

## Health and Safety Policy including Risk Assessment Policy

Date:	Reviewed by:	Ratified by:	Frequency of review:	Date for next review:
Spring 2023	JO	JR	Annual	Spring 2024

### **PART 1. Statement of Intent**

The Managing Director of Learning to Listen will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff at induction and annually as part of the Staff Declaration process and will be accessible at all times on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

### **PART 2. ORGANISATION**

As the employer the Managing Director at Learning to Listen has overall responsibility for Health and Safety.

#### **Roles and Responsibilities**

The Managing Director is responsible for ensuring health and safety management systems are in place and effective and fulfils a strategic role in health and safety and is not involved in the day to day management of the provision.

As a minimum these management systems should adhere to the HCC's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

The Health & Safety nominated person is Jo Osborn, who will receive relevant information, monitor the implementation of policies, procedures and feedback Health and Safety issues and identified actions to the Managing Director.

The Managing Director will receive regular reports from the nominated person to provide and prioritise resources for Health and Safety issues.

Where required specialist advice on Health and Safety which the establishment may not feel equipped to deal with will be sought from:

HCC's Health and Safety Team, Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)



The Learning to Listen Director, staff and associates are responsible for, their own safety and the safety of those they work with. It is always essential for everyone working at Learning to Listen to adhere strictly to Health and Safety Policy and Procedures.

Learning to Listen has a commitment to the safety of all staff, associates, clients and visitors to the activity sites.

All staff have a legal responsibility to take care of the health, safety and welfare of themselves and others so far as is reasonably practicable and to co-operate with Learning to listen to comply with Health & Safety law.

Any failure to follow procedures under the Health & Safety at Work Act can result in prosecution and failure to follow procedures and instructions relating to this policy and associated procedures will be considered as a disciplinary offence which could result in dismissal.

All staff who report a health and safety concern and do not believe the matter has been appropriately dealt with can follow this up using Learning to Listen's Complaints Procedure.

Overall responsibilities for staff and associates are as follows:

- To co-operate on health and safety matters detailed within this policy and to maintain a high regard for their own actions at work to prevent accidents and injuries to themselves and others.
- To not interfere with anything provided to safeguard their own and others' health and safety.
- To report all accidents, injuries, incidents and other health, safety and welfare concerns to a designated person.

The Director/Nominated Person have responsibility for:

- Ensuring the Health and Safety policy and procedures are implemented and complied with.
- Communicating the policy and other appropriate Health and Safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage Health and Safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Ensuring that the premises and equipment are maintained in a safe and serviceable condition.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.



**Whilst overall responsibility for Health and Safety cannot be delegated the Director/ nominated person may choose to delegate certain tasks to other members of staff.**

All staff should be aware of systems at Learning to Listen which support Health & Safety, and these will be explained to them as part of staff induction and reviewed annually as part of staff training and annual declaration.

### **Responsibilities of other staff**

- Apply the provision's Health and Safety policy to their own designated area of work.
- Aware of and follow relevant published Health and Safety guidance
- Ensure Health and Safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff.
- Take appropriate action on Health, Safety and Welfare issues referred to them, informing the Director of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training, and supervision to enable staff and students to avoid hazards and contribute positively to their own Health and Safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of Employees**

Under the Health and Safety at Work Act 1974 all employees have general Health and Safety responsibilities. All employees are obliged to take care of their own Health and Safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the Health and Safety of themselves and others in undertaking their work.
- Comply with the provision's Health and Safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with the senior team on all matters relating to Health and Safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of Health, Safety and Welfare.
- Report all defects in condition of premises or equipment and any Health and Safety concerns immediately to the Director/ Nominated Person.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for Safety or Health reasons. Including any Covid-19 processes and

procedures as laid out in the Corona Virus Action Plan.

