



OAKLEA GRANGE

Health and Safety Policy

Authors:	Rebecca Bhageerutty & Darren Gilmour
School Role:	Executive Head of Education & Wellbeing, Care, Support and Guidance Lead
Date:	20.06.2022

Reviewer:	Austin Bowers
School Role:	Headteacher
Date:	07.07.2026

I agree that I have read and understood this policy, and that I am aware of my responsibilities in meeting the expectations stated within this policy.

Name	Signature
Austin Bowers	Austin Bowers
Darren Gilmour	Darren Gilmour
Dawn Small	Dawn Small
Natalie Hughes-Evans	Natalie Hughes-Evans
Jessica Francis-Burke	Jessica Francis-Burke
Beth Edge	Beth Edge

Key Contacts and Roles:

Name	Role	Contact
Austin Bowers	Headteacher: DDSP	Austin.Bowers@youngfoundations.com
Darren Gilmour	Wellbeing, Care, Support and Guidance: DSP	Darren.Gilmour@youngfoundations.com
Lynette Edwards	Director of Education	Lynette.edwards@youngfoundations.com
Niall Kelly	CEO for Young Foundations Ltd	Niall.kelly@youngfoundations.com

Oaklea Grange School Aim:

Our aim is for every student to have the chance to develop and grow into confident, happy, positive young people, through honesty, opportunity, progression, and empowerment.

Oaklea Grange School Vision:

We believe that all students can achieve success and we encourage our students to recognise that in themselves.

As a small school providing specialist mental health support, we get to know every student as an individual and can both challenge and nurture them. We set high standards for our students and an approach to attitude, work and discipline that will allow them to succeed when they leave the school. We also recognise the importance of pupils' wellbeing, building their character and skills, and developing young people who will have the confidence to flourish.

CONTENTS

GENERAL STATEMENT OF POLICY

- 1. Purpose**
- 2. Legal Duties and Responsibilities of Employers**
- 3. Legal Duties of Employees**
- 4. Individual Responsibilities**

ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

5. Information for Employees

Contact Telephone Numbers

Health and Safety Information for Employees Regulations 1989

Notices

Guidance

The Health and Safety (Consultation with Employees) Regulations 1996

Competent assistance

6. Identifying and Managing Health and Safety Risks

Risk Assessments

Control of substances Hazardous to Health

Biological Hazards

Health Surveillance
Drugs and Medicines
Manual or Moving and Handling
Personal Protection Equipment
Work Equipment
Machinery or Equipment Guarding
Display Screen Equipment
Eyesight Tests and Corrective Glasses
The Workplace
Hot Water
The Health Act 2006: Smoking
Control of Contractors
First Aid
RIDDOR 2013
Fire Safety
Flammable Liquids and Compressed Gases
Waste Management
Violence
Stress
Pregnancy
Food Hygiene
Security
Transport
Mobile Phones
Authorised Drivers List
Training
Asbestos
Work at Height
Legionella

7. General Guidelines for Employees

1. PURPOSE

- Be familiar with the school's policy and responsibilities regarding Health and Safety and know where to find further information: see sections 1, 2 and 27.
- Be aware of your safety responsibilities as an employee, always while working in school or away from the Oaklea Grange School organised activities: see section 3.
- Remember your role in ensuring the safety of others: see section 3.
- Report all accidents, incidents, and hazards: see section 8.
- Be aware of First Aid and Fire procedures: see sections 9 and 10.
- Remember that accidents can happen with simple tasks, including slips and trips (see section 6) and with tasks such as using ladders or lifting heavy items, or when using vehicles: see sections 17, 18 and 19.
- Observe special safety procedures relating to specialised tasks: see sections 11, 12 and 13.
- Where appropriate read and apply the COSHH Regulations (see section 14) and aware of hazardous materials such as asbestos: see section 15.
- Wear Personal Protective Equipment (PPE) when required to do so: see section 18.
- Take particular care when working alone or outside normal school hours: see section 22.

PLEASE ALWAYS REMEMBER: IF YOU FEEL THAT YOU MAY PUT YOURSELF OR ANYONE ELSE AT RISK IN CARRYING OUT A TASK, ALWAYS ASK BEFORE UNDERTAKING IT.

2. LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is the duty and responsibility of the employer under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2a-e** and this policy to:

1. Ensure as far as is reasonably practicable the health, safety, and welfare at work of all employees
2. Provide and maintain plant, equipment and systems of work that are as far as is reasonably practicable safe and without risk to health
3. Decide for ensuring so far as is reasonably practicable, safety and absence of risk in connection with the use, handling, storage and transportation of articles and substances
4. Provide information, instruction, training, and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of employees.
5. As far, as is reasonably practicable maintain any place of work in his control in a safe and without risks condition and maintain access and egress from it in a safe and without risk condition.
6. Provide and maintain as far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of employees.

We also recognise that a breach of health and safety legislation by an employer constitutes a criminal offence. An Enforcing Authority may take criminal proceeding against the Company or its management. This can result in penalties, i.e., fines and / or imprisonment.

3. LEGAL DUTIES OF EMPLOYEES

In addition to the previously described general responsibilities, the Health, and Safety at Work etc Act 1974 places legal duties on all employees.

These are:

Section 7 “Health and Safety at Work etc Act 1974”

To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 “Health and Safety at Work etc Act 1974”

No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

Employees should bear in mind that a breach of health and safety legislation by an employee constitutes a criminal offence, and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e., fines and / or imprisonment.

