



Health and Safety Policy

Policy Statement

The health and safety manual defines the Health and Safety Policy of Ocean Lodge Independent School for protecting the health, safety and welfare of our employees at work and others who may be affected by our work activities.

Ocean Lodge Independent School policy is to take all reasonable and practicable steps to promote a safe and healthy working environment for all our employees' children and visitors.

We provide adequate and appropriate information, instruction, training and supervision to enable employees to positively contribute to managing health and safety.

We recognise that other people may be affected by our activities, e.g. those in our care, visitors, contractors and members of the public and accept our responsibility to provide appropriate levels of safety for them.

Where risks to health and safety or health need to be addressed under a specific legal duty, we will ensure that a suitable and sufficient risk assessment is carried out and actions shown to be necessary will be implemented. Should any of our activities present a significant risk they will be regularly monitored and where necessary, arrangements for health surveillance provided.

We recognise to achieve a suitable health and safety system we must:

- State our general Policy on Health and Safety
- Ensure employees are aware of the Policy and are adequately trained, competent and clearly understand their health and safety roles and responsibility
- Plan health and safety into all of our operations
- Ensure health and safety arrangement maintain a safe working environment and achieve legal compliance
- Monitor, review and revise the health and safety system regularly

The Health and Safety Policy is supported by detailed health and safety responsibilities of key personnel and an outline of our health and safety procedures.

The Health and Safety Policy, procedures and risk assessment contained in the Health and Safety policy, will be reviewed annually by the Headteacher, responsible

person and safety officers, or if there are any significant changes to the way we work.

Health and Safety Responsibilities

Ocean Lodge Independent School recognises that as an employer the company and its employees have prescribed statutory duties. All employees are made fully aware of their responsibilities and roles in contributing to maintaining a safe working place.

The Responsible Person, will

- Be directly accountable for all health and safety matters within the company
- Delegate appropriate authority to the Headteacher and Health and Safety Officers
- Make channels of communication available to employees so health and safety concerns can be raised, departed and appropriately resolved
- Allocate adequate resources to implement the Policy within a reasonable time
- Ensure senior management commitment to the policy
- Review and monitor safety performance
- Promote a positive safety culture through appropriate support and encouragement
- Be directly responsible and accountable for all health and safety matters within their region and delegate appropriate authority and accountability to the Headteacher and safety officers.
- Liaise with the Headteacher to ensure all arrangements for safety and training are adequate and appropriate
- Ensure that the Ofsted and Environmental Health Department have been notified of reportable injuries, diseases or dangerous occurrences required under RIDDOR or other statutory requirements
- Review and monitor performance, procedures and responsibilities to ensure the health, safety and welfare of all employees and others affected by our activities

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- Ensure that suitable and sufficient risk assessments are carried out and any necessary control measures implemented
- Promote a positive safety culture through appropriate support and encouragement
- Maintain adequate provision for first aid training

The Headteacher will:

- Be responsible for implementing the schools Health and Safety Policy and ensure this is brought to the attention of all employees
- Co-operate with the responsible person on matters affecting health, safety and welfare
- Ensure that health and safety training needs are identified and programmed for action
- Carry out suitable and sufficient risk assessments necessary to control risks and implement measure to reduce the risk. Escalate to responsible person if necessary
- Carry out risk assessment reviews annually or if there have been significant changes to any activity
- Report any building related issues to the responsible person
- Promote a positive safety culture through appropriate support and encouragement
- Ensure that fire safety arrangements meet the required Standards of Fire legislation, including record keeping, regular fire safety checks and evacuation drills
- Ensure that adequate first aid can be provided during all work hours and that employees know what to do in the event of illness
- Ensure all accidents and near miss accidents are reported and recorded
- Report any major injures, diseases or dangerous occurrences under RIDDOR or other statutory requirements within the required time scale
- Ensure standard of care provided in the school is for the benefit of the children and teaching staff
- Ensure only those with the relevant competency dispense medication

- Ensure the premises, its equipment and service are fit for purpose and routinely maintained
- Ensure the responsible person approves any contractor working in the school
- Ensure the cleanliness and hygiene standards stipulated for all areas in line with environmental health guidelines
- Ensure all food handlers have successfully completed the Basic Food Hygiene Certificate
- Make channels of communication available so that health and safety concerns can be raised, discussed and appropriately resolved
- Review and monitor performance, procedures and responsibilities to ensure the health, safety and welfare of all employees and pupils
- Follow safe working practices and ensure all staff are suitably instructed
- Promote a positive safety culture, appropriate support and encouragement

All staff are responsible for providing support to the Headteacher in her absence by covering their health and safety responsibilities detailed above, as well as specific health and safety responsibilities to:

- Ensure they fully understand and follow the Health and Safety Policy procedures
- Ensure fire procedures are in place and maintain fire log records recording detail of test, training and evacuation drills
- Maintain adequate first aid cover during all work hours and ensure employees and children know what to do in the events of accident or illness
- Ensure all incidents, accidents and near accidents are recorded and reported
- Contribute to the development of the school's safety action from the results of various risk assessment
- Ensure pupils are aware of how they can raise safety matters and have them investigated
- Ensure cleanliness and hygiene standards are maintained throughout the school

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- Implement food safety controls
- Promote a positive safety culture, appropriate support and encouragement.

