



# Health and Safety Policy

This policy refers to 'the organisation' throughout and in doing so is referring to  
Phoenix Autism Trust.

**Written January 2021 – Review January 2022**

## **Scope of the Policy**

This policy makes clear the organisation's commitment to ensure, as far as reasonably practicable, a safe environment for all its staff, volunteers, students, contractors and visitors.

Other policies to be referred to:

- Child Safeguarding and Protection Policy
- Adults at Risk Safeguarding and Protection Policy
- Wellbeing Policy
- Volunteering Policy and Procedure
- Lone Working and Working from Home Policy
- Drugs and Alcohol Policy
- First Aid and Health Care Policy
- Risk Assessment Policy
- Serious Incident Policy and Procedure
- Lockdown Policy

The Acts and Regulations that legally bind us are:

- The Health and Safety at Work Act 1974
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Health and safety) Order 2005.

## **Policy Review**

The Health and Safety Policy will be reviewed annually, or more regularly in the light of any change in legislation or significant change in our working practices. The next anticipated review date would be January 2022.

## **Roles and Responsibilities**

### *Trustees*

The overall responsibility for health and safety in the organisation rests with the Board of Trustees of Phoenix Autism Trust. They ensure that effective health and safety policies and practices are in place. The Board of Trustees has overall responsibility for reviewing and approving the policy and monitoring and reviewing reports on performance against the policy.

### *Governing Body*

The Governing Body has a responsibility for health and safety in educational settings. They ensure that effective health and safety policies and practices are in place. The Governing Body reviews the policies and monitors and reports on behalf of Phoenix College.

### *The Management and Leadership Team*

The Management and Leadership Team is responsible for ensuring that health and safety requirements receive adequate considerations, and that adequate funds are made available to meet the requirements of the Health and Safety Policy. They are responsible for ensuring the organisation's activities are monitored, reviewed and amended in a frequent and methodical manner, with the most reasonably practicable corrective action implemented. The Management and Leadership Team should appoint and then support the nominated competent person responsible for health and safety to enable them to discharge their duties under the Health and Safety Policy.

### *Competent Person*

The competent person is an individual or organisation with sufficient technical knowledge, experience and training to be able to provide services in accordance with all relevant statutory requirements and following safe systems of work. The management of health and safety across the organisation is the responsibility of Phoenix Autism Trust.

### *College Principal*

The College Principal is responsible for ensuring that risk assessments have been carried out on all potentially hazardous activities undertaken by the college, both internally as well as within the community. They provide half termly health and safety reports to the competent person on management action taken related to health and safety accident reports and general health and safety site updates.

### *Managers / Tutors*

Managers are responsible for understanding the organisation's Health and Safety Policy and ensuring that health and safety requirements receive adequate consideration within their teams. They should ensure staff in their team are adequately trained, competent and have been advised of all procedures, risk, hazards and rules in relation to health and safety. Managers should be aware of first aid arrangements and of the procedures for reporting accidents and of procedures in case of fire and emergency.

## **Staff**

Health and safety is the responsibility of everyone who works for the organisation to ensure the health and safety of their employees and others, including creating and implementing the overall framework, e.g. policies, procedures and training which create a good health and safety culture.

Staff should be aware of first aid arrangements and of the procedures for reporting accidents and of procedures in case of fire and emergency.

## **Management of Health and Safety at Work**

This policy must be shared with all employees and made available to volunteers, visitors and contractors. Each employee's Statement of Terms and Conditions of Employment must include a statement reminding them of their duties in relation to health and safety in the workplace. Posts with specific health and safety duties will have these clearly outlined in the job description. Managers must communicate the content of this policy to all new employees during the induction process.

Assessments will take place to assess the risk to health and safety of all employees, including new and expectant mothers, and to do what is reasonably practicable to control those risks. Records shall be kept of the assessments by the relevant line manager and shared with staff about the risks to health and safety. Information to staff will contain preventative and protective measures to avert the identified risks.

The following sections of the policy consider specific issues in turn:

### *1 Accident Prevention and Compliance*

Regular inspections will be carried out by managers of all the equipment, workplaces and work procedures. Where examination of certain pieces of equipment is required by statute these will be organised and conducted or overseen by the Competent Person, For example: fire warning equipment; firefighting equipment; electrical equipment.

### *2 Provision and Use of Work Equipment*

The organisation will ensure that all equipment meets the requirements of the Provision and Use of Work Equipment Regulations 1998. Routine maintenance will be provided for designated equipment in use and records of maintenance kept. Such maintenance will be implemented by appointing qualified or competent contractors, suppliers or inspection bodies where appropriate.

