




# AUTISM EAST MIDLANDS

## HEALTH AND SAFETY POLICY STATEMENT

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Autism East Midlands recognises that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain workplaces and working conditions that are safe, healthy and comply with all statutory requirements. This will be achieved by a thorough process of audit, risk assessment, monitoring, review, and training.

*This Policy was approved by the Board of Trustees*

Signed:  .....

*Jane Howson, Chief Executive Officer, Autism East Midlands*

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## **Introduction**

This policy is written within the framework of and is intended to satisfy the Health & Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and The Equality Act 2010 and any subsequent legislation and Regulations.

AUTISM EAST MIDLANDS (AEM) is committed to provide a safe and healthy place of work for all employees, service users/students and visitors. AUTISM EAST MIDLANDS will take all reasonable steps to enable compliance by ensuring:

Autism East Midlands is committed to ensuring risk assessments are undertaken, control measures are implemented, and management systems are monitored and maintained, enabling best practice and compliance with legal requirements on health, safety, and welfare.

Provide appropriate instruction, training, supervision, equipment, and facilities to enable safe working.

Staff involvement and consultation to gain commitment from all employees to AEM's policies and procedures and their implementation.

A sensible and pragmatic approach to solutions for controlling significant risks to employees and other involved.

The Board of Trustees, Chief Executive Officer, School's Governing Body, Headmaster and Deputy/Assistant Head Teachers and Senior Management Team and managers recognise and accept their responsibilities under law for the management of its services. AUTISM EAST MIDLANDS as responsible employers and/or persons in control of premises accepts responsibility to pursue, so far as is reasonably practicable, the health, safety and welfare of its employees, service users, students, contractors, visitors, and others who may be affected by its activities.

In compliance with the Health and Safety at Work etc. Act 1974, Autism East Midlands will ensure so far as is reasonably practicable and suitable and sufficient that:

- the premises are maintained in a safe condition.
- safe access and egress from the premises is maintained.
- all plant and equipment is safe to use.
- sufficient information, training, instruction, and supervision is available and provided.
- appropriate systems of work exist and are maintained including during offsite visits.
- arrangements exist for the safe use, handling and storage of articles and substances at work.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above Autism East Midlands also recognises its obligation to non-employees i.e. members of the public (this includes students and service users) contractors, trainees and volunteers. As an education and care provider Autism East Midlands sees its commitment as especially important to set standards by example and will provide the necessary information, instruction, supervision, and training required as far as is reasonably foreseeable to those affected by its activities, to ensure their health and safety.

This policy will be reviewed, amended, or added to as is necessary. Copies and subsequent amendments will be made available to all employees. The phrases 'employee' refers to all staff whatever their function and 'service user' refers to all students, pupils, residents, and others who may be affected by its activities.

The success of the Health & Safety policy depends on the active support of all employees to achieve its objectives. The Board of Trustees, Chief Executive Officer, School's Governing Body, and Senior Management Team is committed to AEM policies and procedures, and all employees are required to comply as a condition of employment. For the policies and procedures to be effectively implemented AUTISM EAST MIDLANDS must have the full co- operation of employees and others who use the premises. Employees are reminded of their own duties:

- I. to take care of their own health and safety and that of others and.
- II. to co-operate with The Board of Trustees, Chief Executive Officer, School's Governing Body, and Senior Management Team so that they may carry out their own responsibilities successfully.
- III. to co-operate with and use health and safety devices (whether equipment or protective equipment)

All relevant Regulations, Codes of Practice will be complied with as necessary.

A copy of this statement is available for all members of staff. Consultation with employee representatives on matters affecting health and/or safety of staff will be held as and when appropriate.

## **Duties**

### **1. The Duties of the Board of Trustees**

The Board of Trustees is the overall governing body of the organisation and has the ultimate responsibility for health and safety; and collectively its members must ensure that Autism East Midlands has the organisational arrangements and systems in place for health and safety to be successfully managed, adhered to and reviewed.