Health and Safety officer

A Health and Safety Officer is appointed to represent employees in the school and to support the Headteacher in maintaining the health and safety policy and procedures.

Specific responsibilities are to:

- Support the Headteacher in carrying out risk assessments
- Ensure all employees within the school are aware of how to raise safety concerns and have them investigated
- Support Headteacher with health and safety training and induction
- Monitor that employees are adequately trained and instructed to follow safe working practices
- Ensure employees and children are aware of procedures to be followed in the event of an emergency, including fire evacuation procedures and first aid
- Monitor injury accidents to ensure they are reported to the appropriate authorities
- Monitor cleanliness and hygiene standards to ensure they are maintained
- Make appropriate commendations to the responsible person and Headteacher to ensure the health and safety training needs are identified and actioned
- Report and record health and safety concerns and non-compliance to Headteacher
- Complete health and safety officer initial training and attend subsequent training events
- Promote a positive safety culture through appropriate support and encouragement.

Health and Safety Rules

This section of the Policy specifies the health and safety rules laid down for the attention of all employees. Failure to observe them will be considered a breach of the contract of employment and may result in disciplinary action being taken.

We recognise that it is not possible to prepare in written form every possible health and safety rule as circumstance may vary depending upon the nature of the work. However, our employees are expected to act in a sensible manner and follow verbal instructions given by Headteacher and senior members of staff.

An employee may be liable for disciplinary action if he/she is found to have acted in the following ways:

- Practical jokes or antics, which could cause accident or injury
- Misuse of any facility provided, whether it be for staff or pupils
- Making a false statement or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- Failing to report any medical condition which may affect others
- Misuse of drugs or alcohol, which may affect the health or safety of other staff or pupils
- Any form of physical or sexual misconduct towards either colleagues or pupils
- Any form of harassment or bullying of colleagues or children
- A serious or wilful breach of safety or food hygiene rules
- Unauthorised operation of any item provided in the interest of health, safety or welfare at work
- Unauthorised administration of medication
- Unauthorised removal of any property belonging to the school, belonging to those in our school, or others colleagues, which could cause accident or injury

Risk Assessment

It is our policy to ensure, as far as is reasonably practicable, that all required tasks and activities are carried out with the minimum of risk to our employees and pupils. Where a residual risk remains, a safety standard is established and implemented. The Headteacher is responsible for carrying out risk assessments and communicating the safety standards required to reduce the risk to employees and others.

Safe Systems of Work

It is our policy to ensure so far as is reasonably practicable, that all required tasks are carried out with the minimum of risk to our employees and pupils. Where an unacceptable residual risk remains, a safe system of work is devised and implemented.

Personal Safety

We aim to provide all reasonable support and guidance to raise awareness and develop personal safety strategies. We will not tolerate bullying and/or harassment at work and staff are instructed to report any such incident to the Headteacher

We will secure entrances in a manner, which is appropriate for the children.

Staff are instructed to provide comprehensive information when they are away from school e.g. accompanying a child so that staff know their whereabouts and estimated time involved.

Manual Handling

We are aware of the requirement of the Manual Handling Operations Regulations 1992 and will provide the adequate manual handling aid such as trolleys, lifts where required. We will ensure that adequate training and instruction will be given to all staff as necessary.

Hazardous Substances

Under the control of substances hazardous to health regulations (COSHH) we have an obligation to ensure that we make every effort to ensure that all personnel are protected, as far as it reasonably practicable, from the hazards poses by any substances we may work with. Risk assessments will be carried out for substances that we are likely to come into contact with, including any substances labelled as dangerous (toxic, very toxic, harmful or irritant) or clinical waste.

Management of Behavioural Intervention

Where we have children who exhibit behaviours that challenge we will ensure that our staff are sufficiently restraint trained which will enable them to intervene in a safe manner.

Workplace

Good standards of ventilation, temperature and lighting are provided. Mechanical heating and ventilation systems are maintained and inspected to ensure they remain suitable and sufficient.

Work equipment and machinery

It is our policy to ensure that all work equipment and machinery is suitable for its intended purpose and provide adequate training in its use. All work equipment is maintained on a planned basis. Service records are retained.

Electricity

We will ensure that electrical is properly constructed, installed and maintained and that installations are suitable for the environment in which they are used. All fixed installation will be maintained in a safe condition by carrying out routine safety testing every five years. Portable and transportable equipment will be visually inspected by the user and tested as frequently as required (PAT testing will be carried out yearly).

