



## Health and Safety Policy

This Policy gives effect to the organisation and arrangements in place to ensure that Young Epilepsy/St Piers (Young Epilepsy) complies with the Health and Safety at Work Act 1974 and associated Regulations.

The Policy focusses on the compliance responsibilities Young Epilepsy must maintain in conjunction with St Piers School and Further Education for whom responsibilities are shared with the provision of educational and residential services.

Version 1.0

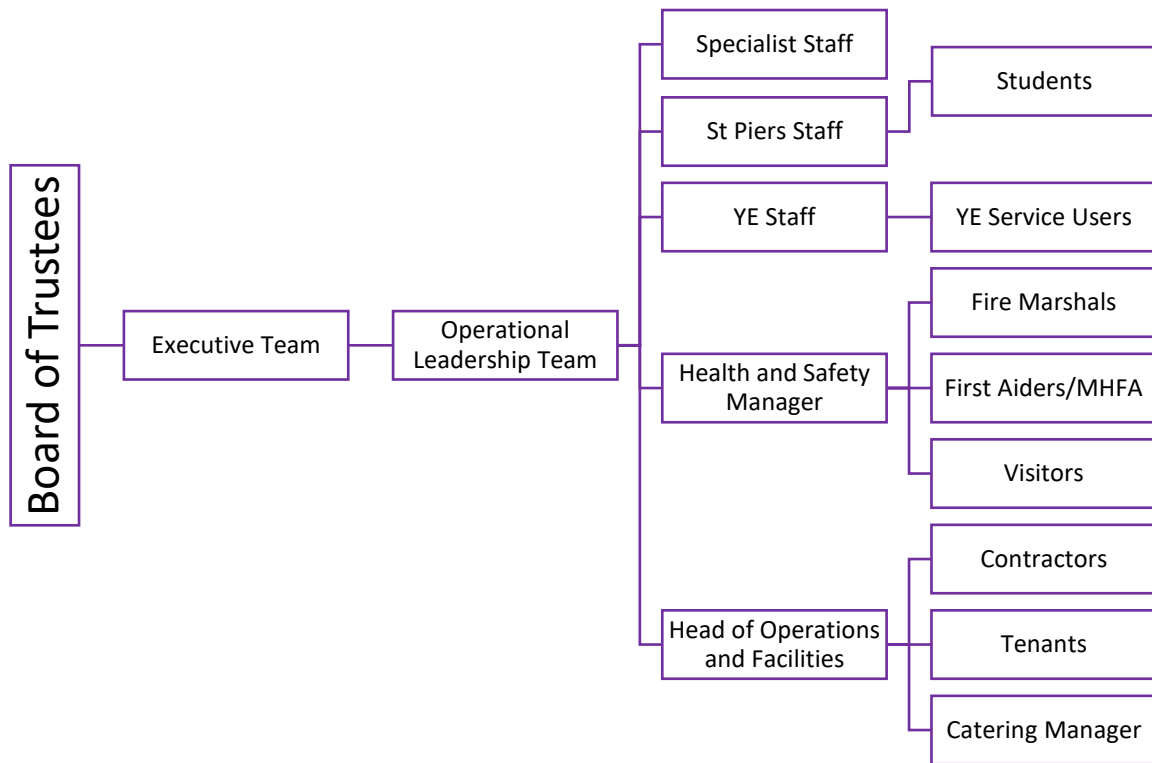


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**Appendix 1: Organisational Chart of Responsibilities – Health, Safety and Fire Compliance**





## Statement of Intent

The Health and Safety Policy Statement outlines Young Epilepsy St Piers' (Young Epilepsy) intent to comply with the Health and Safety at Work etc. Act 1974 and all relevant regulations made under that Act, including the Management of Health and Safety at Work Regulations 1999.

Young Epilepsy will implement, maintain and seek to improve procedures which give effect to the organisation and arrangements required to ensure, so far as reasonably practicable, the health, safety and wellbeing of employees (including volunteers and agency workers), visitors, members of the public and the children and young people who use Young Epilepsy's services.

The required organisation and arrangements are primarily outlined in the Young Epilepsy Health and Safety Policy.

Young Epilepsy will :

- Take a risk-based approach to managing health, safety and wellbeing and basing relevant strategic and operational decisions on risk assessment;
- Monitor the organisation and arrangements given effect by this Policy Statement and follow a 'Plan Do Check Act' management model.
- Implement a programme of internal and external audits to support the improvement of the organisation and arrangements in place to ensure health, safety and wellbeing; Provide the necessary information, instruction, training and supervision to ensure the health, safety and wellbeing of employees and, where relevant and appropriate, other people;
- Employ a Health and Safety Manager to act as the organisation's competent person and to manage the Health, Safety and Wellbeing Service;
- Implement a system for the reporting and recording of adverse events. Adverse event data will be analysed and remedial action tracked to completion;
- Recognise several specific employee populations, including new and expectant mothers and young people, for whom additional or adapted organisation and arrangements may be required to ensure their health, safety and wellbeing;
- Actively encourage the participation and engagement of employees, and children and young people, and their representatives, when implementing, maintaining and improving the organisation and arrangements in place to ensure health, safety and wellbeing (this will include the Health, Safety and Wellbeing Panel);
- Define corresponding roles and responsibilities to ensure the relevant organisation and arrangements in place are appropriately owned and managed.

