

Low Farm Therapy Centre

HEALTH AND SAFETY POLICY

Written October 2015 Ruth and Nick Lo

Reviewed August 2017

Review September 2018

Health & Safety Policy Statement

STATEMENT OF INTENT

Low Farm Therapy Centre (hereafter known as the Centre) will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The centre will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the centre will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The centre will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The centre requires the support of all staff to enable the maintenance of high standards of health and safety in all the Centre's activities.

Other sources of Health and Safety Information:-

- Risk Management Policy Assessments
- Legionella Policy
- First Aid and Medication policy
- Fire Evacuation Policy
- Control of Hazardous Substances policy

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters	Nick Lo
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Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
 - checking room and play areas are safe;
 - checking equipment is safe before use;
 - ensuring safe working procedures are followed;
- co-operate with the Senior Management Team on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to the Senior Management Team any serious or immediate danger;

- report to the Senior Management Team any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections where appropriate

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Some accidents and near misses are reportable to the Health and Safety Executive under RIDDOR (see Appendix).

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident folder or incident book as soon as possible after the event. If the dangerous occurrence or near miss relates to a child's behaviour, their individual risk assessment must be updated immediately.

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book, behaviour log and incident book	Person in Charge of Accident, incident Book
Main Office- accident and incident	Nick Lo
Individual risk assessments-computer files	Ruth Lo

Accident reports should be drawn to the attention of and counter-signed by the Director of Operations (the Head of Centre must also be informed.)	Director of Operations: Nick Lo
	In case of absence: Ruth Lo

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Nick Lo
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

Risk Assessment- (See Risk Assessment Policy)

The person responsible for carrying out a general survey of the Centre's activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Nick and Ruth Lo
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Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, in person or by telephone to:	Nick Lo
Verbal reports should be followed up in writing using a hazard reporting form, which should be given to:	Nick Lo

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Nick Lo
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House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Nick Lo
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All staff are responsible for ensuring the good housekeeping of the play, indoor, storage and outside areas.

When rubbish needs to be disposed of it should be left outside the back door	Nick Lo will arrange for its safe disposal.
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The person responsible for the safe disposal of any hazardous substances is:	Nick Lo
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Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to;	Nick Lo
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Defective furniture should be taken out of use immediately and reported to:	Nick Lo
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The person responsible for ordering repairs is:	Nick Lo
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Premises Security

The responsible for unlocking and locking the building, switching off lights, making sure all doors and windows are closed is:	Nick Lo
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Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Nick Lo
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Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Nick Lo
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The person responsible for co-ordinating the provision of the health and safety training needs of staff in consultation with the Head of Centre and the employees concerned is:	Nick Lo
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The person responsible for compiling and implementing the Centre's annual health and safety training plan is:	Nick Lo/Ruth Lo
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The person responsible for reviewing the effectiveness of health and safety training is:	Nick Lo
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Employees who feel that they have need for health and safety training of any kind should notify:	Ruth Lo or Nick Lo
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Manual Handling of Loads

Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Nick Lo
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The person responsible for monitoring the safety of manual handling activities is:	Nick Lo
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Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Ruth Lo/Nick Lo
All staff must at all times follow the procedures set out in the centre's <i>Touch and Physical Intervention Policy</i> . Person responsible for ensuring that staff have appropriate training and have read the relevant policies:	Ruth Lo/Nick Lo

Work Equipment

SPECIFIC RISKS

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

Access Equipment

Ladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Nick Lo
Person(s) authorised to use is/are:	Nick Lo Simon Topham

Stepladders

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Nick Lo
Person(s) authorised to use is/are:	Nick Lo Simon Topham

Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is	Nick Lo
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Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Nick Lo
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Person(s) authorised to operate and use is/are:	Nick Lo Simon Topham
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Grounds Maintenance Equipment (Lawn mower, hedge trimmers, strimmers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Simon Topham
Person(s) authorised to operate and use is/are:	Simon Topham Nick Lo

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision and safe use and risk assessment is:	Nick Lo and Ruth Lo
Person(s) responsible for regular (daily) visual inspection is/are:	Ruth Lo and Nick Lo
The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Nick Lo/Ruth Lo

Soft Play equipment

Person responsible for selection, inspection, maintenance, training, supervision and safe use and risk assessment is:	Nick Lo and Ruth Lo
Person(s) responsible for regular (daily) visual inspection is/are:	Ruth Lo

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Nick Lo
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Nick Lo
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Nick Lo

Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
All employees	All

The competent (trained) person responsible for carrying out display screen equipment	Nick Lo
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risk assessments is:	
The person responsible for implementing the requirements of the risk assessment is:	Nick Lo

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:	
Care-taking and Cleaning	Nick Lo
Grounds Maintenance	Nick Lo Simon Topham

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc) is:	Nick Lo
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Noise

Any employee concerned about the noise levels at work should report the matter to Nick Lo who will arrange for remedial action or for an assessment to be made.