Where equipment is used out of doors we will ensure that equipment used will be 110 volt or be supplied via a residual current device.

Gas Safety

Ocean Lodge Independent School will ensure that all gas installations are routinely serviced and maintained by a British Gas or a registered engineer. We are aware that we have a duty to ensure that any gas appliance or installation is maintained in safe condition that will not cause harm. We will ensure that any required work will be carried out by a British Gas or a registered engineer and will ask the engineer to supply any proof of registration.

Fire Safety

The prevention of fire is of vital importance; most fires are caused by negligence, carelessness or ignorance. A high standard of fire awareness, common sense and good discipline will keep the danger of fire to a minimum.

Ocean Lodge Independent School premises are legally required to carry a fire plan and risk assessment and maintain fire log records of routine test and maintenance. Regular fire evacuation drills are carried out and all staff will be provided with Fire Warden training.

Administration of Medication

Refer to the Safe Administration of Medication Policy.

Alcohol, Drugs and Solvents (staff)

Any member of staff who reports for duty under the influence of alcohol or illegal drugs, brings an alcoholic beverage or illegal drugs into the school or consumes an alcoholic beverage or illegal drugs whilst on duty may be subject to disciplinary procedures which could lead to dismissal.

Alcohol, Drugs and Solvents (pupils)

Refer to the Alcohol, Tobacco and Drugs Policy.

Stress

We aim to raise awareness to workplace stress and will provide management support to minimise its effects.

Notifiable diseases

All diseases listed on The Public Health Regulations list are notifiable. Some of the more common diseases that must be notified are:

- Meningitis
- Mumps
- Scarlet fever

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- Tetanus
- TB
- Viral hepatitis
- Whooping cough

Further advice regarding this matter may be sought from the health and safety officer.

Smoking

There is a no smoking policy in Ocean Lodge Independent School. It is our view that smoking should be actively discouraged. It is acknowledged that some children smoke and it is our aim to help them to reduce and/or break this habit. This will be achieved by not allowing them to smoke inside the service and by educational programmes that make them more aware of the dangers of smoking. Advice is taken from the medical profession. Refer to Alcohol, Tobacco and Drugs Policy.

Communication

Health, safety and welfare information is provided to all employees and the policy and procedures are brought to their attention.

Health and safety is on the agenda of all staff and management meetings.

Incidents and Accidents

Employees are instructed to report all incidents, accidents and near miss accidents involving themselves or others. Damage to property must also be reported, as this could be an indicator of a near miss injury accident.

The Headteacher is responsible for ensuring all incident; accidents and near miss accidents are record and reported to the relevant authorities within a specified time. They are also responsible for carrying out an investigation to prevent a recurrence. Serious injury accidents will be investigated by the Headteacher as well as the responsible person who will carry out a detailed investigation and report.

Emergency Procedures

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An emergency is defined as any situation that presents imminent danger and would include any of the following services responding:

- Ambulance
- Police
- Fire rescue service
- Utility services e.g. gas, electricity, water

The Headteacher, responsible person and health and safety officer must be informed of any emergency situation and the incident must be recorded and reported as necessary.

First Aid

All members of staff are fully qualified First Aiders. The health and safety officer will ensure that first aid kits are adequately stocked and first aid signs are displayed and up-to-date. Where appropriate, incident/accident form must be completed. The Headteacher and health and safety officer are responsible for monitoring the first aid book.

Contractors

All contractors are required to produce suitable and sufficient risk assessments before they carry out any work on Ocean Lodge Independent School premises. The risk assessments should be reviewed by a competent person employed by Ocean Lodge Independent School, any concerns should be discussed between the contractor and Headteacher.

Details of risk assessment that may impact on the safety of contractors should be discussed before they start work e.g. maintaining client group safety.

Monitoring and Review

The Headteacher has specific responsibilities to carry out periodic health and safety monitoring.

The Headteacher will review the risk assessments annually or when there is a change or an incident requiring a review of assessment.

The Responsible person will carry out full health and safety audits as necessary.

Complying with the Law

The Health and Safety at Work Act 1974 aims to control the risk to the health and safety of our employees, and any other person who might be affected by work activities. Subsequent regulations define a specific area of risk and control measures.

Ocean Lodge Independent School will endeavour to understand the requirement of all relevant legislation to ensure compliance along with the legal requirement of Ofsted and other legislation that covers the activities of our services.

Legislation

Risk assessment is a legal requirement under the following Health and Safety legislation

- management of Health and Safety at Work Regulations
- control of substance hazardous to health regulations
- manual handling operations regulations
- personal protective equipment regulations
- health and safety (display screen equipment regulations)

Procedure

At Ocean Lodge Independent School we have a variety of risk assessment forms and you should make sure you use the correct one:

- Generic task/activity risk assessment
- Specific task/activity risk assessment form

Generic risk assessment

Employees should check through these and review the existing safety control measure. Employees must ensure the precautions are in place, if not, carry out further action to reduce the risk. Once the further action has been carried out the risk assessment can be reviewed again and signed off by the Headteacher as being complete.

