

Health and Safety Policy

Authored by Directors

Last Reviewed : May 2023

Next review : May 2024



Our Commitment

Dorset Wellbeing believe that the safety and protection of all children, young people, staff and any other visitors to our spaces is of utmost importance.

As an organisation, we commit to doing the best we can to ensure that Dorset Wellbeing is a safe place for those we work with.

This includes ensuring that our staff are aware of any risks to health and safety - as well as the resulting processes we have in place to address any health and safety challenges.

This document

- Defines the role and responsibilities of individuals in the organisation
- Applies to all people who work for and with Dorset Wellbeing, including our staff, stakeholders, volunteers and contractors
- Supports our aims as an organisation
- Is based on current legislation, government guidance and best practice. The documents are referenced at the end of the policy
- Contains the relevant contact details at the end of the policy

Obligations

All Dorset Wellbeing staff have a legal responsibility to take care of the health and safety of themselves and others who may be affected by their actions or omissions and to co-operate with Directors on health and safety issues. Staff should not interfere with anything provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this policy.

Dorset Wellbeing utilised the expertise of Dorset Council Health & Safety Department to undertake a Health & Safety review in February 2022. Our last annual Health and Safety Audit was submitted in November 2022. In June 2023 we commissioned an independent inspection from an OSHCR registered provider.

Roles and Responsibilities

Dorset Wellbeing Directors will ensure sufficient funds are set aside with which to operate safe systems of work and will, as far as possible, ensure that Dorset Wellbeing, and its systems of work, are safe and with the lowest achievable levels of risk to health. They will have oversight and scrutinise the health and safety policy and ensure it is reviewed annually as a minimum or more promptly if there is a significant organisational change within the company or any significant incident takes place leading to an actual injury or near miss. Should any changes to policy be required, Directors will ensure that this information is clearly and promptly communicated to staff. Directors will appoint a Health and Safety Officer and the designated site health and safety leads (Health and



Safety Deputies) and ensure that they have sufficient training and support to fulfil the role.

The Health and Safety Officer and the Health and Safety Deputies will ensure that this policy is clearly written and promotes a positive attitude towards safety in staff and young people. They will have sufficient experience, knowledge and training to perform the tasks required of them. They will know where to seek out and be able to act on specialist advice where necessary.

They should ensure that clear procedures are in place to assess any significant risks and to ensure that safe systems of work are implemented. They will ensure that this policy is clearly communicated to all the relevant people, including staff, young people, their parents/carers, stakeholders and visitors. They should ensure that all staff are provided with adequate information, instruction and training on health and safety issues, by promoting awareness of this policy and the need for all staff to have an understanding of and take responsibility for health and safety matters.

They should ensure that any contracts awarded - such as cleaning, catering services and building works etc. – are tendered in accordance with appropriate standards and that relevant information on significant risks is given to contractors.

They will ensure that risk assessments of the premises and working practices are undertaken, ensuring that safe systems of work are in place to mitigate risks established in assessment.

They will ensure that emergency procedures are in place and are known to staff.

All Dorset Wellbeing staff will maintain all machinery and equipment they are responsible for in a safe condition. They will ensure that they only use equipment or machinery which they are competent to use or have been trained to use. They will not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare.

They will take reasonable care for the health and safety of themselves and others in undertaking their work, co-operating with Dorset Wellbeing Directors and the Health and Safety Officer and Deputies on all matters relating to health and safety. They will plan all activities with a systematic approach, including a risk assessment and, where necessary, introducing control measures to reduce or eliminate any risks to safety.

Staff will set an example by personally following safe working practices. They will fully implement and also communicate health and safety procedures to young people at a level appropriate for their requirements. If necessary, they will seek information on any special safety measures that need to be adopted in their own working / learning areas and ensure that they are adhered to.



Staff will issue clear and consistent instructions to the young people they are working with and encourage the young people to take responsibility for their health and safety and that of others to the limit of their capability.

Site Health and Safety Deputies will ensure the young peoples' induction to their site covers health and safety issues and Learning Mentors will regularly reinforce these with the young people.

Staff must report any serious or immediate danger immediately to the Health and Safety Officer or Deputies and, if they are not available, to Dorset Wellbeing Directors. They must also report any shortcomings in the arrangements for health and safety immediately to the Health and Safety Officer. They are expected to understand that their duty to act responsibly on health and safety issues is required by the Health and Safety at Work Act and is more than a locally agreed policy.

They must know and apply emergency procedures in respect of fire, first aid and other emergencies.

