

# The Serendipity Centre Ltd



*every child deserves a chance*

## **HEALTH AND SAFETY POLICY**

July 2020

## Version History

Version Information Version No.	Updated By	Updated On	Description of Changes
1.0			New policy
2.0	Emma Shaw	July 2020	Updated

## Scope

This document contains The Serendipity Centre Ltd's (TSCL) policy on health and safety. It applies to all staff and young people (both on and off-site) as well as visitors to any of our sites.

## Introduction

TSCL recognises that it has a legal duty under the Health and Safety at Work Act 1974 [AD1] to ensure as far as is reasonably practicable the health, safety and welfare of employees, and the health and safety of visitors, including young people.

TSCL intends to create and maintain a safe and healthy environment for staff, young people and visitors, and to promote standards of health and safety and welfare that comply fully with statutory and regulatory requirements.

TSCL will set up and regularly review policies and procedures that will ensure a safe environment as far as is reasonably practicable, and will consult and take into account staff and others' proposals for improving health and safety standards in the company

## Applicable Documents

## References

- [AD1] Health and Safety at Work Act 1974  
HMSO (1974). TSO, London
- [AD2] Administering Medicines  
The Serendipity Centre Ltd
- [AD3] First Aid Policy  
The Serendipity Centre Ltd
- [AD4] Administering Medication and First Aid Policy  
The Serendipity School
- [AD5] Educational Visits Policy  
The Serendipity School
- [AD6] Lone Working Policy  
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## Abbreviations and Acronyms

Abbreviation or Acronym	Description
TSCL	The Serendipity Centre Ltd
TSS	The Serendipity School
DSL	Designated Safeguarding Lead
DCFS	Department for Children, Schools and Families
DfES	Department for Education and Skills
FSO	Fire Safety Officer
HSO	Health and Safety Officer
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences

## Organisation and Responsibilities

TSCL is responsible for the health and safety of employees, young people and visitors.

The TSCL has a nominated a Health and Safety Officer (HSO) which is the company Business Manager Emma Shaw and a named Designated Safeguarding Lead (DSL) which is Jarrod Elcock, with a named DSL in the school, Pip Smith

Any Union representatives may discuss health and safety issues with the HSO. The HSO will take the views of staff and union representatives into account.

All members of staff as employees have a duty to ensure as far as reasonably practicable the health and safety of themselves, other employees, young people and visitors.

All young people will be trained as far as reasonably practicable in looking after their own health and safety and the health and safety of others.

## Responsibilities

The HSO will

- ensure that annual inspections will take place and ensure reports on
  - a. the implementation of TSCL health and safety policies and procedures, and any changes since the last report;
  - b. training undertaken by staff with specific health and safety and Safeguarding responsibilities;
  - c. fire drills;
  - d. the number of incidents/accidents/cases (without confidential details);
  - e. damage to premises and grounds;
  - f. any other health and safety issues within TSCL;

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- g. security issues;
- h. the development of health and safety and safeguarding awareness among the young people.

- ensure that the receipt of all reports, regulations and guidance issued by the corporate parent and local authorities is minuted;
- ensure that all health and safety issues are minuted, and where relevant followed up at subsequent meetings;
- ensure that appropriate risk assessments are made by (a) the HSO and (b) all members of staff;
- ensure that the staff have an opportunity to discuss health and safety issues and to raise concerns;
- ensure that young people are taught to assess risks and to take appropriate action to avoid, or minimise, risks;
- ensure that the accident/incident books are inspected by the nominated HSO regularly, and are laid before the corporate parent at least one meeting per year;
- ensure that the nominated HSO inspects all sites at least once per year, and makes a report of the inspection;
- make annual reports to parents/carers on health and safety matters;
- review any health and safety issues that have arisen in previous reports;
- review annually and give advice on the company's internal management policy for health and safety and safeguarding children.

The HSO shall

- co-ordinate TSCL programmes by ensuring full consultation (with) and participation of all staff, through appropriate meetings and consultation;
- carry out inspections at least once per year and ensure that the appropriate action has been taken to remedy any deficiencies;
- set up and administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrence;
- provide safety information and appropriate training to staff and young people;
- ensure that new employees are briefed about safety arrangements and are given a copy of TSCL health and safety policy (this document) and the opportunity to read it;
- ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained, and that appropriate fire safety signs are in place;
- ensure the effectiveness and efficiency of TSCL medical and first aid provision;
- ensure that the staff know and implement TSCL policy on administering medicines;
- ensure that an effective system for co-ordinating and managing outside activities is implemented;
- ensures that appropriate systems and arrangements are in place to enable youngsters with disabilities to have access to the premises as far as is reasonably practicable;
- arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;
- ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to their health;

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- co-operate with any appropriate Local Authority Health and Safety and Safeguarding services;
  - ensure that health surveillance for staff is provided when appropriate;

## Information and Recording Systems

All reportable incidents will be recorded and reported according to the RIDDOR requirements.

All 'non-reportable' accidents and incidents must be clearly recorded in the accident book found in each site. Two books have been supplied one to record YP's accidents and the second to record all staff accidents. Please fill in this book with as much detail as possible including *"the (right) or (left) front/back lower arm"* in TSCL Accident Book.

Scan the page from the accident book and send copy to TSCL HR dept and the care safeguarding email. This ensures everyone that needs to know of the accident is aware and appropriate measures can be put in place if need be.

In order that all staff and young people are aware of their health and safety responsibilities, and can play a part in ensuring the health and safety of everyone in TSCL, all formal meetings of staff (and also Student Voice meetings in school and Young Person's meeting within the homes) must have Health and Safety on the agenda at least once a year.

## Qualifications and Training

All employees must be DBS checked and must receive on-site training in the relevant skills and techniques used by the company to ensure health and safety and safeguarding.