Specific risk assessment

For tasks not included in the generic risk assessment employees must carry out a specific risk assessment using Ocean Lodge Independent School risk assessment form. Consider any tasks or activities that could be reasonably expected to cause harm. Prioritise the work task considered to be the highest risk, in some causes it will be necessary to provide a 'quick fix' to temporarily reduce the risk until authorisation or funds are made available for a permanent solution, for example:

- Floor covering in a main walkway causing a major trip hazard, client group limited mobility. A 'quick fix' solution would be to consider placing a hazard warning sign over the area and tape the damage until arrangements can be made for repair or replacement.

New and expectant mothers at work

Working in a school with potentially volatile children poses a significant risk for a pregnant worker therefore, any member of staff who believes that they may be pregnant must inform the Headteacher as soon as possible.

- A detailed individual risk assessment will be carried out when an employee informs the head teacher that they are pregnant.
- The expectant mother must inform the head teacher of any medical conditions which have arisen as a result of the pregnancy in order for working conditions to be re-assessed.
- It is essential that the expectant mother notifies the head teacher in writing as early as possible. Until the head teacher receives written notification they cannot take any further action, such as altering working conditions or hours of work.
- The head teacher will follow procedure in line with HSE guidance once written notification has been received.
- The company will provide a suitable place for pregnant and breastfeeding employees to rest, including somewhere to lie down if necessary.

What safety controls should be considered?

When deciding on appropriate measures to control risk consider the following options:

- Avoid the task/activity
- Try a less risky option
- Avoid parts of the task
- Organise work to reduce, exposure to the hazard
- Provide training, information, supervision
- Provide equipment
- Provide personal protective equipment/clothing

Evaluate the risk

Consider how likely it is that each hazard could cause harm. This will determine whether or not more needs to be done to reduce the risk. Even after all precautions have been taken, some risk usually remains. Decide for each significant hazard is whether this remaining risk is high- medium- low whilst ensuring that appropriate legal requirements have been met.

When should the risk assessment be reviewed?

If there is any significant change, this can be added to existing risk assessments, it is not necessary to amend the risk assessment for every trivial change.

It is good practice to review the assessment minimum of yearly to make sure we are doing enough to keep the risks low. At Ocean Lodge Independent School risk assessments are reviewed as required.

Fire Safety

Legislation

As part of the government's commitment to reduce death, injury and caused by fire, the Government has reviewed fire safety law, and has made a number of changes designed to make the law easier to understand and comply with. The changes form the Regulatory Reform (Fire Safety) Order (RRFSO).

The proposed changes set out in the fire legislation will apply to non-domestic premises only and come into force throughout England and Wales only

The main effect of the changes will:

- Require a fire plan and Risk Assessment to be carried out
- Require fire precaution to be put in place where necessary which are reasonable and practicable
- Greater emphasis on fire prevention
- Abolish fire precaution and other fire safety duties that are needed to protect
- Cover general fire precautions and other fire safety duties that are needed to protect relevant persons in case of fire in and around most premises

Procedure

Fire plan risk assessment

Headteacher is responsible for carrying out and reviewing the school fire plan and risk assessment form that will focus on fire safety for all occupants and visitors to the school. The risk assessment should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on or near the premises.

The Ocean Lodge Independent School fire plan and risk assessment will identify risk that can be removed or reduced and decide the nature and extent of general fire precautions necessary to protect people against the fire risks that remain.

The Headteacher will ensure that the fire and risk assessment action is communicated to all people who may be at risk through regular training

The fire plan and risk assessment will be reviewed annually or if there are any significant changes to the premises.

Fire log record

The health and safety officer is responsible for ensuring daily, weekly and monthly fire safety checks of call points, fire exits and emergency lighting. A record is made in the fire log.

- Fire exits checked and recorded weekly
- Emergency lighting checked and recorded weekly
- Fire equipment checked and recorded weekly

All fire checks to be undertaken daily by all employees and in particular senior staff

All evacuations of the building should be recorded along carried out twice a year. Staff and children coming newly into the service should be shown the procedure. Any person in the building should be made aware of the fire evacuation procedure. Employees and children will participate in regular fire safety training which is recorded in the fire log book.

Fire Precautions and Prevention

In order to minimize the risks of fire breaking out the school has laid upon itself and all its employees a duty to ensure that:

- The Fire Precaution and Prevention Procedures are adequate for the premises.
- Such rules are known to and understood by all staff, particularly new entrants, and the children.
- Suitable training and education is arranged for all members of staff, particularly new entrants and the children.
- Fire appliances are maintained properly not interfered with and kept tidy and readily available.
- They prepare and make common knowledge plans to deal with an event which creates major risk to life or property.