In the discharge of their duty, the Board of Trustees will:

1.1.1 Ensure there are effective and enforceable policies for the provision of health and safety throughout the organisation.

1.1.2 Periodically assess the effectiveness of the policies and ensure that any necessary revisions are made.

1.1.3 Identify and evaluate all hazards and residue risks relating to

the premises

working practice

school and service activities

educational and other visits

sponsored events

1.1.4 Identify and evaluate risk control measures in order to minimise risk to staff, students, service users and visitors.

1.1.5 Create and monitor the management structure to enable implementation of health and safety.

1.2 The Board of Trustees, CEO and School Governing Body Undertakes to:

1.2.1 Provide a healthy and safe place for staff, students, service users to work/study/live including means of entry and exit;

1.2.2 Provide equipment and systems of work which are safe to use and follow.

1.2.3 Ensure safe arrangements for the storage, handling and transport of articles and substances.

1.2.4 Training, supervision, and instruction to enable all governors, staff and service users/students to participate in service and school activities in a safe and healthy manner. Staff will receive health & safety training which is appropriate to their role to enable them to carry out their duties.

1.2.5 Provide safe and healthy working conditions which take into account all appropriate

statutory requirements

codes of practice

guidance

1.2.6 Provide suitable Personal Protective Equipment and clothing (PPE) with instruction for its use.

1.2.7 Provide adequate welfare facilities.

1.3 As far as is reasonably practicable The Board of Trustees, CEO and School Governing Body, through the Head Teacher, Director of Services and Service Leads, will make arrangements for all

staff including temporary and voluntary staff, helpers and those on fixed term contracts to receive comprehensive information that is suitable and sufficient on:

1.3.1 Autism East Midlands Policies;

1.3.2 all other health & safety matters:

1.3.3 the instructions and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **2.0 Duties of Head Teachers and Director of Services**

2.1 As well as the general duties of all members of staff, the Head Teacher and Director of Services have the responsibility for the day-to-day maintenance and development of safe working practices and conditions for staff, service users, students, visitors and any other persons using the premises or engaged in activities relating to Autism East Midlands and will take all reasonably practicable steps to achieve this end through managers and deputy head teachers, senior members of staff, teachers and others as appropriate.

All service users and students who access Autism East Midlands services have autism spectrum conditions. The Head Teacher and Director of Services are responsible for ensuring that service users and students with other additional needs are embraced when developing and implementing health and safety arrangements.

2.2 The Head Teacher and Director of Services are required to take all necessary and appropriate action to ensure that proper health & safety standards are always maintained and that employees fulfil their obligations in relation to health and safety at work.

2.3 The Head Teacher and Director of Services will, on a day-to-day basis be responsible for:

2.3.1 ensuring the health, safety and wellbeing of staff, service users, students and others using Autism East Midlands services, premises, facilities, or activities.

2.3.2 ensure safe working practices throughout their area of service to minimise hazards and control risk.

2.3.3 identify training needs of staff, service users and students and ensure that adequate and appropriate training and instruction are provided.

2.3.4 ensuring safe working conditions of the premises and facilities.

2.3.5 collate accident and incident information (including near misses) and, when necessary, carry out investigations and implement any remedial actions to prevent reoccurrence.

2.3.6 monitor the standard of health and safety throughout their area of service i.e., school, residential service, day service etc.

2.3.7 ensure that any defects reported by managers and staff in the premises, equipment or facilities which relate to or may affect the health and safety of staff, students, service users or others are made safe in a timescale commensurate with the risk.

2.3.8 monitor the management structure, in consultation with the Board of Trustees, Governors, and the CEO; consult with Health and Safety Officer, members of staff, including safety representatives on health and safety issues and encourage staff and others to promote health and safety.

2.3.9 arrange systems of risk assessment to allow prompt identification of potential hazards, and where appropriate ensure that the Governing body, Board of Trustees, CEO, Health and Safety Officer and Local Authority or other legislative body (where applicable) are made aware of these findings.

