

**Cavendish View School**

**Health & Safety**

Policy created: January 2022

reviewed on: January 2023

# Health & Safety Policy

## Statement and Vision

Ambito Care and Education affirms its commitment to fulfil legal requirements and other requirements to ensure the Health and Safety of all its employees whilst they are at work and young person’s whilst under their care. This also includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health and will be appropriate to the purpose, size and context of the organisation and to the specific nature of our OH&S risks and OH&S opportunities. The Board is fully committed to the elimination of hazards and reduction of OH&S risks, this will also include a total commitment to continual improvement of the Group’s OH&S management system. The Board of Directors regard the promotion of Health and Safety (H&S) measures as a mutual objective of management and employees at all levels and will ensure that employees are at all times mindful of our collective ‘duty of care’, a commitment to consultation and participation with workers will help ensure a safe and healthy working environment for our young people, pupils, staff and other interested parties (Parents, non-teaching staff, neighbours, outside contractors, Ofsted inspectors, Social workers and other local authorities.

In consultation with the Chairman, CEO and Directors, Health and Safety Risk Management will ensure that the Board of Directors: -

1. Familiarise themselves with the requirements of the Health and Safety at Work Etc. Act 1974 and all other relevant H&S legislation, Codes of Practices and guidance notes issued. Particular reference will be made to ‘The Management of Health and Safety at Work’ Regulations, 1999.

1. Ensure that the H&S Policy adopted is both effective and enforceable.

1. Periodically assess the H&S Policy to ensure that any necessary changes are made.

1. Ensure that those charged within the H&S Policy identify all hazards and therefore evaluate the levels of risk relating to: -

1. Accidents / Fire
2. Health and Safety
3. Environment
4. Sponsored activities on and off-site.
5. Safeguarding Policy

There are control measures in place, which provide for the most appropriate means of minimising the level of risk to staff, young persons and others.

In particular, Ambito Care and Education has a responsibility, so far as is reasonably practicable to provide:

1. A safe place for staff, young persons, and any others affected by our activities, which will include a safe means of entry and exit.

1. Plant, equipment, and systems of work, which are safe.

1. Safe arrangements for the handling, storage, and transportation of hazardous substances.

1. Supervision, training and instruction so that all staff, young persons and others affected by the activities of Ambito Care and Education can perform their activities and duties in a safe manner. Where training is required, the Board of Directors will ensure such training is provided.

1. Such arrangements for all staff including temporary and voluntary staff / helpers to receive information and training on:-

1. The Group’s H&S Policy
2. Safety matters relevant to their place of work
3. Welfare facilities including first aid requirements

The responsibilities of individuals in ensuring that the company fulfils these commitments are set out in the Ambito Care and Education’s H&S Policy.

The company seeks the co-operation of all its employees in its aim to provide a working environment that is safe and without risk to health, not simply because there is a legal obligation on employees as well as employer, but because it is in everyone's interest to work together to achieve this end:

* by working safely and efficiently.

* by using the protective equipment provided and by meeting statutory obligations.

* By reporting ‘Near Misses’ incidents.

* by reporting incidents that have led or may lead to injury or damage.

* by adhering to company procedures jointly agreed on their behalf, for securing a healthy and safe workplace.

* by assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.

# Health and Safety Responsibilities

## Organisation

Although the Board of Directors and in particular, the C.E.O. have the ultimate responsibility for ensuring that Ambito Care and Education Ltd achieves and maintains a satisfactory performance in Health and Safety matters, they will devolve many of the responsibilities for ensuring that this is achieved to the Estates Director and his team.

Ambito Care and Education Ltd objectives on Health and Safety will be communicated to all staff with instructions on how they are to be achieved via establishment safety officers, regular updates on staff notice boards and the issue of staff handbooks.

**Responsibilities**

## Chief Executive Officer (CEO)

Has ultimate responsibility for all matters relating to Health and Safety and welfare of every person employed within Ambito Care and Education including young people placed in Ambito Care and Education’s care and also ensuring that members of the general public who may be affected by any of the Ambito Care and Education’s activities are not thereby exposed to risks to their health and safety.

**Group Director of QA & Governance**

Is directly responsible to the Chief Executive Officer for ensuring the effectiveness, implementation and update of the Health and Safety Policy and to oversee the highest possible standards of Safety, Health and Environmental practice throughout Ambito Care and Education Ltd.

## Group Estates Director

Responsible to CEO and Director of QA and Governance to implement the strategic direction of the Group with particular responsibility for developing and implementing ‘Best Practices’ relating to current and future Safety, Health and Environmental statutory requirements.

In turn, the following appointed persons indicated below are responsible for all matters relating to Safety, Health, Environment, and welfare within their respective operations:

## Managing Directors

Are responsible to the Chief Executive Officer for all matters relating to Health and Safety and welfare of every person employed within Ambito Care and Education including young people placed in Ambito Care and Education’s care and for ensuring that members of the general public who may be affected by any of the Ambito Care and Education’s activities are not thereby exposed to risks to their health and safety.