Every employee must make themselves aware of the location of fire exits. It is vital that every employee co-operates with the company in its efforts as regards fire prevention, precautions (and where possible) fire fighting.

Procedure in the event of a fire:

When an outbreak of fire occurs or is seen;

1. Activate alarm
2. Evacuate building
3. Summon fire Brigade - dial 999 from an extension.

All children and employees should assemble on the corner of Trinity Avenue. Fire fighting should only be attempted where the fire is small once the building is evacuated, using the appropriate extinguishers. It is essential for all employees to familiarize themselves in advance with the location, type and method of operating all

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extinguishers provided. Care has been taken to ensure that the correct fire extinguisher is appropriately positioned.

The school ensures that extinguishers are serviced as required. Fire doors must always be closed and never propped open when there is nobody in the room.

Fire equipment and alarms will be checked on a weekly basis.

Fire drills will be organized so as to cause as little interruption as possible, consistent with achieving the purpose intended - to ensure that the danger of personal injury or death is reduced to the minimum in the event of an actual fire.

We recognize that the responsibility for safety and health are shared:

- The company accepts the responsibility for leadership of the Health and Safety programme, for its effectiveness and improvement and for providing the safeguards required to ensure safe conditions.
- The Headteacher are is responsible for developing the proper attitude towards health and safety and for ensuring that all operations are performed with the utmost regard for the health and safety of all personnel involved, including themselves.
- Employees are responsible for wholehearted, genuine cooperation with all aspects of the health and safety programme - including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

At all times, employees must remember that the children are vulnerable. All work activity must be carried out with the children's welfare in mind as first priority.

First Aid

Legislation

The Health and Safety (First Aid) Regulations require us at Ocean Lodge Independent School carry out a risk assessment to establish the provision of appropriate first aiders, equipment and record keeping.

Procedures

Training

Ocean Lodge Independent School will arrange for qualification and re-qualification of the First Aid course.

Appointed persons

Appointed persons are those who have attended a one-day emergency first aid course. They should only carry out first aid treatment on areas they have been trained in, their main role is to take charge in an emergency and summon qualified assistance.

First aid signs

First aid notices are prominently displayed throughout the home, detailing the following:

- Trained first aiders
- Location of first aid boxes
- Location of Ocean Lodge Independent School accident form

First Aid kits

First aid kits will be suitably marked with a white cross on a green background and kept in an easily accessible place.

First Aiders and appointed persons will ensure there is always an adequate stock of first aid items.

A first aid kit should be stocked with the minimum first aid items detailed below:

First aid kits	Quantity	First aid travel kits	Quantity
Guidance card	1	Guidance care	1
Individually wrapped sterile adhesive dressings (plasters assorted sizes) and	20	Individually wrapped sterile adhesive dressings	6

appropriate to work e.g. detectable for food handlers			
Sterile eye pads	2	CPR ventilation mask	1
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Medium size individually wrapped sterile un- medicated wound dressing(approx 12 x12 cm)	6	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped un- medicated wound dressing(approx 18 x18 cm)	2	Large sterile un- medicated dressing (approx 18 x 18 cm)	1
Disposable gloves	2 pairs	Disposable gloves	2 pair

Riddor

Legislation

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

It is legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR) report certain injuries, disease or dangerous occurrence. Ocean Lodge Independent School employees, agency staff,

pupils and members of the public are including where they are injured or suffer a disease as a result of a work activity

Data protection act

The Ocean Lodge Independent School accident/incident form is filed in a secure place to comply with data protection law as it contains personal information.

Procedure

Reporting and investigating accidents and incident that occur at work is key to the successful management of health, safety and well-being. Ocean Lodge Independent School has a legal responsibility to report incidents at work.

There are two levels of incident reporting

Reporting accident, incidents and near misses to Headteacher /responsible person
Reporting legally notifiable injury, diseases and dangerous occurrence to the HSE contact centre or local authority under RIDDOR.

Definition

An incident is any event that may or may not result in an injury, accident (critical, minor or major) or near miss to a member of staff/client/children or other.

- **An accident** is an unintentional event, which by being involved in causes an injury to a member of staff/ client/children person or other, requiring first aid assessment and or medical treatment i.e. slips, trips, falls resulting in injury, cut to finger whilst opening a can, burn to hand whilst using the stove or iron
- **A critical incident** is a serious occurrence that leaves a member of staff/client/children or others involved, with severe injury i.e. client overdosing/self harming, fighting – resulting in serious injury, assault, 999 service involvement.
- **A near miss** is an event where a member of staff/client/children person or other escaped injury or serious harm i.e. children person balances on fire escape rail to retrieve a tennis ball from the roof. If children person had fallen it would have resulted in serious injury.

