon. So, if possible, ensure that you carry out the booking-in procedure on arrival and that you are made aware of emergency evacuation procedures.

If this does not happen, ask your host what action you should take in the event of an emergency and at the very least identify the evacuation routes and nearest firefighting appliances. Where possible, ensure that any equipment used, particularly electrical equipment, that belongs to the client is serviceable. Where this is not the case, bring it to the attention of the host and ask for it to be replaced.

### Security whilst at a host premises

There are security problems associated with any lone and mobile worker and the following points should be noted:

- Park in well lit public areas, as near to the premises you are visiting as possible.
- Avoid carrying obviously attractive items, such as a laptop computer. Instead, place it in a less obvious bag.
- On arrival assume that everywhere you go is an insecure area and treat valuable items appropriately.
- If you feel physically threatened in any way, seek the assistance of your host, make arrangements to be accompanied back to your vehicle, or in extreme cases, seek the assistance of security staff or the police.

### Risk assessment

As with all workplace hazards, a risk-based approach should be adopted and a risk assessment has been carried out. You will be provided with a copy of the assessment and your views are welcome.

### Safe working procedures

Safe Working Procedures have been developed for use by members of staff. The procedures must be adopted as part of our organisational policy and they must be made available to all employees who may work alone. These can be found below.

## Safe Working Procedure for Lone Workers

### Getting around the community

In the main, this will be uneventful, but there is a clear risk to employees in certain cases, such as:

- Being physically attacked or verbally abused
- Getting lost or breaking down in the car
- Being taken ill

In order to reduce the risk of this happening, the following procedures are to be adopted by all members of staff:



### Before leaving for the visit

- Get information about the area to be visited and know exactly where you are going.
- If possible, schedule visits to vulnerable areas for particular times of day, such as morning when parents are around taking children to school, and during daylight hours.
- Dress appropriately for the place to be visited, particularly when a certain culture demands that women be covered up.
- Wear shoes and clothes that do not hinder movement or your ability to run away in an emergency.
- Ensure that your means of communication and any personal alarms are working and accessible. Programme your work base number into your mobile phone so that it can be rung by pressing one button.
- Check that you know your team's emergency procedures if you, or someone else, encounter a problem.
- If you drive, ensure that your vehicle has sufficient fuel and is well maintained.
- As far as possible, allow yourself adequate time for the journey so that you are not rushing.

### Getting around on foot

- Let people know where you are going and when you will return. If you change your plans, let someone know.
- Dress down and avoid displaying expensive jewellery or watches. Do not display your wallet or purse. Carry your cards and money in a safe place. Do not use your mobile unless it is absolutely necessary.
- Keep to well-lit public places, avoid shortcuts through lonely areas. Avoid known high crime areas.
- Don't fumble in open bags, wallets etc. - have any fares or other change in a pocket before you set out.
- If you cannot avoid known high crime areas, remain alert when there and work in pairs if necessary.
- Keep away from parks, multi-storeys, subways, alleyways, canal banks, lifts etc.
- Face oncoming traffic, and do not talk to people in cars.
- If you feel that you are being followed, make for a public place; use your mobile if you have one. Keep aware of the nearest place of safety, such as the local shops.
- If approached, try to defuse the situation and talk your way out of it. If you can't, get away as fast as possible, making as much noise as you can. If you have your personal attack alarm – use it.
- Do not fight back, unless it is the **only** option left open to you and it's in self-defense.

### Travelling by car

- Plan your journey before you leave, ensuring that you have sufficient directions and, if necessary, a Satnav available.
- Ensure that you know who to call in the event of a breakdown.
- Lock the car doors and keep the windows wound up in built-up areas.
- Do not leave valuable items on the passenger seats; keep them locked in the boot.
- If you break down, use your mobile phone to summon help. Try to remember the location.
- Drive to an emergency phone if on the motorway (if safe to do so), switch on hazard lights. Stay outside the car, away from the hard shoulder. This is to minimise the risk of you being injured due to another vehicle colliding with yours. Leave the passenger door open in case you are approached. If approached, get into the vehicle, lock the door, and do not open the window to talk to the person. If you feel threatened, use your mobile phone to dial 999.
- Check the identity of the recovery driver and that he knows your name.
- Ensure that you inform someone of your breakdown and your estimated arrival time following repairs.