The Health, Safety and Wellbeing Service will also provide a 'review only' service, on request, to other areas of compliance relevant to Young Epilepsy including animal welfare and land

management; site security, and arrangements to manage mental health and wellbeing where these are owned and managed by the Human Resources (HR) department.

The Health, Safety and Wellbeing Service will be owned by a named Director (the relevant Director).

Young Epilepsy recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of Young Epilepsy.

Young Epilepsy is committed to:

1. Providing a safe and healthy working and learning environment.
2. Preventing accidents and work-related ill-health.
3. Meeting our legal responsibilities under health and safety legislation as a minimum
4. Assessing all risks to anyone who could be affected by the organisation's activities and putting in place measures to control these risks.
5. Ensuring safe working methods and providing safe work equipment.
6. Providing adequate information, instruction, training and supervision.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the Young Epilepsy and St Piers.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

## Roles and Responsibilities

### Introduction

To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

An organisational chart for Health and Safety Management is available in Appendix 1.

The following policy considers all relevant legislation and guidance when assessing activities, which includes:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Display Screen Equipment Regulations 1992
- Manual Handling Operations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective Equipment Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- First Aid at Work Regulations 1981 and L74 Guidance
- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 2016
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Gas Safety (Installation and Use) Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Work at Height Regulations 2005
- Construction (Design and Management) 2015
- Noise at Work Regulations 1989
- Control of Lead at Work Regulations 1998
- L8 Legionnaires' Disease - The control of legionella bacteria in water systems
- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996

## **The Board of Trustees**

The Board of Trustees is responsible for ensuring that:

1. The Health and Safety Policy Statement is clear, and promotes a positive attitude towards safety and health for employees (including volunteers and agency workers), visitors, members of the public and the children and young people who use Young Epilepsy's services.
2. Heads of Service are aware of their Health and Safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required.
3. Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
4. Sufficient funds are set aside with which to operate safe working practices.
5. Health and Safety performance is monitored, failures in Health and Safety policy or implementation recognised, and policy and procedure revised as necessary.

## **Executive Team**

To be accountable to the Board of Trustees for the effective implementation of this policy.

Ensure the policy's objectives are fully met by:

1. Planning, as necessary, to make human, financial and other resources available to secure a high standard of Health and Safety management, taking competent advice on matters of Health and Safety where relevant.
2. Providing final authority on matters concerning Health and Safety at work.
3. Making decisions on Health and Safety issues based on a proper assessment of any risks to Health and Safety and will ensure the appropriate control of those risks.
4. Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Health and Safety Manager and Heads of Department.

## **Health and Safety Manager**

The Health and Safety Manager, working in conjunction with the appointed Health and Safety Consultants, and the Health, Safety and Welfare Panel will advise Heads of Service on the Health and Safety Policy. Acting for and on behalf of Heads of Service, the Health and Safety Manager has responsibility for implementing and monitoring the policy, principally through the Heads of Department.

The Health and Safety Manager achieves this by ensuring that:

1. This policy is communicated and made available to all relevant persons.
2. Appropriate information on significant risks is given to visitors and contractors.
3. Appropriate consultation arrangements are in place for staff and their safety representatives.
4. All staff are provided with adequate information, instruction and training on Health and Safety issues.
5. Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
6. Risk assessments of the premises and working practices are undertaken.
7. Safe systems of work are in place when identified from risk assessments.
8. Emergency procedures are in place.
9. Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
10. Records are kept of all relevant Health and Safety activities, e.g. assessments, inspections, accidents, etc.
11. Arrangements are in place to inspect the premises and monitor performance.
12. Accidents are investigated, and any remedial actions required are taken or requested.
13. The activities of contractors are adequately monitored and controlled.
14. A report to the Board of Trustees on the Health and Safety performance of the Young Epilepsy is completed and reviewed termly.

#### **Staff Holding Posts/Positions of Special Responsibility**

This includes the Operational Leadership Team, Heads of Departments, Facilities Team, Head of Estates and Facilities, Nursing Team.

They must:

1. Apply the Young Epilepsy Health and Safety Policy to their department or area of responsibility and be directly responsible to the Heads of Service for the

- application of the Health and Safety procedures and arrangements in their areas of responsibility.
2. Develop policies and procedures which identify the key risks in their areas of responsibility and undertake the organisation and arrangements for managing those risks.
  3. Carry out regular Health and Safety risk assessments of the activities for which they are responsible and submit reports to Heads of Service and the Health and Safety Manager.
  4. Ensure that all staff under their management are familiar with the Health and Safety procedures for their area of work.
  5. Resolve health, safety and welfare problems that members of staff refer to them and refer to Heads of Service any problems to which they cannot achieve a satisfactory solution within the resources available to them.
  6. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
  7. Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to Health and Safety at Young Epilepsy.
  8. Ensure all accidents, incidents and near misses are recorded and investigated appropriately.
  9. Include Health and Safety performance in the annual report for their Heads of Service.

