

## 17 HEALTH AND SAFETY POLICY

This policy is organised as follows:

- General introduction with regard to The Boulter's responsibilities under current legislation and how these responsibilities are undertaken and discharged.
- Risk assessments
- The position of The Boulters with regard to COSHH.
- The position of The Boulters with regard to RIDDOR

### General

- 1 The Boulters commits to the following legislation:
  - The Health and Safety at Work Act 1974.
  - The Management of Health and Safety at Work Regulations 1999.
  - The The school Regulations 2001
- 2 Under this legislation The Boulters accepts the duty it has to ensure, as far as is practicable, the health, safety and welfare at work of:
  - All employees,
  - Anyone outside the employment of the company but who might be affected by their business activity eg residents, authorised visitors, contractors, parents and carers.
- 3 Within the spirit of this legislation The Boulters will ensure that adequate arrangements are in place with regard to the planning, organising and monitoring of health and safety matters within the home. These measure include the purchase and display of appropriate health and safety posters.
- 4 To ensure these arrangements are successful at operational level, The Boulters commits to providing:
  - Training for all staff within their induction period and subsequent to this. This training will enable all staff to take responsibility for their own health and safety whilst at work and provide channels of communication to enable staff to advise the Managers of each home of any perceived shortcomings in health and safety provision.
  - Recorded, formal meetings for staff to raise any health and safety issues that affect them or others. This may take place in team meetings, Handovers, and individual supervisions. An agenda slot will be made available for this purpose.
  - Places to record health and safety concerns. Each home will operate a repairs log and communication book.
  - Representatives on the staff team to whom individuals can report their health and safety concerns. The Boulters identifies the Education Manager and a delegated health and safety representative from the staff team for this purpose. The name(s) of representatives with this delegated responsibility will be placed on the staff notice board in the staff office.
  - Opportunities to review current health and safety provision annually. This will include the effectiveness of all measures contained within this policy as they are working in practice and will form a consultation exercise with the entire staff team.

- 5 The Boulters reminds employees that, within The Health and Safety at Work Act 1974, a legal responsibility is placed on each member of staff to take care of themselves and anyone else who may be affected by their work. The Boulters therefore instructs all employees of the company to:
- Comply with the measures outlined by the company above.
  - Cooperate with supervisors and managers on health and safety matters.
  - Not interfere with anything provided to safeguard their health and safety.
  - Take reasonable care of their own health and safety.
  - Report all health and safety concerns to the appropriate person.
- 6 The Boulters commits to:
- Ensuring the location, physical design and layout of premises are fit for the task for which they are intended as per the Statement of Purpose and Function for that home.
  - That each home will be:
    - Adequately lit, heated and ventilated.
    - Secure from unauthorised access.
    - Suitably furnished and equipped.
    - Of secure construction and kept in good structural repair externally and internally.
    - Kept clean and reasonably decorated and maintained.
    - Equipped with what is reasonably necessary and adapted to meet the needs of the residents.
    - Kept free from offensive odours and have suitable arrangements for disposal of general and clinical waste.
    - Providing sufficient washbasins, with hot (maximum 60F) and cold water and sufficient lavatories for the number age and gender of the residents.
    - Providing sufficient and suitable kitchen equipment, crockery and utensils and adequate facilities for the preparation of food for staff and residents.
    - Ensuring adequate communal space for sitting, recreation and dining.
- 7 In summary, The Boulters seeks to:
- Provide adequate control of the health and safety risks arising from the company's work activities.
  - Consult with employees of the company on matters affecting their health and safety.
  - Provide and maintain safe plant and equipment within the school.
  - Ensure safe handling and use of substances.
  - Provide information, instruction and supervision for employees.
  - Ensure all employees are competent to do their tasks, and to give them adequate training.
  - Prevent accidents and cases of work-related ill health.
  - Maintain safe and healthy working conditions.
  - Review and revise this policy as necessary at regular intervals.

## **Risk Assessment**

- 1 The Boulters takes seriously their legal responsibilities to assess the risks to health and safety of all employees and anyone outside the employ of the company but who might be affected by their business activity eg authorised visitors, contractors, parents and



carers. The purpose of this risk assessment is to identify hazards and evaluate risks arising from them in order to establish any preventative or protective measures necessary. Such risks may extend to areas including:

- Control of infection.
- Aggression and violence to staff.
- Lone working.
- Work related stress.

A general risk assessment for the school will be conducted on a risk assessment sheet. This sheet will be reviewed a minimum of six monthly, and more frequently as required, in consultation with the staff team to ensure risks assessed are still relevant. Any new risks assessed will be included on this risk assessment. From this sheet more specific risk assessments will be devised (Appendix 1). A weekly premises maintenance check will be carried out.

- 2 The Boulters commits to ensuring all electrical equipment in the school is inspected by a competent electrician at least annually.
- 3 The Boulters commits to each the school undergoing a complete electrical wiring test every five years.
- 4 The Boulters commits to ensuring all gas appliances within each the school are inspected annually and made safe by a registered CORGI approved contractor in line with the Gas Safety (Installation and use) (Amendment) Regulations 1996.
- 5 The Boulters commits to ensuring that each the school undertakes an annual fire audit by a contractor approved by the Fire Service.
- 6 The Boulters commits to undertaking regular fire risk assessments within the school run by the company through the Education Manager or delegated representative. The name of the delegated representative for this task will be placed on the staff notice board in the staff office. These duties will comprise:
  - Fire systems eg fire alarm panels are maintained in working order.
  - Checking escape routes are free from obstruction.
  - Checking fire extinguishers are operationally maintained.
  - Regular checking of fire points and alarms.
  - Ensuring emergency evacuations take place.

The frequency of these checks can be found within the policy “Fire precautions and emergency procedures”.