### Using car parks



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- Park where possible in Police/AA Silver or Gold Award car parks. Patrolled car parks are generally safer, especially where the site is smaller and the attendant has good views of the whole car park.
- Avoid multi-storey car parks especially at night or in remote areas.
- Choose a car park that is obviously well used.
- On returning to your car, keep your car keys handy in case you need to get into your car quickly.
- Plan your trip so that you avoid returning to your car late at night.
- If you return to your car and find there are people hanging about it, do not approach it. Walk away and call the police.

### Road rage incidents

- Avoid venting your anger on other motorists!
- If you are the subject of someone else's anger, keep calm; do not worsen the situation by responding.
- Stay in the car and keep the doors locked and the windows shut.
- If you are outside the car and assaulted, do not retaliate. Get away from the situation make a record of the driver's registration number and, summon help on your mobile phone.
- If you are followed, stop in a public place. Record the driver's registration number and dial 999.

### If an incident occurs

- Put your own safety first. Leave a situation if you feel unsafe. Professional codes of conduct do not require you to jeopardise your own safety.
- Do not attempt to use control and restraint techniques. The use of any sort of force by staff could be interpreted as an assault.
- Call for assistance from the Police or from colleagues, using agreed codes if appropriate.
- Recognise the limits of your own ability to deal with a situation and the time when it becomes prudent to leave.

### After incidents have occurred

- Allow yourself time to recover and, if possible, seek practical support from your colleagues. Even after minor incidents, feelings may be difficult to control and may affect your ability to deal with any further problems that arise. This is natural.
- Contact your Principal / line manager or on call manager on return to the base to inform him/her of the incident.
- Fill out Incident/Accident form. Reporting the incident may prevent the same from happening to a colleague.

## Manual Handling

### Introduction

The Manual Handling Operations Regulations 1992 (as amended) were introduced to reduce the large numbers of injuries caused by incorrect handling of loads. The regulations require employers to:

- **Avoid** hazardous manual handling operations where reasonably practicable, by considering mechanical alternatives e.g., hoist.



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- **Assess** any hazardous operations that cannot be avoided.
- **Reduce** the risk of injury as far as reasonably practicable.
- **Identify** whether training is required.

### Risk Assessment

When assessing risks from manual handling the following elements should be considered:

- The task
- The load
- Individual capability
- The environment
- Other factors

The amount and type of equipment that staff members carry is minimal and at this time, specific manual handling risk assessments are not required, however, moving equipment has been considered in the general risk assessments and the situation will be monitored and further action taken if and when necessary. The following general guidance is provided concerning moving loads around.

### General Controls for Manual Handling Risks

In any manual lifting operations, you must always lift in the correct way and **where possible seek assistance from a colleague.**

- Put feet close to load, about 12 inches apart.
- When bending down, bend the knees, keeping the back straight.
- Put all the fingers around the load, **not** just the finger tips.
- Push up with the legs.
- Avoid twisting the body while lifting or carrying.
- Staff must not lift anything they do not feel capable of lifting.

## Office Safety

### **Slips, Trips and Falls**

Although it is probable that trips and falls may happen more than slips, the following is provided as best practice, when working in an office environment:

- Slips are mostly caused because the floor is wet, but are commonly caused by food being dropped or spilt, so frequently check floors that might become slippery and take action as soon as it is needed. This is especially important in kitchen areas and when buffets are provided at events – remove slip hazards from the floor as soon as they are spotted.
- Take action on worn, damaged, torn or warped floor coverings.
- Do not stand on tables, chairs, crates or boxes, etc. Always use a proper stepladder if you cannot easily reach anything.





- Staff must wear footwear that is suitable for the work environment.

### **Ladders, Steps and Stools**

Members of staff must avoid working above ground height wherever possible. For the use of stepladders, the following precautions should always be followed:

- Do not carry out work at height if you feel unwell.
- Are the steps in good repair, check the condition before use:
  - Are they sound?
  - Free from cracks, splits?
  - No rungs missing?
  - Not warped, bent or corroded?
- Are the steps suitable for the task?
- Is the floor even and clean?