### **Student facing staff**

Staff are responsible for:

1. Exercising adequate supervision of their students and knowing the procedures in respect of fire, first aid and other emergencies, and having the ability to carry them out.
2. Following the Health and Safety procedures applicable to their area of work.
3. Giving clear oral and written Health and Safety instructions and warnings to students as often as necessary.
4. Ensuring the use of personal protective equipment and guards, where necessary.
5. Making recommendations to their Heads of Service or Curriculum/Phase Leader on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

6. Integrating all relevant aspects of safety into the teaching process and, where necessary, giving special lessons on Health and Safety in line with National Curriculum requirements for safety education.
7. Ensuring that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
8. Regularly checking their class areas for potential hazards and reporting any observed to the Facilities Team.
9. Reporting all accidents, defects and dangerous occurrences to Heads of Service or Facilities Team.

### **Catering Contractor**

The Catering Contractor is responsible for the safe operation of the catering facilities and must:

1. Be familiar with the Young Epilepsy Health and Safety Policy and other associated policies, procedures and guidelines.
2. Prepare risk assessments for all catering activities.
3. Ensure that all kitchen staff are instructed and informed to work following the policies, risk assessments, and procedures in place.
4. Inform the Facilities Team or the Heads of Service of any potential hazards or defects.
5. Be familiar with the current Food Safety legislation and the implications so far as Young Epilepsy is concerned.

Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of Heads of Service.

### **Health, Safety and Wellbeing Panel**

The Young Epilepsy Health, Safety and Wellbeing Panel provides a forum for joint employer/employee discussions of Health and Safety matters. This Panel will meet at least once every two terms. All employees are encouraged to bring Health and Safety concerns to this Panel either directly or through their Health and Safety representative

The Panel will review all health, safety, fire safety and associated security matters, including a review of the policy at least annually.

The Panel will advise Heads of Service and/or the manager responsible for Health and Safety, of any current issues.

The Health and Safety Panel will comprise of relevant managers (such as. the Heads of Service, Estates Manager, Head of Facilities and Operations), student representatives, staff Representatives from various departments ,and, where appropriate, Union Representatives.

Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this PanelPanel.

**For the purpose of Health and Safety Regulations, the Health, Safety and Wellbeing Panel constitutes a Committee.**

#### **All Other Staff**

All employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, students and other persons.
2. Observe all instructions on Health and Safety issued by the Board of Trustees, or any other person delegated to be responsible for a relevant aspect of Health and Safety.
3. Follow the guidance given in the Health and Safety training they have received.
4. Report all accidents and near misses as per the reporting procedure.
5. Know and apply emergency procedures in respect of fire, first aid and other relevant emergencies.
6. Co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
7. Inform their Line Manager of all potential hazards to Health and Safety, in particular those that may pose a serious risk or imminent danger.
8. Inform their Line Manager of any shortcomings they identify with regards to Health and Safety arrangements.
9. Exercise good standards of housekeeping and cleanliness.
10. Co-operate with any appointed/elected Health & Safety Representative(s) and, if relevant, with the Enforcement Officers of the Health and Safety Executive.
11. When authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered.

## **Contractors and visitors**

1. All visitors must report to reception and sign in on arrival.
2. Contractors will also sign in directly at the Facilities Office to collect appropriate lanyards and Hi Vis.
3. It is the responsibility of the employee who has made the arrangement for the visitor to attend campus to ensure that they follow the Visitors Procedure. They are responsible for ensuring that the visitor is always accompanied on campus.
4. Visitors and contractors must report any injuries to their host as soon as possible.
5. Visitors making a pre-arranged visit to a student residential house should sign in at main reception when open. Outside of reception opening hours, such visitors should report directly to the house in question and be signed in there.
6. Parents of students/patients on campus and any Independent Advocate will be issued with a red visitor's lanyard. They are able to visit only the Granary unaccompanied.
7. Large groups visiting the campus should be booked in with the Reception Team and coordinated, with the coordinator to provide a register of attendees to reception for lanyards.
8. All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Heads of Service of any risks that may affect the premises, staff, students and visitors.
9. All contractors must be aware of this Health and Safety policy, other relevant Policies and emergency procedures and comply with these at all times.
10. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Heads of Service or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.
11. Staff should refer to the Visitors Procedure document on the intranet Policy Library when managing visitors.

## **Students**

Students, in accordance with their age and aptitude, are expected to:

1. Exercise personal responsibility for the Health and Safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.

3. Observe all the Health and Safety rules of the Young Epilepsy and St Piers, and, particularly the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with items provided for their Health and Safety.

## Arrangements to Manage Health and Safety

### Introduction

The following procedures and arrangements have been established within Young Epilepsy to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a summary of all the key Health and Safety arrangements applicable to Young Epilepsy . More detailed Policies and written Procedures for a number of these areas are available in the Policy Library on the staff Intranet.

### Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to Heads of Service (or designated responsible person) who will ensure that the accident is investigated and reported to the Health and Safety Manager, and where appropriate, the Executive Team and the Health and Safety Executive (HSE).

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated, and appropriate steps can be taken to prevent a more serious reoccurrence.

A central recording system is in place and staff will report adult related events through the Health and Safety Intranet Page. Student related events will be reported through the appropriate student information management system.

### Asbestos

An Asbestos Management Plan (AMP) is in place to detail all working control measures in place to suitably assess, identify and manage asbestos containing materials within campus buildings.