### **3.0 Duties of Deputy/Assistant Head Teachers, Service Leads/Senior Managers and Managers**

In addition to the general duties which all members of staff have, supervisory staff i.e. Managers, Deputy Head Teachers and Service Leads are directly responsible to the Head Teacher and/or Director of Services to have overall day-to-day responsibility for implementation and operation of the school or service's health and safety policy within their relevant department and areas of responsibility.

As part of their day-to-day responsibilities, they will ensure that:

3.2.1 new employees working under their management teams are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Head Teacher and/or Director of Services.

3.2.2 health and safety regulations, rules, procedures, and code of practice are effectively applied.

3.2.3 staff, students, service users and others under their jurisdiction receive instruction in safe working practices.

3.2.4 appropriate protective clothing and equipment (PPE), first aid supplies and firefighting equipment are provided and readily available.

3.2.5 positive, corrective action is taken where necessary in a timely manner to ensure the health and safety of staff, students, service users and others are met.

3.2.6 ensure that equipment and machinery are in a safe working manner, adequately guarded, serviced, and maintained and restricted to authorised persons only.

3.2.7 hazardous and highly flammable substances are correctly labelled and stored, and exposure is minimized at the premises at which they are responsible for.

3.2.8 all health and safety information are communicated to the relevant persons and.

3.2.9 they report any health and safety concerns to the Director of Service, Head Teacher and/or Health and Safety Officer.

3.2.10 ensure regular safety inspections of the premises that they are responsible for.

3.2.11 they monitor the standard of health and safety throughout their premises and encourage staff, students, service users and others to strive for the highest practicable standards.

3.2.12 ensure safe systems and methods of working exist and are implemented throughout their area of responsibility.

### **4.0 Duties of Teachers**

4.1 Teachers are expected to:

4.1.1 ensure effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and how to carry them out.

4.1.2 give clear, concise oral and written instructions and warnings to students where necessary.

4.1.3 follow safe working procedures.

4.1.4 make recommendations to the Head Teacher, or Deputy Head Teacher on plant, equipment, tools, machinery and any other health and safety matters.

4.1.5 integrate all relevant health and safety aspects into the teaching process and where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

4.1.6 will not personally or allow others to introduce personal items of equipment (electrical or mechanical) into the school without prior authorization from the Head Teacher.

4.1.7 will report all accidents, near misses, dangerous occurrences, and defects to the Head Teacher.

4.1.8 follow the health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g., CLEAPS, if issued, and to ensure that they are applied.

## **5.0 Duties of All Employees [including temporary staff and volunteers]**

5.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:

5.1.1 act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, service users, students, and other persons.

5.1.2 act in accordance with any specific Health and safety training they have received.

5.1.3 report all accidents and incidents in accordance with current policy and procedures.

5.1.4 observe all instructions on health and safety issued by Autism East Midlands senior management team or any other person delegated to be responsible for relevant aspects of health and safety.

5.1.5 observe guidance issued by Local Authorities, HSE, Safeguarding, CQC, Fire Service and any other relevant organisation as deemed appropriate by Autism East Midlands.

5.1.6 inform their line manager of any potential hazards to health and safety, those of a serious or imminent danger.

5.1.7 exercise good standards of housekeeping and cleanliness.

5.1.8 be aware of and apply the procedures in respect of health and safety, fire, first aid and other emergencies.

5.1.9 inform their line manager of anything that they feel affects health and safety arrangements.

5.1.10 co-operate with others to help to enable them to carry out their health and safety responsibilities, including Trade Union appointed health and safety representatives and enforcement officers of the Health and Safety Executive (HSE).



5.2 All employees who authorise work to be undertaken or purchases of equipment will ensure that all health and safety implications are considered; and

5.3 Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-arrangements.

## 6.0 Health and Safety Officer

Will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections as necessary. Staff will be nominated throughout the services to assist the Health and Safety Officer in the management of health & safety i.e. perform weekly fire tests, daily visual health & safety inspections etc.