Do not:

- × Over reach
- × Carry heavy loads
- × Use near doors – you could be knocked off the steps
- × Allow any non-employee to use any of your equipment

### **Fire Safety and Fire Prevention**

Fire can be a major hazard in any workplace, as the effects of fire can be disastrous, both to the business and to persons affected by the fire. It is essential therefore, that the appropriate standards are maintained at all times.

#### Evacuation procedures and fire drills

- Clear evacuation procedures are to be on display for all members of staff to see.
- Particular consideration must be given to visitors, who are unfamiliar with the building.

#### Staff training

All members of staff must receive training on induction and periodically thereafter. It is the responsibility of the Principal to ensure that all employees cover the following points:

- Fire drills when new to Woodfield School periodically thereafter
- Good housekeeping and hazard spotting
- Location of fire exits.
- The steps to take on discovering a fire or hearing the alarm
- Location/operation of fire alarms and/or other means of raising the alarm.
- Means of summoning the fire brigade.
- Location/operation of fire appliances.

Refresher training is to be carried out at least once a year.



### Fire drills

Fire drills are to be undertaken MONTHLY, to reinforce the procedures in case of fire. These are coordinated by the Principal. Records of fire drills and any relevant information relating to the fire drills are to be recorded. Night time Fire drills twice a year. In addition, a fire drill is conducted when a new adult starts in a School and when a new child is admitted.

### Fire safety signs

The following signs are provided where necessary:

- **Exit doors** - clear signs on each door, preferably with emergency lighting and appropriate use sign e.g., push bar to open.
- **No smoking** – in various locations
- **Fire points** - identifying all firefighting equipment.
- **Emergency Instructions for Staff** - in prominent locations in staff only areas.

### Firefighting equipment

Firefighting equipment provided includes:

- Fire extinguishers.
- Fire blankets.

Only trained members of staff may use fire-fighting equipment.

- Kitchens are provided with foam extinguishers and fire blankets. Water extinguishers are provided in general areas.
- All extinguishers are to be wall mounted in a suitable location and clearly marked. These are subject to annual inspection and labelled to identify this.

### Fire Alarm, Fire Detection Systems and Emergency Lighting

These have been installed by authorised installers and are checked periodically by a competent person.

### Housekeeping

- Rubbish and litter will provide fuel to a fire and therefore, must be disposed of frequently and properly outside the building.
- Keep doorways, passages, corridors, stairs and escape routes clear at all times. Avoid obstructing fire-fighting equipment.
- Fire exits must never be locked whilst people are on the premises.
- Never store flammable gases and liquids close to heat sources, electrical appliances or exposed to naked flames.

### In The Event of Fire

Follow the instructions given on the emergency poster, which is on display at a number of locations.

### Smoking

Woodfield School operates as a non-smoking company.



### Portable Heaters

Avoid using portable heaters if possible. Never place clothing, towels or other items near or over portable heaters.

### **Electrical Safety**

Other than the most minor work, such as fuse changes etc. Only competent electricians may undertake maintenance of electrical items.

#### Causes of electrical hazards include:

- ! Defective earthing of electrical equipment.
- ! Damaged cables, flexes, plugs and sockets.
- ! Overloading of circuits and use of machinery, e.g., heaters, coolers.
- ! Deliberate misuse or inappropriate use of equipment.
- ! Incorrect installation and repair.
- ! Work undertaken by unqualified contractors.

#### If items are broken or faulty then:

- Any suspect or faulty equipment are taken out of use, labelled with “do not use” and kept secure until checked by a competent person.
- Arrange for a competent/qualified NICEIC-approved electrician to carry out work on sockets, circuits and equipment. **Never undertake DIY on electrical equipment or circuits.**

#### Ensure staff:

- Know how to switch off and isolate all equipment.
- Are trained in proper use of all equipment
- Are aware of the need to check equipment before use.

#### **The following points should be checked as part of the Principals routine checks:**

- Is there damage to the cable sheath (apart from light scuffing) e.g., is it cracked, swollen or frayed?
- Is the plug damaged e.g., is the casing cracked or the pins bent?
- Are there damaged joints; are there taped joints in the cable?
- Is the outer sheath of the cable not effectively secured where it enters the plug or the equipment? (Evidence of this would be if the coloured insulation of the internal cable cores were showing).
- Is the equipment subjected to conditions for which it is not suitable e.g., if it is wet or excessively contaminated?
- Is there damage to the external casing of the equipment or are there some loose parts or screws?
- Is there evidence of overheating e.g., burn marks or discoloration?
  
