

# ASSESS EDUCATION

## Health & Safety Policy



## Contents

| Section   | Page |
|---|------|
| 1. Assess Education Policy Statement                          | 3    |
| 2. Assess Education Organisational Structure                  | 4    |
| 3. Organisational Roles and Responsibilities                  | 5    |
| 3.1 Policy Makers (Director of Assess Education)              | 5    |
| 3.2 Implementers (Line Managers, Team Leaders or Supervisors) | 6    |
| 3.3 Employees   | 6    |
| 3.4 Workforce Manager   | 6    |
| 4. Arrangements   | 7    |
| 4.1 Risk Management   | 7    |
| 4.2 Audits  | 7    |
| 4.3 Inspection  | 7    |
| 4.4 Accidents and Near Misses                                 | 7    |
| 4.5 Asbestos  | 8    |
| 4.6 Consultation and Communication                            | 8    |
| 4.7 Control of Substances Hazardous to Health                 | 8    |
| 4.8 Control of Contractors                                    | 8    |
| 4.9 Display Screen Equipment                                  | 8    |
| 4.10 Electricity  | 8    |
| 4.11 Emergency Planning (refer to Major Incident Plan)        | 8    |
| 4.12 Fire   | 8    |
| 4.13 First Aid  | 9    |
| 4.14 Gas Safety   | 9    |
| 4.15 Health and Safety Training                               | 9    |
| 4.16 Legionella Management                                    | 9    |
| 4.17 Lone Working   | 9    |
| 4.18 Manual Handling  | 9    |
| 4.19 Personal Protective Equipment                            | 9    |
| 4.20 Pregnant Workers / New Mothers                           | 9    |
| 4.21 Safety Signs and Signals                                 | 10   |
| 4.22 Security   | 10   |
| 4.23 Slips, trips and fall's                                  | 10   |
| 4.24 Stress at Work   | 10   |
| 4.25 Violence and Aggression                                  | 10   |
| 4.26 Workplace Health, Safety and Welfare                     | 10   |
| 4.27 Young People at Work                                     | 10   |

## **1. Assess Education Health and Safety Policy Statement**

Liverpool Community Health NHS Trust (LCH) exists to provide healthcare services of high quality to the local community. LCH Trust Board recognises that high quality services cannot be provided unless it ensures, so far as is reasonably practicable, reduction from risk to the health, safety and welfare of all its employees, contractors and others who may be affected by the Trust's undertaking.

The overall responsibility for Health and Safety and for the successful implementation of this policy and associated guidelines rests with the Chief Executive acting through the respective Directors and Managers. Managers are directly accountable, so far as is reasonably practicable, for the prevention of accidents, injuries and occupational illness, as well as damage to LCH property, within their areas of concern.

LCH Trust Board is committed to the implementation of a safety management system in line with the Health and Safety Strategy, legislation, guidance and approved codes of practice. The Board, acting as policy makers, will work with Directors and the Governance Department to ensure that compliance with current and future legislation is effectively complied with.

The control of Health and Safety is a management function and as such, LCH Trust Board will ensure progressive improvement in Health and Safety, by pursuing the corporate arrangements made in this policy. Periodic audits and inspections of the premises will be conducted by the audit team comprising health & safety, estates and staffside health & safety representatives, and the results submitted to the Health, Safety and Security Working Group.