4. INDIVIDUAL RESPONSIBILITIES

The full responsibility for health and safety within the Company rests with:

Mr Niall Kelly (Managing Director)
Young Foundations Ltd – Alexander House, Highfield Park, Llandyrnog, Denbigh, Wales,
LL16 4LU

Tel: 01824 790 600

The above-named person will ensure sufficient resources both financial and physical are available so that the policy and arrangements can be implemented effectively.

To ensure that the policy is implemented and maintained so that the company keeps within the requirements of the Health and Safety at Work etc Act 1974 the above-named person may delegate duties to other members of staff who will support him in his responsibilities.

These persons may also delegate duties to other people to ensure that the requirements of the policy are fore filled and carried out with due diligence.

Delegation of the individual duties and responsibilities to other members of staff does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the Health and safety at Work etc Act 1974.

The names of members of staff and their responsibilities are given below their actual duties and arrangements are set out in the policy section Health and Safety arrangements.

The person(s) responsible for ensuring the policy is put into practice on a day-to-day basis is Rebecca Bhageerutty (Executive Head of Education) and Darren Gilmour (Wellbeing, Care, Support and Guidance Lead), they also have responsibility for liaison with the enforcing authorities.

The person(s) responsible for identifying and controlling health and safety risks arising from our activities and substances hazardous to health is Rebecca Bhageerutty and Darren Gilmour.

The person responsible for identifying and providing training needs is Rebecca Bhageerutty and Darren Gilmour.

The person responsible for the safe use, storage, and disposal of drugs and medicines is Rebecca Bhageerutty, who is trained in dispensing medication (where needed).

The Person responsible for first aid is Rebecca Bhageerutty, Darren Gilmour, Emma Hunting (Teacher) and Dawn Small (Business Administration)

The person Responsible for fire safety is Rebecca Bhageerutty and Darren Gilmour – both Rebecca and Darren are trained as fire marshals along with Dawn Small and Emma Hunting.

The person responsible for Maintenance of the building, plant, and equipment is Rebecca Bhageerutty and/or maintenance operatives (or equivalent) will be identified as required by the above to appropriately cover the service.

The person responsible for waste management is Rebecca Bhageerutty, Dawn Small and/or maintenance operatives (or equivalent) will be identified as required by the above to appropriately cover the service

Competent help and advice on matters relating to Health and Safety is provided by:

(a) External: Workplace Law

(b) Internal: Ben Cormack – Head of Estates and Health and Safety

Email: Ben.Cormack@youngfoundations.com

Mobile: 07811414963

ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

5. INFORMATION FOR EMPLOYEES

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES' REGULATIONS 1989

The regulations require information relating to health, safety, and welfare to be furnished to employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the health and safety executive.

The poster - Health and Safety Law - What you should know leaflet must be displayed in a prominent position in the workplace where it can be read by employees.

These regulations modify or repeal existing regulations, which require a serious review to ensure standards for the provision of information are brought up to date.

NOTICES

All notices whether on the company's premises or elsewhere issued in accordance with the Health and Safety at Work Act 1974 must be obeyed.

All employees, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how we may improve our health and safety within the company should be communicated to your superior for assessment and feasibility.

THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

Where there are employees, who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997** the employer must consult those employees in good time on matters concerning health and safety at work.

- The introduction of any measures in the workplace, which may substantially affect the health and safety of the employees.
- The employer's arrangement for appointing or nominating an employee's representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the workplace and the training and consequences about health and safety that may arise from the new technology.

To allow the company to carry out this duty consultation with employees will be the responsibility of:

The elected or nominated people to act as the employees' representatives are Rebecca Bhageerutty and Darren Gilmour.

COMPETENT ASSISTANCE

The Management of Health and Safety at Work regulations 1999 regulation 7 require that every employer appoint one or more competent persons to assist them with implementation and provision of health and safety measures.

6. IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS

RISK ASSESSMENTS

The **Management of Health and Safety at Work Regulations Regulation 3** require that an employer must make a suitable and sufficient assessment of risks to the health and safety of his employees and those not in his employ to which they are exposed whilst at work or may arise from contact with or connection with his undertaking.

If the employer has 5 or more employees, then the assessments must be in writing

The people responsible for carrying out the risk assessment is Rebecca Bhageerutty, Emma Hunting & Darren Gilmour

The findings of the risk assessments will be reported to:

Ben Cormack (Head of Estates and Health and Safety)
Young Foundations Ltd – Alexander House, Highfield Park, Llandyrnog, Denbigh, Wales,
LL16 4LU

Tel: 07811414963

The risk assessments will be made available to all employees and Agency staff who will read them. Any questions regarding the risk assessments will be answered by Rebecca Bhageerutty.

After reading and understanding the risk assessment, the employee and Agency staff will sign the name sheet to confirm that they have read and understood the assessment.

Responsibility for implementation of risk assessments and any controls that are required rests with the nominated person in the section **individual responsibilities** supported by any members of staff required.

The effectiveness of the risk assessment will be monitored by Rebecca Bhageerutty and Darren Gilmour.

Any deficiencies will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed at least annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

The person responsible for carrying out the review is Rebecca Bhageerutty.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations 2002 require that an assessment of the risks involved with using these substances must be carried out and where 5 or more people are employed the assessments must be in writing.

Hazard data sheets must be obtained for all substances used and kept on file. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

The person Responsible for carrying out the CoSHH assessments is Rebecca Bhageerutty and/or Darren Gilmour

The findings of the CoSHH assessments will be reported to:

Ben Cormack (Head of Estates and Health and Safety)
Young Foundations Ltd – Alexander House, Highfield Park, Llandyrnog, Denbigh, Wales,
LL16 4LU

Tel: 07811414963

The CoSHH assessments will be made available to all employees who will read them. Any questions regarding the risk assessments will be answered by:

Head of Education

After reading and understanding the CoSHH assessments, the employee will sign the name sheet to confirm that they have read and understood the assessment.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person in the section **individual responsibilities** supported by any members of staff required.

