



Health & Safety Policy

Reviewed	Date of Next Review	Responsibility
June 2022	June 2024	Principal

Our Mission:

'To enable young people to live and work without barriers'

Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

It is the policy of The Fairfield Trust (FT) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside on associated activities.

Statement of intent

FT will ensure, as far as is reasonably practicable, that:

- its premises and grounds provide a healthy and safe working environment for all, students staff, clients, temporary contractors, visitors and the general public
- there are safe systems of work for all employees and students
- suitable and sufficient work equipment is provided
- there are adequate welfare arrangements
- information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

FT recognises its responsibility to provide adequate control of the health and safety risks arising from college, nature centre, support service activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to eliminate, mitigate or manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of Health and Safety can be delegated to the Principal, Site Manager and other lead staff the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the FT Board Trustees specific aspects of H&S procedures at each FT premises must integrate into this H&S Policy.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report H&S concerns as appropriate. FT commits to implementing the H&S at Work etc. Act 1974 and the Regulations made under it. FT will comply with the above legislation and accepts its responsibilities for the H&S and Welfare, at work, of all its employees. FT will provide to colleagues, regular information on updates, changes and arrangements, about any revisions to safety legislation.

FT supports the view that a positive H&S culture is of significant benefit to the good performance and safety of all its premises. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendment to this policy will be conducted annually, or as necessary, to reflect changes in the FT's strategy, UK law and any changes will be brought to the attention of all staff.

Introduction

FT is a registered charity providing college courses, residential placements, and a range of work-based learning opportunities for young people with learning disabilities. Work placements are provided through the commercial elements of the organisation. These include an animal park, 2 cafes, a shop, a post office, a pub and garden market.

This policy relates to safety information across all aspects of the work of FT.

The Leadership Group (LG) and Trustees consider that day-to-day safety is best managed by staff who have expertise and knowledge in their own area of work. Overall accountability for H&S remains with the Trust Board. Responsibility is delegated to the Principal and daily operational management of H&S is delegated to the site leads and Site Manager.

This includes carrying out any Risk Assessments and safe systems of working needed to safeguard students, themselves, or anyone else who may be affected.

Organisation of H&S

Responsibilities within FT for H&S management are as follows:

Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all H&S matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan and managing the Trust risk register. The overall aim is to ensure a positive H&S culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and/or visitors.

The FT Board of Trustees' responsibilities are to:

- the Trust Board will delegate a Trustee to lead on H&S.
- ensure that it formally and publicly accepts its collective role and responsibility in providing H&S leadership.
- delegate responsibility to the CEO/Principal in ensuring that the Trust's suppliers and contractors have been appropriately vetted for H&S standards.
- ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of H&S.
- ensure there is an effective business continuity and emergency plan in place.
- ensure that adequate resources are committed to the management of H&S.

Lead Trustee	Trustees Work with the CEO and Principal to:	SLT Work with Trustees to:	Delegation Board delegation to committees
Health & Safety	<ul style="list-style-type: none"> • monitor H&S Policy and reporting • review and approve relevant policies • approve bi-annual audit of H&S • monitor reports and external reporting regarding H&S • ensure that the Trusts has an adequate Business Continuity plan in place 	<ul style="list-style-type: none"> • Update H&S policies, monitor records and provide reports • Commission and carry out bi-annual H&S audit • Ensure that efficient resources and training is allocated to budget holders • Ensure there is an effective accident reporting and investigation procedure across the Trust • Implement and monitor a risk management system for the Trust • Monitor findings from H&S audits and report injuries to relevant organisations where required • Consider the impact of H&S in all strategic and operational decision making 	<ul style="list-style-type: none"> • Designate a Trustee responsible to lead on H&S • Ensure compliance with H&S legislation • Monitor external reporting

All Staff

All staff are responsible for monitoring H&S in their own areas or work and for implementing control measures, within their operational remit, including risk assessments for activities

All staff are responsible for taking reasonable care of their own safety and that of anyone else that may be affected by their actions. Staff have responsibility to support students to understand the importance of H&S and learn to be responsible for their own safety.

To do this staff should:

- Follow any safety instructions and give instructions clearly to students and visitors.
- Adhere to safety signs and ensure that students and visitors recognise and obey them.
- Avoid damaging or interfering with any safety equipment.
- Tell the Site Manager or Senior Manager if they believe something is dangerous.
- Ask their line manager if they are unsure of how to do a job safely.

Furthermore, students are to:

- Follow any safety instructions given.
- Adhere to safety signs.
- Avoid damaging or interfering with any safety equipment and tell a member of staff if they believe something is dangerous.

Risk Assessments

- There is a central record held of all Risk Assessments in place across the FT.
- The Registered Manager also holds all risk assessments and procedures for the residential properties.
- Risk Assessments are conducted and recorded for all activities that present significant risks, by staff conversant with the activity. The abilities of young people must be considered as part of a risk assessment for an activity, which involves them or could affect them.
- Specialist audits and assessments are conducted annually and records held. All risk assessments are reviewed at least annually or sooner if significant changes or accidents occur.