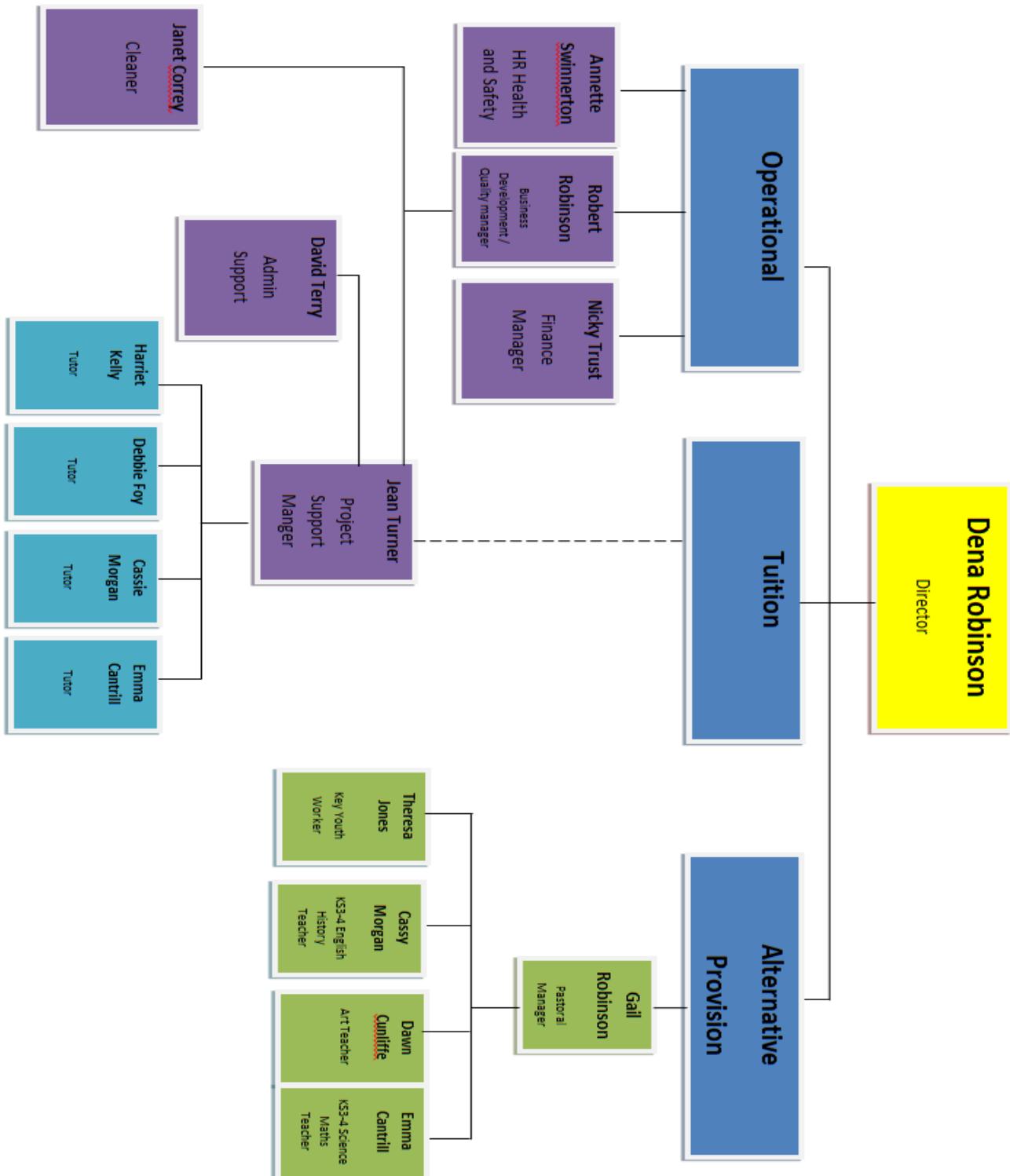
LCH will effectively consult employees on matters effecting their Health and Safety. LCH will ensure that employees have suitable information, instruction, training and supervision to enable them to undertake their duties competently. All employees are provided with safe plant, machinery and equipment, suitable systems for safe handling, storage of substances and equipment. It will ensure there is adequate access and egress from premises, and suitable welfare facilities.

LCH Trust Board will review the resources required for effective and efficient health, safety and welfare management, as a minimum, on an annual basis or sooner if there are significant changes.

Chief Executive

Date April 2014

## Assess Education Structure



### 3. Organisational Roles and Responsibilities

For the purposes of Health and Safety management, the Director retains overall responsibility throughout the organisation for Health and Safety.

For the purpose of Assess Education management of Health and Safety, roles and responsibilities have been allocated at the following levels:

**Policy Makers:** Director of Assess Education

**Implementers:** Line Managers, Team Leaders and Supervisors

**Employees:** All staff inclusive of temporary, part time, full time, placement, agency, work experience, contractors, and volunteers who work with Assess Education should be treated as employees for the purpose of this policy.

Notwithstanding any specific responsibilities detailed within individual Health and Safety or fire guidance documents, the following sections outline the key responsibilities and outputs at each level.

#### 3.1 Policy Makers (Director of Assess Education)

The key tasks of Policy Makers include:

- Devising Health and Safety Policy
- Implementing the Health and Safety Strategy to ensure a suitable structure for planning, measuring, reviewing and auditing is undertaken
- Agreeing plans for improvement and reviewing progress to develop both the Health and Safety management system and policy
- Ensuring that sufficient resources (both financial and physical) are available for the successful implementation of this policy and associated guidelines.

