Health and Safety Policy Education Family Wellbeing Service

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Introduction:

Our mission:

Our mission is to engage, enable and empower children and young people and their families to develop their own agency and self-determination, and to contextualise the impact of social injustice by generating hope and transformational change.

We provide and develop an innovative curriculum and extended education programmes that nurture children, young people and their families, enabling them to learn, grow and create value, based upon their own unique potential.

Values:

We are passionate about co-production models, valuing lived experience and partnership working. We base our thinking, reflections and actions upon humanistic values of self- respect, respect for others and respect for our environment.

Policy Statement

It is the policy of The Education Family Wellbeing Service (EFWS), so far as is reasonably practicable to:

- Have Health and Safety as a core management function.
- Establish and maintain safe working procedures amongst staff, students and all visitors to the service and any learning hubs.
- Provide adequate control of the Health and Safety risks arising from staff work activities.
- Provide and maintain a safe and healthy environment ensuring premises (When we Establish them) are maintained safely and are regularly inspected. Provide and maintain safe plant and equipment ensuring equipment is maintained safely and is regularly inspected.
- Ensure safe handling and use of substances.
- Maintain safe and healthy working conditions.
- Reduce the number of accidents and cases of ill-health.
- Provide information, instruction and supervision for staff.
- Ensure all staff are competent to do their tasks, and to provide them with adequate access to training.
- Have robust procedures in place in case of emergencies.
- Consult with staff on matters affecting their Health and Safety.
- Review and revise this policy as necessary at regular intervals.

2. **PURPOSE AND SCOPE**

This Policy, which is issued with the approval of the Proprietor, details the Service's continued commitment to maintaining a high standard of Health and Safety for all students, staff, visitors and families. The policy also describes the organisation and arrangements which have been established by the Proprietor to achieve these standards.

The Education Family Wellbeing Service has produced this Health and Safety Policy to comply with the requirements of Section 2(3) of the Health and Safety at Work Act 1974.

The Service has a legal and moral responsibility to manage and reduce all significant organisational risks. The provision and maintenance of safe workplaces and safe working practices so students, staff, visitors and families are not injured or suffer ill health as a result of any of their work activities is systemic in the Service's standard day to day operations.

The Education Family Wellbeing Service and Safety Policy, recognises that it has responsibility for all staff working on its premises, or in the community, or in the family home (lone working). In addition, it is responsible for all individuals, including students, visitors, contractors and families whilst on their premises and those in the community around them, who may be affected by EFWS's activities. This policy applies to all staff, volunteers and employed or otherwise engaged by The Education Family Wellbeing Service.

3. Related EFWS Policies:

This policy links closely with the following:

- Electrical Safety Policy
- Expectations and Code of Conduct Policy
- First Aid Guidelines
- Lone Working Guideline
- Sustainability Policy and Strategy Statemen

4. Legislation and Guidance:

This policy is based on advice relating to the Health and Safety of Schools contained within the Good Estates Management for Schools (GEMS) from the Department for Education and the following Acts, Regulations and guidance documents:

- The Health and Safety at Work Act etc. 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Employment Rights Act 1996
- Equality Act 2010
- Corporate Manslaughter and Corporate Homicide Act 2007
- Health and Safety (Offences) Act 2008
- Safety Representatives and Safety Committees Regulations 1997
- Health & Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- The Health & Safety (Training for Employment) Regulations 1990
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment Work Regulations 1992

Policy directly related to premises

- The Workplace (Health & Safety & Welfare) Regulations 1992
- Health & Safety (Consultation with Staff) Regulations 1996
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Confined Spaces Regulations 1997
- The Provision and Use of Work Equipment Regulations 1998

- The Lifting Operations and Lifting Equipment Regulations 1998
- Employers Liability (Compulsory Insurance) Regulations 1998
- The Pressure System Safety Regulations 2000
- Control of Vibration at Work Regulations 2005
- Control of Noise at Work Regulations 2005
- Control of Asbestos at Work Regulations 2012
- Health and Safety (Fees) Regulations 2012
- The Construction (Design and Management) Regulations 2015
- Occupational Health and Safety Assessment Series OHSAS 18001
- Managing for health and safety (HSG65) The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- Occupiers Liability Act 1984 • Road Safety Act 2006

5. Roles and Responsibilities:

5.1 Proprietor

The Proprietor has ultimate responsibility for Health and Safety matters within the Education Family Wellbeing Service, however, will delegate day-to-day responsibility to the Director.