### **PART 3. ARRANGEMENTS**

- Appendix 1 - Risk Assessments
- Appendix 2 - Health and Safety Monitoring and Inspections
- Appendix 3 - First Aid and Medication
- Appendix 4 - Treating Injuries and Getting Help
- Appendix 5 - Administration of Medicines
- Appendix 6 - Accident Reporting Procedures
- Appendix 7 - Health and Safety Information and Training
- Appendix 8 - Personal safety / lone Working
- Appendix 9 - Premises Work Equipment
- Appendix 10 - Flammable and Hazardous Substances
- Appendix 11 - Contractors
- Appendix 12 - Access to Work
- Appendix 13 - Plant and Machinery
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Stress/Wellbeing

### **APPENDIX 1 - G**

<b>RISK ASSESSMENTS</b>
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Learning to Listen conducts and documents risk assessments for all activities presenting a significant risk.

Risk assessments are available for all staff to view and are held centrally in the shared drive and main office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

Specific assessments relating to staff member(s) or student(s) are held on that individual's file. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform the Director/Nominated Person of any medical conditions (including pregnancy) which may impact upon their work.

### **Covid-19 / other infectious diseases Outbreak Management Plan**

This is updated whenever there is an update or advice from the Government or County administration, as well as specific setting or personnel concerns that may need to be addressed. It is reviewed at least annually and updates are discussed and shared with staff/parents/carers, where appropriate.

### **APPENDIX 2 Health and Safety Monitoring and Inspection.**

A general inspection of the site is conducted on a weekly and termly basis and is undertaken /co-ordinated by the Nominated Person/ Director

Advice and pro forma inspection checklists to assist the monitoring process can be found in the [Education Health and Safety](#) Manual.

### **APPENDIX 3 First Aid and Medication**

The provision has assessed the need for first aid provision and identified the following staff to provide first aid.

#### **Trained to First Aid at Work Level (3 days /18 hrs):**

Chris Saunders – Vocational and Outdoor Education Coach  
Steve Claydon - Coach

#### **Trained in Paediatric First Aid**

Jo Osborn – Head Coach/ Nominated Health & Safety Person  
Joanne Richardson – Director  
Sam Tompkins – Senior Coach  
Debbie Newton – Coach  
Sarah Veall – Coach  
Katy Dingley – Coach

First Aid qualifications remain valid for 3 years. The Health and Safety Nominated Person will ensure that refresher training is organised to maintain competence and that new staff are trained should first aiders leave.

#### **First Aid Boxes are Located at the Following Points:**

Tack Room, Workshop



The Health and Safety Nominated Person is responsible for regular checks and replenishment of the contents of first aid boxes including travel kits. A check is documented at least once per half term.

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to students.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of students with the parents/carers.

School Nurse Support – Karen Weetman, Tel: 07717714526

School Health Team – Tel: 01462 427115

Lister Hospital, Stevenage – Tel: 01438 314333

#### **APPENDIX 4 Treating injuries and getting help**

Minor injuries can be treated on site. However, emergency situations will require a rapid response and are likely to require an ambulance. An ambulance should be called by dialling **999**:

**The following situations are considered emergencies:**

- Unconsciousness.
- Severe respiratory difficulty.
- If a person has difficulty in speaking.
- Suspected heart attack or stroke.
- Suspected head injury.
- Suspected fracture.
- Excessive bleeding.
- First attack of asthma.
- First seizure
- Chest pain.

This list is not exhaustive.

#### **APPENDIX 5 Administration of medicines**

Learning to Listen will not be administering medication to students. All medication will be required to be administered prior to student's arrival in the morning or when they return home at the end of the day.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to students and not locked away. These are kept in the main office and clearly labelled. Where appropriate students will carry their own emergency medication.

#### **APPENDIX 6 Accident Reporting Procedures**

##### **Accidents to employees**

All employee accidents, no matter how minor, must be reported to the Managing Director.



### **Accidents to students and other non-employees (members of public / visitors to site etc.)**

A local accident file, held in the Training Room, is used to record all minor incidents to students and non-employees, more significant incidents as detailed below must also be reported to the Managing Directors. Parents / carers will be notified immediately of all major injuries.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Accidents will be monitored for trends and a report made to the Managing Director.