Fire Precautions- main sites

- Appropriate precautions against the risks presented by fire are taken across the whole organisation. Typically, these include fire extinguishers/alarms systems, smoke detectors and defined evacuation procedure (Fire Action Notices).
- Fire drills are conducted termly (ie 3 x per year) for the college, HNC and residential houses (fire drill conducted minimum of once every three months or when a new resident joins)
- On the college and HNC sites there are designated fire marshals who work as part of the fire team. The fire marshals work in line with the Fire Emergency Evacuation Procedure; they lead the evacuation and checking process in the event of an alarm.
- Personal Emergency Evacuation Plans are in place for specific named students. All staff that work with these young people should ensure that they are familiar with the contents of the Personal Emergency Evacuation Plan (PEEP), as they will be responsible for supporting the student in the event of the fire alarm and evacuation.

Fire Precautions- Residential houses.

- In the residential settings, all staff are responsible for ensuring the evacuation of the property.
- Each residential property has a designated file for weekly, monthly and quarterly fire monitoring, this includes alarm point testing, emergency lighting, means of escape, fire extinguisher checks and door checks.
- Carbon monoxide detectors are fitted in all the residential properties.
- A robust quality assurance cycle ensures that monthly audits are completed in respect of fire recording

- In addition to the above, external contractors undertake emergency lighting, fire extinguisher & heat and smoke detector checks twice yearly.
- Fire drills are conducted quarterly (every 3 months)

Hazardous Substances

Control of Substances Hazardous to Health ('COSHH')

Wherever possible, we will use non-hazardous substances. Where this is not possible, substances are assessed and then managed appropriately and stored securely in line with standard COSHH guidelines.

For hazardous products, which must be used on FT sites, copies of COSHH assessments and material safety data sheets are held close to the substances within the secure storage.

Hazardous substances found in care homes/residential houses include drugs and medicines, cleaning materials, disinfectants and maintenance products containing chemicals (e.g., pesticides).

Products that are used in the residential houses are recorded on a COSHH matrix and within the COSHH risk assessment, each substance has a material safety data sheet, all of which is stored in a file located in the COSHH storage cupboard within each residential property and on SharePoint.

Product Information leaflets (PIL Sheets) are used for reference in respect of medication and are kept within individual medication folders.

The safe storage & handling of medication & controlled drugs can be referred to in the FFT medication Policy.

Accidents/First Aid

There are first aid boxes around the buildings and in public areas. There is also a first aid box in each vehicle and all residential houses. These are audited monthly and replenished when necessary.

There is a 'First Aid Team' across the Trust and posters detailing members is displayed. All team members are First Aid at Work trained and this training is renewed upon expiry. In addition to this, all staff working in residential houses are Emergency First Aid Trained and this training is updated on expiry.

First Aid trained staff will support all accidents and record the incident on SchoolPod. If a member of the public has an accident on any of the Trust's property or land, a report form, which is available on SharePoint must be completed on the day of the incident for our insurers.

If an injury, illness or death is reportable, the Head of Finance will report it to the H&S Executive ('HSE') under reporting of Injuries, Diseases and Dangerous Occurrences Regulations 'RIDDOR'). The Head of Finance will also report, as required, to and the Charity Commission. In situation involving a resident, the Registered Manager will report this to CQC as required.

Infection Control

All residential staff are given training to undertake infection control measures and/or respond appropriately to outbreaks of infection. Staff seek support, if necessary, from their line manager. This is a mandatory training requirement for all care staff. If an infection is reportable, the Head of Finance or the Registered Manager will contact the HSE under RIDDOR and other regulatory bodies such as CQC.

Vehicles

Staff who use vehicles as part of their role, will undertake a vehicle induction. For further information please speak to your line manager.

All vehicles are checked weekly for default or issues. All staff are required to report any defects, accidents or incidents including H&S concerns linked to the vehicles directly to the Site Manager.

Maintenance of Facilities

The maintenance team work to a planned schedule for all premises. Details are kept on file of all due dates for servicing and for expected repairs.

All systems such as heating, air conditioning and ventilation systems are serviced annually.

All portable electrical devices ie heaters and printers are PAT tested according to manufacturer's requirements. A central record is held of all PAT tested equipment and inspection dates.

All wiring is tested every 5 years and remedial work conducted to ensure that the FT meet the Institute of Engineering and Technology ('IET') regulations. There are specific risk assessments for asbestos, water hygiene and Legionella etc. which are reviewed on an annual basis. Currently, there is no asbestos in the residential properties.

Smoking

All areas of FT are non-smoking premises.

Manual Handling

Where appropriate, identified staff are trained to undertake manual handling assessments.

Lone working

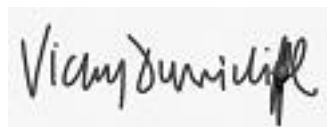
See Policy.

BY ORDER OF THE BOARD

Graeme Athey

Principal

June 2022



Vicky Dunicliffe

CEO

June 2022