The Service has a duty to take reasonable steps to ensure that staff, students and families are not exposed to risks to their Health and Safety. This applies to activities on or off the services premises and or community spaces.

The Service, as the employer, also has a duty to:

- Assess the risks to staff and others affected by the activities of the service in order to identify and introduce the Health and Safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate Health and Safety training is provided.

5.2 Audit and Risk Management group sits within the Proprietor :

The Audit & Risk Managements responsibilities are to:

- Identify and review mitigations for risk within EFWS and keep the Proprietor informed on all Health and Safety matters.
- Inform and advise the Proprietor on: -
- the review of Health and Safety policies and procedures
- risk mitigation
- Monitor and report to the Proprietor on the effectiveness of the Services Health and Safety systems.

5.3 The Director and the Proprietor lead for Health and Safety:

The Director is responsible for Health and Safety, with responsibility for driving Health and Safety across the service and, as such, is responsible for ensuring that systems are in place

and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The Director and Proprietor will lead:

- Ensuring EFWS has systems and processes in place to implement this policy.
- Ensuring that adequate resources and appropriate facilities are available to meet the requirements of the policy.
- Ensuring that inspections, audits, reports, recommendations and changes to legislation are fully considered and acted upon.
- Fulfil the legal position of the Services “Authorised Person” and “Responsible Person”
- Act as the Service landlord, responsible for all site acquisitions and disposals, leases, licenses, property matters and SLA’s when EFS acquires premises
- Consider the impact of Health and Safety in strategic and operational decision making.
- Implement ways to reduce the likelihood of people being harmed by EFWS’s activities.
- Support staff I providing risk assessments so that learning and working environments for students, staff, are safe.
- Escalate Health and Safety concerns to the Director, where recommendations and/or instructions have not been followed by members of designated staff.
- Monitor findings from Health and Safety audits, compliance audits, inspections and reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) reports to drive changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for EFWS.
- Ensure that EFWS suppliers and contractors have been appropriately vetted for Health and Safety standards.
- Ensure there is an effective accident and incident reporting and investigation procedure across EFWS and that accidents and incidents are monitored to ensure adequate accident investigation processes are being carried out and that control measures are being put in place to reduce the likelihood of accidents and injuries occurring.
- Ensure that EFWS premises and offsite facilities have adequate emergency plans and procedures for the safe evacuation of the EFWS premises and premises hired in the community.
- Ensure there is an effective programme of Health and Safety inspections.
- Produce a suite of Risk Assessments, Safe Working Methods and suggest appropriate control measures to be adopted by EFWS.
- Organise and chair scheduled Health and Safety Meetings with Trade Union Representatives, producing agenda’s and circulating minutes where appropriate.
- Present Health and Safety reports to the Proprietor.

5:5 Senior Leadership Team

The SLT is responsible for implementing and complying with the EFWS Health and Safety policy and the day-to-day Health and Safety Management within community based learning provision, this includes any sports centres, libraries, community space and the equipment within the family home.

This involves, as far as is reasonably practicable:

- Ensuring that the Health and Safety policy is effectively implemented in all areas under their control.
- Allocating sufficient resources to achieve the policy’s objectives.

- Ensuring there are enough staff to safely supervise students.
- Reviewing the Health and Safety performance of areas under their control.
- Understanding Health and Safety related policies and procedures and disseminating them.
- Ensuring that all levels of staff undertake the required Statutory and Mandatory Health and Safety training, including refreshers, according to their responsibilities.
- Ensuring management Health and Safety responsibilities are contained within job descriptions.
- Ensuring that arrangements are in place to consult with staff regarding matters which may affect their health and safety
- Ensuring that arrangements are in place to manage Health and Safety on educational visits, including competent staff and suitable risk assessments being completed
- These duties may be delegated to other competent persons, but oversight and responsibility remains with the Director.