Headteacher 's responsibility:

- Ensuring all accidents, incidents including near misses, are recorded on the Ocean Lodge Independent School accident/incident form and a copy sent to head office
- Investigating the accident/incident with support from the safety officer immediately after the accident/incident
- Ensuring remedial action is implemented to prevent a recurrence as soon as possible
- Reporting to the responsible person if the accident/incident may impact on other care homes
- Reporting RIDDOR injuries, diseases or dangerous occurrences.

Staff

All employees including agency staff have a legal responsibility to report any accident or incident that occurs as a result of the work activity. Whether or not the incident resulted in personal injury or damage to property. It is important that 'near misses' are reported as they could prevent an injury incident occurring.

RIDDOR reporting

The following are classified as reportable under RIDDOR

Major injuries

- A fatality
- An injury resulting in hospitalisation for more than 24 hours
- Broken bones, other than fingers or toes
- Amputation of fingers, toes or limbs
- Any injury that causes a person to be taken from work directly to hospital
- Any injury to a member of the public who is taken to hospital
- Injury that required resuscitation
- Loss of sight whether temporary or permanent
- An electric shock or electrical burns
- Exposure to asbestos particulate
- An injury that caused loss of consciousness

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- Acute illness requiring medical treatment caused by exposure to a chemical, biological agent, toxin or infected material
- Hand-arm vibration injury resulting from a work activity and diagnosed by a doctor
- Poisoning

Reportable diseases

The disease must be diagnosed by a doctor and arise from a work activity

- Carpel tunnel syndrome
- Hepatitis
- Legionella
- Leptospirosis
- Occupational dermatitis
- Repetitive strain injury
- Tetanus
- Tuberculosis
- Lyme disease

Reportable dangerous occurrences

- Collapse, overturning or failure of load-bearing of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Unintended or full collapse or building structure, wall or floor
- Electrical short circuit or overload causing fire or explosion

Reporting RIDDOR injuries, diseases or dangerous occurrence should be made via the telephone to the HSE incident contact centre or local authority immediately after the event. A report (F2508 form) must be sent via fax, mail or internet within 10 days of the event. Failure to notify the HSE incident contact centre in time could result in a prosecution and fine. If you are in doubt if the accident, incident or disease is reportable always telephone the local authority for verification

HSE Incident contact centre

Caerphilly Business Park

Caerphilly

CF83 3GG

Internet

Hse.gov-*click on report an incident link and follow instructions*

Accident investigation

The Headteacher is responsible for carrying out an investigation after an accident/incident has been reported, even minor incidents should be investigated as they could prevent a further incident occurring. The purpose of the incident investigation is to demine the cause so action can be taken to prevent a recurrence. It is not to apportion blame.

The scale of the investigation will obviously depend of how serious the accident/incident was. For serious of the investigation team will be set up, typically the Headteacher, responsible person, and health and safety officer.

It the accident/incident is a major event it is important to gather the following document where appropriate as the accident/incident could result in further investigation from the local authority or lawyers representing the injured person who may wish to pursue a personal injury claim.

- Accident/incident report form
- Accident/incident investigation form
- Photographs
- Sketches
- Witness statement
- Training records
- Machinery maintenance records
- Risk assessments

Record keeping

All records relating to accident/incidents at work should be kept in a secure place for 3 years.

Vehicle Safety

Legislation

The Road Traffic Act requires all vehicles to be roadworthy and drive qualified to a set standard.

Qualification

Only persons who are authorised by the company and hold a certificate of authorisation are allowed to drive vehicles on behalf of the service. Drivers must have held a licence for 1 year and be over 25 years. Driving licence in the U.K. uses the following standard Europe vehicle entitlement categories:

- Cars - drivers of cars and vehicles with a maximum capacity of eight passengers may drive on their ordinary licences.

General Responsibilities

It is the driver's responsibility to ensure that each time he/she takes children out in a vehicle that the said vehicle is checked, prior to use. Case law has established that staff may be held accountable in the event of an accident that is caused by use of an unsafe vehicle.

Drivers must be aware that apart from the need to comply with the usual traffic regulations, they are personally responsible for the state of the vehicle and its use under a permit or a licence. It is the responsible person and Headteacher who are responsible for the state of the vehicle and its use under a permit or a licence. It is the Headteacher's responsibility to remind staff of the above on a regular basis.

Staff driving own vehicles

If staff/volunteers use their own cars to carry persons/children in the service, the service is dependent upon the staff/volunteer's motor insurance being valid and paid up, and they will have to provide a copy of their insurance certificate (to include business use class one).

Contractor Safety

Legislation

The Construction (Design and Management) Regulations apply to construction work, which involves:

- Five or more workers at any one time on the construction work
- More than thirty days or will involve more than 500 person days of construction work

- Any demolition/dismantling work of any size and/or duration

Project types listed above are always notifiable in writing to the Health and Safety Executive. The notification must contain specific particulars and be after the appointment of the planning supervisor, who has responsibility for ensuring that notification is made.