All employees must be aware of, and have access to, the Young Epilepsy Asbestos Management Plan through the staff intranet.

The Head of Estates and Facilities must ensure that the Asbestos register is updated after remedial works and maintain records of ongoing monitoring.

The Facilities and Operations Manager must provide the register to contractors before any intrusive work, and contractors must acknowledge reading it.

The Facilities Team does not handle asbestos; only qualified external contractors do.

Staff must report any asbestos damage immediately to Heads of Service. If asbestos is damaged, staff must evacuate and secure the area, and notify the Health and Safety Manager and the Estates Operations Manager.

Annual asbestos awareness training is provided to relevant staff.

### **Contractors**

The Estates Operations Manager is responsible for the selection and management of contractors in accordance with the Young Epilepsy Managing Contractors' Policy.

Staff outside of the Facilities Team who are appointing contractors to work on Young Epilepsy buildings or services, must follow the Managing Contractors Policy to ensure pre-qualification questionnaires are completed, risk assessments and method statements are provided and all relevant documentation is in place before work begins.

A contractor sign in process is in place to ensure all contractors sign in and out of the Facilities Team office. A purple hi-vis and appropriate colour lanyard will be provided relevant to the level of DBS in place for the contractor concerned.

### **Off-campus student activities)**

All Heads of Department are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students. This includes within the school and college areas, on the campus or farm areas and off campus on educational visits or activities.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS for science, technology or art activities, The Association of Physical Education (AfPE) for P.E activities, learning out of the classroom (LotC) and other lead bodies should be adopted, as appropriate, for tailored risk assessments.

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

Heads of Department and Team Leaders are responsible for ensuring that DSE assessments are completed by staff who complete screen work one hour or more every working day for their core job role.

Regular laptop users will be provided with docking stations, screens, mouse and keyboard at workstations on location or for home working.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces for routine use.

The Health and Safety Team will provide additional in person assessments and further support to staff who raise concerns in the annual DSE assessment or receive a medical diagnosis that affects their working Day.

Reasonable adaptations will be supported, and the HR Team will work with the Health and Safety Manager for Access to Work or Occupational Health Assessments, when required for specific cases.

### **Educational Visits and Journeys**

The Heads of School and College are responsible for ensuring designated staff are in post within their teams, and providing them with suitable training, to oversee the planning, approval and management of off campus trips, visits and journeys

The Head of School and Head of College and their management team are responsible for ensuring that all outings are managed in accordance with the Young Epilepsy Educational Visits Guidelines.

Staff involved in Educational Visits should be familiar with the planning process and required forms to record all relevant risk assessment, planning and consent information.

## **Electrical Safety**

The Facilities Team are responsible for ensuring that the hard wiring system is inspected at relevant periods to the equipment's location, (e.g. standard buildings every 5 years, swimming pools every 12 months), by a competent person across every Campus building and that any identified remedial work is undertaken within a reasonable period in line with the category code.

The Facilities Team will also ensure that all portable electrical equipment, all equipment with a three-pin plug that is not double insulated, is tested in accordance with the timescales recommended by the Health and Safety Executive.

All staff must be familiar with central procedures to maintain electrical equipment and report any problems to the Facilities Team. Visual checks of portable equipment must be carried out prior to use.

Staff must not bring electrical equipment into work without the permission of the relevant Head of Department and the Facilities Team.

## **Fire Precautions and Emergency Procedures**

Heads of Department will work with the Health and Safety Manager to ensure:

- a) That a Fire Risk Assessment is completed and reviewed at a relevant interval for their work area or building.
- b) The Young Epilepsy Emergency Plan and Evacuation Procedures are regularly reviewed with the staff involved.
- c) All staff complete Fire Safety Awareness training.
- d) A Fire drill is completed at least once every two terms. (Daytime for all buildings and nighttime for student accommodation)
- e) The Personal Emergency Evacuation Plan (PEEP) for staff and/or students must be completed at the start of each academic year and then reviewed at least annually.

The Estates Operations Manager is responsible for:

- a) The maintenance and inspection of fire safety systems and reporting significant findings or issues to the Health and Safety Manager.

- b) The maintenance of exit/escape routes and signage with each local staff team.
- c) Supervision of contractors undertaking hot works, electrical works or high-risk activities.

All staff must be familiar with the Young Epilepsy Fire Risk Assessment for their building and the emergency evacuation plan. (Please see the Fire Management Policy for specific management detail.)

### **First Aid**

The Health and Safety (First Aid) Regulations 1981 place a duty on employers to provide first aid arrangements which are appropriate and adequate.

The provision of first aid at Young Epilepsy (including the London Office and any other relevant workplaces) will be based on a Departmental First Aid Needs Assessment reviewed annually by each Head of Service.

Training will be provided by qualified trainers from the Training Department, Nursing Team and External Medical Trainers to staff who hold specialist responsibilities which may include the need to treat Epilepsy First Aid, Asthma, Anaphylaxis, Diabetes and other specific health issues to students or staff.

The names of the qualified First Aiders are held by the Young Epilepsy Training Team and displayed in each building with a first aid kit that is routinely monitored.