5:6 Delegated responsibilities Health and Safety Lead:

The delegated responsibilities include:

- Being the designated Health and Safety lead and fulfilling the role of competent person on Health and Safety matters.
- Ensure compliance, cyclical works and health and safety inspections are carried out and recorded and any remedial works are reported to the SLT.
- Reporting on Health and Safety performance and issues to the designated member of the SLT and the Director.
- Reporting to the Director any actions taken by enforcement agencies, both formal and informal.
- Investigating accidents, near misses and cases of injury or ill health arising from health and safety. Any issues relating to stress at work are to be referred to the HR department by the Director, following consultation with the SLT or designated SLT member.
- Ensuring that in their absence, Health and Safety responsibilities are delegated to another competent member of staff.
- Maintaining and reviewing site specific risk assessments, safe systems of work and implementing control measures, in conjunction with the Director for curriculum-based risk assessments.
- Co-operating with the Director to maintain safe working practices and safe working areas.
- Co-ordinate First Aid arrangements for the service

Line Managers and Supervisory Staff with line management responsibilities, under the direction of the Director or other Designated Health and Safety Lead, have delegated duties and responsibilities for Health and Safety within their area of work

This involves:

- Inducting new starters and transferees. The content of the induction will be recorded and signed by the inductee and inductor.
- Maintaining and reviewing risk assessments and ensure safe systems of work and any other control measures are communicated to staff.
- Ensuring the wellbeing of staff is managed effectively.

- Maintaining or having access to an up-to-date library of relevant published Health and Safety guidance from sources such as CLEAPSS and AfPE; and ensure that all staff are aware of and make use of such guidance.
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe.
- Reporting any defaults in line with local procedures where required.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Adopting a pro-active approach to Health and Safety by ensuring that all hazards, accidents and near misses occurring within their department are promptly recorded and reported.
- Acting on reports from any member of staff.
- Ensuring the essential training needs of their staff are identified, fulfilled and monitored.

5:7 All Staff EFWS, regardless of employment status, is expected to cooperate with the services Senior Management Team and Director on all aspects of Health and Safety, and in accordance with Section 7 of the Health and Safety at Work etc. Act, take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

5:8 Furthermore, Staff will:

- Comply with the service's Health and Safety Policies and Procedures.
- Work in accordance with training and instructions given, following agreed risk assessments and safe systems of works and where appropriate national guidelines.
- Inform their line manager or appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Report accidents, incidents, near misses, cases of work-related ill-health and shortcomings in Health and Safety arrangements to their line manager or appropriate person.
- Take reasonable care of the Health and Safety of students in the same way that a prudent parent would do so.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them in all community settings if required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others.
- Use tools, equipment, PPE and materials provided for their intended use only, in accordance with the information, instruction and training they have been given, ensuring that damaged faulty equipment is not used and reported to their line manager.

5.9 Students and Parents

Students and parents are responsible for following the Servive Health and Safety and for reporting any Health and Safety incidents to a member of staff who will, where necessary, escalate to SLT/ Director

5.10 Contractors

Contractors, will agree Health and Safety practices, including the submission and approval of detailed Risk Assessments and Method Statements (RAMS) with the Director before commencing work.

Prior to work commencing, the contractor will be inducted SLT| and or by the Director delegated responsible, who will ensure the contractor has signed in, has an ID badge, is familiar with the working environment and where they can and cannot access, is familiar with The Education Family Wellbeing Service policies and procedures, where and how the contractor can source a permit to work (if required) and that they are familiar with the RAMS elements of their planned work including checking of the asbestos register.

5.11 Work experience, volunteers and regular visitors,

Persons on work experience placements, volunteers and regular visitors must be inducted into the service's specific safety arrangements by the supervising member of staff. The content of the induction will be recorded and signed by the inductee and inductor.

5.12 Employee Representation

Union Safety Representatives will be recognised in line with the Safety Representatives and Safety Committee Regulations 1977. Unions are recognised by the service as playing an important role in partnership to the management of Health and Safety within The Education Family Wellbeing Service.

Recognised Trade Union Representatives have the rights and function as set out in the above legislation.