Other categories of work and which are deemed as non-notifiable includes:

- Where the work is of a minor nature and is inspected by the Local Authority
- Where the number of persons at work at any one time carrying out construction work including in the project is less than five and does not exceed 30 working days or 500 person days in total

In all cases of no-notifiable work the regulation does not apply.

Procedure

When working on our premises it is considered that contractors are joint occupiers for that period therefore we both have joint liabilities in 'common area'. In order to meet our legal obligations with regard to contractors, prior to selecting any contractor we will ensure that they are competent and that for the duration, work is carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- Contractor should provide a copy of their safety policy, methods statement, permits to work as applicable to the Headteacher
- Clarification of the responsibility for the provision of first aid
- Details of articles and hazardous substances intended to be brought onto our premises, including any arrangements for safe transportation, handling, use, storage and disposal
- Details of plant and equipment to be brought onto our premises, including arrangements for storage, use, maintenance and inspection
- Clarification for supervision and regular communication during work including arrangement for reporting problems or stopping work in cases where there is a serious risk of personal injury

Health and Safety Policy

- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- Contractors will only employ or sub-contract competent people who have the appropriate skills and experience
- Contractors will provide all information necessary to complete the health and safety plan
- Contractor must comply with the requirements of all legislation affecting the contract

Any breach of the above may lead to suspension or termination of the contract.

It will not be necessary to go to such elaborate lengths where the contract is very short or will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure. Similarly as the main occupier of the premises we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our activities for the duration of the contract.

Contractor safety guidance

At Ocean Lodge Independent School we care about the safety and well-being of our staff, children in our care and other visitors. We are committed to the highest standards of service. It is company policy to use only contractors whose safety performance has been evaluated and who have demonstrated that they are committed to the same high standards we aspire to. To help us make sure safety is given its full importance, we ask contractors to observe the few rules whilst working at Ocean Lodge Independent School.

No work should be carried out at the school unless it has been pre-planned with the Headteacher and a formal record of exactly what is to be done is available for checking. Any changes to plans must be notified before work start. Formal permits to work must be available for the following work

- Hot work
- Work on automatic machinery
- Confined space entry
- Live electrical work

Health and Safety Policy

Any specific hazards must be notified in advance to the Headteacher so that the necessary precaution can be taken to protect staff and students. Ocean Lodge Independent School operates a no smoking policy and neither alcohol nor illegal drugs will be tolerated.

We maintain high standards, and would ask that all contractors turn up dressed appropriately and moderate their language and behaviour whilst on our premises. For safety and security, it is essential that all contractors sign in and out of the premise. A member of staff will explain the fire precautions and emergency arrangements to all contractors.

Tools, equipment and materials

Materials and other equipment, which are required during contract work must not compromise the safety of staff or pupils. Fire exit routes or an area that needs to be accessed must not be obstructed and disposal of waste material must be in accordance with environmental legal requirements.

Security

No liability will be accepted by Ocean Lodge Independent School for any contractor's property that is damaged or missing. It is the responsibility of the contractor to ensure that all equipment and personal possessions are safe and secure at all times.

Emergencies

All accident, incidents and near misses must be reported immediately to a member of Ocean Lodge Independent School staff.

Signing in/out

Contractors must sign in and out and ensure that they leave the area where the work has been carried out in a safe and tidy condition, remove all equipment and dispose of any waste thoughtfully.

Food Safety

Legislation

Health and Safety Policy



The Food Safety Act 1990, Food Safety (General Food Hygiene) Regulations must be consulted to ensure the provision of nutritionally balanced meals and appropriate record keeping.

All food handlers are trained in basic food hygiene as a minimum qualification.

Refresher training will take place yearly. Records of training will be kept in personnel files.

The following must be complied with:

- Fridge temperature will be taken and recorded daily.
- Cleaning programme to be carried out daily

The Headteacher is responsible for carrying out regular food hygiene checks and monitoring.

Manual Handling

Legislation

The Manual Handling Operation Regulations requires risk assessments of all tasks that have an element of manual handling.

A risk assessment must be carried out for all tasks that involve manual handling.

Most situations will require just a few minutes observation to identify ways to make the task easier and less risky. For tasks that are considered a higher risk and involve heavy, awkward or repetitive handling a full risk assessment will be required.

Generic risk assessments have been prepared by the safety officers for inanimate handling. Adequate manual handling training will be provided as necessary.

Handling children

Refer to Use of Reasonable Force Policy.

Control of Substances Hazardous to Health

Legislation

Under the Control of Substance Hazardous to Health Regulation (COSHH) 1999 Ocean Lodge Independent School has an obligation to ensure that every effort is

made to ensure that all personnel are protected from the hazards posed by any substances they are working with.