First Aid supplies are kept in the Facilities Store and it is the responsibility of the appointed person for reviewing first aid kit contents in their building to ensure that stocks of supplies are kept up to date.

First Aid kits, including for vehicles, will be purchased to British Standard BS 8599-1.

First Aid provision for employees when off site is the responsibility of the relevant manager for the activity in relation to the first aid needs assessment and activities being completed, e.g. Fundraising Team at an off-site event.

Infection Control procedures are provided by the Nursing Team to ensure staff delivering first aid can follow the infection prevention and control methods.

Employees in certain roles at Young Epilepsy will be signposted to Hepatitis B vaccinations.

## **Hazardous Substances**

The Facilities Team will work with the Health and Safety Team to ensure that all cleaning and maintenance products available from the central Facilities' Stores that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

COSHH awareness training is provided by the Health and Safety Manager to the School, College and Residential Teams to ensure all staff are aware of the key management points for hazardous substances. COSHH risk assessment training is provided to staff who are required to complete assessments as part of their role, which includes Line Managers.

Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

Products or substances that fall under COSHH but are not supplied by the Facilities Store must have an individual COSHH risk assessment completed by a competent member of the team purchasing the item using the supplier's Safety Data Sheet information.

All staff are reminded that no hazardous substances should be used without the permission of Heads of Department, Team Leaders or House Managers. A staff member who has completed COSHH Risk Assessment training must assess any authorised products.

Products with low toxicity routinely used in areas, such as the classrooms, must be stored securely and only used by staff or older students under supervision.

Substances used in specialist areas, such as Art, Wood Workshop, Crafting Cabin and Creative Art, should be assessed as per COSHH requirements and used in accordance with Material Risk Assessment Template (MRAT) and Hazard assessments provided by CLEAPSS.

## **Inclusion**

The Operational Leadership Team are responsible for ensuring adequate facilities and support staff for the health, safety and welfare of every student. Adjustments or specialist equipment will be maintained or adapted where necessary to remain suitable.

All student facing staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs. This includes personal emergency evacuation plan training, allergy management and behavioural support training.

The Special Educational Needs Coordinator (SENCO) must ensure that all risk assessments for student specific support needs are reviewed routinely. No student should be excluded from an activity on the grounds of Health and Safety unless this is unavoidable due to the risk level identified by a risk assessment process.

Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by Head of School or Head of College and the Health and Safety Manager.

### **Lettings/shared use of premises/use of Premises outside normal hours**

The Head of Estates & Facilities is responsible for ensuring that any use of the campus buildings outside of normal hours, e.g. outside of 8am and 5pm is managed in accordance with this Policy, the Fire Safety Policy and the Lettings policy.

The Estates Operations Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

Staff accommodation arrangements for tenancy agreements are managed by the Head of Estates and Facilities within the separate tenancy management process.

### **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

The Facilities Team, cleaning staff, residential staff, the Regional Youth Engagement team and office-based staff may be regular lone workers. Still, teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday periods.

Any member of staff working after hours must notify their Line Manager of their location and intended time of departure so welfare checks can be completed.

Lone workers should not undertake any activities which present a significant risk of injury.

For staff who routinely work alone or must complete significant tasks alone, they must be provided with a team radio and a lone worker device to request support when needed.

Please see the Lone Working Procedure for further details on specific arrangements.

### **Maintenance and Inspection of Work Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the Site Maintenance Procedures under the control of the Facilities Team.

Where Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair the equipment themselves.

Specific arrangements are in place for the management of lifting operations and lifting equipment which includes hoists, passenger lifts, minibuses and vehicle tail lifts.

The responsibility for ensuring compliance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 is shared by the Facilities Team and the teams directly using specialist equipment.

Relevant managers are responsible for ensuring that lifting operations are appropriately planned and risk assessments are in place for the use of each piece of equipment.

Training and instruction will be provided for all staff operating hoists, manual and electric, the use of minibus tail lifts and the Facilities Team will be provided with vehicle tail lift training for the logistics vehicle.

Operators are responsible for carrying out pre-use, visual checks of lifting equipment.

All hoists, tail lifts and passenger lifts will be maintained by a competent service contractor, subject to LOLER inspections by an independent party and show a clear marking for the inspection date, safe working load and CE/UKCA mark.

Please see the Occupational Therapy 'Specialist Equipment' Policy for detailed information on medical and student equipment management.

Gas systems and appliances will be serviced on an annual basis by a competent contractor. Service reports will be provided to the Facilities Team for review and prompt remedial action will be taken, where identified, to maintain systems in safe working order.

Equipment used within the St Piers Farm will be maintained by the Farm Manager and through appointed competent contractors. Shared vehicles will be maintained by the Facilities Team as part of the existing MOT and Service arrangements.

Pressure systems will be suitably maintained by competent external contractors and system of a qualifying size will be inspected every 12-24 months as defined by the Young Epilepsy's insurance company and a Written Scheme of Examination provided.

### **Noise and Vibration Management**

Exposure to noise above safe levels can result in short-term and long-term health effects including Tinnitus, Noise Induced Hearing Loss (NIHL) and stress. It can also disrupt communications leading to safety risks.

Exposure to vibration above safe levels can result in short-term and long-term health effects including Hand Arm Vibration Syndrome (HAVS), Carpal Tunnel Syndrome (CTS) and back pain.