## 7.0 Service Users and Students

All Service users and students have autism spectrum conditions, however in accordance with their aptitude, are expected as far as is practicable expected to:

7.1.1 exercise personal responsibility as far as they are able for the health and safety of themselves and others.

7.1.2 observe the organisations health and safety rules and in particular the instructions given by staff in an emergency; and

7.1.3 use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

## 8.0 Visitors, Members of the Public and Volunteers

8.1 Visitors, volunteers, contractors, and members of the public are required to co-operate with the health and safety arrangements put in place by Autism East Midlands to protect them when using the organisation's premises or lands.

8.2 Where volunteers are employed to undertake work on behalf of the organisation, they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessments and implementation of control measures, together with ensuring volunteers have received adequate training, instruction, supervision and information for the tasks they are undertaking.

## 9. Accident Recording, Reporting, and Investigation

9.1 Autism East Midlands requires that all accidents, incidents and near misses be investigated at the earliest opportunity to determine possible causes and any necessary remedial action. Investigations should be headed by the Manager/Deputy Head Teacher, or by their delegation to a senior member of staff e.g., Assistant Manager, Assistant Head Teacher. Accidents, incidents and near misses must be reported to the Health and Safety Officer. Findings of investigations may result in amended risk assessments and appropriate resource allocation to prevent a reoccurrence.

9.2 All accidents will be recorded on 'REVEAL' or in the 'Accident Report Book' whichever is most appropriate for that incident e.g., off-site visit will be recorded in an accident book at the time. The

Manager/Head Teacher/ Health and Safety Officer is to be informed immediately of all RIDDOR reportable accidents.

## 10. Management of Asbestos

Autism East Midlands acknowledges the health hazard arising from exposure to Asbestos and will protect those employees and visitors potentially exposed to it as far as is reasonably practical. This will be achieved through minimising exposure through proper control measures and work methods, supported by training of employees. This policy requires the full support and co-operation of management and staff at all levels.

To minimise the risk from asbestos containing materials (ACM's) at Autism East Midlands premises, Autism East Midlands will maintain safe and healthy environment by:

10.1 Complying with The Control of Asbestos at Work Regulations 2012 (CAR) together with the Approved Code of Practice (ACOPS) along with all other relevant regulations and policy concerning the control of asbestos.

10.2 Removing ACM's where the risk to persons using the premises is unacceptable.

10.3 To have a named person, usually the Facilities Manager who will have the responsibility for the implementing the Asbestos Management Plan in compliance with The Management of Asbestos in Autism East Midlands occupied premises guidance.

10.4 Site surveys are carried out for each of the premises and a copy of the report is kept on site.

10.5 Contractors working on the premises must have access to the report and sign to say they have seen it.

10.6 Buildings reviewed on an annual basis.

Persons carrying out maintenance, installation or refurbishment work must obtain permission from the Facilities Manager before the work commences. Permission will only be given when a satisfactory risk assessment permits the work to proceed.

Employees have a responsibility to report to their line manager any possibility of damage, contamination or contact with asbestos based products.

## 11. Contractors

11.1 Where work is undertaken by Contractors, Consultants and Project Managers on behalf of Autism East Midlands all parties must comply with Section 3 of the Health & Safety at Work etc. Act 1974 and be made aware of this section prior to commencement of work.

11.1.1 Autism East Midlands will check the competence of contractors and visiting workers - competence will be judged on experience, pre-selection, recommendation, and evaluation e.g., Contractors Health and Safety Assessment (CHAS) or a combination whilst considering the nature and scale of the works involved, similarly contractors should apply the same criterion when selecting sub-contractors.

11.1.2 Autism East Midlands will agree a risk assessment with the contractor for the work considering the needs of the service/school and the contractor.

11.1.3 A designated member of staff, usually the Facilities Manager will liaise with the contractor and take all reasonable steps to provide an oversight of the work and ensure safe working practices are followed and a relevant up-to-date risk assessment is in place.

11.1.4 Where major building works and renovations are to take place, Autism East Midlands insurers should be made aware. They may advise on additional safeguards and adaptations required.

