



**The Grange  
Therapeutic School**

**HEALTH & SAFETY GUIDELINES  
(INCLUDES NO SMOKING POLICY)**

**GP23**

<b>Reviewed Date:</b> August 2018	1	<b>Policy:</b> Health & Safety Guidelines
<b>Next Review:</b> August 2019		<b>Revised by:</b> T Cutforth

# The Grange Therapeutic School Health and Safety Policy

## INTRODUCTION

### STATEMENT OF INTENT

The health, safety and welfare of employees and pupils in our care is of prime importance to the school and is essential to the efficient operation of its undertaking.

The responsibility for safety at work rests upon all sectors of management, and the school will ensure that this policy is pursued through the organisation. The School will take all reasonably practicable precautions to ensure the health, safety and welfare of its employees, pupils, visitors and contractors to site by providing:

- A safe working environment by the design, construction, operation and maintenance of all plant equipment and facilities.
- Safe systems of work, as set out in the technical extensions of this policy.
- Adequate instruction, information, training and supervision.
- Control of all situations likely to cause damage to property and equipment, as set out in general extensions of policy.
- Effective facilities for the treatment of minor injuries, which occur at work.
- Effective fire prevention and fire control procedures, as set out in the general extensions of policy.
- Adequate facilities for consultation between management and employee representatives.
- Such tests, examinations, samples and records as are necessary to monitor the working environment. The results will be made known to the safety committee.

The school expects employees to conform to this policy and to comply with the relevant sections of The Health and Safety At Work Act 1974, management of Health and Safety Regulations (1999 as amended) and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

The overall responsibility for the health, safety and welfare of the school and its personnel is the Headteacher, Ollie Sharp.

The school will give full backing to this policy and to the School Safety Advisers who will act as responsible persons and hold the title of Finance & Facilities Manager and Estates Manager, whose function it shall be to monitor and operate this policy, and will support all those who endeavour to carry it out.

Signed: (Ollie Sharp, Headteacher)

Date:

(Copy) Acknowledgement by employee

Signed.....

Date.....

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## ORGANISATION

The Headteacher retains the overall responsibility for the implementation of this policy. They will provide leadership and commitment on health and safety objectives and performance. They will ensure that all Senior Leadership Team decisions take account of and support the school's health and safety objectives. In particular they will ensure that the senior leadership team is kept informed on the schools health and safety performance, and health and safety matters relevant to the safety of staff, pupils and contractors. They will ensure that this policy is regularly reviewed and amended as necessary. They will delegate their responsibilities for health and safety to the Head of Education when they is absent for any significant period.

Day to day responsibility for ensuring that this policy is put into practice is delegated to the Estates Manager. A Health and Safety Committee is in place and meets once a term (or more often if necessary) to discuss Health and Safety issues, accidents, areas of concern etc. The minutes for these meetings are kept in the Health and Safety File located in the school office. The Health and Safety Committee has representatives from all departments and is chaired by the Headteacher.

To ensure that health and safety standards are maintained/improved, specific responsibilities have been delegated in the arrangements set out below.

- All employees must take reasonable care of their own health and safety making themselves familiar with and adhere to safety procedures.
- Employees must cooperate with supervisors and managers on health and safety matters, not interfere with anything provided to safeguard their health and safety and report all health and safety concerns to an appropriate person.

The school undertakes to explain how each item is going to be achieved by providing suitable sufficient instruction, information, training and supervision for the named person to go about their designated duties. Time will be allocated throughout the working day for named staff to undertake their duties under The Health and Safety at Work Act 1974. Staff should not feel under stress if time allocated is not sufficient to undertake their roles, seek assistance from direct line managers who will review policy and aid individual staff members in their roles and responsibilities within the company structure.