Young Epilepsy will work to ensure management controls are in place to follow the best practice guidance in the following Health and Safety Executive Publications:

1. Hand arm vibration at work: A brief guide. INDG175(rev3)
2. Control back pain risk from whole-body vibration. INDG242(rev1)
3. Noise at work: A brief guide to controlling the risks. INDG362(rev2)

Where activities or equipment are undertaken, or in use, that present a risk of exposure to noise or vibration, these activities or equipment must be included on a general and/or specific risk assessment by the relevant manager.

The Health and Safety Manager will support relevant managers, such as the Facilities, Farm and Horticulture, Woodcraft and Creative Art Teams to risk assess and control exposure to noise, as part of assessing the exposure against exposure values.

Specific detail on risk assessment and management controls are provided in the 'Health and Safety – Noise at Work' and Health and Safety - 'Vibration at Work' Procedure documents on the staff intranet for management support.

## Manual Handling and Lifting

Heads of Department will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible to comply with the Manual Handling Operations Regulations 1992.

All staff are provided with online manual handling training of loads which is routinely refreshed and staff in a student facing role are provided with safe moving and handling training for student support.

Trolleys, lifting aids, vehicles, hoists and tail lifts are provided to complement the range of lifting tasks carried out across the campus.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Facilities Team for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

When staff are assessing a manual handling task and completing a risk assessment, they should consider the four key areas of risk:

Task	Individual
<ul style="list-style-type: none"> <li>▪ Is it frequent/long duration?</li> <li>▪ Does it involve travelling long distances without a break?</li> <li>▪ Does it involve holding loads away from the body?</li> <li>▪ Is it strenuous?</li> <li>▪ Is the work rate imposed by another process?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Does the employee have specific considerations e.g. pregnant, disabled, young worker?</li> <li>▪ Does the individual require specialist information or training?</li> <li>▪ Does PPE impact on the task e.g. restricts movement?</li> <li>▪ Is the employee wearing unsuitable clothes and shoes?</li> </ul>
Load	Environment
<ul style="list-style-type: none"> <li>▪ Is the load bulky?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Is the lighting poor?</li> </ul>

<ul style="list-style-type: none"> <li>▪ Is it impossible or difficult to see over the load whilst it is being carried?</li> <li>▪ Is the load hot or sharp?</li> <li>▪ Is the load unstable or unpredictable e.g. an animal?</li> <li>▪ Is the load heavier than 10kg?</li> </ul> <p>Is the load difficult to grip e.g. no handles or handholds?</p>	<ul style="list-style-type: none"> <li>▪ Are there slip and trip hazards in the area?</li> <li>▪ Does the layout of the work area e.g. low ceiling require stooping or twisting?</li> <li>▪ Is the environment particularly hot or cold?</li> <li>▪ Are there changes in surface level e.g. ramps, steps or stairs?</li> </ul>
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## PE and Playground Equipment

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

The Facilities Team is responsible for ensuring outdoor gym equipment and play equipment is inspected at least annually by a competent person following the Royal Society for the Prevention of Accidents (ROSPA) inspection standards and regularly by staff teams using the equipment.

Risk assessments must be completed for all PE activities, and all staff must be familiar with these.

All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

Students attending the School (infants through to the sixth form) must not use the PE or outdoor gym equipment unless supervised. Independent students attending College with appropriate capabilities will be provided with instruction and training on the safe use of the equipment as part of their independent living arrangements.

Any faulty equipment must be taken out of use and reported to the Head of Department or the Facilities Team through CAFM.

## Personal Protective Equipment (PPE)

Where the need for PPE has been identified in risk assessments, it is Heads of Service responsibility to ensure adequate supplies of suitable PPE and support will be provided by the Health and Safety Team.

Standard PPE requirements can be met locally through team budgets and specialist equipment can be provided by the Health and Safety Team

Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action and will not be able to complete the task if suitable alternatives cannot be sourced.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, these should be brought to the attention of the relevant Head of Department.

## **Risk Assessments**

It is the Heads of Service's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from Young Epilepsy undertakings.

The Head of Service is responsible for ensuring the responsibility for completing risk assessments is delegated to a competent person responsible for that area of work who has been provided with risk assessment training.

The Health and Safety Manager will complete specialist risk assessments for specific risks, tasks or activities that are outside of the standard operational requirements of staff teams, e.g. event planning, infection control responses etc.

The Facilities Team will undertake risk assessments for maintenance and cleaning which will be stored locally within their central records system.

The School and College staff overseeing trips and visit planning will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.

## **Security**

The Estates and Facilities Manager oversees campus security, managing external contractors for boundary and building checks, and handling intruder risks.

The Facilities Team takes over security during lettings. Security pad numbers are regularly updated, and staff must not share these codes with students or parents.

Staff should question any visitor without a proper lanyard and escort them to the main reception or Facilities Office if necessary. For aggressive intruders, contact Young Epilepsy's security contractors and dial 999 in emergencies.

Key staff working alone have lone worker devices for emergency support. Meetings with potentially abusive parents should be virtual or held in the Neville Centre meeting room.

Staff are trained to report incidents of abuse or threats immediately to Heads of Department and log them on the intranet portal.