6. Procedures:

6.1 Accident/Incident/Work Related Ill-Health Case/Near Misses.

Any of the above are required to be recorded on the relevant report form/system.

6.1.1 Accident Record Book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The completed form is to be returned to the SLT and or delegated responsible.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries for students will also be kept in the students' educational record.
- Records held in the first aid and accident book will be retained by the service for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.1.2 Accident and Incident Investigation

The main purpose of an accident or incident investigation is to determine the causes of the accident/incident and identify any remedial action that may help to prevent a recurrence.. The SLT member or Director will keep records of the findings of all accident investigations, witness statements and any remedial actions taken must be kept for future reference.

The four steps featured in an accident investigation are:

- the gathering of information;
- the analysing of information;
- identifying risk control measures; • the action plan and its implementation.

Assistance in investigating serious or complicated accidents will be in conjunction with the Proprietor and the Director, if necessary.

6.1.3 Reporting to the Proprietor on Health and Safety

The Director and SLT will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and report them to the Proprietor as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries; specifically:
- 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).
- Any scalping 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, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital. Note: There is no requirement to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
- Where something happens that does not result in an injury, but could have done.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools and premises include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

6.1.4 Notifying Parents

A designated member of staff within the service will inform parents and the SLT responsible of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.1.5 Reporting to Ofsted and Child Protection Agencies

The Director will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the EFWS's care. This will happen as soon as is reasonably practicable, and no later than 10 days after the incident.

The Designated Safeguarding Lead, will also notify any relevant child protection agencies of any serious accident or injury to, or the death of, a student while in the care of EFWS.

6.2 Asbestos

The Education Family Wellbeing Service acknowledges the Health hazards arising from exposure to asbestos and will protect students and staff and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos containing materials in the workplace / and community venues premises.

6.3 Surveillance Cameras

The Education Family Wellbeing Service recognises the importance of protecting their students, staff and visitors and the prevention and detection of crime.

The Education Family Wellbeing Service will develop and implemented a Surveillance Camera Policy. This policy will cover the requirements detailed in the Data Protection Act 2018 and CCTV Code of Practice 2020 and is aimed at the use of CCTV and similar surveillance equipment that monitors and records images from applicable areas.

6.4 Control of Contactors

The Director and SLT responsible will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to staff, other persons on site and the public.

- Furthermore, the Education Family Wellbeing Service is committed to ensuring that where any construction work is carried out at its premises, it is done so without risks to the Health and Safety of its staff or others and in accordance with the requirements of the Construction (Design and Management) Regulations 2015 and related statutes.

6.5 Control of Substances Hazardous to Health (COSHH)

The Education Family Wellbeing Service acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of staff and others to substances hazardous to health is prevented or at least controlled to within statutory limits.

Hazardous substances can take many forms including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

The Education Family Wellbeing Service undertakes to control exposure by mechanical means were reasonably practicable. Where exposure cannot be adequately controlled by mechanical means, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with staff or their representatives.

Staff will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health. COSHH risk assessments are completed by the Headteacher i.e. Science and circulated to all employees who work with hazardous substances.

Staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Hazardous products will be stored as noted on the manufacturer's guidelines and in line with any regulations i.e. COSHH.

Where no regulations exist, as a minimum they will be kept in a lockable cupboard with limited access. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.6 Control of any potential harmful equipment

Any equipment that is used by staff and students that potentially could be used to harm students or staff should be accessed and used within the service that can be used to

6.6 Display Screen Equipment (DSE)

All reasonable steps will be taken by the Education Family Wellbeing Service to secure the Health and Safety of staff who work with Display Screen Equipment. The Education Family Wellbeing Service acknowledges that Health and Safety hazards may arise from the use of this equipment. It is the intention of the service to ensure that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of Display Screen Equipment can be undertaken without undue risks to health, it is appreciated that some staff may have genuine reservations and concerns.

The Service will seek to give information and training to enable a fuller understanding of these issues.