Any personnel who use work equipment will receive adequate health and safety information and, if appropriate, written instruction concerning its use. If instruction is needed on any work equipment, then this will be given by instructors who are suitably trained.

Designated equipment will be tested and inspected on a regular basis to ensure that these controls function safely, and full records of these inspections maintained.

All new machinery brought onto site for use by Phoenix Autism Trust will comply with the requirements of the Supply of Machinery (health and safety) Regulations 1992 (as amended) and carry CE markings and other relevant information.

The organisation will PAT test all eligible equipment annually.

### *3 Working at Height*

Occasionally, working at Height is necessary as part of routine maintenance, or indeed small or large project-related works. Working at height does not require specific, specialist training, but all Phoenix Autism Trust Property and IT maintenance employees should only work at height if they feel entirely comfortable in doing so. Appropriate Personal Protective Equipment (PPE), (including Hi-vis vests and hardhats / bump-caps) should be worn during any activity which involves working at height. Short activities which require working at height should be dynamically risk assessed and signage or assistance used when necessary.

All contractors working at any Phoenix Autism Trust sites in any capacity which require work at height must only do so under instruction and the activity must be appropriately risk assessed prior to the work taking place. The above rules regarding PPE will apply in all instances.

### *4 Training*

The organisation recognises the need for on-going health and safety training for all its employees and will ensure that all employees will receive adequate health and safety induction, instruction and training on being recruited, on being introduced to new systems and equipment, or on being exposed to new or increased risks. Refresher training will be provided as and when necessary.

Managers responsible for fire safety or staff inductions on their premises, are responsible for ensuring that all staff in the premises are trained in accordance with the requirements of the site. Every member of staff will receive instruction in fire precautions during induction. After the initial instruction, all members of staff are expected to attend all fire drills that are arranged.

Formal fire drills across the organization will be conducted at least twice annually at Phoenix College. Records are kept of every staff induction. This includes fire safety.

### *5 Electricity*

Only trained and competent persons will be authorised to work on electrical equipment and distributions system. The organisation will endeavour to ensure that their duty holders have appropriate knowledge of the regulations in order they can properly discharge their responsibilities.

Portable equipment may receive constant handling or rough usage and therefore regular inspection e.g. weekly may be required. In low risk environments where potential damage or abuse is minimal periodic visual inspection will be carried out. Records will be kept to include routine maintenance, testing and visual examinations of systems and equipment and training of relevant personnel.

### *6 Control of Substances Hazardous to Health*

All substances (Solvents, oils, chemicals, cleaning agents etc.) will be assessed for possible health affects before being used within the organisation. Health and safety requirements will be identified by reference to the relevant supplier's/manufacturers hazard information sheets. All necessary information concerning the hazards and precautions relating to chemical use will be given to the relevant employees.

All COSHH assessments across the organisation will be reviewed at least annually.

### *7 Manual Handling*

Manual handling operations will be avoided as far as is reasonably practicable, if they are shown to be a hazard. Management will ensure that where it is not practicable to avoid manual handling operations which involve a risk of injury, then these risks will be reduced to the lowest level reasonably practical. The organisation will take all steps necessary to ensure that employees are trained, instructed and informed of their own responsibility to make full and proper use of any equipment provided to reduce or eliminate handling operations. Employees involved in any manual handling operation will make proper and full use of any personal protective equipment issued to them whilst conducting these tasks.

### *8 Noise*

The organisation will take all reasonable steps to ensure the hearing of persons working on the site(s) is protected when working in a designated noise area in accordance with the Noise at work Regulations 2005. Where required, noise assessments will be conducted by a competent person to verify noise levels and assist in selecting the most appropriate means of reducing noise levels and protecting hearing.

### *9 Display Screen Equipment (DSE)*

The organisation will conduct risk assessments on all employees who are habitually using display screen equipment, so as to evaluate the health and safety risk employees are exposed to, as a consequence of using the equipment. The assessment will be reviewed in the event of any significant changes in the user's usual environment, equipment or work levels.

Users who work across sites, who use multiple workstations / equipment are expected to dynamically self-assess their workstation / equipment in each instance.

Employees should advise their line manager immediately should there be a change in their general health or working environment which may be negatively affecting them or causing them discomfort, or which may require the DSE to be repeated.

### *10 Personal Protective Equipment*

The organisation will conduct an assessment of its operations to ensure that suitable protective equipment is provided to employees who may be exposed to a risk to their health and safety whilst at work. Staff who are provided with personal protective equipment PPE will be informed of its use and limitations and should report loss or damage or any defect in the equipment provided.

Staff are expected to use any PPE issued, as and when appropriate for the activity for which it is intended.