A badge will be issued with the respective lanyard for the visitors access arrangements which must be always worn whilst on the campus.

The specific Visitors Procedure for Young Epilepsy is in place and available to all staff on the intranet with Lanyard Colour Coding guidance.

Visitors will be made aware of the emergency procedures and other safety information relevant to them.

Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

### **Campus Maintenance**

The Estates and Facilities Manager is responsible for ensuring the safe maintenance of the Young Epilepsy's premises and grounds and for ensuring cleaning standards are maintained.

The Facilities team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the relevant Head of Department.

All staff are responsible for reporting any damage or unsafe condition to the Facilities Team through the designated reporting system and confirmation will be provided on the planned action. When the matter is urgent, this should be communicated by phone/radio and followed up by a report with as much detail as possible.

### **Smoking**

It is illegal to smoke outside of the designated smoking area within the Campus. The Paton House smoking areas is a designated shelter marked for such use.

Signage to indicate that smoking is not permitted is displayed in conspicuous areas and staff should not smoke in any fleet vehicle, on or off campus.

## **Training and Development**

The Training Team within the Human Resources Department are responsible for providing suitable training materials, courses and qualifications to staff across Young Epilepsy.

The Training Team will work directly with the Health and Safety Manager to facilitate the required compliance related training across online and in person platforms.

The Training Manager and Health and Safety Manager are accredited trainers and are competent to deliver in person training courses in addition to appointed external trainers.

The Heads of Department are responsible for ensuring that staff Health and Safety training needs are completed and highlight any training needs that are identified during appraisals, one to ones and team development.

All new staff will receive specific information and training as part of their induction process.

All staff will receive Health and Safety, Fire Safety Awareness, Manual Handling training on an annual basis.

Staff given specific Health and Safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and Safety will be a regular agenda item for staff meetings and the Health, Safety and Welfare Panel will promote continued professional development within a compliance framework.

## **Stress and Wellbeing**

The Trustees, Executive Team and the Heads of Department are responsible for taking steps to reduce the risk of work-related stress in Young Epilepsy by taking measures to ensure colleagues are supported through:

- a) An environment in which there is good communication, support, trust and mutual respect.
- b) The provision of training to enable them to carry out their jobs competently.
- c) Control to plan their work and seek advice as required.
- d) Involvement in any significant changes.
- e) Clearly defined roles and responsibilities.
- f) Consideration of domestic or personal difficulties.
- g) Individual support, mentoring and referral to outside agencies where appropriate.

Line Managers are provided with a Stress Management Risk Assessment template to complete for their team and tailor for individual risk assessments when a member of staff raises a specific concern.

Using the Health and Safety Executive Management Standards, Managers may conduct risk assessment to eliminate or control the risks from stress. Training will be provided to Line Managers through the Managers Essentials training program on utilising the resources available.

Stress Awareness training will be provided to staff as part of their role.

Additional support is available within the Human Resources Team to provide the following resources and services:

- Wellness Action Plan (WAP) template – for staff to complete a self-reflection exercise on their current work and personal situation to clarify discussion points with their manager for additional support
- Employee Assistance Program – provides access to a wide range of counselling, support services
- Occupational Health Support Service – they can receive referrals of staff who have been off work sick with stress, advise on planned phased returns, refer to counselling services and monitor referrals to report issues relating to work related stress
- Mental Health Champions and First Aiders – Young Epilepsy training staff who wish to provide direct support to colleagues and maintain a support network available to all staff to contact at any time.

Monitoring of the above data will be carried out by the Human Resources and Health and Safety departments at an organisational level, to identify problem areas and trends.

## **Swimming**

The Facilities Team are responsible for maintaining the school swimming pool and the associated plant. They work with the Head of P.E. and the Therapies Team to review and publish the Standard Operating Procedures (SOP), Emergency Operating Procedures (EOP) and ongoing maintenance protocols.

The Head of P.E and the Occupational Therapies Team will ensure that trained, competent staff are available for all student and staff use of the swimming pool.

External venues used by the Young Epilepsy must be visited by the trip leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends must be clearly marked, and lifesaving devices located around the poolside.

All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers/students or the facility and its' Emergency Evacuation Procedures.

## **Working at Height**

The Estates and Facilities Manager is responsible for the purchase and maintenance of the ladders used by the Facilities Team. Heads of Departments will be responsible for purchasing step-ups/step stools for low-access work when a need is identified and staff are suitably trained to be responsible for competent staff who will conform to BS/EN 131 standards, and all step stools (Three steps and under) will conform to EN 14183.

The Line Manager for the team using the access equipment is responsible for completing risk assessments for all working at height tasks on the campus. The Health and Safety Manager will support all teams when drafting risk assessments and provide suitable templates.

Staff are provided with training suitable to their job role. Lower-level access requirements are provided with a toolbox talk for safe step stool use and are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

Staff requiring step ladder or extendable ladder access will be required to complete relevant step and extendable ladder training provided by the Health and Safety Manager as a qualified trainer or an accredited external trainer, to be refreshed every 3 years.

When decorations or displays need to be put at height, a step stool must be used for safe access. Standing on desks, chairs or other furniture is **not** permitted. When decorations or similar require more than a step stool for safe access, the Facilities Team will be asked to support.