- Staff who use computers daily as a significant part of their normal work will undertake a display screen equipment (DSE) self-assessment. Where issues are highlighted in the selfassessment a trained member of staff will undertake a workstation assessment, making recommendations for improvements to workstations where appropriate. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

6.7 Driving for Work

The Education Family Wellbeing Service recognises that the use of motor vehicles on Service business requires additional Health and Safety measures to protect both staff and third parties.

The EFWS provides emergency business use insurance for staff that use their own vehicles for emergency business purposes i.e., to transport a child to the hospital.

It is the staff member's responsibility to ensure that any vehicle they use for business purposes outside of emergency situations is appropriately insured for Business cover, is road worthy and complies with all national legislation and guidance.

It is also the staff member's responsibility to ensure they fully comply with The Education Family Wellbeing Service's Child Protection Policy, specifically in this instance in relation to the transportation of students.

6.8 Electrical Equipment Safety

All reasonable steps will be taken to secure the Health and Safety of staff who use, operate or maintain electrical equipment. The Education Family Wellbeing Service acknowledges that work with and on electrical equipment can be hazardous and it is therefore the Education Family Wellbeing Service's intention to reduce the risks as far as is possible.

The Education Family Wellbeing Service has developed and implemented a service wide Electrical Safety Policy.

6.9 Fire Safety The Education Family Wellbeing Service recognises the importance of protecting students, staff, families and visitors and others from any fire-related risks associated with the work undertaken and is committed to complying with any relevant legal duties and obligations.

As far as is reasonably practicable, all steps shall be taken to prevent fire from occurring. The Education Family Wellbeing Service has developed and implemented a Fire Safety Policy.

6.10 First Aid at Work

The Service is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work areas under the control of the EFWS. To this end, the Service will provide information and training on first aid to staff to ensure that statutory requirements of the Health and Safety (First Aid) Regulations 1981 are adhered to.

6.11 Gas Safety

The Proprietor or Director will ensure that:

- Installation, maintenance and repair of gas appliances and fittings is only carried out by a competent Gas Safe registered engineer.

6.12 Infection Prevention and Control

The Education Family Wellbeing Service follows national guidance published by Public Health England (PHE) when responding to infection control issues. The Education Family Wellbeing Service will encourage staff and students to follow this good hygiene practice, outlined below, where applicable. Staff will ensure that the storage of all medications fully comply with the Management of Medicines Policy.

Covid Precaution:

6.12.1 Handwashing

- Wash hands with liquid soap and warm water, and dry hands.

- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

6.12.2 Coughing and sneezing

- Cover mouth and nose with a tissue and dispose appropriately.
- Wash or sanitise your hands after using or disposing of tissues.

6.12.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, during first aid assistance etc.)
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

6.12.4 Cleaning of the environment

- Clean the environment, including toys and equipment where appropriate, frequently and thoroughly.

6.12.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

6.12.5 Laundry

- Wash soiled garments separately and at the hottest wash the fabric will tolerate.
- Wear personal protective equipment when handling soiled garments.
- Bag children's soiled clothing to be sent home, never rinse by hand.

6.12.6 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policies.
- Used, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

6.12.8 Students vulnerable to infection

Some medical conditions make staff and students vulnerable to infections that would rarely be serious in most children. The Service will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly.

6.12.9 Exclusion periods for infectious diseases

The service will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, The EFWS will follow advice from Public Health England about the appropriate course of action.

6.13 Lone Working

EFWS acknowledges that due to the nature of work they undertake, lone working situations cannot be eliminated, which might include work one to one work with students and families, in the home, community setting and/or working in a single occupancy office. Prior to undertaking any form of lone working, the service's Lone Working Risk Assessment and lone working guidance document should be referred to.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

6.15 Monitoring Health and Safety

The EFWS acknowledges that effective monitoring arrangements must be in place to ensure effective Health and Safety standards are maintained.

