

# **Elysian**

## **Health & Safety Policy**



**Policy Reviewed: November 2024**

**Date of next review: November 2025**

***Elysian is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## **Policy Statement**

The aim of the directors is to provide a safe and healthy working and learning environment for staff, learners and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly learners, parents/carers and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working:

- Instruction, training and supervision to enable its employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health
- Machinery and equipment that is safe and without risk to health
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the organisation.
- Any other suitable protection, where appropriate, where staff might be at risk

Elysian Animal Assisted Therapy and Learning has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the learners attending the school and for other people who are users of the school.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

## **The Head of Education and Learning**

The Executive Director has delegated responsibility for managing the arrangements for health and safety to the Head of Education and Learning at each site. The Head of Education and Learning has primary responsibility for Health and Safety matters within each establishment. In the Head of Education's absence, the Deputy Heads of Education, will assume this responsibility. However, the Executive Director retains overall responsibility for the Health and Safety of all staff, visitors and users of all sites.

### **Responsibilities of the Executive Director, in collaboration with the Head of Education and Learning at each site:**

Setting up arrangements to cover all health and safety legal requirements;

- Monitoring the effectiveness of the arrangements
- Where required, contributing to a written Health and Safety policy to be approved by the Directors and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time

- Resolving health and safety problems in a timely manner
- Bringing to the attention of the relevant Local Authority those instances where actions have proved to be inadequate to reduce the identified hazard and to take action to avoid danger pending rectification
- Noting all the guidance produced by the Local Authority, in line with legislation, and bringing any issues to the attention of relevant staff
- Maintaining a list of Safety Representatives appointed to represent staff on all sites
- Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
- Receiving written reports from Safety Representatives and responding to them within a reasonable time
- Ensuring that all areas of each site are inspected termly
- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly, and that firefighting equipment is available and maintained;
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the Local Authority, school staff, service providers and parents.
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular, to ensure that they are given a copy of this statement of local arrangements, and the opportunity to read it, before starting work.
- Ensuring that arrangements are made for suitable training for all aspects of their work.
- Ensuring that suitable records are kept of:
  - Employee health and safety training
  - Accidents
  - Premises safety inspections – including by the Proprietors
  - Fire equipment tests
  - Machinery and equipment safety tests and inspections
  - A full record is kept of statutory testing linked to health and safety requirements.

**All employees are responsible for:**

- Taking care of the health and safety of themselves and their colleagues and for any learner under their charge
- Keeping up to date with current safety procedures
- Attending training as directed
- Following instructions issued by the employer on matters of Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management.
- Not misusing any equipment provided for their safety.

**SLT are responsible for:**

- The safety of their staff and learners within their work area by ensuring staff receive necessary training and supervision
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Making arrangements for cover of staff with key safety responsibilities

**Teaching and support staff are responsible for:**

- The safety of all learners under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions
- Reading and following all risk assessments provided
- Writing risk assessments for any activities undertaken which may pose a risk

**The Premises Team is responsible for:**

- The safety and physical condition of all areas of the site, both internal and external
- Arranging for the maintenance and servicing of firefighting equipment and fire alarm systems, premises security systems
- Ensuring that all contractors on any of our sites are aware of the emergency evacuation procedures and have sight of the health and safety policy as appropriate to their work.
- Informing all contractors of any known hazards, which might affect them whilst at work, particularly the asbestos register and map.

**Contractors**

Contractors should notify any hazards arising from their activities, which may affect the occupants of the site. All contractors should report to reception on arrival. The proprietors and maintenance team will be responsible for

controlling the work of contractors to ensure the safety of learners, staff and visitors. In the interests of safety, major work will take place out of school hours and during school holidays, where possible.

Where work carries significant hazards, permits to work should be raised for contractors before they start work.