11.1.5 Unusual and significant hazards will be clearly identified.

11.1.6 Information will be shared regarding any hazards or risks.

11.1.7 Risk assessments will be examined to check contractors and others have correctly interpreted any site-specific conditions etc.

11.1.8 Contractors will be made aware of specific personnel who are the point of contact during works carried out.

11.1.9 Safeguarding precautions to be considered. DBS checks where appropriate.

11.2 Arrangements for controlling and monitoring works in progress will require key areas of focus, these are:

11.2.1 Segregation of pedestrians and traffic.

11.2.2 Safe systems of work to ensure adequate control within areas of the property that are occupied during the work to be carried out.

11.2.3 Consideration given to fire precautions that may be increased during the work

11.2.4 Evacuation routes and plan if affected by works.

11.2.5 Minimising contact between contractors and service users/students as far as possible during building works.

11.3 Communication is crucial to ensure that issues relating to building works are effectively communicated, this includes:

11.3.1 Advising visitors of any hazards on site i.e., providing asbestos report/register, fire evacuation plan

11.3.2 Information regarding hazards or risks being brought onsite e.g., fumes/dust created during work or re-routing emergency escape routes etc.

11.3.3 Controlled access, so contractors and staff are aware of who will be working on the premises

11.3.4 Sign-off/safe completion of works certificates

11.3.5 Ensure completion of the premises logbook by contractors and visitors.

## **12. Curriculum & Activity Safety**

12.1 Autism East Midlands recognises that programmes of study and activity require that service users and students should be taught to identify and reduce risks in the way that they work as far as is reasonably practicable; this will differ for every service user and student dependent on their individual ability and understanding. A balance needs to be achieved between independent learning wherever possible and supervision to ensure the safety of the service user/student.

12.2 All staff will ensure that they are familiar with all the hazards which might arise from any equipment, tools, processes, or materials that they plan to use and the risks they pose.

12.3 All staff supporting the activities and/or lessons will be appraised of the safety procedures and practices relating to the activities they are supporting.

12.4 Schemes of work will be reviewed to assess the hazards involved in all activities to determine:

- 12.4.1 where close supervision is required
- 12.4.2 size and dynamics of group
- 12.4.3 suitability for whole group participation
- 12.4.4 where particular skills need to be taught
- 12.4.5 what personal protective equipment {PPE} is required
- 12.4.6 Standards of hygiene and personal care required

### **13, Medication and Administration of Drugs**

13.1 All health and social care organisations are accountable for ensuring the safe storage of medicines. This procedure is intended to encourage good practice in the storage of medicines to ensure that medicines are always fit for purpose and securely stored to prevent accidental use or theft. There should be good auditable procedures in place to monitor systems like temperature of storage cupboards and security of keys. The storage of Controlled Drugs and refrigerated medicines are dealt with in separate policies.

13.2 Parents and/or legal guardians have prime responsibility for their sons' or daughters' health and should provide as much information about their sons' or daughters' medical condition. Details should be obtained from the student/service users GP, if needed.

13.3 Autism East Midlands has adopted guidance on managing medicines from regulatory bodies such as Care Quality Commission (CQC) and the Department for Education (DoE) etc.

13.4 Administration of secondary dispensed medication is prohibited. Homely remedies will only be dispensed on receipt of service user/Students GP and/or Parent/Legal Guardian authorisation.

13.5 Medication on the premises must be kept in a lockable metal box and appropriate recording procedures followed.

13.6 All AEM sites have trained first aiders and staff trained in the safe administration of medication.

### **14, Electrical Equipment**

14.1 Fixed Wire Electrical Periodic Test and Inspection is undertaken every 5 years at all AEM properties

14.2 Portable Appliance Testing {PAT} is completed on an annual basis by authorised competent person/s.

14.3 Employees are not permitted to bring their own electrical appliances onto the premises without express prior approval of their line manager or head teacher, permission will only be given if the

equipment is new and meets the required standards; the equipment will then be included in the annual PAT testing scheme.