## Regional Directors

Are responsible to their Managing Director for all matters relating to Health and Safety and Welfare of every person employed within Ambito Care and Education including young people placed in Ambito Care and Education’s care and for ensuring that members of the general public who may be affected by any of the Ambito Care and Education’s activities are not thereby exposed to risks to their health and safety.

# Arrangements for Safety & Welfare

## Accident Reporting

All incidents whether involving injury or not must be **recorded** in the appropriate Accident record book. The Principal is to be made aware of this entry at the soonest opportunity. The Principal will counter sign the entry; QA Management will audit the accident record books every term or earlier on request.

The Principal will be responsible for ensuring the notification of the accident to the Health and Safety Executive when necessary and will ensure records of these notifications are maintained. QA Management will also investigate these and any other accidents which merit it. The Director of Corporate Affairs will inform the Company Employer's Liability Insurers.

## Reporting of ‘Near Misses’

Ambito Care and Education promotes a ‘Near Miss’s reporting culture, by doing this Ambito Care and Education will:

1. Be able to capture sufficient data for statistical analysis, correlation studies, trending, and performance measurement (improvement over baseline).
2. Provide opportunity for ‘employee participation’, a basic component of a successful safety management system.
3. Create an open culture whereby everyone shares and contributes in a responsible manner to their own safety and that of their fellow workers.

##  Fire

Principals / Registered Managers / Safety Officers willensure:

1. the testing of all fire alarm systems, regular fire drills and the maintenance of a record of such tests.

1. The correct marking of designated fire exits, adequate maintenance and freedom from obstruction at all times.

1. the supply of firefighting equipment which must be checked regularly and maintained in good working order, be readily accessible at all times and any used equipment is replaced or replenished immediately.

1. Ensure that the people working on the premises know the procedures that have to be followed in case of fire.

1. All staff have been trained regularly in the use of provided fire-fighting equipment.

## Training

Ambito Care and Education provide a fully comprehensive induction course for all new employees, job specific training is delivered as required, and all training is recorded on the employees training record.

**Welfare & Cleanliness**

H&S regulations demand that workplaces are kept clean and free of rubbish. Senior Management will have responsibility for ensuring that the welfare facilities are properly maintained and kept clean. Where repairs are required, they will organise them unless a large expenditure is required when they should seek approval from the Directors.

Waste bins must be emptied at least once per day. The Group expects its employees to maintain standards of cleanliness because good housekeeping is essential to the reduction of accidents.

## Equipment

All equipment must be handled with care and no attempt should be made at maintenance or repair unless you have adequate knowledge to carry this out.

## Electricity

To comply with the Electricity at Work Regulations 1989 all portable appliances will be tested for safe operation. Items such as electric drills, kettles, lap tops, play stations, televisions etc. will be checked every twelve months. Repaired equipment will be tested as soon as reasonably practicable. The integrity of the fixed wiring of the buildings will also be checked every three years for residential premises and every 5 years if non-residential. Any new electrical installations must comply fully from installation. The responsibility for ensuring PAT and hard wire testing lies with Group Estates and Properties Management Team.

## Statutory Inspections

Any lifting equipment and compressors used within Ambito Care and Education premises will be examined and tested within the statutory periods by appointed contractors.

## Company vehicles

The Directors will authorise the supply of any new vehicles**. Individual users are responsible** for making arrangements through Group Fleet Management for the maintenance of their vehicles to manufacturer’s standards, including M.O.T. standards when applicable.

## Scaffolding Ladders, Crawling Boards, Etc

All building repairs should be passed through the Board of Directors for authorisation. Any scaffolding, ladders, crawling boards, and other equipment used for access must be properly maintained and all scaffolding erected must be to relevant British Standards.

## Contractors

The person organising a contract will be responsible for ensuring that potential contractors are given at the time that tenders are being sought, the notes that the company have prepared for their guidance on H&S matters. A copy must be returned, signed before works are awarded.

He/she is also responsible for ensuring that the contractor complies with the company’s H&S Policy.

## Security

All contractors working in Ambito Care and Education establishments are to hold an in date DBS (Disclosure and Barring Service) certificate. The principal should see this prior to works commencing.

# Arrangements for Health

**Occupational Health**

**All employees** starting employment must complete a health questionnaire.

## First Aid arrangements

After assessing the potential hazards within the Group it has been decided that all staff are to be fully trained in the administration of first aid. A vehicle is available at all times to transport any injured person/s to local hospitals. First aid kits for minor cuts and scrapes are available and kept properly stocked**.** All staff will ensure that all first aid treatments are recorded in the accident book.

## Personal Protective Equipment (PPE)

Ambito Care and Education will provide personal protective equipment for all employees as/when needed for safe working. Where provided this must be worn by employees. Equipment will be signed for by the employee on receipt.

## Noise

Surveys will be carried out by Group Estates Management to comply with the Control of Noise at Work Regulations, 2005. There are no mandatory noise areas within Ambito Care and Education.