The effectiveness of the risk assessment will be monitored by Rebecca Bhageerutty, Darren Gilmour and Emma Hunting.

Any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

The person responsible for carrying out the review is Rebecca Bhageerutty.

BIOLOGICAL HAZARDS

Control of Infection

To control the risks associated with biological hazards such as viruses from blood, faeces, and urine there must be **infection control policies** put into place as a separate item to the health and safety Policy, although they should both support each other.

The person responsible for the Infection Control policy is Rebecca Bhageerutty

The Infection Control Policy must address such issues as:

- Education and training of staff in infection control issues.
- Protocols on hand washing.
- Service user isolation
- Aseptic procedure
- Disinfection and decontamination including domestic cleaning.
- Ill health reporting and recording
- Monitoring, surveillance, and auditing.
- Prevention of exposure to blood borne viruses including prevention of sharps injuries and immunisation policies for at risk staff
- Use of personal protection equipment including Vinyl or powder free latex gloves
- Generation, collection, and disposal of waste.
- Legionella

The policy must be made available and read by all staff that must sign the signature sheet to indicate that they have read and understood the policy.

Any questions about the policy must be directed to Rebecca Bhageerutty and/or Darren Gilmour.

The policy must be reviewed every 3 years as a minimum or when any significant change occurs whichever is soonest

The policy will be reviewed by Rebecca Bhageerutty.

HEALTH SURVEILLANCE

We recognise that biological and chemical hazardous substance exposure requires us to provide health surveillance of employees. The level of health surveillance is dependent upon the level of exposure and the hazardous substance involved. This will be determined at the CoSHH assessment stage and form part of the control measure required.

The health surveillance arrangements usually require the services of an occupational health practitioner (e.g., Nurse or Doctor). When this situation arises, we will provide these services at no cost to the employee.

Employees are reminded of their duty to report any concerns regarding their health and safety any concerns regarding health in connection with work must be directed to which of the following is appropriate.

DRUGS AND MEDICINES

A separate policy for drugs and medicines must be developed and implemented; it should work with and support the Control of Substances Hazardous to Health section of the health and safety policy.

The person responsible for the development and implementation of drugs and medicines policy is Rebecca Bhageerutty and Darren Gilmour

The Drugs and Medicines Policy addresses issues such as:

- Training and education of staff that distribute, order and store drugs and medicines
- Safe storage of drugs and medicines
- Risks involved with handling
- Labelling
- Procedures for issue
- Procedures for auditing and accounting during distribution
- Authorised drugs and medicines workers
- Emergency procedures

The policy must be made available to all employees who must read it when they have read and understood the policy, they must sign a signature sheet.

Any questions must be referred to Rebecca Bhageerutty and Darren Gilmour

The policy must be reviewed every 3 years or if any significant changes occur whichever is soonest.

The person responsible for review of the policy is Rebecca Bhageerutty.

MANUAL OR MOVING AND HANDLING

The **Manual Handling Operations Regulations 1992** require that all Moving, and Handling tasks must be avoided where reasonably practicable, where this is not so then an assessment of the risks to employees must be carried out.

The person responsible for facilitating the moving and handling assessments is Rebecca Bhageerutty

The findings of the moving and handling assessments will be reported to all staff.

The moving and handling assessments will be made available to all employees who will read them. Any questions regarding the moving and handling assessments will be answered by Rebecca Bhageerutty and Darren Gilmour

After reading and understanding the moving and handling assessment, the employee will sign the name sheet to confirm that they have read and understood the assessment.

Responsibility for implementation of moving and handling assessments and any controls that are required rests with the nominated person in the section individual responsibilities supported by any members of staff required.

The effectiveness of the moving and handling assessment will be monitored by the department head, line manager, and supervisor. Any deficiencies will be reported to the person responsible for facilitating the moving and handling assessments.

All moving and handling assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

The people responsible for carrying out the review are Rebecca Bhageerutty and Darren Gilmour and may involve the use of an Occupational Therapist.

However, management cannot carry out an assessment for all minor tasks therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual or moving and handling.

Before carrying out any manual or moving and handling task, employees must consider

The Task - What you are going to do

The Individual – The persons own capabilities

The Load - The weight, size, and shape of the load

The Environment – The environment to which the task is being undertaken

PERSONAL PROTECTION EQUIPMENT

Personal protection equipment must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided must be adequate and suitable for the task. The equipment must not place the user at risk as in the case of powder free latex gloves.

An assessment of personal protection equipment will be carried out and where a need is identified, the equipment will be freely available. Where a need for PPE is provided then employees must use the equipment provided this a legal requirement under the **Health and Safety at Work etc Regulations 1974 section 7**.

Where latex gloves are used there is a risk of sensitisation and alternative materials, and a gloves usage policy must be developed. The policy must address issues such as:

- The type of glove to be used for each task
- Prohibition on the use of Latex Gloves
- Alternative types of gloves
- Removal and disposal of used gloves.

The people responsible for the assessment and provision of PPE are Rebecca Bhageerutty, Darren Gilmour and Jon Hall.

Any questions or complaints about the PPE provided should be directed to Rebecca Bhageerutty and Darren Gilmour.

PPE can be obtained upon request.

All contaminated PPE must be disposed of using the correct waste disposal procedure.

The requirements for PPE must be reviewed regularly; PPE must be used as a last resort when controlling risks.

The person responsible for reviewing the PPE requirements is Rebecca Bhageerutty and Darren Gilmour

WORK EQUIPMENT

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment used for work must be suitable for the task. When choosing work equipment several factors must be considered.