To follow in particular the school's statement of general policy, this is as follows:

- The school will seek to ensure that companies or subcontractors have a similar high standard.
- To consult, on health and safety matters, with our employees and others to ensure that this policy and arrangements for health and safety are kept up to date.
- To fully and effectively control the health and safety risks arising from our work activities in co-operation with other contractors, clients and designers.
- To provide and ensure that all plant and equipment owned, or hired by the school is safe to use and properly maintained, inspected and tested.
- To ensure that all equipment, materials and substances used by the School are used handled and stored safely.
- To ensure that all employees are provided with adequate supervisory training, information and instructions to competently carry out their work activities.
- To ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all School (The Grange School) operations.
- To provide working places that are well maintained and in a safe healthy condition.
- To provide adequate resources, including sufficient finance, and access to competent health and safety advice, to achieve the aims of this policy.
- To review and revise this policy statement at regular intervals and also where necessary due to changes in the School activities.

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## ACCIDENT REPORTING, FIRST AID, ACCIDENTS & WORK-RELATED ILL HEALTH

- The person for ensuring that all accidents are properly recorded in the accident book is:

*Terri Cutforth – Estate Manager*

*Designated Trained Competent Staff*

- The person responsible for reporting reportable accidents and other incidents to the Health and Safety Executive is:

*Terri Cutforth – Estate Manager*

*Chris Talbot – Finance & Facilities Manager*

- Where necessary, any health surveillance will be arranged by:

*Chris Talbot - Finance & Facilities*

*Terri Cutforth - Estates Manager*

The person responsible for investigating accidents, incidents work- related ill health is:

*Chris Talbot - Finance & Facilities*

*Terri Cutforth - Estates Manager*

- First-aid box(es) will be provided at the following locations, maintaining and replenishing the first aid boxes will be the responsibility of:

Main Office	Head of Care & nominated trained staff
Workshops	Head of Care & nominated trained staff
Surgery	Head of Care & nominated trained staff
Kitchen areas	Head of Care & nominated trained staff
Specialist Classrooms	Head of Care & nominated trained staff
Units at all sites	Head of Care & nominated trained staff

- Trained First-Aiders or appointed persons will be available throughout site please see posted lists.

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## Health and Safety Procedures

The persons responsible for ensuring the adequacy of the scope and the accuracy of all Health and Safety Procedures are:

*Ollie Sharp - Headteacher*

*Chris Talbot - Finance & Facilities*

*Terri Cutforth - Estates Manager*

*Health and Safety Committee Members*

To effectively discharge their duty they will:

- Monitor the adequacy of existing Health and Safety Procedures
- Develop new Health and Safety Procedures as necessary
- Maintain the currency of all Health and Safety Procedures
- Communicate any change to any Health and Safety Procedure and the publication of new Health and Safety Procedure to persons at site level.

## Liaison with Senior Management

The persons responsible for keeping senior Management informed of the-day-to-day Health and safety performance of the School are:

*Chris Talbot - Finance & Facilities Manager*

*Terri Cutforth - Estates Manager*

The persons responsible for informing senior Management of any event that has attracted the attention of The Health and Safety Executive are:

*Chris Talbot - Finance & Facilities Manager*

*Terri Cutforth - Estates Manager*

The persons responsible for submitting the annual Health and Safety Report to Senior Management are:

*Chris Talbot - Finance & Facilities Manager*

*Terri Cutforth - Estates Manager*

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## Health and Safety Advice

The school accepts that there will be occasions where expert health and safety advice is needed for dealing with matters outside the school's normal scope of work.

On such occasions;

- The responsibility for raising awareness of the need for competent health and safety advice lies with:

*Chris Talbot - Finance & Facilities Manager*

*Terri Cutforth - Estates Manager*

- The responsibility for engaging competent health and safety advice lies with:

*Chris Talbot - Finance & Facilities Manager*

*Terri Cutforth - Estates Manager*

## Consultation with employees

- The person responsible for ensuring effective Consultation on health and safety matters with regard to both Union and Non Union Staff is:

*Ollie Sharp – Headteacher*

- Employees' health and safety representatives are:

*Ollie Sharp – Headteacher*

*Chris Talbot – Finance & Facilities Manager*

*Terri Cutforth – Estates Manager*

*Relevant Key Personnel*

## Risk assessment

- Risk assessments will be undertaken and recorded by:

*Terri Cutforth – Estates Manager*

*Nominated Competent Trained Staff*

- Any actions required to remove or control health and safety risks will be taken by:

*Senior Leadership Team*

*Terri Cutforth – Estates Manager*

*Nominated Competent Trained Staff.*

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- The findings of all risk assessments will be reported to:

*Chris Talbot - Finance & Facilities Manager*

*Terri Cutforth - Estates Manager*

- The person responsible for ensuring that the risks have been removed or reduced is:

*Terri Cutforth - Estates Manager*

- Risk assessments reviewed every twelve months or when the work activity changes, whichever is the soonest by:

*Terri Cutforth - Estates Manager*

### **COMPETENCY FOR WORK TASKS AND TRAINING**

Induction training and job-specific training will be provided for all employees.

- Office-based induction training will be carried out by:

*Chris Talbot – Finance & Facilities Manager*

- On site induction training will be carried out by:

*Terri Cutforth – Estate Manager*

- Training records will be kept at:

*Main School Office*

*Personnel Records*

- Training records will be maintained by:

*Lisa Crosby – School Administration*

*Personnel Records*

- Training need will be assessed and identified by:

*Line Managers*

- Where a specific training need is identified, the necessary training will be arranged by:

*Line Managers*

*School Administrators*

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## **INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

- The health and safety law poster will be displayed In the following locations:

*Main Reception*

*All other units in pre designated areas*

- Leaflets will be distributed by:

*Designated competent staff*

- Supervision of young workers or trainees will be arranged, undertaken and monitored by:

*Senior designated trained competent staff*

- The person responsible for ensuring that employees working at other locations under the control of other contractors are given relevant health and safety information and supervision is:

*Terri Cutforth – Estates Manager*

- All general risk assessments and general Health & Safety information will be displayed in designated areas and also be accessible to staff via the Schools I.T. network. The person responsible for ensuring this is undertaken and monitored is:

*Terri Cutforth – Estates Manager*

## **CONTRACTORS**

- The person responsible for initially assessing and then monitoring the on-going health and safety performance of contractors is:

*Terri Cutforth – Estates Manager*

## **EMERGENCY PROCEDURES- FIRE AND EVACUATION**

- The Grange Therapeutic School's Fire Risk assessments is the responsibility of:

*Terri Cutforth - Estates Manager  
Acorn Care and Education*

- On site Fire Risk assessments contract works is the responsibility of:

*Terri Cutforth - Estates Manager*

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- Annual maintenance of Fire Extinguishers is the responsibility of:

*Terri Cutforth – Estates Manager  
Nominated Company – County Fire and Security*

- Maintaining Fire Alarms (where fitted) is the responsibility of:

*Terri Cutforth – Estates Manager  
Nominated Company – County Fire and Security*

- Carrying out emergency evacuation procedures (Fire Drills) is the responsibility of:

*Terri Cutforth - Estates Manager  
Senior Leadership Team*

- Recording all Fire Related Events in Fire Log book is the responsibility of:

*Terri Cutforth - Estates Manager  
Chris Talbot – Finance & Facilities Manager*

- Record and monitor all Fire Related Regulations Inspections and update procedures as necessary:

*Terri Cutforth - Estates Manager  
Chris Talbot – Finance & Facilities Manager*

#### **ELECTRICAL SAFETY**

- Check for hidden services:

*Terri Cutforth – Estates Manager  
Nominated Company – ESS UK Ltd*

- Check for underground services:

*Terri Cutforth – Estates Manager  
Nominated Company – Western Power*

- The person responsible for Office fixed installation and portable appliance testing is:

*Terri Cutforth – Estates Manager  
Carl Harlow - Maintenance*

#### **ASBESTOS**

- The Grange Therapeutic School's asbestos register and management is the responsibility of:

*Terri Cutforth - Estates Manager (Local Risk)  
Healthy Buildings International (Nominated Contractor for Testing/Assessment)*

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**NOTIFIABLE PROJECTS**

- The person responsible for submitting a Copy of Form F10 (rev) to the Health and Safety Executive for each notifiable project is:

*Terri Cutforth - Estates Manager*  
*Matt Ellis – National Facilities and Construction Manager, Acorn Care and Education*

**PLANT AND EQUIPMENT**

- All plant and equipment needs will be identified by:

*Terri Cutforth - Estates Manager*

- The effective maintenance of plant and equipment procedures will be actioned by:

*Terri Cutforth - Estates Manager*

- All identified maintenance, inspections, and testing will be implemented and monitored by:

*Terri Cutforth - Estates Manager*

- That all new plant and equipment used or hired by the company meets the required health and safety standards will be checked by:

*Terri Cutforth - Estates Manager*

- Any problems found by an employee with any plant or equipment should be reported to:

*Terri Cutforth - Estates Manager*

**OFFICE SAFETY**

- The person responsible for ensuring that all work in the school offices, including the use of display screen equipment, is conducted in accordance with legislation is:

*Chris Talbot - Finance & Facilities Manager*

*Terri Cutforth – Estates Manager*

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## SAFE HANDLING AND USE OF SUBSTANCES (COSHH)

- All substances that need a COSHH assessment will be identified by:

*Terri Cutforth - Estates Manager*

*Nominated Trained Competent Staff*

- COSHH assessments will be undertaken by:

*Terri Cutforth - Estates Manager*

- The implementation and monitoring of all actions identified by COSHH assessment will be checked by:

*Terri Cutforth - Estates Manager*

## NOISE

- Where necessary, noise assessments will be carried out to protect employees from hearing damage. The persons responsible are:

*Chris Talbot - Finance & Facilities Manager*

*Terri Cutforth - Estates Manager*

- Where the noise survey indicates a noise level of 80 db(A) (lower exposure action level), ear protection by provision of:

*Moulded vented Personnel ear plugs*

*Ear Defenders*

- Where the noise survey indicates a noise level of 85db(A) (upper exposure action level) the setting up of hearing protection Zones where needed and ensuring that employees use the hearing protection provided by the company will be the responsibility of:

*Terri Cutforth - Estates Manager*

- Responsibility for assessing the need for health surveillance and arranging for it to be undertaken where necessary is the responsibility of:

*Chris Talbot - Finance & Facilities Manager*

*Terri Cutforth - Estates Manager*

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## **VIBRATION**

- Where necessary, expert advice on vibration will be given or arranged by:

*Terri Cutforth - Estates Manager*

*Nominated Competent Trained staff*

- The person responsible for ensuring that appropriate actions are taken if the level of Personnel exposure reaches the 'exposure action value' or the 'exposure limit value' is:

*Terri Cutforth - Estates Manager*

*Nominated Competent Trained staff*

- Assessing the need for health surveillance and arranging for it to be carried out, where necessary, is the responsibility of:

*Terri Cutforth - Estates Manager*

*Nominated Competent Trained staff*

## **PERSONNEL PROTECTIVE EQUIPMENT (PPE)**

- The person responsible for ensuring that all PPE provided by the company is fit for purpose, issued free of charge, and maintains an issue log, is:

*Terri Cutforth - Estates Manager*

- The person responsible for ensuring that employees are instructed in the proper use of PPE and ensuring that it is used on site is:

*Terri Cutforth - Estates Manager*

- Inappropriate or misuse of PPE equipment will result in repeat offenders being disciplined. Likewise the non wearing of provided PPE for tasks that need PPE protection repeat offenders will be disciplined by senior management

## **WELFARE FACILITIES**

- To ensure that the school is providing suitable and sufficient welfare facilities checks will be carried out by:

*Terri Cutforth - Estates Manager*

- Shared welfare facilities on site will be organised by:

*Terri Cutforth - Estates Manager*

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## **WORK AT HEIGHT**

- Ensuring suitable sufficient safe equipment is provided:

*Terri Cutforth - Estates Manager*

- Scaffold inspections:

*PASMA Trained staff/Contractor*

- Training for erecting allow towers:

*PASMA Trained staff/Contractor*

- Inspection of places work at height:

*Terri Cutforth - Estates Manager*

*PASMA Trained staff/Contractor*

## **MANUAL HANDLING**

- The person responsible for ensuring that employees are trained in the correct manual handling techniques, and that these techniques are used, is:

*Terri Cutforth – Estates Manager*

## **TRANSPORT**

- If it is necessary to transport persons and equipment by vehicle, on or off site, the person responsible for ensuring that procedures are followed is:

*Chris Talbot - Finance & Facilities Manager*

## **WORK IN CONFINED SPACES**

- Safe System of work developed:

*Terri Cutforth - Estates Manager  
Nominated Competent Trained staff*

## **WORK IN EXCAVATIONS**

- Inspections undertaken by:

*Terri Cutforth - Estates Manager  
Nominated Competent Trained staff*

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## The Grange Therapeutic School – No Smoking Policy

### INTRODUCTION

The School recognises its duty to protect the health, safety and welfare of its employees and as such is committed to providing a smoke free environment and to minimise the risks associated with passive smoking.

### 2. OBJECTIVES

The objectives of this policy are:-

- a) To establish a smoke-free environment;
- b) To protect employees from the risks of passive smoking;
- c) To minimise the School's potential liability to passive smoking claims;
- d) To ensure that the School's responsibilities under the 1974 Health & Safety at Work Act and the 1992 Workplace (Health, Safety and Welfare) Regulations are met;
- e) To comply with the Smoke-free (Premises and Enforcement) Regulations 2006.
- e) To enhance the School's image.

### 3. THE POLICY

3.1 It is the policy of the School that there is a complete ban on smoking in the School as well as all Grange Therapeutic School workplaces, Houses, including car parks and areas surrounding the buildings.

It applies to all School employees whilst at work, visitors and contractors during working hours.

3.2 **Only** in the following circumstances will the policy not apply:

- a) Employees who during their working hours are away from the School workplaces and who are on premises which have a policy that allows smoking e.g. external training courses, meetings in premises not controlled by the Grange Therapeutic School.
- b) Employees who during their working hours are travelling **alone** in their **own** vehicle. This does not include cars parked in the School or other Grange workplace car parks.

### 4. RESPONSIBILITIES

4.1 All School employees have a responsibility to conform with this policy. Employees failing to comply with the policy may be subject to disciplinary action which could ultimately lead to their dismissal. All employees have a duty to inform contractors and visitors to the School of the policy when appropriate.

4.2 The Headteacher has a responsibility for implementation and monitoring of the policy within the School and Estates. This includes responsibility for ensuring that all employees have access to the policy and that new employees are made aware of it. In addition, it is the responsibility of the Headteacher to ensure that the policy is made clear to all job applicants; is specified on job advertisements; and is included as a term in any contracts or statements of particulars.

### 5. COUNSELLING & SUPPORT

5.1 Information will be made available to all employees on the harmful effects of both active and passive smoking.

5.2 Advice and assistance will be given wherever practicable to employees who wish to stop smoking. Requests for time off for counselling / attendance on courses will be considered on their merits, subject to the exigencies of the service.

### 6. PUBLICISING THE POLICY

6.1 A copy of this policy will be held in each building/boarding house and will be made available to employees on request. A copy will be posted on notice boards for the benefit of employees and visitors.

6.2 Prospective employees will be informed of the existence of this policy in recruitment literature and a copy will be issued to all new employees. The policy will be emphasised during employee induction.

### 7. REVIEWING THE POLICY

7.1 The policy will be revised as appropriate, in accordance with any EC or UK legislative developments.

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