Within this policy, Doucecoft School Services relates to the school day and residential services.
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Mission Statement

To provide a specialist service for children and young people with Autistic Spectrum Conditions, that is developed and resourced to facilitate and promote individual growth through education, independence, social skills and self-esteem. To strive to provide a service of the highest quality and best practice as recognised locally and nationally.

1. Health & Safety Policy Statement

1.1 Preface

(a) This policy makes an unequivocal commitment to high standards of Health and Safety. Although the Head Teacher and Care manager have day-to-day responsibility for implementing the policy, all employees have an important part to play in its successful implementation.

(b) Every Manager and Supervisor is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

(c) Responsibilities of staff are outlined in this document but the detailed arrangements for carrying out the policy are included in separate Policy Documents (issued by Autism Anglia).

(d) This Policy is required under the Health & Safety at Work Act. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of Autism Anglia or individual employees. Failure to comply with safety requirements may also lead to disciplinary action.

1.2 Statement of Intent

(a) Autism Anglia will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees.

(b) The Organisation will ensure, so far as is reasonably practicable, that the health and safety of students and other non-employees who may be affected by its work activities is not endangered.

(c) The responsibility for the day-to-day implementation of this policy lies directly and personally with line management from the Head Teacher/Care Manager through to every employee.

(d) The Statement of General Policy & Arrangements is in Appendix 1
2. Objectives

To implement the policy, the Organisation’s objectives are:

2.1 To ensure that all activities are being carried out safely and without risk to health, so far as is reasonably practicable.

2.2 To ensure that there are Policy Documents covering work activities.

2.3 To ensure all staff are aware of and actively support the responsibilities of the Organisation and accept their own personal responsibilities.

2.4 To ensure that all new employees are aware of the Organisation’s Health & Safety Policy and the appropriate health and safety procedures.

2.5 To ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.

2.6 To ensure that consultative procedures facilitate the involvement and commitment of employees and their appointed requirements.

2.7 To promote awareness of health and safety issues.

2.8 To provide specialist professional support to managers on all health and safety matters.

2.9 To have and make readily available detailed health and safety information which may be required about or resulting from legislation, Approved Codes of Practice, or British Standards.

2.10 To have and make readily available detailed health and safety information which may be required about substances, materials, articles, processes, and plant & equipment used by the Organisation.

2.11 To ensure suitable and sufficient assessments are carried out of the risks to health and safety of employees, students and others.

2.12 To keep the policy under review and revise it as required.

2.13 To monitor the implementation of the Health & Safety Policy.
3. Organisation and Responsibilities

3.1 Overall Responsibility

Overall and final responsibility for health and safety at Doucecroft School services is that of the Chief Executive of Autism Anglia. The Chief Executive is supported by the Health and Safety Manager and Senior Management teams across all AutismAnglia’s sites.

3.2 The Head Teacher/Care Manager

The Head Teacher/Care Manager is accountable to the Chief Executive for the implementation of the Health & Safety Policy. They will also discharge the Organisation’s overall duty as employer. The discharge of these duties will be through line managers. The Head Teacher/Care manager will be responsible, in particular, for ensuring that:

(a) The Statement of General Policy & Arrangements (Section 2), is brought to the attention of all staff;
(b) Codes of Practice are available for each work activity carried out in the School: that a copy of each Policy Document is kept in the administrative office of the school;
(c) Other health and safety information is communicated to relevant staff;
(d) Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff are aware of the arrangements. This should include times when staff are present outside the normal hours of the school;
(e) Accidents are investigated;
(f) Accidents are reported using the established procedures;
(g) Safety representatives can carry out their functions, including inspections and accident investigations; and, where appropriate, that consultation takes place with safety representatives;
(h) Safety representatives’ inspection report forms are dealt with in the appropriate manner;
(i) Training needs are identified and appropriate arrangements are made for training;
(j) Assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that significant findings are recorded;
(k) New employees receive appropriate health and safety information, including details of the Health & Safety Policy, codes of practice, fire drill and other safety procedures;
(l) Overall procedures for safety are monitored;
(m) Fire drills are carried out and a fire register is maintained;

(n) Arrangements are in place for liaising with contractors (cleaning, catering, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the School and the contractor as required by the management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of the school; and contractors are aware of any special risks to children which might arise out of their work;

(o) Health and safety matters which cannot be resolved appropriately are raised, in the first instance, with the Health & Safety Manager;

(p) Ensure that people’s personal details are stored confidentially in a secure place, in compliance with the GDPR.