Waste Management

Waste will be collected once a week.	Biffa
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers	Nick Lo
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All members of staff are responsible for reporting accumulation of waste or large items of waste that require special attention to:	Nick Lo
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Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to Nick Lo who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the Local Authority is:	Nick Lo
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Nick Lo
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Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Nick Lo
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Provision of Information

The person responsible for distributing all health and safety information received from the Education Department and elsewhere and for the maintenance of a health and safety information reference system is:	Nick Lo
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Records of employee's signatures indicating that they have received and read and understood health and safety information are kept:	By Nick Lo/Ruth Lo
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Risk Assessment documentation will be kept in the Risk Management file which is kept in the:	Office
The person responsible for maintaining it is:	Nick Lo/Ruth Lo

The person responsible for deciding on the appropriate circulation of each document is:	Nick Lo/Ruth Lo Employees will sign to confirm they have read and understood the information.
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The health and safety notice board is sited:	In the staff area
The person responsible for ensuring documents are displayed for two weeks on the health and safety notice board and keeping it up to date is:	Nick Lo/Ruth Lo

The Health and Safety Law Poster is sited:	Reception Area
The person responsible for maintaining it is	Nick Lo/Ruth Lo

Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Nick Lo
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Nick Lo
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Nick Lo
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Visitors

On arrival all visitors should report to Reception where they will be issued with: <ul style="list-style-type: none">• an identification badge• relevant health and safety information They will sign the visitors book	Ruth Lo/Nick Lo
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An employee seeing an unidentified person should ask them who they are and escort them to reception, and report to the Head of Centre and/or the Director of Operations	
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Adaptations or Improvements to Premises (Buildings and Grounds)

Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, when one cannot be found on the County Council's approved lists is,	Nick Lo/Ruth Lo
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The person in control of contractors is:	Nick Lo
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Responsibility for liaison with contractors, and for matters set out in the Code of Practice on the Control of Contractors.	Nick Lo
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Supplies (Purchasing/Procurement and Deliveries)

The Centre will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The Senior Management Team, or those they delegate to, are authorised to place orders for supplies and/or to accept gifts or donations to the Centre. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others. They will also assess any revenue implications of the necessary maintenance of donated items. Deliveries of goods will be reported to Nick Lo who will arrange for them to be taken to the appropriate location.

Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Centre is:	Nick Lo/Ruth Lo
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Smoking

The Centre has prohibited smoking (including the use of vapour electronic cigarettes) on the premises.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed in the Centre wherever appropriate, as determined by the fire risk assessment.

The school recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Nick Lo/Ruth Lo
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Stress

The persons responsible for monitoring absence owing to stress related illness is:	Ruth Lo
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Safeguarding

The person responsible for safeguarding is:	Ruth Lo
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Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Nick Lo/Ruth Lo
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Insurance

Insurance Company	Details
Arthur J Gallagher - Brokers	Employers Liability Insurer Royal & Sun Alliance Insurance plc Policy No. RKL23407/ 02 / 23 Reference

	No. XS8478 Public Liability Insurer Royal & Sun Alliance Insurance plc Policy Number RKL23407/02/03

The person responsible for compiling and implementing the Centre's annual development plan, including actions for any improvements in Health and Safety is:	Nick Lo/Ruth Lo
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Signed
 Head of Centre

Date:

Signed
 Director of Operations

Date

Appendix A: Reporting to RIDDOR

Types of reportable incidents

Types of reportable incidents

Deaths and injuries

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain [gas incidents](#), a RIDDOR report is required only when:

- the accident is [work-related](#)
- it results in an injury of a type which is reportable

Types of reportable injury

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on [specified injuries](#) is available.

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a '[specified injury](#)' (see above).

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on [occupational diseases](#) is available.

Specific guidance is also available for:

- [occupational cancers](#)
- [diseases associated with biological agents](#)

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Further guidance on these [dangerous occurrences](#) is available.