The Director will introduce a review and monitoring programme focusing on the following areas:

- Reviews of all Health and Safety related policies.
- Reviews of Health and Safety guidance documents.
- Review risk assessments and safe methods of working procedures.
- Review the numbers and types of incidents and cases of work-related accidents, incidents and ill-Health.
- Review compliance against the EFWS statutory and mandatory training matrix the service will be measured and sent to the Proprietor

6.16 Moving and Handling

The Education Family Wellbeing Service acknowledges that due to the nature of work it undertakes, moving and handling activities present a risk to staff. It is up to individuals to determine whether they are fit to lift or move equipment and furniture and have relevant training to do so. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

The service will ensure that proper mechanical aids and lifting equipment are available throughout the service and that there will be staff available who are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the most direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

6.17 New and Expectant Mothers

The Education Family Wellbeing Service will take all reasonable steps to safeguard the Health, Safety and Welfare of new and expectant mothers and of their unborn children.

The Education Family Wellbeing Service undertakes risk assessments to assess all risks to new and expectant mothers arising from their work activities and to take implement appropriate control measures. Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified.

Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.
- The Director will inform staff if there has been a case of any of the above viruses within the service. The EFWS will provide suitable facilities where pregnant and breastfeeding mothers can rest as well, as providing access to a private, healthy and safe environment for breastfeeding mothers to express and store milk.

6.19 Noise at Work

The EFWS will take all reasonable steps necessary to ensure that the risk of hearing damage to staff who operate noisy equipment or work in a noisy environment is reduced to a minimum. The service also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible.

6.20 In the community.

The Education Family Wellbeing Service will ensure that:

- A risk assessment has been completed and approved prior to the visit taking place. They will include individual activities.
- .Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact detail

6.21 Personal Protective Equipment (PPE)

The EFWS will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the EFWS to secure the Health and Safety of staff who work with PPE. It is the member of staff's responsibility to notify their line manager when their PPE becomes in need of replacement. The service acknowledges that Health and Safety hazards will have been identified if this equipment is used. It is the intention of the EFWS to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

6.22 Pressure Systems

The EFWS will, so far as is reasonably practicable, ensure that all pressure systems used or owned are safe. The design, construction, repair and modification of pressure systems will be managed so as to prevent danger and such relevant information as is required in law, will be made available and kept for record purposes.

6.23 Records

The Eduaction Family Wellbeing Service acknowledges both the managerial and legislative requirement for effective Health and Safety record keeping. Director and SLT are responsible for the central administration of document control procedures, obtaining the correct authorisations, maintaining document identity and issue status, controlling distribution, updating and keeping archive files within the service. These will be reviewed on an on-going by the Director.

6.24 Risk Assessment (Health and Safety)

The Education Family Wellbeing Service accepts that some of its activities may, unless properly controlled, create risks to staff members and other people including students and other vulnerable people. The Education Family Wellbeing Service will take all reasonably practicable measures to reduce these risks to an acceptable level. The service will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with the use of premises and working operations together with any necessary remedial actions. Appropriate risk assessments will be undertaken prior to trips, visits or education taking place within the community.

Where premises are altered or their use changed, the continued suitability of the premises will be assessed.

6.25 Security

The Director and SLT is responsible for the security of the service.

6:26 Violence at Work

Education Family Wellbeing Service believe that staff should not be in any danger at work and will not tolerate physically and/or verbally violent or threatening behaviour towards their staff.

All staff will report any incidents of physical and/or verbal aggression or violence (or near misses) directed to themselves to their line manager or SLT / Director/ DSL immediately. This applies to physical and verbal violence from students, visitors or other staff.

6.27 Signs/Signage

Safety signage will be provided where required throughout the service. The Safety signage will conform to the requirements of the Health and Safety (Signs and Signals) Regulations 1996.

6.28 Slips, Trips and Falls

The Education Family Wellbeing Service acknowledges that slips, trips and falls are the most common cause of major injuries in the United Kingdom. The Service will take all reasonably practicable measures to ensure that all workplaces and grounds under its control, are safe and without unnecessary risks of slips, trips and falls to all persons accessing them.

6.29 Smoking

The Education Family Wellbeing Service operates a policy of no smoking and vaping in any property, community facility including vehicles for students, staff, contractors and visitors. In

situations of one to one with students under no circumstances can staff allow students to smoke, vape and or be given cigarettes or vaping paraphernalia.