- The task that the equipment is to be used for
- The environment where it is going to be used
- Who is going to use it?
- All equipment purchased or hired by Oaklea Grange School must comply with the minimum safety standards as are required by The Supply of Machinery (Safety) (Amendment) Regulations 2005, We will also ensure our equipment follows British and ISO standards and it is CE marked when purchased within the European Union.

The people responsible for the supply, procurement, and repair of work equipment are Rebecca Bhageerutty and Darren Gilmour

The competent person responsible for the basic inspection of electrical equipment is an approved contractor.

The competent person for inspection of lifting equipment is an approved contractor.

The competent Person for inspection of pressure equipment or boilers is an approved contractor.

Records of these inspections are kept in Oaklea Grange School.

Defects to work equipment must be reported to Darren Gilmour.

Records of repair and maintenance must be kept and inspection of other work equipment that may deteriorate with use, ladders and step ladders require such inspection.

Records of inspection, repair, and maintenance are kept in Oaklea Grange School.

Any electrical work equipment that is used outside must be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of an accident.

Any maintenance carried out on equipment that may be hazardous to the maintainer or people in his vicinity must be carried out under a permit to work system.

The permit to work system is controlled by:

Ben Cormack (Head of Estates and Health and Safety)
Young Foundations Ltd – Alexander House, Highfield Park, Llandyrnog, Denbigh, Wales,
LL16 4LU

Tel: 07811414963

The work equipment and permit to work system will be reviewed and audited at regular interval of no less than 12 months.

The system will be reviewed and audited by:

Ben Cormack (Head of Estates and Health and Safety)
Young Foundations Ltd – Alexander House, Highfield Park, Llandyrnog, Denbigh, Wales,
LL16 4LU

Tel: 07811414963

MACHINERY OR EQUIPMENT GUARDING

Under the **Provision and Use of Work Equipment (PUWER) 1998. Dangerous Parts of Machinery or Equipment (Regulation 11)** requires that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.

Where this isn't a practicable, alternative safety devices and jigs will be provided for the safety of its employees.

Employees are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of an accident.

Any maintenance carried out on equipment that may be hazardous to the maintainer or people in his vicinity, will be carried out under strict isolation procedures. This may necessitate the need to raise a permit to work. The permit to work system will be controlled by a Senior Manager.

DISPLAY SCREEN EQUIPMENT

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present.

Prior to carrying out the assessment a checklist will be completed to identify the presence of any significant risk.

We recognise that DSE users require training and will provide it as necessary.

All staff are responsible for the assessment of display screen equipment.

The analysis or assessment must consider:

- **The equipment**
 - Display Screen
 - Keyboard
 - Work desk or work surface
 - The work chairs
- **The Environment**
 - Space requirements
 - Lighting
 - Reflection and Glare
 - Noise
 - Heat
 - Radiation
 - Humidity
- **The Interface between computer and user.**
 - The computer software

Guidance for this can be obtained from HSE Books leaflet “Working with VDU’s” and the Approved Code of Practice “Display Screen Equipment Work”

The person responsible for the assessment of display screen equipment is:

DSE users should complete a self-assessment of their workstation. Self-assessment forms can be downloaded from Oaklea Grange School Working Docs database

Any defects concerning display screen equipment must be reported to IT Brains.

The assessments will be reviewed annually or when any significant change occurs upon request to the Director of Central Services.

Eyesight Tests and Corrective Glasses

Oaklea Grange School accepts its responsibility under these regulations. Should a member of staff have difficulty with their eyesight whilst using the display screen for their work, then Oaklea Grange School will pay for an eyesight test. This will determine if the member of staff requires corrective appliances to reduce the health risks involved in the use of computer screens.

Although Oaklea Grange School accepts that computers use can cause degeneration of the eyesight, we cannot be held responsible for degeneration caused by natural causes such as long or near sightedness.

If corrective eyewear is required then we will provide basic corrective appliances, which must be used whilst the operative is using the computer.

Oaklea Grange School will not pay for any other type of eyewear, such as bi focal or varifocal if an employee requires these then they must pay the cost difference.

THE WORKPLACE

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide all employees with a safe place to work with adequate welfare facilities. Whilst providing a safe place for employees, and other users such as service users and contractors must be considered, and a safe environment provided.

Workplace inspections that identify defects and omissions early must be carried out at regular intervals, when defects and omissions are identified, then a time scale and person responsible for repair or implementation must be set.

The people responsible for carrying out the inspections are Rebecca Bhageerutty and Darren Gilmour.

Inspections of the buildings and outside environment will be carried out at least annually.

The person responsible for building maintenance is shared between Rebecca Bhageerutty, Darren Gilmour and Ben Cormack.

All defects and omissions must be reported to Rebecca Bhageerutty, Darren Gilmour and Ben Cormack.

The Institution of Electrical Engineers Regulations and the HSE recommends that a competent electrician should inspect fixed electrical installations every 5 years and a certificate of inspection obtained and kept.

The competent electrician is a subcontracted to local area.

Any electrical defects must be reported to Rebecca Bhageerutty, Darren Gilmour and Ben Cormack.

To maintain a safe and health workplace, good housekeeping is extremely important. All employees have a part to play in the delivery of this requirement. They will ensure that their workplace and work equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip, or fall hazard and any cables are tucked away or routed away from traffic routes.

HOT WATER

Where risk is evident the temperature of hot water systems and outlets accessible to service users/patients must be controlled to below temperatures of 43°C guidance can be obtained from the department of health. Water temperatures must be monitored regularly (weekly) and recorded to ensure that the temperature does not exceed 43°C. Thermostatic valves must be maintained by competent people at regular intervals.