- Are there trailing wires which are subject to mechanical damage?



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- Are extension leads used? Are they in good condition/repair? Are they limited to one or two? Use of extension leads should be avoided wherever possible.
- Do staff members check equipment before and during use?
- All faults must be reported to the Principal/head office and the equipment taken out of use immediately a fault occurs.
- Ensure clearly marked switches or isolators are near to each fixed machine to cut off power in an emergency.

### Basic Electrical Repairs

The authorised designated person undertaking such repairs e.g., when replacing light bulbs or fuses must:

- Always ensure the power is isolated, check it is off before attempting any replacement.
- Make sure you are dry; the area is dry and equipment is dry.
- Before making a replacement check the condition of fittings for signs of damage or burning. **If in doubt leave it and call an electrician.**
- Ensure you have the right fuse or wattage bulb for the job. For fuses always check the rating of the appliance rather than replacing the same amp fuse as someone else might have got it wrong.

If problems persist always report the problem to an electrician.

## Statutory Testing of Equipment

### Introduction

Health and safety legislation places an obligation on employers to ensure that equipment used in the workplace is safe to use and maintained periodically. In addition, in some cases, there is a requirement in law for equipment's to be tested periodically, by a competent person, with a certificate provided as a result of the test, which must be kept in a safe place and produced on request. An overview of the main requirements is as follows:

### Electrical services and appliances

All portable electrical appliances used in the workplace must be tested periodically for safety. This test is commonly known as PAT testing, and will take place within Woodfield School on an annual basis. A competent person must carry out the checks. Records of checks must be made.



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Members of staff, volunteers and service users are not, under any circumstances, to use any equipment of their own that is brought in and not tested.

The fixed building wiring must also be checked by a competent person periodically, recommended every five years.

## Stress Prevention and Management

### Introduction

Woodfield School recognises the potential for psychological stress in the workplace to become a hazard to health. In doing so, we are fully committed to doing everything we can to ensure that members of staff are not made ill by aspects of their work.

This policy is in two parts, prevention and management. The most desirable option is of course stress prevention, but it is to be accepted that there may well be a need for the management of stress at some point.

### An overview of stress

#### Definition

Stress may be defined in terms of the psychological, physiological and behavioural response on the part of a person to a situation where they are unable to cope with demands imposed upon them, leading eventually to incapacity and illness.

#### What is Stress?

Stress is the reaction people have to excessive pressures or other types of demand placed upon them. It arises when they worry that they cannot cope. Broadly speaking, there are two features of stress: physical effects and behavioural effects:

Physical Effects	Behavioural Effects
<ul style="list-style-type: none"><li>• Headaches</li><li>• Digestive problems</li><li>• Blurred vision</li><li>• Aching neck and shoulders</li><li>• Dizziness</li><li>• Tiredness</li><li>• Raised blood pressure</li><li>• Lowering of resistance to infection</li></ul>	<ul style="list-style-type: none"><li>• Mood changes</li><li>• Difficulty sleeping</li><li>• Irritability</li><li>• Aggressiveness</li><li>• Panic attacks and anxiety</li><li>• Poor memory</li><li>• Poor concentration</li><li>• Drug use</li><li>• Increasing eating</li></ul>



- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Increased alcohol or tobacco consumption</li></ul> |
|--|--|

On the whole, these effects are short-lived and cause no lasting harm. When the pressure is removed, there is a quick return to normality. Accordingly, stress is rather different to ill health but when pressures are intense and continue for some time, the effects of stress can be more sustained and lead to longer term psychological problems and physical ill-health. Stress has also been associated with a number of serious ill health conditions:

-

- High blood pressure
- Heart disease
- Anxiety
- Depression
- Ulcers
- Thyroid disorders

### What causes stress?

Stress is usually caused by problems in one or more of six main life areas: -

- Marriage or other intimate relationships
- Family
- Social Life and Friends
- Housing
- Money
- Work

Each area, however, can act as a source of support and protect us from the effect of other problems. In fact, at any one time these areas may be acting as a source of stress or support – or a mixture of both. Stress within the above situations occurs where: -

- Pressures pile on top of each other or are prolonged.
- People feel trapped or unable to exert any control over the demands placed on them.
- People are confused by conflicting demands made on them.