6.30 Stress at Work

The Education Family Wellbeing service recognises that excessive pressure can have a negative effect on health and on performance at work. The Service is committed to promoting good health and wellbeing at work and is therefore concerned to recognise the negative effects that stress may have. The Education Family Wellbeing Service recognise the importance of identifying and reducing workplace stressors through risk assessment and systems are in place across the service for responding to individual concerns, monitoring staff workloads and providing suitable support mechanisms for members of staff suffering from the negative effects of stress.

All reported incidences of work-related stress will be referred to the services HR department, who will work with the staff member's line manager (where appropriate) to ensure suitable support mechanisms are put into place, which may include conducting a wellness action plan with the member of staff. The Service will refer any employee to Occupational Health for an assessment if they are concerned. Education Family Wellbeing Service also has an Employee Assistance Programme which includes counselling. This service is confidential and accessible 24 hours a day, 365 days a year for all employees.

6.31 The Education Family Wellbeing Service is committed to an ongoing programme of training for staff joining the service and or moving into different roles. For staff who work on high-risk situations with vulnerable complex children and young people additional support and training is available.

6.32 Waste Management

The Education Alliance is committed to ensuring the Health, Safety and Welfare of its staff and of others who may be affected by the waste materials which result from its work. We will be developing and implemented a Service wide Sustainability Policy and Strategy Statement, which contains details on the EFWS's approach to waste management and recycling.

6.33 Water Safety Management

The Education Family Wellbeing Service will develop and implemented a service wide Water Management Policy.

6.34 Work Equipment

The Education Family Wellbeing Service is responsible for ensuring that all work equipment is maintained according to the manufacturer's specifications through Planned Preventative Maintenance Programmes (PPM`s). Only trained personnel should be allowed to operate work equipment without supervision. It is the duty of all staff to read, understand and comply with the instructions for use of any items of equipment used. Where equipment is hired in, the supplier will be asked to supply inspection and maintenance documentation for the equipment in line with the requirements of the Provision and Use of Work Equipment Regulations 1998 and the EFWS Electrical Safety Policy.

When new equipment is purchased, it is to be checked by the member of staff responsible for its use to ensure that it meets appropriate educational standards and conforms to the EFWS Electrical Safety Policy.

All equipment is to be stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

6.35.1 Specialist Equipment

Individuals are responsible for their own equipment including wheelchairs

6.36 Working at Height

It is the Education Family Wellbeing Service policy to avoid any work at height where it is reasonably practicable to do so. Where working at height is unavoidable, then all reasonable steps shall be taken by the Education Family Wellbeing service will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Director authorises the use of ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons The Education Family Wellbeing Service shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity. The staff members and any other person involved in the work activity shall cooperate in the implementation of this policy.

6.38 Working Time

The Education Family Wellbeing Service will comply with the requirements of the Working Time Regulations 1998 (as amended).

6.39 Young Persons

The Education Family Wellbeing service is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable.

The Service will assess and document the additional risks and measures provided, to ensure the Health and Safety of young persons. The Education Family Wellbeing service is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions.

Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

7. The Implementation of the Health and Safety policy:

This policy will be disseminated to all staff, volunteers, directors, families and contractors.

Each member of staff will also receive a copy as part of their annual policy update pack and will be asked to sign that the policy has been read and understood. The policy will also be stored on the Service websites.

8. Monitoring, Compliance of this policy

The effectiveness and compliance of this Policy will be monitored by the Director. This will be done in the following ways:

- A review of the policy every 3 years
- Items from the Audit and Risk Committee submitted to the Proprietor
- At least annually, Health and Safety reports will be submitted to the Proprietor.
- Health and Safety reviews undertaken by the Proprietor a regular basis in conjunction with local trade union secretaries.
- Whole service Health and Safety reviews undertaken by the Director.

Appendix 1

Incident reporting Responsibility

1. Minor Incidents to be reported and recorded as part of the health and safety process and paper copies kept.
2. All incidents should be reported to the Director and all incidents analysed and reported to the Proprietor.
3. All serious Incidents including calling the Police and the Emergency services The Director and Proprietor must be informed this is classified as a Serious Incident and may fit the criteria for Public Health England Report and or to the Local Authority.
4. Please keep accurate records and photographic evidence. Remember when in doubt **REPORT IT**