The major outputs include:

- Written statements of general Health and Safety Policy
- Specific plans containing Health and Safety objectives for each year with the Director of Finance as named Director responsible for day-to-day implementation of the Policy.
- Keeping up to date with changes in Health and Safety legislation requirements and good practice.
- Identifying health and safety leads for service areas to ensure local H&S arrangements and plans are in place to support this policy
- Specifications for management arrangements, risk control systems, workplace precautions and performance standards
- Up to date documentation

### **3.2 Implementers (Line Managers, Team Leaders or Supervisors)**

The key tasks for implementers are the:

- Implementation of local management arrangements, risk control systems, workplace precautions and performance standards
- Provision of timely feedback on performance including strengths and weaknesses within the system, highlighting deficiencies in plans, arrangements, systems or precautions
- Ensuring communication and participation at all levels in Health and Safety activities.

The key outputs are:

- The delivery of services which are safe and without risk to health
- Services which in themselves do not create risks to others
- Delivery of key Health and Safety messages to staff
- Timely completion of actions assigned to them

### **3.3 Employees**

Employees have a responsibility to:

- Report to their immediate supervisors any incident or accident which has, or might have caused injury to persons, including themselves, or damaged property, equipment, materials or the environment
- Co-operate with LCH so that the organisation is able to comply with the statutory duties placed upon it
- Follow the procedures laid down for the jobs or tasks they perform, once those procedures have been explained and understood by them
- Use all safety equipment in a proper manner, maintain it in good working order and immediately report any deficiencies or defects
- Work in a safe manner, so as not to affect their own or another person's Health and Safety
- Assist in the development of risk assessment processes.

Any employee may be subject to disciplinary action if they fail to carry out safety instructions or recklessly interfere with or misuse anything provided in the interest of Health and Safety.

### **3.4 Workforce Manager**

The Workforce Manager will:

- Act as Assess Education's competent persons for Health and Safety in accordance with the Management of Health and Safety at Work Regulations 1999
- Ensure that Assess Education's Director and Senior Managers are advised of current and proposed legal requirements concerning health, safety and welfare and will liaise with the appropriate staff on how to implement these requirements in practice

- Prepare, draft and propose policy and guidance documents (along with assisting in the development of associated training material) in response to new or amended Health and Safety legislation for approval
- Proactively assist all managerial staff in the evaluation of all risks involved in the work locations, and activities they control. Where required they will assist in the production of local arrangements and procedures in order that work related risks are effectively controlled
- Investigate, analyse and record all reported accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and where appropriate, report results to the Board, via the Director.
- Undertake safety auditing on the Assess Education site and/or activities periodically. The results of audits will be communicated to staff after appraisal by senior management. When audit recommendations have been approved, the Workforce Manager will assist in producing an action plan in order to implement audit findings.

## **4. Arrangements**

### **4.1 Risk Management**

The basis for successfully managing health and safety within Assess Education is based on the Risk Assessment process. Assess Education accepts that some of its activities may, unless properly controlled, create risks to employees (inclusive of children on work experience, young persons, pregnant, or disabled employees, volunteers and others who may be affected by Assess Education's undertaking). Assess Education will take all reasonable steps to ensure that Risk Assessments are carried out and will ensure that the necessary remedial actions are taken. Full details of Assess Education's approach to risk assessment can be found in the Risk Assessment Guidelines.

### **4.2 Audits**

The Workforce Manager will ensure that annual health and safety audits are conducted for the building where Assess Education staff are based. The subsequent reports will highlight any shortcomings in the organisation's arrangements for health and safety, and will identify where further action is needed. The recommendations will be designed to reinforce a proactive health and safety culture.

### **4.3 Inspections**

The Workforce Manager (or others) will conduct regular site inspections of Assess Education's premises in accordance with the Health and Safety Site Inspection Guidelines. Periodic audits and inspections of the premises will be conducted by the audit team.

### **4.4 Accidents and Near Misses**

All necessary and reasonable steps will be taken to eliminate or reduce the risk of accidents so far as is reasonably practicable. All accidents and incidents are to be reported in accordance with Assess Education's Policy.

#### **4.5 Asbestos**

Assess Education follows appropriate legislation to prevent the exposure of employees and others to asbestos.

#### **4.6 Consultation and Communication**

Assess Education will consult with employees and others where appropriate on health and safety matters.

#### **4.7 Control of Substances Hazardous to Health (COSHH)**

All reasonable steps will be taken to ensure that any exposure of employees and others to substances hazardous to health is prevented or controlled. Full information is available within the Control of Substances Hazardous to Health (COSHH) Guidelines.

#### **4.8 Control of Contractors**

The Workforce Manager will implement arrangements to enable contractors working on Assess Education's premises to be effectively selected, controlled and monitored. Further to this, managers will be responsible for the planning and implementation of local arrangements for the control of contractors/visitors within their operating area. Full details are contained within the Control of Contractors Guidelines.