### *11 Welfare Provisions*

The organisation provides appropriate facilities such as toilets, washing facilities, security lockers, drinking water and staff room facilities. All such facilities will be maintained in a clean and healthy condition.

### *12 Fire*

The organisation will ensure adequate means are provided for fire prevention and for fire protection. Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff first and overriding duty is of course to look after students or persons under their charge and evacuate them safely from the building. No attempt should be made to fight fire unless you have been trained to do so and feel entirely confident in doing so.

The organisation carries out fire risk assessments on all sites and reviews them at least annually. They should identify any person especially at risk in a case of fire, e.g. a person who needs additional support due to a disability. An emergency procedure to evacuate each site has been created, provided, for calling the fire service and allocated individuals who are responsible for supervising, controlling and putting into effect the policy and procedure. Fire drills are carried out in accordance with the emergency procedure and modifications made where necessary.

Management strategies for fire prevention include:

- everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
- training of staff, including any specially delegated function
- instruction to pupils, learners, staff, contractors and visitors
- control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, e.g. tidiness and cleanliness, storage, gas, electricity and electrical appliances, contractors on site, vandalism

Management strategies for fire protection include:

- Provision of appropriate fire alarms, emergency exits, fire doors, fire extinguishers and blankets
- Fire alarm, evacuation and emergency plans backed up by notices, drills and practice.
- Regular testing of fire alarm systems
- Regular testing of emergency lighting and regular review of emergency exits
- Display of appropriate fire instruction notices
- Training of staff, including any specially delegated function
- Instruction to pupils, learners, staff, contractors and visitors
- Monitoring the effectiveness of precautions, e.g. analysis of evacuation drills, annual review of this policy and the procedure

Students and learners should be instructed at the start of their attendance at Phoenix College to:

- identify the fire alarm
- know the action they should take on hearing the alarm
- know the location of the muster points.

Special precautions may be required when disabled people access or work within the premises. Where possible they should be located in the premises so that they are able to evacuate with the minimum of assistance. Consideration must be given to any steps or other changes of level that may need to be crossed and a Personal Emergency Evacuation Plan. This is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

The following fire records are to be maintained:

- List of Fire Marshalls and other people with special responsibilities
- Fire alarm call point locations and checks
- Weekly fire alarm tests
- Fire alarm fault records
- Fire alarm maintenance inspection
- Emergency lighting maintenance inspection
- Fire-fighting equipment routine monthly checks
- Fire drills
- Fire-fighting equipment tests and maintenance by contractors
- Staff training records
- A specific Fire Risk Assessment (updated annually)

### *13 Smoking*

Smoking is prohibited within any of the organisation's sites and grounds.

## **14 Asbestos**

All known and identified locations of asbestos are recorded. If works involve a likelihood of encountering Asbestos a specific risk assessment must be carried out and works should be undertaken in accordance with the Control of Asbestos at Work Regulations 2012.

Where works are being carried out on a partner's premises, e.g. Phoenix School), asbestos records held by that partner should be checked well in advance of any works commencing.

## **15 Driving**

The organisation requires staff to drive safely and legally whilst engaged on the organisation's business. Staff are expected to read, follow and sign the Fleet Policy.

## **16 Alcohol and Drugs**

The use of illegal drugs or being under the influence of alcohol or illegal drugs while at work is strictly forbidden. If the effects of prescribed drugs may put the individual and others at risk a staff member must advise their line manager and an assessment be carried out on the possible risks.

## **17 Wellbeing**

The organisation promotes a good life-work balance and positive stress management to ensure the wellbeing of staff and volunteers. The organisation has a dedicated Wellbeing Policy. Staff are encouraged to support one another and make senior managers aware of signs of stress. Stress should be considered when carrying out risk assessments.

## **18 Lone working**

Lone working may expose staff and volunteers to additional health and safety risks which do not present themselves in other circumstances. Through a process of risk assessment, significant risks will be identified, and controls put in place to reduce and where possible eliminate the risk. Phoenix College generally expects all staff to be based at their appropriate work location because of the benefits of team and collaborative working, information sharing and good communication.

## **19 Pregnancy**

When a member of staff or volunteer is pregnant, they should notify the organisation as soon as possible so that an appropriate risk assessment can be carried out to ensure that the duties performed do not cause her, or her unborn child, any harm. These are normally carried out by their line manager with support from HR.

## *20 Young People at Work*

When the organisation makes an offer of a work experience placement to a young person, we have additional responsibilities for their health and safety and welfare.