Examples of work which requires a permit to work are:

- Work on mains electrical wiring, mains incomers and distribution boards.
- Removal of asbestos or work where asbestos materials are known or suspected to be in place.
- Major excavations
- Access to roofs
- Sterilising of water systems with chemicals
- Access by anyone to confined spaces such as voids sumps and drains

## **Catering**

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Executive Director, in collaboration with the Head of Education and Learning on each site, is responsible for:

- The safety of the kitchen area and of ensuring appropriate risk assessments are in place to manage potential hazards that may arise from the use of this area.
- Providing suitable practical training to ensure that staff can deal with kitchen fires by using available kitchen firefighting equipment.
- Ensuring that those involved in cooking activities are competent in working safely in the kitchen regarding the following:
  - Hygiene – to maintain suitable standards of hygiene in the kitchen area including storage area and staff rest area
  - Fire – to be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.

## **Asbestos**

The Director of Agriculture and Facilities is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found at <https://www.hse.gov.uk/services/education/asbestos-faqs.htm>

Staff should be briefed on the hazards of asbestos, the location of any asbestos at any of our sites and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contractors.

The Executive Director will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.

Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos.

They should immediately stop work, evacuate the area and request advice from the Health and Safety Executive (HSE) on 0300 003 1647.

## **Hirers, Contractors & Others Using or Working in the School**

When the school's premises are used for purposes not under the direction of the Director of Agriculture and Facilities then the principal person in charge of the activities or use will have responsibility for safe practices. The Director of Agriculture and Facilities will seek to ensure that hirers, contractors and others who use the organisation's premises conduct themselves and carry out their operations in such a manner that all statutory and safety requirements are always met.

When the premises are hired to persons outside the employ of the staff and Proprietors, it will be a condition for all hirers that they are familiar with this policy and comply with all safety directives of the Advisory Board. They will not, unless with prior consent of the Advisory Board:

- (a) Introduce equipment for use on the school premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or learners of the school.

All contractors who work on the site premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

### **Visitors**

All visitors must report to Reception where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the school. Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Premises Manager.

Visitors must wear a visitor's badge when on the premises.

### **Provision of first aid**

Designated first aiders are present on each site, with their names recorded within the health and safety file and on display on posters clearly visible around the site. In addition, the majority of staff have undertaken first aid training and are able to support with first aid, when required. The Designated first aiders are responsible for ensuring that all first aid kits are appropriately stocked at all times.

**Note:** If necessary, a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

If an ambulance is required, the emergency 999 service should be used.

Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorize an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or learner to a casualty department without the ambulance service, but it should be noted that this should always be on a voluntary basis. (See First Aid policy/ Medication in Schools policy)

### **Accident Reporting**

Staff accidents must be reported in the accident report book kept in the reception office.

Any accidents or injuries sustained by the young people on our sites, must be logged on our secure online system.

It is the responsibility of the Head of Education and Learning on each site to sign off an accident form in the event of an incident. They should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed with copies retained for at least three years.

In the case of minor accidents to non-staff, i.e., learners or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details should still be recorded in the accident book which should be retained for at least 3 years.

Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See [www.riddor.gov.uk](http://www.riddor.gov.uk)) Where an injury or accident requires a person to seek medical treatment as a result, the directors must be informed within 24 hours.

The Head of Education and Learning will produce a report to the directors on a termly basis, detailing injuries and accidents with lessons learned and actions taken where appropriate.

### **Fire and emergency arrangements**

It is the duty of all members of staff to be aware of the fire and emergency procedures for their site, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

Fire Wardens are responsible for a formal check of the premises fire equipment on a weekly basis.

This will include fire doors, fire signage and any alarm systems and they will assess their suitability, and any repairs or improvements required.

As part of an annual health and safety check, the Proprietors will also show due regard to fire safety.

### **Firefighting and precautions**

All fire extinguishers and blankets must carry the BSI kitemark:



It is the responsibility of the Executive Director to ensure that fire-fighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

### **Fire alarms**

The fire alarms should be tested, across all sites, weekly and recorded in the fire alarm logbooks by the Fire Marshalls. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

### **Fire drills**

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers.

Suitable arrangements must be in place for evacuating those with disablement or with special educational needs.