The HSO will ensure that all staff are trained in risk assessment.

## Staff Duties

Staff will be allocated duties to safeguard health and safety whenever a site is occupied; staff will be expected to perform the duties set out in the Staff Duties Procedures.

## Risk Assessments

TSCL maintains a risk assessment database of generic risk assessments on

- accommodation;
- facilities;
- materials;
- people.

The risk assessments will be recorded in a format provided by TSCL.

All young people will be risk assessed on entry to any building.

All risk assessments will be reviewed annually and when an accident or incident occurs.

All staff will be trained to do risk assessments on the above, and will be expected to assess identified risks, and to manage them as far as is reasonably practicable.

Staff must inform the HSO of any risks that they cannot manage. The HSO will periodically review risk assessments and control measures.

## **Off-site Activities**

School staff in charge of an outside activity as part of the curriculum must conform to the procedures set out in *Educational Visits Policy* [RD5].

Staff and any volunteers accompanying an outside activity must be appropriately qualified and experienced. Accompanying adults must be DBS checked.

## **Pregnancy**

The company recognises that it is important to risk assess all staff and young people who are pregnant or who are new mothers. The HSO will assess the risks and take appropriate control measures in each case.

## **Site Security**

TSCL has a safe system in place and this will be reviewed annually or when an incident has occurred.

All visitors must be signed in and out, and must be aware of their health and safety responsibilities when on-site.

No persons are allowed beyond the Entrance area without the Director's or Managers permission (or that of the senior member of staff on duty), and wearing TSCL identification tag (if on school premises).

Any trespassers should be reported immediately to the most senior person on duty.

## **Occupational Health Services and Work Related Stress**

TSCL will work with medical practitioners and/or local occupational health services as appropriate.

All staff have a duty to inform their line manager they feel ill or under stress.

## **Young Person's Health, Medical, and Safeguarding Issues**

All staff have a duty to inform their line manager if they believe that any young person has a health or safety problem.

The HSO will ensure that appropriate action is taken, having consulted relevant persons as appropriate.

## **Violence to Staff**

Risk assessments are available for every young person. Staff are responsible for familiarising themselves with the risks around each young person and working in accordance with their risk assessments.

Staff are expected to inform the most senior person on duty if they are concerned about their safety.

Staff may only work alone in accordance with the *Lone Working Policy* [RD6]. At the beginning and end of each day an authorised officer will open/lock up the building accompanied by another member of staff.

## **Slips and Trips**

All staff should be on the look-out for hazards likely to cause slips and trips. Staff have a duty to guard against these, or eliminate or avoid them if they can, or to draw them to the attention of the HSO.

## **On Site Vehicle Movements**

All vehicles on site must keep to the vehicular entrance and exit and parking spaces, and must not encroach on the areas marked for pedestrian use.

Vehicles are restricted to 10mph on any company site.

## **Management of Asbestos**

There is a small amount of asbestos in some buildings, but this has been encased. The measures taken will be kept under review as part of the regular maintenance schedule.

## **Maintenance**

TSCL will follow a Maintenance Schedule set out by the HSO after appropriate consultation.

All electrical equipment, plant and machinery will be tested and maintained as appropriate under the various regulations.

## **Manual Handling**

All manual handling will be done in accordance with current regulations.

## **Fire Safety**

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The Fire Safety Officer (FSO) Emma Shaw will comply with the fire safety regulations and advice of the fire safety consultant, and will ensure that fire fighting equipment is maintained, and that a log of fire drills is maintained.

Fire notices must be clearly visible in each room, and all staff and young people must know the fire drill.

## Display Screens

The provisions of the Display Screen Regulations will be applied to the staff as required by law.

As far as is practicable the Regulations will also be used as guidance for the use of display screens by young people.

## Alcohol, Drugs and Controlled Substances

No illegal drugs, controlled substances, nor alcohol must be brought onto any of the company's sites.

## Smoking

TSCS sites are all totally non-smoking areas. Any cigarettes or other similar products etc brought onto the sites must be deposited with the senior member of staff on duty. All items kept secure will be logged.

## Medicines

TSCS will conform to all current regulations and will take into account current guidance on the issue of administering medicines.

All cases of administration of any medicine will be overseen by the DSL or Duty Manager, as appropriate and in line with TSCS Medicine policy.

All legal drugs will be kept secure by Duty Manager, as appropriate. Use of medicines in any building will be overseen by the DSL or a qualified member of staff nominated by the DSL.

For control and administration of any medications will be performed according to the *Administering Medicines Policy* [AD2] and the *Administering Medication and First Aid Policy* [RD4].

## First Aid

All employees will receive first aid training and the HSO will ensure that the company has sufficient staff suitably qualified as set out in the *First Aid Policy* [AD3] and the *Administering Medication and First Aid Policy* [RD4].

TSCS aims to train young people in basic first aid, and aims to ensure that young people able to do so will gain further first aid qualifications.

The HSO will ensure that TSCL First Aid materials and equipment are maintained.

## **Crises and Emergencies**

In any crisis or emergency the following Crisis Team will operate

- The Managing Director (who will co-ordinate the response to the crisis; deal with outside organisations and the media, and any necessary supporting organisations, such as insurance, legal or counselling)
- The DSL (responsible for information to young people and parents, and the welfare of the yp on and off-site)
- The Director will be available to make press statements if required

Other individual members of staff might be required to support the Team as necessary.

All other staff have a principal duty to look after the young people on-site.

## **Reporting and Recording**

The working of the policy will be reviewed by the HSO at least once per year.

## **Monitoring and Review**

In order to ensure that it reflects current best practice, this policy will be reviewed annually. The HSO will assess the progress of the policy and will decide on any changes in conjunction with the appropriate staff.