Staff will be expected to maintain flexibility to support the health and safety requirements of the organisation. eg. if additional staff are needed for coverage following an incident, staff may be asked to stay longer, while those off duty may be contacted and asked to come in as additional support.

Volunteers and work experience persons have a responsibility to act in accordance with Dorset Wellbeing policies and procedures for health and safety and to report any incident or concerns to a member of staff immediately. Volunteers are also expected to act only under the supervision of a qualified member of staff.

Contractors engaged by Dorset Wellbeing will be appropriately selected and competent in terms of health and safety. Contractors must be made aware of and abide by the health and safety policy and not endanger young people, staff or other visitors to the site. The site Health and Safety Deputy must ensure that any temporary rules, such as exclusion from parts of the site, are known to all staff, young people and visitors.

Visitors to Dorset Wellbeing sites must comply with the company health and safety policy and procedures. Dorset Wellbeing staff must ensure that visitors are required to record their visit to the site by signing into the visitor's book at arrival and signing out at the time they leave. Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by Dorset Wellbeing. Visitors will be accompanied at all times by a member of Dorset Wellbeing staff. Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the site, the person who is accompanying the visitor will take them to the fire assembly point. Should an incident / accident occur involving a visitor it must be reported using the accident reporting procedure and form. An investigation must be undertaken as soon as possible by the relevant site Deputy. If the incident is of a serious nature, or fatal the Health and



Safety Officer will inform the relevant official agencies/emergency services and will make contact with the Dorset Council Health & Safety Team. Dorset Wellbeing staff hosting visitors must also ensure:

- Visitors are alerted to the establishment fire procedures.
- Visitors adhere to the 'no smoking' policy.
- Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
- Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.

Young People will be reminded that they are expected to take personal responsibility for the health and safety of themselves and others to the limit of their ability. Observe standards of dress consistent with safety and /or hygiene, as discussed at induction eg. appropriate footwear for work around animals. Follow all the health and safety rules and instructions from staff especially when given in an emergency. Use safely and not wilfully misuse, neglect or interfere with things provided for their health and safety. All young people and parents will be reminded of this section of the policy by way of ongoing discussions with Learning Mentors.

Fire and Emergency

All staff will have an induction which will include general fire safety procedures that they need to be aware of. Procedures for the evacuation of each of the buildings we use in the case of fire or other serious events which warrant such actions are displayed in the entrance to each building. These procedures detail the process and routes of evacuations and all staff should familiarise themselves with these procedures. In addition, the Health and Safety Officer, Deputies and Directors are responsible for ensuring:

- that the procedures are updated/reviewed regularly
- that staff are informed, through induction and training, of these procedures
- that young people are taken through practice drills as appropriate
- that an Emergency Action Plan is place to support staff in the event of a major incident

Dorset Wellbeing will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log. The fire log will be kept up to date with entries for weekly fire equipment checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms. Arrangements for evacuating disabled people are currently not applicable (however a personal emergency evacuation plan PEEP will be completed on admission of any young person/staff member requiring a personalised plan).



The Health and Safety Officer will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the site. All staff are responsible for ensuring that young people and visitors evacuate in an orderly and timely fashion in the event of the alarm being raised. All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

If any staff have concerns about the fire systems or equipment at Dorset Wellbeing sites, these should be reported to the Health and Safety Officer or Deputies.

Accidents, Incidents and First Aid

In the event of an incident, staff are expected to assess and respond immediately, either themselves if qualified and able or seeking the appropriate help. The First Aid policy outlines the procedures in full.

The names and location of appointed first aiders are displayed in the entrance to each building utilised by Dorset Wellbeing. First aid boxes can be found in each building occupied by Dorset Wellbeing as well as carried in vehicles when transporting young people and carried by staff when working with young people off site.

The contents of the kits will be checked on a termly basis and the checklist is signed and dated by the person checking the kit. For further information please see the First Aid Policy.

All staff are required to report all accidents, incidents and work-related causes of sickness absence to the Health and Safety Officer in accordance with HSE Accident reporting guidelines. In their absence, report to the Deputies or Directors directly. All accidents are to be recorded in the accident book held at each site and then passed to the Health and Safety Officer for recording. Near misses should also be reported on an incident form to allow for review of work practices and risk assessments. If possible, this should be done in writing.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed by The Health and Safety Officer. They will also inform SEN caseworkers, Social Workers, Health Care Team member as appropriate of any serious injury/accidents.

Administration of medicines

Dorset Wellbeing follows DfES guidance on the administering of medicines within a school setting. For further details please see Dorset Wellbeing's administration of medicine parent agreement documentation.