### **Notifying the Emergency Services**

**All staff have a responsibility to call emergency services in the event of an accident which requires immediate assistance from an ambulance, although this should be delegated to the most senior person present and management should be notified immediately in order to coordinate this.**

**If the alarm is raised due to a fire, a member of the management team will contact the fire service, although the absence of a member of the management team should not mean that staff do not call the fire service.**

### **Information, documentation and training**

Staff should either receive copies or have their attention drawn to relevant safety information contained in this policy. The Directors must ensure that the guidance or safety standards are current and adhered to at all times.

Health & Safety documents are held online in Teams and all staff must ensure that they are familiar with all relevant documentation.

It is the responsibility of the Executive Director, with support from Heads and administration staff, to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

### **Repairs and maintenance**

All damage, signs of wear and defects in the premises and equipment must be reported to the Business and Finance Manager.

### **School Premises Plans**

A copy of the site plan should be held in each reception office to be available in the reception office for use by the Fire service.

### **Electrical equipment**

All portable electrical equipment is tested in line with statutory guidance. A copy of the inventory of the electrical equipment tested including the results should be kept with the school health and safety manual, which is held in the office.

All staff must visually check all electrical appliances prior to their use and report any defects to the maintenance team.

All defective equipment must be taken out of use immediately and reported to the maintenance team. Privately owned appliances must typically not be used on the school's premises (unless their use has been approved and/or they have been tested under the PAT test).

### **Machinery and plant**

All machinery and plant will be of suitable safety specifications and will carry a (CE marking which shows that it complies with the European Community safety standards.)

Certain pieces of equipment and plant must be inspected and or tested by a suitably experienced and/or qualified person as part of a statutory safety regime. These include for example tractors and farm machinery, boilers, extraction equipment for the control of hazardous substances, pressure systems etc.

### **Furniture and equipment**

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the Business and Finance Manager who should arrange for repairs or replacement where necessary.

### **Control of Substances (COSHH)**



All substances, chemicals, etc purchased and used within the school including all storage rooms must comply with the COSHH guidance contained in the relevant sections of the CLEAPSS Manuals which can be found at <http://science.cleapss.org.uk/Whats-New/Laboratory-Handbook/> Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept.

Substances will be used in accordance with the guidance given in *"Be Safe" from the HSE*; in the *CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"*; and in accordance with the manufacturers, instructions and advice on the label.

Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS) and to the consent of the Directors. Any substance not identified should be disposed of safely.

## **Cleaning arrangements**

The school's premises are cleaned by internally contracted people. Specification for the cleaning regime is held by the Executive Director.

Any problem relating to the cleaning should be made to the Head of Service for that site.

The school should provide a specification of the cleaning arrangements and will include:

- Risk assessments of the arrangements for cleaning tasks.
- Arrangements for supervision and control of their employees.
- Arrangements for training their employees in working safely and particularly the safe handling of hazardous substances.
- COSHH assessments for the use and storage of cleaning materials.
- Arrangements for maintaining testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged.
- Use and storage of personal protective equipment
- Training in responding to emergencies such as fire and accidents particularly when they occur out of hours when they may be alone in the building.

Regular meetings should be arranged if using cleaning contractors to review the suitability of safety arrangements and records kept of the meetings.

## **Risk assessment**

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.

Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health.

Schools as employers have a duty to carry out risk assessments for all activities which affect their employees, students, visitors and contractors.

## **Offsite Visits**

It is important that suitable arrangements are made for all offsite visits by learners. Elysian have appointed and trained an Educational Visits Coordinator (EVC) who will take a central role in planning and administering offsite visits. The EVC for Elysian is Jo Nunn (Quality Assurance and Compliance Lead).

## **Review Period**

This policy will be reviewed annually to ensure that it is up to date and takes into account any changes to the working environment, working practices and the law.

## **Conclusion**

It is the responsibility of everyone to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident-free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general well-being.

**For the purposes of this policy, where the term Elysian is used, it refers to all provisions provided by Elysian Animal Assisted Interventions Ltd. This policy covers all Elysian sites.**