### How does stress happen?

A certain amount of 'pressure' is a normal part of everyday life and where workplace demands and pressures can be met with adequate material and emotional resources it can be regarded as stimulating, productive and rewarding. When demands on the individual outstrip the resources needed to cope then the pressure turns to stress, which can become a hazard to health.

## **Stress prevention**

### **How we will prevent stress from causing personal harm**

The best way to tackle this complex problem is to adopt a proactive approach, which by definition means that we will seek to prevent stress from happening in this workplace. We will therefore:

- Provide effective communication systems and an organisational structure that supports and cares for all employees.



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- Recruit the most suitable people to jobs and ensure that they are provided with adequate training, clear roles and regularly reviewed objectives and to maximise their potential for career development.
- Ensure there are mechanisms for dealing with harassment, conflicts and grievance.
- Maximise participation, decision-making and teamwork at all levels.
- Promote the highest levels of health, safety and welfare to make our organisation as stress-free as reasonably practicable.
- Review working times and work patterns to offer a work-life balance when possible. This will include ensuring that all members of staff take their maximum leave entitlement in actual days off.
- Train managers/Principal to recognise signs from employee behaviour that may indicate latent problems related to stress and train all employees about what stress is and how it manifests itself.
- Promote and support equal opportunities policies which ensure that all employees are valued.

### Identifying workplace stressors

We will use the risk-based approach, as follows:

- Identifying sources of stress in the workplace.
- Controlling the risk at source by any reasonably practicable means aiming primarily to eliminate it and then if not possible to reduce it to a point where it will not harm individuals.
- Monitoring workplace stress indicators.
- Reviewing the effectiveness of this policy from time to time.

The following key areas will initially be assessed, to identify any possible sources of stress. Where they are identified, action will be taken as appropriate:

- The quality and quantity of communications within the workplace.
- Mechanisms for positive feedback and acknowledgement of good work.
- Workloads.
- Abnormally and inherently stressful work.
- Training needs.
- Resources.
- The management of changing situations.
- Absenteeism/attendance.
- Sickness patterns.
- Performance and quality.
- Workplace stress audits, confidentially undertaken.
- Accident and violent incident reports.

### Stress management

#### How we will manage stress if members of staff are affected

Where prevention strategies do not deal with a potential stress issue, we will have mechanisms in place to help alleviate the effects of stress in members of staff. It is our intention therefore to:



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- Positively encourage those suffering from stress to acknowledge it and request help. It is recognised this is difficult when a stigma is attached to stress related issues, but initiating early help for a member of staff is reliant on that member of staff reporting that they have a problem.
- Provide confidential counselling and other support to employees through internal and external means where this is required.
- Allow compassionate leave and a high degree of work flexibility during highly stressful personal circumstances.

### **What members of staff must do**

In order to ensure that a developing stress situation can be dealt with in a timely manner, in the first instance, employees suffering from workplace stress should discuss the matter with their line manager/Principal. If the line manager cannot be approached, another manager/head office should be approached. Confidentiality and employee rights will be assured.

### **Ongoing management of stress**

In cases where workplace stress has plausibly been a major part of a period of sickness absence, a detailed analysis of the causal factors will be undertaken to determine what measures can be adopted to reduce stress where it is reasonably practicable to do so.

An essential part of the above process is the maintenance of regular (at least weekly) informal contacts by management with employees during long-term absences and in some cases referral of sufferers to a medical practitioner appointed by the Trustees.

Where specific workplace stresses, e.g., working environments, systems of work etc., are identified, we will endeavour to address the issues so far as is reasonably practicable with a view to preventing the recurrence of a stress related problem.

It should be noted that notwithstanding the above, the scope for reducing stress in some situations is liable to be limited and in some cases redeployment to suitable alternative employment (if available) may be the only way to enable a return to work.

In relation to the above, we will encourage employees who suffer from stress to seek external confidential counselling and support irrespective of where the stress is originating from. There will be no dialogue with the counselling provider unless the employee consents in writing.