The person responsible for monitoring the water temperature is Darren Gilmour

The competent person for maintenance of hot water systems and equipment is Rebecca Bhageerutty, Darren Gilmour and Ben Cormack.

THE HEALTH ACT 2006: Smoking

Due to current legislation "Smoking or Vaping" is not allowed in the workplace. In the event of an employee smoking in forbidden areas disciplinary action will be taken.

Good Housekeeping is Everybody's Responsibility

CONTROL OF CONTRACTORS

All workplaces and care homes use contractors from time to time. For example, window cleaners, painters, and decorators, plumbers, and other trades people. They must be controlled so that they work in a safe manner and do not cause any risk to employees or

service users. At the same time, contractors must be protected from any hazards from the activities of the care home.

To this end a Control of Contractors Policy and Rules for Contractors is in place and is available from the Property department. This includes a system for compiling an approved contractors list and a set of permits to work forms to enable the contractor to carry out his work safely.

Prior to any contractor carrying out any work at our business premises or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of any risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.

The person responsible for the control of contractors is Rebecca Bhageerutty and Darren Gilmour.

The Person responsible for kitchen safety is Rebecca Bhageerutty.

The person responsible for housekeeping is Rebecca Bhageerutty.

FIRST AID

The **Health and Safety (First Aid) Regulations 1981** requires us to provide adequate first aid equipment and enough trained people to administer first aid when required.

In view of this we will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

Factors considered will be:

- The number of people involved and our Service users
- The level of risk that our business activity presents (low, medium, or high risk).
- The proximity of our business (location e.g., rural or town centre that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

For a medium risk industry such as a care home the recommended number of trained personnel is:

Fewer than 50 people -1 appointed person is required. They should have carried out a three-day first aid course.

50-100 people -1 fully trained first aid person for every 50 people. They must have carried out a 3-day first aid course by an accredited provider.

The Person responsible for provision of first aid is Rebecca Bhageerutty and Darren Gilmour, with responsibility to trained first aiders.

The qualified first aid people or appointed persons are Darren Gilmour, Emma Hunting and Jon Hall.

The first aid post or boxes are situated in the main office and upstairs classroom.

All accidents are to be reported and entered in the accident book, which is kept in the main office.

Accidents must be investigated, and remedial actions identified to prevent reoccurrence. The level of investigation will depend up on the seriousness of the accident.

The person responsible for investigation of accidents is dependent on which department the accidents happened.

REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURANCES REGULATIONS 2013

Under RIDDOR 2013 some work-related accidents, diseases, and dangerous occurrences must be reported to the Incident Contact Centre.

Incidents that must be reported are:

Fatalities but not service users who die of natural causes
Major injuries-broken legs, back injuries etc
Any injury that causes an employee to be off work for more than 7 days.

Full guidance is available from the HSE, and a copy is kept at Oaklea Grange School: Health and Safety File

The person responsible for reporting incidents is Rebecca Bhageerutty.

Records must be kept of any reportable accident disease or occurrence the record must include information such as:

The name and occupation
The status (employee, service user or visitor)
A brief description of the circumstances or disease.
And the date and method of reporting
Incidents and diseases can be reported by post on forms F2508 and F2508B
By telephone 0845 300 9923
By Fax 0845 300 9924

By Internet www.riddor.gov.uk

The people responsible for record keeping are Rebecca Bhageerutty and Darren Gilmour.

FIRE SAFETY

The Regulatory Reform (Fire Safety) Order 2005 lists the requirements for fire safety, one of which is that a fire risk assessment must be carried out by all occupiers of buildings.

Guidance for this can be obtained from:

Local Fire Authority. Or Oaklea Grange School Health and Safety Lead, or via
www.firesafetyguides.communities.gov.uk

The person responsible for fire safety is Darren Gilmour.

The fire evacuation plan will be carried out at least three times per year.

The alarm system will be tested weekly.

The person responsible for carrying out the drill and tests and recording the results is Darren Gilmour, however, this may be delegated to suitably qualified senior staff or maintenance operatives (or equivalent). Oversight maintained by management

The fire marshals are Darren Gilmour, Emma Hunting and Dawn Small.

The safe assembly point are situated in the main car park at the front of the school.

All fire extinguishers must be inspected by a competent person annually and must be replaced when used. The competent person for fire extinguishers is a suitable and approved alternative contractor

The emergency lighting must be tested once a week and any defects reported and repaired. The person responsible for this is Darren Gilmour and all appointed fire marshals.

Evacuation routes and fire exits must be always kept clear and checked at regular intervals the person responsible is Darren Gilmour, however, this may be delegated to suitably qualified senior staff or maintenance operatives (or equivalent). Oversight maintained by management.

The evacuation plan must also include a procedure for the removal of disabled people, other service users, and visitors.

Provision must be made for them to be kept warm and dry if evacuation is at night or during inclement weather.

A roll call must be carried out by the appointed fire marshals to ensure that all people are present one person from each shift must be delegated with this responsibility.

The fire risk assessment will be reviewed every 12 months or if there is any significant change.

The person responsible for the review is Darren Gilmour and Delyn Safety.

Emergency exits and evacuation routes will be always kept clear and checked at regular intervals the person responsible is Darren Gilmour and the appointed fire marshals.

The evacuation plan will also include a procedure for the removal of visitors and contractors.

A roll call will be carried out to ensure that all people are present.

The role calls coordinators are the appointed fire marshals.

The Fire Procedure is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is always clear and without taking personal risks.
- Call the Fire Brigade Immediately by telephone.
- Give the operator the contact telephone number.