3.3 Health and Safety Co-ordinator

The Site Manager working with Head Teacher, Care Manager and Business Manager will act as the School Health and Safety Co-ordinator. Specific duties will include:

(a) Establishing arrangements for dealing with health and safety matters such as:
   • Dissemination of health and safety information to all staff
   • First Aid
   • Accident Reporting
   • Emergency evacuation procedures
   • Ensuring health and safety matters raised by staff are dealt with
   • Maintaining a central file of Policy Documents
   • Ensuring appropriate risk assessments are in place, highlighting all the risks and ensuring that appropriate controls are in place.

(b) Co-ordinating all aspects of Health & Safety Policy and practice;

(c) Ensuring premises defects (which affect Health and Safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Director;

(d) Ensuring the implementation of the Health & Safety Policy is monitored.
3.4 In the absence of the Head Teacher /Care Manager, the Business Manager, the Deputy Care Manager or Assistant Head Teacher is

So far as is reasonably practical, for implementing the Health & Safety Policy within the work activities/area under their control. In particular they are responsible for ensuring:

(a) Risk assessments have been completed for those activities which pose a significant risk to health and safety;

(b) That staff are adequately assessing risks where there is no existing assessment, and adapting assessments to take account of local circumstances (e.g. student behaviour)

3.5 Class Teachers, Residential Team Leaders

The safety of students in classrooms and boarding houses is the responsibility of the Class Teacher or Residential Team Leader.

A class teacher/ residential team leader is expected to:

(a) Know the emergency procedures in respect of fire and first aid and the special safety measure to be adopted in his/her own teaching/residential areas and to ensure that they are applied;

(b) Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;

(c) Give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough);

(d) Ensure that students belongings; coats, bags, cases etc are safely stowed away;

(e) Integrate all relevant aspects of safety into the teaching of life skills process, an if necessary, give special instruction on safety;

(f) Follow safe working procedures personally;

(g) Call for protective clothing, guards, special safe working procedures etc, when necessary;

(h) Make recommendations on safety matters to the Head Teacher/Care Manager.

Ensure the “jobs book” and damage to property forms are completed in a timely manner

3.6 Site Manager

The Site Manager is responsible for:

(a) Reporting premises defects to the Head Teacher or Business Manager;
(b) Ensuring the fire alarm is tested weekly using different actuation points and recording the results on the Health and Safety checklists;

(c) Checking the Job Book daily and reporting on issues that cannot be resolved to the Business Manager.

(d) To ensure that the Health and Safety law poster is displayed in appropriate places around the site.

3.7 Line Managers and Senior Support Staff

All Line Managers and Senior Support Staff are responsible for ensuring the Health & Safety Policy and arrangements that have been made are implemented in their areas of activity. As a general rule direct responsibility for health and safety is determined by the extent to which line managers and senior support staff have the authority to take executive action. In other words, if they have the responsibility to make a general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out so far as is reasonably practicable, safely and without risk to health, responsibilities for line manager and senior support staff include;

(a) Monitoring the implementation of the Health & Safety Policy in their area of responsibility and carrying out inspections of workplaces and equipment;

(b) Ensuring that the senior member of staff on call is made aware of any accident that results in an individual requiring medical attention;

(c) Ensuring that immediate action is taken to prevent re-occurrence of an accident;

(d) Ensuring individual employees are aware of their responsibilities for health and safety;

(e) Ensuring employees under their control are adequately trained, informed, instructed and supervised;

(f) Ensuring employees under their control are aware of the fire procedures.

3.8 All Employees

Though the prime responsibility for health and safety rests with Autism Anglia, all employees have the following responsibilities:

(a) To take reasonable care for their own health and safety and that of all persons affected by their acts or omissions;

(b) To co-operate with the Organisation so far as is necessary to enable it to meet its responsibilities for health and safety
(c) To use work equipment provide correctly in accordance with instructions and training;

(d) To immediately inform the Organisation of any work situations which represent a serious and immediate danger to health and safety.