14.4 All employees must exercise due diligence in using electrical appliances.

## **15. Fire Precautions & Procedures**

15.1 The named competent person for each area of service (Head Teacher/Manager) has responsibility for the implementing the Fire Safety Management Plan by: -

15.1.1 detailing of any significant findings from the fire risk assessment and any action taken

15.1.2 testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices.

15.1.3 testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person.

15.1.4 recording of false alarms:

15.1.5 testing and maintenance of emergency lighting systems.

15.1.6 testing and maintenance of fire extinguishers, hose reels and fire blankets etc.

15.1.7 testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems.

15.1.8 recording and training of relevant people and fire evacuation drills.

15.1.9 planning, organising, policy and implementation, monitoring, audit, and review.

15.1.10 maintenance and audit of any systems that are provided to help the fire and rescue service

15.1.11 the arrangements in a large multi-occupied building for a coordinated emergency plan or overall control of the actions you or your staff should take if there is a fire.

15.1.12 all alterations, tests, repairs, and maintenance of fire safety systems, including passive systems such as fire doors.

## **16. First Aid**

All AEM services will follow the statutory requirements for first aid and provide suitably trained first aid staff.

AEM will seek to support any student/service user or staff member that has a medical or health condition, for example such as diabetes, asthma, HIV, AIDS, Hepatitis, or epilepsy, to ensure their health, safety, welfare and inclusion as far as is reasonably practicable.

AEM will not tolerate discrimination and bullying and promotes a whole organisation approach to tackling the stigma and discrimination faced by people living with a condition.

## **17. Glass and Glazing**

All glass in doors, side panels and windows to be safety glass, all replacement glass to be of safety standard, continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken

## **18. Control of Substances Hazardous to Health (COSHH)**

18.1.1 Control of Hazardous Substances Hazardous to Health (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk the hazardous substance first and foremost

18.1.2 Where it is necessary to use substances that are hazardous to health as defined by COSHH regulations, substances should be carefully restricted, data safety sheets kept and risk assessments for use kept on file.

18.1.3 Information on toxic plants should be located in each department. AEM will as far as is reasonably practicable ensure that toxic plants are not allowed to grow on the premises. Any toxic plants that may grow due to seeding or spread from neighbouring gardens will be removed.

18.1.4 Hypodermic needles to be disposed of in the specially provided 'sharps' container. Care should be taken when clearing outdoor areas for needles that have been discarded by trespassers.

18.1.5 All COSHH items i.e., cleaning chemicals, laundry products are stored in a lockable designated cupboard

## **19. Handling & Lifting**

19.1 Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

19.2 Managers/Deputy Head Teachers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the Health and Safety Officer, HR Department and Occupational Health as necessary.

## **20. Lone Working**

20.1 Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, communication devices, in-out boards, and other means of monitoring staff whereabouts.

20.2 Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide a safe lone working environment for their health and safety.

## **21. Maintenance/Inspection of Equipment**

Guidance issued by Health and Safety Officer on servicing, testing or inspected is followed and records kept

## **22. Personal Protective Equipment (PPE)**

22.1 Line managers will assess based on the risk assessments and/or COSHH assessments the need for PPE.

22.2 Where it is assessed that PPE is required it shall be appropriately selected and provided.

22.3 A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

22.4 Staff are responsible for ensuring that they use PPE correctly where it is provided.

22.5 Staff need to dispose of disposal PPE correctly, in the case of cleaning up bodily fluid it is put in a yellow bio-hazard sack and correct coloured bin

## **23. Risk Assessments**

23.1 The H&S Risk Assessment guidance should be followed as guidance to the risk assessment process

23.2 Risk assessment is the responsibility of the service/school's management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

23.3 Risks Hazards should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and with these put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances

## **24. Trips/Off-Site Activities**

24.1 The AEM complies with CQC, DfES, Ofsted and Local Authority (LA) guidance on educational visits and other journeys/trips,

24.2 The named competent person nominated for each area of service (Head teacher/Manager) has responsibility for:

24.2.1 support the Director of services and governors with approval and other decisions

24.2.2 assess the competence of staff and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body, It may include practical observation or verification of experience

24.2.3 organise the training of staff and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.