When speaking to the Fire Brigade provide the following information:

- We have a fire at Oaklea Grange School and give the operator the full address.

Oaklea Grange, Sandy Lane, Hope Wrexham, LL12 9RP

- Do not replace the receiver until the Fire Brigade has repeated the address.

Oaklea Grange, Sandy Lane, Hope Wrexham, LL12 9RP

Upon hearing the recognised alarm:

- Fire Marshall shall instigate agreed procedures
- If necessary, evacuate the building by the nearest available emergency exit and furthest from the fire
- Move towards the fire assembly point and report for roll call
- The fire role call coordinator will inform the fire service of any missing persons. Give their location if known
- Do not stop to collect personal belongings
- Do not re-enter the building until the Senior Fire Officer informs you it is safe to do so

Contingency plan

- Fire Marshall and staff to follow staff evacuation procedure to evacuate
- Use motivators to encourage and try to explain the risks
- If still will not leave, young people to be told to stay behind a fire door until the fire brigade evacuate them. They will have 30minutes before fire will penetrate
- All staff to return to the assembly point
- Inform the fire brigade where the missing persons are in the building

Flammable Liquids and Compressed Gases

All flammable liquids and compressed gases such as “oxygen” will be stored safely, Flammable liquids will be kept in a flameproof locker, and employees will return them to the locker after use.

WASTE MANAGEMENT

It is a requirement of the Environmental Protection Act 1990 Places a “Duty of Care” on producers of waste to ensure that it is disposed of correctly the duty has 5 aspects: -

- To prevent the keeping, treatment, or disposal of waste without a licence.
- To prevent the escape of waste
- To transfer waste only to an authorised person.
- To ensure that there is clear labelling and information of the waste
- To retain documentary evidence.

To enable the specific unit to carry out this duty a written system and procedures for the identification, segregation, and disposal of waste, the person responsible for the development and implementation of this system of waste management is Rebecca Bhageerutty.

There are two categories of waste produced by the care home Domestic waste and recycling.

Domestic waste and recycling will be collected and disposed of by Flintshire County Council.

VIOLENCE

Violence and aggression to staff from service users is unacceptable but it is a recognised hazard that staff in care homes are at risk from. To reduce the risk from violence and aggression a separate policy will be developed to support the Health and Safety Policy. Behaviour management policy (or equivalent), behaviour support plans, individualised risk assessments

The person responsible for development and implementation of the policy is Rebecca Bhageerutty and Darren Gilmour.

The policy will:

- Recognise the risk from violence
- Give commitment to reducing the risks
- State who is responsible for doing what
- An explanation of what is expected from individual employees
- A commitment to supporting people who have been assaulted or suffered verbal abuse

Training in the prevention and management of violence and aggression will be arranged via Foundations for Safer Care instructors.

Risk assessments will be carried out to determine the level of risk and what control measures are required.

The person responsible for carrying out the risk assessments is Darren Gilmour.

When complete all members of staff, including Agency staff will read them and sign a signature sheet to confirm that they have read and understood the assessments.

Support and counselling will be facilitated by Rebecca Bhageerutty and Darren Gilmour.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change. The review will be carried out by Rebecca Bhageerutty and Darren Gilmour.

STRESS

The company recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, the company cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

To help the company meet this commitment risk assessments will be carried out to determine where work activities may cause stress.

The person responsible for carrying out the risk assessments is Rebecca Bhageerutty, Emma Hunting and Darren Gilmour.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report any undue stress that they may feel from different work activities. Stress can be reported in confidence to Rebecca Bhageerutty and Darren Gilmour and to the Human Resources department.

Stress management training and counselling will be provided, if necessary, by a suitably qualified local service / provider.

The risk assessments will be reviewed annually or when any significant change occurs. The assessments will be reviewed by Austin Bowers.

PREGNANCY

It is important to Oaklea Grange School that the health, safety, and welfare of all our employees are safeguarded. We recognise our responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16** and realise that if any of our employees become pregnant, they must inform their manager immediately. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carry out an individual specific risk assessment of the work that the employee does for the company to determine any risks to her and her unborn baby that may arise from the work activities.

The risk assessment will be carried out by the Human Resources department.

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant employees must not:

- Carryout manual or moving and handling tasks (Lifting, Carrying, Pushing or Pulling)
- Use or encounter any chemicals or medication and Biological Issues.
- Work at height (stand on stepladders, step ups etc).

Pregnant employees must.

- Work to the controls put in place by the risk assessment.
- Inform their manager of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

FOOD HYGIENE

A Food Hygiene procedure is in place for food handling activities.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

The Person responsible for food hygiene safety is Rebecca Bhageerutty and Emma Hunting.

All staff have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food.

All staff have a duty to ensure a high degree of housekeeping is maintained but the person identified below has the duty to ensure this is carried out.

The person responsible for general kitchen housekeeping is the food hygiene lead.

SECURITY

Security of the staff and service users is of the utmost importance, and to ensure this, rules are put in place. All staff must read the rules and sign a signature sheet to indicate that they have read and understood them.

The person responsible for security is Darren Gilmour.

- All fire exits are to remain clear
- Visitors must remain in the main entrance until authorised to enter the rest of the building by a member of staff
- All members of staff must sign into the building and out when leaving. A book will be provided for this purpose at the rear entrance
- All visitors must sign in and out using the book provided
- Windows and doors will be checked shut by a member of staff each night

The aim of these rules is to ensure a safe environment.

Any changes to the rules will be brought to the notice of all members of staff.

TRANSPORT

The safe transportation of service users and students is important to the company to ensure that that the vehicles and users are always safe the company will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

The people responsible for carrying out the risk assessments are Rebecca Bhageerutty and Emma Hunting.