The overall rule is that young people under 18 years old must not be allowed to do work which:

- Cannot be adapted to meet any physical limitations they may have
- The work is properly supervised by a competent person at all times
- Exposes them to substances which are toxic or are known to cause cancer
- Exposes them to radiation
- Involves extreme heat, noise or vibration

Young people who are over the age of 16 can do work with attached risk under very special circumstances, which

- The work is necessary for their training;
- The work is properly supervised by a competent person at all times;
- All risks are reduced to the lowest level, so far as is reasonably practicable.

The organisation will assess the risks to young people under 18 years old, before they start work or work experience and tell them what the risks are, with the support of appropriate resources. The organisation will also take into account that these young people are likely to be inexperienced, unaware of health and safety risks and physically immature, so will put in place measures to control the risks that will remove them altogether or reduce them to the lowest possible level.

## *21 Animals*

Before introducing animals into the educational environment, a risk assessment should be signed off by the manager following our normal risk assessment process. Educational visits which include contact with animals should have reference to contact with animals as part of the associated risk assessment. No member of staff or visitor is permitted to bring an animal on to the organisation's premises without prior authorisation.

Guide dogs are permitted in all of the organisation's buildings under the Equality Act 2010. Guide dog or assistance dog users should be made aware of the needs of our learners so that any potential risk to our learners or guide / assistance dogs can be avoided or reduced as much as is possible.

## *22 Administration of medication to pupils and young adults*

The administration of medication to pupils and young adults should be carried out in accordance with the Administration of Medication Policy. The First Aid and Health Care Policy has a number of appendices detailing specific arrangements at the different AAA sites details specific arrangements within College.

## **Accident Reporting and Investigation**

All accidents, incidents and near miss incidents must be reported to line managers in line with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). It is the responsibility of line managers, or most competent person, to investigate all reports of learner incidents including the entering of resulting management actions on the accident incident software or accident book, updating actions as necessary when completed and closing the incident off once all actions are completed, in order to identify causes and lessons to be learned. This process will take place in line with RIDDOR and follow HSE guidance 'Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals (HSG245) ISBN 0717628272.

In the event of a serious incident or accident, resulting in the death of a learner, the Principal will inform the Trustees, Tower Hamlets Local Authority and the Education and Skills funding Agency (ESFA) by email or telephone immediately on becoming aware of the death.

As of September 2020, The system used for accident and incident reporting is DatabridgeMIS.

The Principal will regularly inspect the accident and incident software and accident books and ensure the organisation reports when required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013). Detailed reports are routinely prepared. Any lessons learned from such events will be used to take corrective action to prevent reoccurrences.

If for any reason, access to the reporting and incident recording software DatabridgeMIS is unavailable, for example, during an internet connection failure, manual recording must be undertaken.

## **First Aid**

The organisation will make first aid provision based on an assessment of the level of risk of injury, infection etc. and the number of employees. First Aiders will be identified and appropriately trained. The First Aiders identified will be responsible for ensuring the First Aid Box has sufficient quantities of suitable equipment and is restocked when required.

Where the College does not have a trained First Aider (due to holidays, sickness etc.) an appointed person will be identified to ensure first aid provisions are suitable and sufficient and is responsible for summoning help from medical professionals when required. An appointed person must not administer First Aid.

After first aid is administered a medical incident report form must be completed on DatabridgeMIS. Where the accident is likely to be reportable (See Accident Reporting) the appropriate member of management must be informed without delay.

## **Risk Assessments**

A risk assessment must be completed for any task or activity where there is the potential risk to health, safety and wellbeing. The risk assessment should be completed by a person involved in the task who has sufficient knowledge, understanding, training and experience. This would normally be the class/subject tutor.

Where learning opportunities are provided by other agencies e.g. local gyms, adventurous activity centres, work experience placements, the class/subject tutor will liaise with off-site providers to ensure adequate risk assessments, which clearly identify responsibilities, are in place and shared with staff working with students. Details of provisions relating to Health and Safety, will be included in contracts with these providers.

General Risk Assessments managed by the Principal are reviewed annually.

## **Additional information (links)**

Health & Safety Executive (HSE) – <http://www.hse.gov.uk/>

Health & Safety at Work act  
<http://www.hse.gov.uk/legislation/hswa.htm>

RIDDOR  
<http://www.legislation.gov.uk/uksi/2013/1471/contents/made>

RIDDOR – A Brief Guide - <http://www.hse.gov.uk/pubns/indg453.pdf>

Construction (Design and Management) Regulations (CDM) –  
<http://www.hse.gov.uk/construction/cdm/2015/index.htm>

Control of Substances Hazardous to Health (COSHH) –  
<http://www.hse.gov.uk/coshh/>

HSE guidance ‘Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals’ (HSG245) ISBN 0717628272.

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

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Review group: Trustees