Hazardous substances include:

- Toxic
- Very toxic
- Harmful
- Irritant
- Clinical waste

Risk assessment

COSHH assessments should be relatively simple. When carrying out a COSHH risk assessment establish what products and biological hazards (e.g. clinical waste or soiled laundry) are on the premises. Identify if any less harmful products can be used to decrease the risk. If products cannot be replaced then reduce the potential for exposure. Staff may need to be provided with protective equipment and clothing. Substances not covered by the generic risk assessment must undergo a risk assessment carried out by the Headteacher.

Both COSHH assessments and hazard data sheets must be made available to all staff in order that they fully understand the risks involved with any substance they may be handling.

Access to any COSHH items must be strictly controlled and all hazardous substances must be kept in a locked container or cupboard when not in use.

Protective clothing

Protective equipment and clothing e.g. gloves should only be used if it is not possible to provide other precautions.

Clinical waste

Employees may have to deal with body fluids and waste (termed clinical waste) that are potentially hazardous to the handler. Clinical waste is divided into five categories which determine the necessary packaging and labelling requirements.

If a risk assessment shows that sanitary towels, tampons, nappies, stoma bags, incontinence pads and other similar wastes do not present a significant risk of infection, they need not be classified as clinical waste. However, the offensiveness of non-infectious waste needs to be taken into account when deciding how to package waste for disposal

Type of clinical waste

Waste group	Type of clinical waste
Group A	<p>Identifiable human tissue, blood, soiled surgical; dressing, swabs and other similar waste. Other waste materials, e.g. from infection diseases causes, excluding any in groups B-E</p> <p>Disposal – yellow bags</p>
Group B	<p>Discarded syringe needles, cartridge, broken glass and any other contaminate disposable sharp instruments or items</p> <p>Disposal- sharps containers</p>
Group C	<p>Microbiological cultures and potentially infected waste from pathology departments and other clinical or research laboratories</p> <p>Group C- does not apply to Ocean Lodge Independent School work practices</p>
Group D	<p>Drugs or other pharmaceutical products</p>

	Disposal- return to pharmacy for safe disposal
Group E	<p>Items used to dispose of urine, faeces and other bodily secretions or excretions that do not fall within group A. This includes the use of the disposable bedpans or bedpan liners, incontinence pads, stoma bags and urine containers, where the risk assessment shows there is no infection risk.</p> <p>Disposal- yellow with black stripes bags</p>

Note: group E waste is not clinical waste as defined.

Risk from blood and body fluids

Employees may sometimes be at risk from infections carried in blood and body fluids, for examples hepatitis B. A COSHH risk assessment must be carried out and precautionary measures put in place to reduce the risk.

Training

It is important that employees are given information, instruction and training.

Safety

All hazardous substances should be kept out of reach of vulnerable children, for example locked in a cupboard when not in use. Avoid decanting products into unmarked containers.

Legionella

The main piece of legislation covering the control of legionella is Control of Substances Hazardous to Health 1994 (COSHH). COSHH Regulations require a risk assessment to be carried and safety measures to be implemented to reduce the risk. Legionella is a type of bacteria that is common in nature and artificial waste systems. They can survive at low temperatures and thrive at temperatures between 20.c – 45.c. they are killed at higher temperatures and this is the main method used for their control in domestic waste systems. It may also be found in natural sources such as rivers, ponds and streams. The disease is usually contacted by breathing in infected droplets of water that penetrate deep into the lung resulting in pneumonia type symptoms.

Controlling the risk

Aim to have a water system that avoids the conditions that encourage the growth of Legionella.

- Headteacher will carry out a risk assessment
- Headteacher to arrange a contractor to provide a site survey of the water systems on an annual basis
- Headteacher to nominate a person to carry out in-house water checks
- Pipe work to be kept as short and direct as possible
- Adequate insulation on pipes and tanks to be provided
- Use only materials that do not encourage the growth of Legionella
- Protect against contamination, keep lids on water tanks
- Store hot water at above 60 and distribute it to outlets above 50
- Record hot and cold water temperature on a monthly basis, samples to be taken from basin/sink.
- Hot tap test, hold thermometer under tap for 1 minute, temperature needs to be 50 in sentinel taps
- Cold tap test, hold thermometer under tap for 2 minute, temperature needs to be 50 in sentinel taps
- Flush through little used outlets on a regular basis
- Clean and disinfect water softeners/systems in accordance with manufactures recommendations

Health and Safety Policy



If an outbreak occurs action must be taken quickly:

- Notify the local authority environmental health department
- Identify the source
- Identify people most likely to be effected
- Ensure that the contaminated water is treated as quickly as possible.

To be read in conjunction with:

- Use of Reasonable Force Policy
- Child Protection Policy
- Safe Administration of Medication Policy
- Alcohol, Tobacco and Drugs Policy

Proprietor signature.....

S. Potter

Date 02/02/15