- Only authorised employees will be allowed to drive hired vehicles
- All drivers will hold full, clean UK driving licenses
- All drivers must report any ill health, which may impair their driving abilities, road accidents and any fines and driving endorsements received. They will then be removed from the authorised drivers list. Any drivers wishing to be reconsidered for driving must produce suitable evidence
- All vehicles will have a valid Road Tax

- All vehicles will have valid fully comprehensive Business Insurance for the extent of the vehicles use
- Privately owned vehicles used for company business must have all the relevant documentation

The rules and assessments will be reviewed annually or if any significant change takes place. The person responsible for the review is Rebecca Bhageerutty.

It is an offence under the Road Traffic Act to use a handheld mobile phone whilst driving this includes waiting at traffic lights and in traffic queues.

Oaklea Grange School will not place pressure on any employee to use the phone whilst driving. Therefore, the company cannot be held responsible for any employee who is prosecuted for this offence. Before answering the phone, the driver must pull over and park in a safe place. The use of call divert to voice mail is encouraged or the use of the answering machine. The text message service is not to be used whilst driving. Failure to comply with this rule may lead to disciplinary action.

Authorised Drivers List

These employees are authorised to drive hired vehicles for the purpose of company business only.

TRAINING

It is the duty of the company to provide its employees with whatever is required in order that they can carry out their job in a safe way so that they are protected from hazards and that they do not cause anyone to be harmed by their activities. To ensure this is carried out a person has been appointed to identify any training needs. That person is Rebecca Bhageerutty.

Three types of training that will be provided:

- Induction training for all new employees
- Job specific training for all new employees or employee who transfer to other jobs.
- Health and Safety training for all employees who have been given specific tasks in the policy and to allow all employees to carry out their jobs safely
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and kept with the employee's personal file as well as a centrally held record.

The person responsible for maintaining the training records is Rebecca Bhageerutty and Dawn Small.

Health and Safety Training must include:

- Risk and CoSHH assessment for those employees who are required to carry out assessments by the policy
- Use of Personal Protection Equipment
- Use of Display Screen Equipment where necessary
- Personal and Food Hygiene
- Health and Safety Awareness
- Stress, Violence and Aggression management
- Safety awareness
- Fire prevention and safe use of fire equipment
- Any other training that may be relevant to their tasks or safety

ASBESTOS

The Control of Asbestos Regulations 2006

Duty to manage asbestos in non-domestic premises

The duty holder" means—

- (a) every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access thereto or egress there from; or
- (b) in relation to any part of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access thereto or egress there from, and where there is more than one such duty holder, the relative contribution to be made by each such person in complying with the requirements of this regulation will be determined by the nature and extent of the maintenance and repair obligation owed by that person.

Every person shall cooperate with the duty holder so far as is necessary to enable the duty holder to comply with his duties under this regulation.

WORKING AT HEIGHT

The **Working at Height Regulation 2005** requires us to consider several key elements prior to carrying out any work that involves climbing from floor level.

We are required to suitably and sufficiently assess the risks involved in working at height. This will involve consideration of the following key factors:

- Is there a specific need to work at height or can the operation or task be carried out without working at height?

- Is the equipment we provide suitable for the task involved and does it allow ease of access to the working area?
- Is the equipment used to access the work area maintained?
- Are the employees we intend to use suitably trained to carry out the task and is their level of fitness acceptable?
- If employees are required to access surfaces at height, then we must consider the surface of sufficient strength to support the persons involved.
- The height involved must also be considered, as well as should a fall occur what is the employee likely to fall on or into. A secondary means of supporting the employee should he/she fall must be provided for the higher access tasks.
- If the task requires employees to work outside, then the weather conditions must be considered. If the weather conditions are adverse and likely to threaten the safety of our employees, then the task will be postponed until such time when it is safe to precede.

We will carry out a risk assessment, considering the factors indicated above. If the work is beyond what we consider acceptable then we will call on the services of a specialist contractor to make the work zone easily accessible to our employees.

The person responsible for carrying out the working at height assessments is Rebecca Bhageerutty.

LEGIONELLA

Legionnaire's disease is a form of pneumonia that principally affects those members of the general population who are susceptible due to age, illness, immunosuppression, drugs, smoking, etc., and may be fatal. Legionella can also cause less serious illnesses, which are not fatal or permanently debilitating but which can affect all peoples.

Legionella pneumonia, the bacterium responsible for Legionnaires disease, is widespread in natural sources of water and causes no problem. However, the bacterium may enter man made systems or water services and under ideal growth conditions, and where there is a means of aerosol formation and a susceptible population, an outbreak may take place.

The Control of Legionella Bacteria in Water Systems: Approved Code of Practice &

Guidance: L8

The principal statutory requirements for the control and management of legionella bacteria are the Health & Safety Commission Approved Code of Practice and Guidance L8.

The purpose of the regulation is to manage the risk from legionella to employees, residents and visitors to Oaklea Grange School and they require duty-holders to:

- Identify and assess the risks of legionella bacteria in water systems
- Devise a scheme for eliminating or controlling the risk
- Manage the risk, selection, and training of competent personnel
- Keep up to date records (electronically and logbooks on site)
- Manufacturers, suppliers, installers, and users to address their responsibilities

The above requirements will be met by the following actions:

- Inspection of water storage tanks (Six monthly)
- Visual inspection of the hot water calorifiers (Annually)
- Visual checks of temperatures and settings of calorifiers (Monthly)
- Temperatures of hot and cold-water outlets at Sentinel taps (Monthly)
- Legionella water samples taken (Annually)
- Cleaning and disinfection of shower heads (Quarterly)
- Flushing of infrequently used outlets (Weekly)
- Checking other outlets on a rotational basis over a 12-month period recording

Information from the register should be easily available to all interested parties.