### **COSHH (Control Of Substances Hazardous to Health)**

- 1 The Boulters Ltd will make suitable and sufficient assessment of any potentially hazardous substances held within the home and evaluate the risks associated with holding such materials on the premises (Control Of Substances Hazardous to Health Regulations 2002). These products can be identified by the yellow warning triangle on the packaging.
- 2 This assessment will be completed in a table format (Appendix 2) and will be reviewed annually or more frequently should the need arise.



- 3 This task will be delegated to the Education Manager or appointed representative within the home. The name of this person will be displayed on the staff notice board in the staff office. This person will decide upon and implement the action required to remove the risks associated with each substance.
- 4 Wherever possible The Boulders will use the safest chemicals that are least dangerous to health within premises run by the company. Where no safer alternatives can be purchased by the company all relevant safety information in the form of “Hazard or Safety Data Sheets” will be obtained from the supplying company and be kept in the health and safety file for staff perusal.
- 5 Within these COSHH regulations each employee of The Boulders has a responsibility to:
  - Report actual and potential hazards to the Education Manager or delegated representative. This includes any actual or potentially hazardous actions by members of staff, members of the public or neighbours.
  - Avoid creating conditions for young people living in the home that mirror the damage and neglect that the young person has experienced previously.
  - Ensure the upkeep of the fabric of the home by carrying out any maintenance tasks they can safely carry out, enter in the maintenance book any tasks beyond their scope for prompt repair.
  - Report any accidents immediately to the Manager and complete an entry in the accident book provided.
- 6 The Boulders instructs all employees:
  - Not to mix chemicals and not to decant chemicals into other containers.
  - To wear protective clothing, goggles and/or rubber gloves, read all instructions fully and follow the manufacturers instructions when working with household agents.
  - To ensure adequate ventilation is available when working with chemicals.
  - To store materials in a dry, safe, lockable place immediately after use.
  - Not to use any equipment they have not been shown how to operate or any equipment that they do not feel fully safe with.
  - To keep prescribed medicines in a locked cabinet.

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

- 1 The Boulders requires the school to hold an accident book for both young people and a separate book for all adults working in and visitors to the school.
- 2 The Boulders advises staff that it is a requirement to enter all accidents in the appropriate accident book. The manager is to ensure these records are filled in correctly and harmonize with other records within the the school will monitor the accident books regularly.



- 3 The Boulders is required to make a report to the local Environmental Health Department and the Incident Contact Centre when:
- There is a death or major injury connected with work. Such examples may include fractures other than fingers, thumbs and toes, amputations, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), chemical or hot metal burn to the eye or any penetrating injury to the eye, injury resulting from electrical shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than twenty four hours, any other injury leading to hypothermia, heat induced illness or unconsciousness, or requiring resuscitation or requiring admittance to hospital for more than twenty-four hours, unconsciousness caused by asphyxia or exposure to harmful substance or biological agent, acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin, acute illness requiring medical treatment where there is reason to believe that this has resulted from exposure to a biological agent or its toxins or infected material. This must be done immediately by phone and followed by relevant form F2508 within ten days.
  - There is an accident or injury at work that requires staff to be off sick longer than three days or unable to undertake the full range of duties (not including the day of the injury or rest days). This includes injuries caused by a physical attack. A completed form F2508 must be sent off within ten days.
  - A doctor reports that a staff member has a reportable, work-related disease. Reportable diseases are certain poisonings, some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne, lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma, infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis, tetanus, other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome. A completed disease report form F2508A must be sent when this diagnosis is confirmed.
  - There is a dangerous occurrence. This is described as something which happens which does not result in a reportable injury but which could have done. This must be reported on form F2508 within ten days.
- 4 All accidents that fall within the scope of the RIDDOR regulations will be reported to the Incident Contact Centre on the required prescribed forms F2508 and F2508A. Contact details for the Incident Centre are:  
The Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG  
Telephone: 0845 300 9923 (Monday to Friday 08.30 – 17.30)  
E-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)<<mailto:riddor@natbrit.com>>
- 5 The Boulders is required to keep archive records of all reportable injuries, diseases or dangerous occurrences for three years from the date of the incident. Such records will include:
- The date and method of reporting.
  - The date, time and place of the event.
  - Personal details of those involved.



- A brief description of the nature of the event or disease.



## Appendix 1 - RISK ASSESSMENT

**NAME OF PERSON AT RISK:**

**ADDRESS:**

**HAZARD:**

**CAN THE HAZARD BE AVOIDED (PLEASE TICK):**

**YES** **NO**

**PREVIOUS ACCIDENT INFORMATION:**

**POTENTIAL SEVERITY OF HARM (PLEASE TICK):**

**LOW** **MED** **HIGH**

**MANAGEMENT ACTION TO REDUCE RISK:**

**ASSESSMENT OF RESIDUAL RISK (PLEASE TICK):**

**LOW** **MED** **HIGH**

**FURTHER ACTION REQUIRED:**

**IF AN ACTIVITY, DECISION TAKEN TO PROCEED (PLEASE TICK):**

**YES** **NO**

**NAME:**

**SIGNED:**

**DATE:**

**POSITION:**

**REVIEW DATE:**



## Appendix 2 - COSHH RISK ASSESSMENT

**Address of premises:**

**Chemical:**

**Assessment of current level of risk  
(delete)**

**Low /Medium /High**

**Description of current use and conditions:**

**Those at risk:**

**Directly:**

**Potentially affected:**

**The frequency the risk arises:**

**The possible consequences of exposure currently:**

**Existing control measures:**

**Additional control measures required and by when:**

**Other information:**

**Name of person carrying out assessment:**

**Signature:**



**Position:**

**Date:**

**Review date:**

