



Sheiling School Thornbury

POLICY ON HEALTH AND SAFETY

GENERAL STATEMENT

It is the policy of the Trustees that all hazards and risks relating to the activities of Thornleigh Camphill Communities Thornbury and the environment in which they take place should be properly identified, assessed and controlled in order to secure, so far as is reasonably practicable, the health and safety of employees and support workers, beneficiaries of the Charity and visiting members of the public.

ORGANISATION AND RESPONSIBILITIES

Management

The Trustees delegate to the Sheiling School leadership team in particular, the Head of Resource responsibility for the management of Health and Safety with respect to all activities at the Sheiling School.

The Head of Resource is a member of the Senior Leadership Team and will be accountable to the CEO and other members of the SLT and will report annually and when necessary on the implementation of the procedures set out in this document.

The Head of Resource and the CEO will meet at least once every half term to review Health and Safety and update the policy when frequency requires or a maximum time of annually.

The Head of Resource:

Is responsible for ensuring that staff are aware of their duties and that there is a consistent approach to Health and Safety throughout the Sheiling School.

Will ensure that all documentation, risk assessment and training requirements are implemented in accordance with this document along with the support of other Heads of departments and their line managers.

Fire Wardens

Each residential household will have a responsible person/fire warden available on all shifts. The responsible person/fire warden will ensure that all documentation of safety checks, drills, training is completed and that the Fire Safety policy and procedures are adhered to. Responsible person/Fire wardens will be monitored and supported by the Head of Resource.

Residential Care Homes

Within the Sheiling School it will fall to the named individuals appointed as being responsible for residential households, workplaces or other areas where recreation, work, training or education is carried out to:

- identify hazards and assess risks
- decide how best to control them

- train and guide others
- record what has been done

The Head of Care and Head of Education deputies are held responsible to act in accordance with the provision of this policy document and guidance received from the Head of Resource.

Head of Care and Head of Education will report in writing to the Head of Resource to confirm that assessing risks, essential testing, recording and monitoring have been completed. Weekly fire testing will be done by the resource department but evacuations will be carried out monthly (alternative day/night) by the Head of Care/home team.

Employees and Voluntary Workers

It is the responsibility of every Employee and Support Worker to:

- act in accordance with the guidance they have been given
- avoid putting themselves or others at risk through thoughtless behaviour
- report accidents or potentially dangerous incidents to the person in charge of the place in which they are working.
- these responsibilities will be explained during induction training.

Self Employed People

It is the responsibility of all Self Employed People working on the premises to:

- assess risks to the health and safety of themselves and of others.
- implement measures that will provide a safe and healthy environment for themselves and for any others who may be affected by what they do.
- inform the person in charge of the place where they are working of unusual hazards that might arise from what they are doing. The Head of Resource should have an awareness of who is working on the premises and should give appropriate guidance in accordance with this policy.

GENERAL ARRANGEMENTS FOR MANAGEMENT

The following arrangements exist to ensure the effectiveness of the policy:

Identification of Hazards and Risk Assessment -

The Head of Resource is responsible for ensuring that the premises are Risk Assessed at least once a year. The Head of Resource is responsible to ensure that electrical systems, Fire safety items, gas, water systems and specialist items are inspected by competent engineers. Records of these inspections will be kept and an action plan to correct hazards identified will be made and scheduled.

The Head of Resource will report to the CEO on significant findings and the action plans to correct faults. The Head of Resource will monitor progress in correcting faults.

The Head of Resource will encourage a culture of identifying hazards and recording measures to reduce or remove the corresponding risks.

Completed Risk Assessment forms are retained.

Sheiling School believes in the importance of enabling people to make individual choices. For everyone, including those who have a learning disability, this involves a degree of risk. In all activities the Sheiling School is aware of potential risk, assesses that risk, and tries to ensure that the risk is managed appropriately but in a way that does not unduly compromise an individual's freedom of choice. Sheiling School tries to maintain an appropriate balance between independence and choice on the one hand, and elimination of risk on the other.

Health and Safety Policy and Guidance Notes

The information notice "Health and Safety Law - what you should know" (as approved by the Health and Safety Executive) is displayed in the Office.

Training

All new employed and support workers will receive verbal training and an introduction to health and safety procedures that are appropriate to their work. Updates and refresher training will be given as often as necessary to maintain a high level of safety awareness. Safety Delegates are responsible for ensuring that this is done in accordance with the relevant Trainees should sign the training log to indicate that they have received and understood each training module.

Audit and Review

The Head of Resource will ensure that there are appropriate means of monitoring and recording the effectiveness of these health & safety objectives and of updating them in accordance with current legislation.

Reviewed by Nico Sialelli, CEO and Sam Hembury, Head of Resource.

Signed: 

Policy	Date	By
Created on	16-11-2012	Nico Sialelli, Deborah Wilcox
Adopted by Council on	04/06/2015	All trustees
Frequency of review	15/11/2013	Deborah Wilcox
Reviewed on	12/11/2014	Deborah Wilcox
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Reviewed on, including updating name and job role	27/11/2018	Sam Hembury