Work at height will not be carried out by staff working alone. If staff are planning to work at height, this should be planned, risk assessed and suitable support from colleagues should be available so lone working is avoided.

### **Control of Infections**

The Nursing Team lead on infection control across campus and the Senior Nurse takes the Infection Control Lead role. They will work directly with the Health and Safety Manager to implement the Infection Prevention and Control Policy (Standard Infection Control Precautions)

### **Harassment, Violence and Aggression**

Violence, threatening behaviour or abuse to staff will not be tolerated under any circumstance, so all members of the Young Epilepsy community, and all visitors can be confident that they are operating within a safe environment.

A joint 'Health and Safety – Violence, Harassment and Verbal Abuse at Work Procedure' has been published in liaison with the Equality, Diversity and Inclusion Manager, the Health and Safety Manager and the Director of Human Resources to ensure a broad scope is applied to all elements of harassment and abuse that require management.

All staff have access to the Violence at Work Policy on the intranet which also provides guidance for Line Managers on how to respond and provide support to staff who have experienced abuse in physical or verbal form.

The context of Young Epilepsy requires that staff understand and recognise the specific circumstances of the students, their needs, their capacity to learn and understand and the environment. Behaviour that challenges for many of our students

may be the only mode of communication available to those students who may be non-verbal, have limited capacity or suffering from adverselife experiences.

We have a responsibility to ensure that Young Epilepsy implements strategies to minimise the occurrences of behaviour that challenges and which may result in violence, harassment and verbal abuse and reduce the risk of injury to staff, students and visitors through effective interventions.

Individual student risk assessments or Care Plans are completed when they join Young Epilepsy and are reviewed annually.

Regular reviews to monitor the effectiveness of the control measures are completed.

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation Procedure to provide support to the affected employee through the Human Resources Team, and appropriate action will, when possible, be taken to prevent reoccurrence.

### **New and Expectant Mothers**

Support is available for any member of staff who has given birth, experienced a miscarriage, failed IVF treatment within the last 6 months or are currently pregnant. They should notify their line manager as soon as practicable to access this support network.

Heads of Department must ensure risk assessments are conducted and maintained during pregnancy until staff return to work, and that controls are in place to manage infection risks as outlined in the Control of Infections Policy.

Young Epilepsy will consider these risks when completing the risk assessment:

- a) Working with hazardous substances
- b) Stressful environments
- c) Movement around the site (including stairs and distances between rooms etc.)
- d) Doing duties that involve physical effort which might be too arduous;
- e) Standing for long periods

- f) Inherent risks in certain departments, e.g. PE, Science
- g) Manual Handling
- h) Working in a confined working space
- i) Using an unsuitable workstation
- j) Infectious diseases
- k) The provision of appropriate sanitary and rest facilities.

### **Water Hygiene Management and the Control of Legionnaire' Disease**

The Executive Team will ensure that competent persons are engaged to manage the water systems across all campus buildings and eliminate the spread of Legionella bacteria. These persons will be the Head of Estates & Facilities and specialist external contractors.

Young Epilepsy will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

The Estates and Facilities Manager holds the delegated responsibility to ensure all buildings are subject to a suitable risk assessment every two years and routine preventative maintenance is carried out, with suitable records maintained, to evidence the ongoing management procedure.

A written scheme for controlling the risk of exposure will be written by a competent person appointed by the CEO. This scheme will specify measures to be taken to ensure that it remains effective;

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**This procedure is agreed by the Trustee Board and will be implemented by all Departments.**

**Signed:**

Date : 6 March 2025

**Markus Ruetimann, Chair of Trustees**

Date of review: February 2025

Date of next review: February 2026

Version control

<b>Change type</b>	<b>New</b>	<b>New version</b>	<b>1.0</b>
<b>Date of change</b>	<b>February 2025</b>	<b>Next review due</b>	<b>January 2027</b>
<b>Change made by</b>	<b>Sarah Crouch, Health and Safety Manager</b>		
<b>Approved by</b>	<b>Sarah Stookes, Director of Human Resources and Health</b>		
<b>Summary of change</b>	<p><b>Consolidation of separate operating procedures into a central compliance policy.</b></p> <p><b>Maintain a separate, published public Statement of Intent for all Health, Safety and Fire Responsibilities.</b></p> <p><b>New additions to detail the management of:</b></p> <ol style="list-style-type: none"> <li><b>1. Gas Safety</b></li> <li><b>2. Electrical Safety</b></li> <li><b>3. Legionella Management</b></li> <li><b>4. Property Lettings</b></li> </ol> <p><b>Amendments to reflect revised procedures on:</b></p> <ol style="list-style-type: none"> <li><b>1. Updated Home Working Policy</b></li> <li><b>2. Updated Lone working procedures</b></li> <li><b>3. Updated Violence and Harassment Policy</b></li> <li><b>4. References to Campus wide First Aid provisions</b></li> <li><b>5. Updated Driving for Work Policy (Facilities)</b></li> <li><b>6. Updated food Hygiene Procedure</b></li> </ol>		

Appendix 1: Organisational Chart of Responsibilities – Health, Safety and Fire Compliance