Legionella Risk Assessment

A risk assessment shall be undertaken of all water storage tanks, calorifiers and associated pipework which are susceptible to colonisation by Legionella. The risk assessment shall follow the procedure L8 (2000) and the Approved Code of Practice for the prevention of Legionella. It should consider the following:

- Temperature of stored water, e.g., tanks, calorifiers, water heaters with header tanks etc.
- Construction and dimensions of water storage tanks, calorifiers etc.
- Internal condition of water storage tanks and calorifiers (if possible)
- If tanks are Bylaw 30 compliant, e.g., screened overflows, insulation, lids
- Configuration of pipework to prevent water stagnation
- Dead legs in the pipework distribution system
- Condition of showers and showerheads
- Water temperatures at hot and cold outlets after specified running times
- Are drinking water labels installed to incoming mains
- Susceptible occupants, e.g., elderly, healthcare etc
- Microbiological samples (TVC)

Risk Assessment Results/ Remedial Works

The completed risk assessment will make recommendations as to remedial works required to the domestic water system to comply with the Approved Code of Practice. Examples of remedial works can include:

- Replacement tanks required
- Sterilisation/ Chlorination of system required
- Bylaw 30 works to be carried out, including:
 - Insulation to pipework/ tanks
 - Indicator labels to pipework
 - Ball valve moved to opposite side of tank to allow cross flow of water
 - Rodent screens to overflow pipes
 - Lid vents to be fitted

These recommendations are prioritised as high, medium, or low with associated time scales as to when the work should be completed. These time scales are:

High Priority - Work to be carried out immediately. (Where this is not possible, regular disinfection and temperature monitoring regime to be adopted until period of rectification)

Medium Priority - Within three months

Low Priority - Within twelve months

The purpose of this work prioritisation is to indicate to the building owner and the Responsible Person an approximate time scale for monitoring, maintaining and Executing remedial works to the domestic water system.

SERVICE	TASK	FREQUENCY	CARRIED OUT BY
HOT WATER SERVICE	Arrange for samples to be taken from hot water calorifiers, to note condition of drain water.	Annually	Water Treatment Contractor
	Visual check on internal surfaces of calorifiers for scale and sludge. Check representative taps for temperature above 50C on a rotational basis	Annually	Water Treatment Contractor
	Check temperatures in flow and return at calorifier. Check water temperature up to one minute to see if it has reached 50C in the sentinel taps.	Monthly	Property Manager

COLD WATER SERVICE	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature below 20C on a rotational basis	Annually	Water Treatment Contractor
	Check tank water temperature remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/ min thermometers where fitted	Six Monthly	Plumber/ Heating Engineer
	Check that temperature is below 20C after running taps for up to two minutes in the sentinel taps.	Monthly	Health and Safety Lead
SHOWER HEADS	Dismantle, clean, and descale shower heads and hoses	Quarterly	Plumber/ Heating Engineer
LITTLE USED OUTLETS	Flush through and purge to drain, or purge to drain immediately before use without release of aerosols	Weekly	Health and Safety Lead
COMPLETE SYSTEMS	Physically clean and disinfect all cold-water storage tanks, calorifiers and associated hot and cold-water services	Annually	Water Treatment Contractor

7. GENERAL GUIDELINES FOR EMPLOYEES

- You must not commit or allow to be committed any act which may result in potential danger in any way
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety
- You must observe all laid down procedures concerning work activities, plant, materials, and substances
- You must comply with the Health and Safety policy
- You must observe all safety rules on and off the Company's property
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others
- You must always conduct yourself in an orderly manner and not stray from responsible behaviour
- You must dress with health and safety of yourself and others in mind
- You must use the safety equipment and/ or protective clothing provided
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others
- All employees are to obey the rules of the Company as contained in the Contract of Employment
- You must not invite visitors onto Company premises without permission from Management
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will subject to disciplinary action
- Co-operation is vital to ensure successful health and safety standards

GENERAL GUIDELINES FOR EMPLOYEES

IF AT ANY TIME YOU ARE UNSURE ABOUT THE HEALTH AND SAFETY ASPECT OF THE DUTIES YOU MAY BE ASKED TO PERFORM, THEN YOU MUST CONSULT YOUR HEALTH AND SAFETY SUPERVISOR

CO-OPERATION IS VITAL TO SUCCESSFUL HEALTH AND SAFETY AT WORK

A MASTER COPY OF THE COMPANY HEALTH AND SAFETY POLICY IS KEPT AT ALL TIMES IN THE OFFICE, EMPLOYEES SHOULD FAMILIARISE THEMSELVES WITH ITS CONTENTS

ANY CHANGES IN COMPANY POLICY WILL BE ANNOUNCED AND MINUTED DURING MORNING BRIEFINGS OR AFTERNOON DE-BRIEFINGS.

NO ALCOHOL OR NON-MEDICAL DRUGS ARE TO BE CONSUMED DURING WORKING HOURS. EMPLOYEES FOUND TO BE UNDER THE EFFECTS OF EITHER WILL BE LIABLE TO SUMMARY DISMISSAL

Date:	Change:	By who?
20.06.2024	Annual review	DG
08.10.2024	Ben Cormack added as 'Head of Estates and Health and Safety'	DG
24.02.2025	Rebecca Bhageerutty added to the document in place of Natasha Moore	DG
20.06.2025	Annual review	DG
07.07.2026	Updated with change of staffing	AJB