(e) To complete training around health and safety matters, such as hazards and risks that they may face; how to follow emergency procedures and what measures are in place to deal with hazards and risks

(f) To have read and signed to say that they have understood the site risk assessment

All employees are reminded of the need to report any accidents that occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.

Any employee having a problem concerned with health and safety or identifying a hazardous situation should raise the matter with the Head Teacher, Care manager or Business Manager.

4. Safety Representatives and Consultation

The School Services will provide for effective joint consultation on health and safety matters with safety representatives. Or, if no safety representatives are appointed, consultation on health and safety issues will be through staff meetings of teaching and non-teaching staff.

The School Services will consult with the Autism Anglia Health and Safety Manager on Health and Safety matters
5. General Arrangements for Health & Safety

5.1 Codes of Practice

The School follows the Policy Documents laid down by Autism Anglia. These policies are stored in the Business Manager’s office and are available to all staff.

5.2 Accident Reporting

All accidents should be reported to the School Office. The accident reporting procedure is detailed separately. These guidelines are kept with the accident books. See Appendix 2.

5.3 General Arrangements

Appendix 1 attached to this policy indicates general arrangements for the Health & Safety Policy.

5.4 Risk Assessment

Under the Management of Health and Safety at Work Regulations, there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. A central file of risk assessments is held in the main school office.

5.5 Health and Safety Monitoring

(a) Inspections of the school sites will be carried out as follows:

   **Weekly.** All areas of the school/residential sites will be inspected by specifically designated staff and health and safety checklists completed;

   **Annually.** The Business Manager will inspect the school sites with the Health & Safety Manager;

(b) All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary reports will be submitted to the Head Teacher/Care Manager/Business manager;
(c) In addition to the above, regular inspections are carried out of the following equipment:

- PE & Playground equipment
- Fire alarms and extinguishers
- Burglar alarms
- Portable electrical appliances
- Hot and cold water systems
- Gas and electric cookers
- Roofing
- Refrigeration equipment

Details of inspections undertaken are retained by the Site Manager.

6. **Access to Policy Statement**

Access to a copy of this Policy Statement will be available to all employees through the share drive on the school’s computer.

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Health and Safety Policy

This is the statement of general policy and arrangements for:

Autism Anglia, Doucecroft School Services
Clive Stobbs, Chief Executive
Head Teacher/Care Manager

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

<table>
<thead>
<tr>
<th>Statement of general policy</th>
<th>Responsibility of</th>
<th>Action / Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>To prevent accidents and cases of work-related ill health and provide adequate control of</td>
<td>Head Teacher/Care manager</td>
<td>Relevant Risk Assessments completed and actions arising out of those assessments</td>
</tr>
<tr>
<td>health and safety risks arising from work activities</td>
<td>Personal responsibility of all staff</td>
<td>implemented.</td>
</tr>
<tr>
<td>To provide adequate training to ensure employees are competent to do their work</td>
<td>Mandy Zimmer Training Manager in consultation with school SMT</td>
<td>Staff given necessary health and safety induction and provided with appropriate on-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>going training and personal protective equipment where required.</td>
</tr>
<tr>
<td>To provide training for Out of School Trips</td>
<td>Head Teacher/Care Manager</td>
<td>Staff responsible for Out of School Trips given necessary induction and provided with</td>
</tr>
<tr>
<td></td>
<td>Line Managers</td>
<td>training specific for leading trips</td>
</tr>
<tr>
<td></td>
<td>Andrea Griffiths, Sports’ Coach</td>
<td></td>
</tr>
<tr>
<td>To engage and consult with employees on day-to-day health and safety conditions and provide</td>
<td>Head Teacher/Care Manager</td>
<td>Staff routinely advised on health and safety matters as they arise, but also through</td>
</tr>
<tr>
<td>provide advice and supervision on occupational health</td>
<td>Line Managers</td>
<td>programme of formal supervision and regular training.</td>
</tr>
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<td></td>
<td>Senior Staff</td>
<td></td>
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<td></td>
<td>Line Managers</td>
<td></td>
</tr>
<tr>
<td>To implement emergency procedures - evacuation in case of fire or other significant incident.</td>
<td>Head Teacher/Care Manager</td>
<td>Escape routes well signed and kept clear at all times. Evacuation plans are tested</td>
</tr>
<tr>
<td></td>
<td></td>
<td>from time to time and updated as necessary. Staff receives regular training.</td>
</tr>
<tr>
<td>To maintain safe and healthy working conditions, provide and maintain plant, equipment</td>
<td>Site Manager</td>
<td>Toilets, washing facilities and drinking water provided. Systems in place for:</td>
</tr>
<tr>
<td>and machinery, and ensure safe storage / use of substances</td>
<td>All staff</td>
<td>• Routine inspections and testing of equipment and machinery</td>
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<td></td>
<td></td>
<td>• Reporting defects and ensuring prompt action taken to remedy these</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accident and incident reporting</td>
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<td></td>
<td></td>
<td>Health and safety audits of all buildings are carried out on a regular basis and</td>
</tr>
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<td></td>
<td></td>
<td>checklists retained for a period of 3 years.</td>
</tr>
</tbody>
</table>