## Computer Screens (VDU/DSE)

Work must be planned to ensure that a change in task is carried out approximately every hour for a minimum of a few minutes to ensure undue strain is not placed on eyesight and upper limbs. Workstations should be arranged by the individual to their own requirements. Problems should be reported to Senior Management. ‘Habitual Users’ are to carry out DSE Self-Assessments every twelve months or on significant change of setting.

## Health problems

Any employee who is known to be suffering from any health problem e.g. dermatitis, work related upper limb disorder will be referred to a company appointed Doctor. The doctor will advise whether the problem is work related. Discussions will be held with the company’s insurers and a decision made on a course of action.

## Alcohol and drugs

Anyone found under the influence of during working hours is liable to disciplinary action. Anyone driving a company vehicle whilst under the influence of either will be subject to disciplinary procedures.

## New and Expectant Mothers

Specific hazards associated with new and expectant mothers are to be assessed by the Safety Officer in conjunction with the new or expectant mother. Guidance on assessing can be sought from the Group HR Director.

# Monitoring & Reviewing

Group Estates, Group QA & Governance Team, and independent auditors will be responsible for monitoring from time to time that the commitment to Health and Safety set out in this document is being achieved.

# Personal Emergency Evacuation Plan (PEEP)

A bespoke ‘escape plan’ will be raised for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period in the event of an emergency.

PEEPs may be required for individuals with:

* Mobility impairments
* Sight impairments
* Hearing impairments
* Cognitive impairments
* Other circumstances

 A temporary PEEP may be required for:

* Short term injuries (i.e., Broken leg)
* Temporary medical condition
* Those in the later stages of pregnancy

# In response to

**Health and Safety legislation:**

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Control of Substances Hazardous to Health COSHH 2002

Control of noise at Work Regulations 2005

The Regulatory Reform (Fire Safety) Order 2005

Manual Handling of Loads Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Workplace (Health, Safety, and Welfare) Regulations 1992

Electricity at Work regulations 1989

Food Safety Act 1990

Health and Safety (First-Aid) Regulations 1981 (As amended) Control of Asbestos at Work Regulations 2012

**Education Legislation:**

The Adventure Activities Licensing Regulations 2004

Education (School Premises) Regulations 1999 (SI 1999 No.2)

Establishment Standards and Framework Act 1998

Education and Inspections Act 2006

School Inspections Act 1996

Education Act 2002

Health and Safety: Advice on legal duties and powers (For local authorities, School leaders, School staff and Governing bodies F00191759, June 2013

The Education (Independent School Standards) (England) (Amendment) Regulations January 2015

 This document will be reviewed annually or sooner if the workplace materially changes, refer to the Group’s Health and Safety Manual.



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**Cavendish View School**

 **Environmental**

 Policy

Policy created: January 2022

reviewed on: January 2023

##  Environmental Policy

### Statement and Vision

Ambito Care and Education recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage our stakeholders to do the same.

### Responsibility

The Group Estates Team and Group QA & Governance Team are responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

**Policy Aims**

We will endeavour to:

* Comply with and exceed all relevant regulatory requirements.
* Continually improve and monitor environmental performance.
* Continually improve and reduce environmental impacts.
* Incorporate environmental factors into business decisions.
* Increase employee awareness and training

**Paper**

We will minimise the use of paper throughout the Group.

We will ensure all packaging is recycled.

We will seek to buy recycled and recyclable paper products.

We will reuse and recycle all paper where possible.

**Energy and Water**

We will seek to reduce the amount of energy used as much as possible.

Lights and electrical equipment will be switched off when not in use.

Heating will be adjusted with energy consumption in mind.

The energy consumption and efficiency of new products will be taken into account when purchasing.

### Office Supplies

We will continually evaluate if the need can be met in an alternative way.

We will evaluate if hiring/sharing is an option before committing to purchasing.

We will evaluate the environmental impact of any new products we intend to purchase.

We will favour more environmentally friendly and efficient products wherever possible.

We will reuse and recycle everything we are able to.

### Transportation

We will reduce the need to travel where plausible, restricting to necessity trips only.

We will promote the use of travel alternatives such as e-mail or phone/video conferencing.

We will make additional efforts to accommodate the needs of those using public transport or bicycles.

We will favour green vehicles and maintain them rigorously to ensure ongoing efficiency.

We will monitor driving habits and behaviour of our employees through a vehicle tracker system thus reducing the environmental impact.

### Maintenance and Cleaning

Cleaning materials used will be as environmentally friendly as possible.

We will only use licensed and appropriate organisations to dispose of waste.

**Monitoring and Improvement**

We will comply with all relevant regulatory requirements.

We will continually improve and monitor environmental performance.

We will continually improve and reduce environmental impacts.

We will incorporate environmental factors into business decisions.

We will increase employee awareness through training.

We will review this policy and any related business issues at management meetings.

### Culture

We will involve staff in the implementation of this policy, for greater commitment and improved performance.

We will update this policy at least annually in consultation with staff and other stakeholders where necessary.

We will provide staff with relevant environmental training when a need is identified.

We will work with suppliers, contractors and sub-contractors to improve their environmental performance.

We will use local labour and materials where available to reduce CO2 and help the community.