24.2.4 organise thorough induction of staff and other adults taking services users and students on a specific visit.

24.2.5 organise the emergency arrangements and ensure there is an emergency contact for each visit.

24.2.6 review systems and, on occasion, monitor practice,

## **25. Transport**

25.1 Where staff who drive on a voluntary basis as part of their job, line managers will detail any significant findings from the risk assessment and any action taken.

25.2 Check that on an at least an annual basis checks on that drivers to ensure that they hold a current and valid driver's license, hold appropriate business insurance and an MOT on their vehicle/s that they use in the course of driving for AEM. Where relevant and undertake appropriate training as required.

## **26. Staff Consultation**

The Board of Trustees and Governing Body, through the Director of Services and Head Teacher, will ensure the arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

## **27. Staff Health and Safety Training and Development**

27.1 Managers/Deputy Heads within the organisation will undertake in conjunction with the Training Department a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety and will ensure that appropriate training is delivered, and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation,

27.2 Managers/Deputy Heads conducting the reviews will consider health and safety performance and addressees of concern with employees

27.3 Where new jobs or tasks come on stream or where there are changes in health and safety legislation, training and competency issues, line managers/Deputy heads will address these as a matter of priority,

## **28. Staff Well-being/Stress**

28.1 Managers/Deputy Head Teachers will include workplace stress as part of the risk assessment process identifying areas of concern e.g., workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.

28.2 Where workplace stress arises, managers/deputy heads will deal with the issue in a sensitive and constructive manner using all available means within AEM to manage stress and assist staff. Assistance may also be sought from HR Department

## **29. Use of Display Screen Equipment**

29.1 The majority of staff within the AEM services are not considered to be DSE users. The organisation will adhere to the AEM Corporate policy, guidelines, and procedure - Working with Display Screen Equipment,

29.2 Line managers/deputy heads will ensure that DSE workplace assessments are conducted for all users.



29.3 DSE assessments will be reviewed annually and where equipment changes, or office layouts change or when there are staff changes.

### **30. Vehicles on Site/driving**

30.1 The Managers and Deputy Head Teachers will endeavour to:

- 30.1.1 Segregate access for vehicular and vulnerable (pedestrians & cyclists) traffic
- 30.1.2 Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site.
- 30.1.3 Wherever possible avoid same-access for all.
- 30.1.4 Managers and Deputy/ Assistant Heads are responsible for ensuring staff complete vehicle safety checks prior to using the vehicles.

### **31. Violence to Staff/Security**

31.1 Hazards to personal security, premises and property will be assessed through the risk assessment process. Security in AEM properties is the responsibility of the Manager/Head teacher who will liaise with their local Crime Prevention Officer as and when required.

31.2 Managers/deputy heads are responsible for assessing the risks of violence to staff

31.3 Where violence is identified as a significant risk; managers/deputy heads will ensure that appropriate control measures are put in place.

31.4 Staff must report incidents of violence and aggression in the same manner as accidents and/or incidents.

### **32. Working at Height**

32.1 Line managers/deputy heads will ensure that working at height is risk assessed in accordance with HSE guidance and that appropriate control measures are put in place to mitigate those risks.

32.2 Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide a safe working environment while working at height for their safety and others that may be in their vicinity.

### **33. Work Experience**

Work experience coordinators will ensure that the working practices outlined Work-related learning and the law is always followed

### **34. Workplace Inspections and Premises Risks**

34.1 Managers/deputy heads who are responsible for premises to undertake workplace inspections at least every three months.

34.2 The manager/deputy head will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the fire risk assessment and asbestos register on site are examples of significant property risks hazards that are being controlled.

34.3 Managers/Deputy heads should refer to the Health and Safety Officer for further information.