The Managing Director will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety Team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A student or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

## **APPENDIX 7 Health and Safety Information and Training**

All employees will be provided with:

- a copy of and induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities

- refresher training where required.

Any new instructions or restrictions will be communicated to all staff via the shared drive, staff meetings are recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept in the main office with a system in place for ensuring that refresher training is undertaken within the prescribed time limits.



Each member of staff is also responsible for identifying their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## **APPENDIX 8 Personal Safety/Lone Working**

Learning to Listen believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Director. The provision will work in partnership with HCC and Police where inappropriate behaviour/ individual conduct compromises the provision's aims in providing an environment in which the students and staff feel safe.

### **Lone working**

Staff are encouraged not to work alone. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal provision hours must obtain permission from the Director.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a mobile phone.

## **APPENDIX 9 Premises and Work Equipment**

### **Statutory inspections**

Regular inspection and testing of any equipment are conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the main office.

All equipment is logged in an equipment register/inventory ensuring that any training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

All staff are required to report any problems found with equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

### **Designated Learning Areas**

Coaches are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables, and electrical equipment prior to use. Defective equipment will be reported to the Director/ Nominated Person.

All portable items of electrical equipment and earthed equipment (class 1) and cables attached to such equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an annual cycle.





The Nominated Person is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the provision without prior authorisation and must be subjected to the same tests as equipment.

## **APPENDIX 10 Flammable and Hazardous Substances**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (COSHH Regulations).

There are currently no COSHH held on site.

## **APPENDIX 11 Contractors**

All contractors used by Learning to Listen are approved as competent and qualified work force prior to work being agreed and shall provide a copy of their Public Liability insurance. Contractors shall ensure compliance with relevant Health and Safety legislation, guidance, and good practice.

All contractors must report to the main office where they will be asked to sign the permissions to workbook and wear an identification badge.

The Director and Nominated Person are responsible for monitoring areas where the contractor’s work may directly affect staff and students and checking whether expected controls are in place and working effectively.

## **APPENDIX 12 Access to Work**

All roadways and paths, passages, and other means of access to Learning to Listen must be kept clear and unobstructed and free from any litter or spillages.

All speed limits for vehicles on Learning to Listen premises must be strictly observed.

Except for access to the car park on authorised routes, no person is allowed to drive any vehicle on Learning to Listen premises without express authority.

## **APPENDIX 13 Plant and Machinery**

Learning to Listen is responsible for ensuring that all existing and new plant and machinery comply with current safety standards and are fitted with all appropriate security devices.

No employee may, except in the most serious emergency, disable or in any way interfere with or remove any safety system or device or work on any plant or machinery whose safety systems or devices are inoperative. All defects must be reported immediately to the Director.

## **APPENDIX 14 Working at Height**



Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indq455.htm>

Formal training on working at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, and construction staff.

The establishment's nominated person(s) responsible for work at height are:

Chris Saunders - Outdoor Learning Coach

Steve Claydon – Outdoor Learning Coach

The nominated person(s) shall ensure:

- all work at height is properly planned and organised
- the use of access equipment is restricted to authorised users
- all those involved in work at height are trained and competent to do so
- the risks from working at height are assessed and appropriate equipment selected
- a register of access equipment is maintained
- all equipment is regularly inspected and maintained
- any risks from fragile surfaces are properly controlled.

## **APPENDIX 15 Moving and Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

## **APPENDIX 16 Display Screen Equipment (DSE)**

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin staff should follow the DSE Guidance displayed in the main office.

## **APPENDIX 17 Stress/Wellbeing**

Learning to Listen are committed to promoting high levels of Health and Wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE.

As part of the commitment to address stress within the workplace, Learning to Listen provide many opportunities to support the Health & Wellbeing of all staff. Issues or problems



highlighted by staff are addressed through an open-door policy with senior staff, at the morning briefings and Inset/Training days. There is also the provision's commitment to improve the working conditions of staff on an on-going basis. All staff are encouraged to raise any issues in areas that may be causing them stress within the workplace.