Health and safety law poster is displayed:

- Main school offices and other areas across school site

First-aid box and accident book are located:

- Main school office
- Every classroom
- Boarding Houses
- Kitchen

Health & Safety Manual

- Autism Anglia’s Health & Safety Manual and the Fire Register is located in the Business Manager’s office at the school and can be used by any member of staff for reference, if needed. It has further and more detailed information relating to all health and safety matters.

Signed: (Employer) Date:  
Subject to review, monitoring and revision by: Every:  months or sooner if work activity changes

Appendix 1
If you witness or are involved in an accident at school, involving either a student or staff member, you will be expected to record the facts in accordance with Health & Safety Executive Guidelines. **All accidents** on the site must be reported and a record kept.

**Accident Report Books** have been issued for all areas of the site and each book is named for the particular area to which it refers. Individual pages are then sequentially numbered. This pre-printed, numbered form is the only accident form that will need to be completed should an accident occur.

Books are located in the following areas:

- FE
- Elm
- Sycamore
- Beech
- School Building (staff room)
- Barn (kitchen store room)
- School Office

**How to complete your Accident Form**

You can complete the report form yourself if you are involved in an accident, or it can be done on your behalf. The back of the form can also be used should more space be required to provide full details of an accident.

All areas of the Accident Form (except the RIDDOR box) must be completed in full.

Section 1: Details for the injured person (student or staff member)
Section 2: Details for the person reporting the incident (staff member)
Section 3: Date, time, place of accident and whether or not machinery was involved
Section 4: Description of the accident

- If first aid was required, state what was done and by whom
- If attended by a GP, provide contact details for the GP
- If taken to hospital, state who took the injured person and which hospital was attended
- If a student was injured and parents were advised, state who contacted the parents and how (e.g. telephone, text, letter etc)
- If the injured party was sent home, state who by and confirm whether or not they were accompanied
- If a student (other than the injured party) was the cause of the accident, the name or initials of that student need to be recorded in the description

... / Continued Overleaf
Remember

- Accidents must be reported within 24 hours of their occurrence
- It is important to ensure that all accidents are recorded, no matter how they have occurred. This should include deliberate injuries where, for example, a person might have cut themselves on purpose or where an injury has been caused by a student or staff member to another person which appears to be deliberate, e.g. a bite
- For your own records keep a note of the number on the top of the individual accident form in the HSE Accident Book

Completed Forms

Once completed, the form should be removed from the book and passed to the Head Teacher/Care Manager. Please use the appropriate Post Tray located in the main school office. If the office building is closed, put the form in an envelope addressed to the Head Teacher and post through the letter box.

The Head Teacher will read the forms and determine whether the accident could have been prevented and what, if any, action should be taken to prevent reoccurrence in the future.

Once the form has been seen by the Head Teacher/Care Manager and any appropriate action taken, it will be filed in the Accident File and checked by the Health & Safety Manager. Information contained on both the Accident Form and in the Accident File will be treated as confidential.