Electricity

Dorset Wellbeing undertakes to inspect and test all portable appliances by a competent person on an at least two yearly basis with a written annual visual check in between the years of PAT test. The Health and Safety Deputy will produce an inventory of tests for their site which will be kept on the shared drive. All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used, will be labelled and reported as defective for replacement/repair. Dorset Wellbeing will seek a copy of the 5 yearly fixed wiring inspection check from the landlord and where one is not made available will seek completion by a competent contractor. If personal items of electrical equipment are required to be used on site then permission must be sought from Health and Safety Deputy for the site and the equipment must have a current portable appliance test completed on it.

Work equipment

All work equipment will be purchased from a reputable supplier. Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the relevant risk assessment.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by Dorset Wellbeing. All employees will be expected to wear the PPE when operating the equipment. An inventory is required for all ladders with a formal written 6 monthly check.

Control of hazardous substances (COSHH)

All substances that may be considered hazardous to health will be COSHH assessed. A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored. Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE). Staff must not bring any hazardous chemical onto Dorset Wellbeing sites unless prior permission has been sought and a COSHH assessment has been completed.



Asbestos

Dorset Wellbeing sites undergo an Asbestos assessment.

Legionella

The sites used by Dorset Wellbeing are rented and the company refers to the Landlords for completed a Legionella assessment. Where one is not made available, steps will be taken to obtain our own report/survey. A risk assessment and procedures are in place to mitigate risk.

Transport on site

Staff park their vehicles within the small car park at the front of Gatehouse Farm, at the side of the Granary building at Dewlish and in the designated parking area at the entrance of Bourne Park which are also the pick up and drop off points for young people. Please refer to the site Risk Assessment and the Transport Procedure for more details.

Violence/Challenging Behaviour

Dorset Wellbeing operates for children and young people with SEN and/or Social Emotional and Mental Health. Due to the nature of our young people all staff are aware and have experience in dealing with potential outbursts. Please refer to the Behaviour Management Policy for more details. All incidents of verbal and physical abuse will be recorded internally in the young person's records. Where continued regular outbursts/threats of violence or physical aggression is shown, which is above normal range for that particular young person, is recorded then the individual Risk Assessment for that young person will be updated and any additional procedures will be put in place for them to assist them with self-regulation and minimise risk to other young people and staff. Training needs are reviewed regularly through staff supervision and provided where additional knowledge and support is required to deal with such challenging behaviour.

Manual Handling and Working at Heights

Staff who are to undertake the above work as part of their employment must complete risk assessments on any significant tasks outside of the range of the Manual Handling and Working at Heights Risk Assessments. Employees who complete manual handling tasks or work at heights will have had suitable and sufficient training.

Lone working

Dorset Wellbeing maintains Lone Working Risk Assessments for any lone working scenarios.



Risk assessments

Risk assessments are completed for any significant risks in accordance with Dorset Wellbeing's Risk Assessment Policy. These risk assessments are working documents and must be viewed by any staff carrying out the activity and updated/reviewed on an at least an annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident. Please refer to the Risk Assessment Policy for further information.

Site Security

Dorset Wellbeing sites are all gated but are not secure sites. All sites maintain a visitor book and operates a 'challenge all' procedure. Dorset Wellbeing operates a high staff to young person ratio, 1:1 and there is constant supervision for all young people. Please refer to the Site Security Risk Assessment for further details of procedures.

Monitoring, Evaluation and Review

The effectiveness of the health and safety policy can be measured both day to day and more strategically.

1. Ongoing Monitoring/Evaluation

Feedback from our young people, finding the degree to which they feel safe and happy

Feedback from our fellow professionals and parents, finding the degree to which they feel their young people are safe and happy

Feedback from staff in supervision, training sessions and appraisals as well as through questionnaires

Record of incidents reported to the Health and Safety Officer

2. Strategic Monitoring/Evaluation:

Formal review of incidents reported to the Health and Safety Officer through the Oversight Committee.

Contact details

Dorset Wellbeing Directors : Helen Rosaline, Yvonne Hampshire and Os Filmalter
office@dorsetwellbeing.co.uk

Health and Safety Officer: Yvonne Hampshire: office@dorsetwellbeing.org



Health and Safety Deputies:

at Gatehouse Farm site - Julian Sawyer julian@dorsetwellbeing.org

at Dewlish site - Richard Heard rich@dorsetwellbeing.org

at Bourne Park - Ben Sugden ben@dorsetwellbeing.org

Dorset County Hospital, Williams Avenue, Dorchester, Dorset DT1 2JY 01305251150

Referenced documents and links

Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013