#### **4.9 Display Screen Equipment**

All reasonable steps will be taken by Assess Education to ensure the health and safety of employees who work with Display Screen Equipment (DSE). Employees, Managers and Supervisors who use, or are responsible for users of DSE will be given appropriate training. Full details of the LCH's approach to DSE safety can be found in the Display Screen Equipment Guidelines.

#### **4.10 Electricity**

Assess Education will ensure that all reasonable steps are taken to ensure the health and safety of employees who use, operate or maintain electrical equipment. Full details can be found in the Electrical Safety Guidelines.

#### **4.11 Emergency Planning (refer to Major Incident Plan)**

Full information can be found in the Business Continuity Plans.

#### **4.12 Fire**

All Assess Education premises will have in place a Fire Risk Assessment and a site specific Fire Evacuation Procedure'. Full details of Assess Education's fire arrangements can be found in the Fire Safety Policy document.

#### **4.13 First Aid**

All employees will have access to first aid.

#### **4.14 Gas Safety**

Assess Education's premises which contain gas equipment will be managed in accordance with the Gas System Safety Guidelines.

#### **4.15 Health and Safety Training**

An appropriate training needs analysis will be completed for all employees by line managers as part of the PDR process in order to ensure that their specific health and safety training requirements are met. General H&S training is arranged by the Workforce Manager. Managers of new employees, volunteers or students are responsible for ensuring that a local induction takes place as soon as is reasonably practicable after their commencement of employment. All employees, irrespective of status within Assess Education, should receive Health and Safety Induction Training.

#### **4.16 Legionella Management**

The Workforce Manager is responsible for the management of Legionella on sites controlled by Assess Education. This is managed on a day-to-day basis by an external contractor. The Workforce Manager is named as the Responsible Person.

#### **4.17 Lone Working**

Assess Education will ensure, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Full details can be found in the Lone Worker Guidelines.

#### **4.18 Manual Handling**

Asses Education will ensure that operations involving hazardous manual handling risks are reduced, so far as is reasonably practicable. Assess Education employs a Manual Handling Project Manager to assist with and co-ordinate risk assessments, training and procedures. Full details can be found in the Manual Handling Policy.

#### **4.19 Personal Protective Equipment (PPE)**

Assess Education will provide any PPE, which is evidenced on a risk assessment as being necessary as a method of controlling the risks to the health and safety of employees or others. Full details on the assessment and issue of PPE can be found in the Personal Protective Equipment Guidelines.

#### **4.20 Pregnant Workers/New Mothers**

Assess Education will assess the risks to new or expectant mothers in order to, so far as is reasonably practicable, protect female employees from hazards and risks in the workplace. Full details can be found in the Guidelines on Completion of New and Expectant Mother's Health and Safety Risk Assessment.

#### **4.21 Safety Signs and Signals**

Standardisation of safety signs is required to ensure signs throughout Assess Education wherever they are seen, have the same meaning. Full details can be found in the Safety Signs, Signals and Notices Guidelines.

#### **4.22 Security**

Assess Education recognises that providing a safe and secure environment for pupils and for the staff that care for them is an essential feature in the delivery of high quality health services. Full details and comprehensive guidance can be found in the Security Policy.

#### **4.23 Slips, Trips and Falls**

Risk assessments should identify the potential for slips, trips and falls within Assess Education and other premises as required. Further guidance can be found within the Slips, Trips and Falls Guidelines.

#### **4.24 Stress at Work**

Assess Education is committed to promoting the health, safety and wellbeing of all its employees. A suitable and sufficient risk assessment is required to identify underlying causes of stress. Full information can be found within the Managing Stress at Work Policy.

#### **4.25 Violence and Aggression**

Assess Education is committed to tackling violence and aggression against all employees who work in, or provide services to Assess Education, regardless of how it occurs and in whatever form. Full guidance and advice is presented in the Managing Violence and Abusive Incidents Guidelines.

#### **4.26 Workplace Health, Safety and Welfare**

Assess Education will provide suitable workplace environments for its employees and for service users. Full details of the requirements can be found within the Work Equipment Guidelines (including Provision and Use of Work Equipment Regulations). Consideration should also be given to access for disabled employees and service users.

#### **4.27 Young Persons at Work**

The Management of Health and Safety at Work Regulations 1999 places particular duties on Assess Education with regards to young persons in the workplace. (Young persons are defined as being any person who has not attained 18 years old whilst a child is under 16 years of age). All work experience placements must be organised through the Workforce Manager. See Young People at Work and the law document.