Any absence from work through a stress-related condition will be regarded as sickness leave, provided it has been properly reported in accordance with this policy.

## **Vehicle Safety**

### **Introduction**





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Members of staff of Woodfield School may use their own vehicles during the course of their work. The lack of safety in the use of all types of vehicles in the workplace causes a large number of deaths and serious injuries per year and the following information is given in order to ensure the safety of members of staff and others. As work of this nature is obviously carried out away from our work premises, the behaviour and competence of the driver is a major factor in ensuring the safe operation of vehicles.

### Use of vehicles

At all times, relevant road traffic laws are to be complied with and frequent rest breaks are to be taken, where a long journey is involved. Should a member of staff feel that they are unfit to undertake a journey, they must inform management as soon as possible, in order that alternative arrangements can be made.

All staff must have their Vehicles covered for business use, not just for commuting to and from work. In most cases, insurers for members of the voluntary sector provide this cover at no or little cost.

### Distraction during driving

Although the use of mobile phones whilst driving has for some time been illegal, there are other similar activities, which can be unsafe and thus may attract the attention of the Police, such as drinking (soft drinks), eating, smoking, or even changing a radio channel. To this end, any action whilst driving, which could cause distraction must be avoided.

### Use of mobile phones

It is illegal to use a mobile phone whilst driving for any purpose other than to make an emergency call. Therefore, no member of staff is required by the organisation to make or receive any call on a mobile phone (whether hands held or hands free) as the driver of a vehicle, unless it is parked in a safe place with the engine switched off. No other person is to require an employee to make or receive a call on a mobile phone whilst driving. Staff must let the phone take messages and return calls and texts when stopped in a safe place.

### Fines

Woodfield School will not refund fines or other costs incurred by drivers, during the committal of any offence.

### General safety

- vehicles are not to be driven at any premises or on roads by anyone who has consumed **any** amount of alcohol;
- some medication may impair a driver's ability and employees who are taking medicines of this nature are not to drive vehicles;
- if visiting a client's premises for the first time, ensure that their delivery procedures are confirmed beforehand and are followed at the time of arrival;
- where provided, all site-specific rules relating to the movement of vehicles are to be complied with, such as speed limits in other workplaces;
- all accidents, whether or not they cause injury to persons or damage to property, are to be reported to the employee's line manager as soon as possible after they occur;
- keys must not be left in an unattended vehicle;



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- due consideration must be given to parking in secure areas as much as possible, particularly where overnight stays are required.

### Reversing of vehicles

- reversing vehicles can be particularly hazardous. The best way of avoiding a reversing accident is to avoid reversing a vehicle wherever possible;
- always check behind your vehicle before reversing - if necessary, ask someone to watch the area into which you will be reversing, to warn you if you are about to collide with an obstruction. If you use a guide, ensure they can be seen at all times whilst manoeuvring;
- ensure rear view mirrors are clean and properly adjusted at all times.

### Serviceability of vehicles

The vehicle should be kept in a well-maintained state at all times, with user checks carried out as per the manufacturer's recommendations. If the serviceability of the vehicle is in doubt, it is not to be used until it has been repaired.

### Breakdown procedures

- if on a public road, get out of the vehicle on the safe side – nearest the path or verge;
- if on a motorway, follow the instructions of the emergency operator, which may include not getting back into the vehicle;
- avoid going near the traffic flow and exercise extreme caution at all times;
- if possible, leave a motorway, dual carriageway or main road if a fault occurs, which will reduce the risk of collision, but park in a well-lit place so that the vehicle can be seen by other road users.

### Dealing with 'road rage'

- if threatened by another driver, do not retaliate by flashing lights, sounding the horn or making rude gestures, this only attracts a response and will often make a situation worse;
- if forced to stop, stay in the vehicle with windows closed and doors locked and be prepared to drive off;
- if necessary, use your mobile phone to contact the police for assistance;
- note the registration number of the vehicle, and the make and colour, plus a description of the driver and occupants.

### Unsafe situations

If you feel that any driving procedure cannot be carried out in complete safety, do not continue. Members of staff are not required to put themselves at risk at any time whilst driving on behalf of the organisation.



## **Visitors to Woodfield School**

### **Introduction**

Appropriate controls must be in place to ensure the safety of visitors and of staff members and volunteers.

### **Parking**

Visitors' vehicles must be parked in such a way as to not obstruct access or egress and so that they do not create a danger to the company's employees or other persons. Visitors Park their cars at their own risk.

### **On arrival**

Visitors will normally book in and then be collected by their host on entry. The host is responsible at all times for ensuring the safety of the visitor and once they have received the visitor, must ensure they remain escorted for the rest of their visit if this is necessary.

### **Security**

No items may be removed from the premises without the express permission in writing, of an authorised representative of Woodfield School.

### **General**

#### Visitors must:

1. Observe our rules and instructions relating to health and safety in order to ensure not only their own safety, but also that of others.
2. Not enter any area unless authorised to do so, and then not until they have been made aware of the hazards and the precautions that must be taken.
3. Report any accident, incident or near miss, to their host.

### **Emergency evacuation**

1. Visitors must be made aware of the fire evacuation procedures and in the event of an emergency, must follow any instructions given to them by an authorised person and their sponsor.
2. Visitors must comply with all health and safety information signs.



# Risk Assessment

## Introduction

It is a legal requirement for most employers to carry out risk assessments of work activities and as a result take appropriate action.

Where you identify additional problems to those detailed on the following assessments, a further risk assessment must be completed, using the guidance below and blank risk assessment form.

## What do we do?

- **“Risk Calculator”** – The Risk Calculator is designed to be used to assess all risks and operates a basic model using the number assigned to the Frequency adding the number assigned to the Most Serious Consequence and multiplying this by either intended or unintended. This will give an output score of between 3 and 96. When young people or situations are assessed the outcome will identify whether they are a low risk, medium risk or high risk and then arrangements can be made following this to identify the action that is required.

Low Risk	Medium Risk	High Risk	Major Risk
Scores lower than 10	Scores between 11 and 30	Scores over 30	Scores over 50

## Risk Calculator

In order to assess the risk, you should use the risk calculator by assessing the frequency and adding this by the most serious consequence and then multiplying this by the intention. This will then give a score – see example below.

Frequency		Most Serious Consequence	Intention
1	Never	No Significant Consequence	Unintended
2	Rarely	Minor Disruption	Intended
3	Monthly	Major Disruption	
4	Fortnightly	Injury or Damage to property	
5	Weekly	Serious injury/damage to property/health	
6	More than once per week	Potentially fatal injury	



7	Daily	Death to self or others	
8	More than hourly		

Example – Young person being physically aggressive towards staff

Answers = Frequency Number 5 weekly

Answer x Most Serious Consequence 4 Injury or Damage

= 40 = HIGH RISK

Answers x Intention 2

EXAMPLE

Frequency		Most Serious Consequence	Intention
1	Never	No Significant Consequence	Unintended
2	Rarely	Minor Disruption	Intended
3	Monthly	Major Disruption	
4	Fortnightly	Injury or Damage to property	
5	Weekly	Serious injury/damage to property/health	
6	More than once per week	Potentially fatal injury	
7	Daily	Death to self or others	
8	More than hourly		

# Workplace Monitoring

## Introduction

A programme of internal monitoring, checking health and safety standards should be carried out by the Management. The aim of this is twofold, firstly to be proactive in identifying hazards in the workplace and secondly, providing proof to interested parties that this is the case.



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Results of the health and safety check should be discussed at an appropriate level in the organisation and an action plan agreed (with timescales) for securing improvements.

### Using the Form

Completing form accurately is vital. IT MUST NOT BE SEEN AS A "TICK BOX" exercise. The following advice is provided for completing the forms:

- ✓ Read through the forms first, check you understand what is required
- ✓ Try not to leave any blanks
- ✓ Always ensure you sign and date the forms
- ✓ The key reason for these forms is to check things are right – **Follow up on problems immediately and don't leave them to someone else**
- ✓ Think of solutions which are appropriate to the risk
- ✓ Record the actions taken where faults are found. This proves you put matters right when necessary.

### Completing the Weekly Workplace check form

All parts of the building, including the outside are to be checked. Any member of staff may carry out the check, but in every case, the form must be signed off by the Principal.