Luccombe Hub This document forms part of the policy handbook and is intended for use at Luccombe Hub	
Title:	**Health & Safety Policy**
Subject Area:	Whole Centre
Applies:	Immediately
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1. Introduction

1.1 Aims

The Luccombe Hub recognises its legal and moral responsibilities to persons who may be adversely affected by activities at the Centre.

The Luccombe Hub will:

- Develop and regularly update the health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, so far as reasonably practicable**,** the health, safety, and wellbeing of teachers/facilitators and other education staff; the health and safety of learners within the Centre and on off-site visits; and the health and safety of visitors to the Centre including volunteers involved in any school activity and contractors working on the site within the Centres buildings of use;
- Assess the risk of activities, both at the Centre and off-site; introduce measures to manage the risks, and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

1.2 Consultation

The Luccombe Hub will communicate this policy to all staff, relevant professionals and learners through inductions, meetings, day to day communications, staff meetings and training. A copy of this policy and all policies will be available on request or via the website.

1.3 Legislation and guidance

Health and safety in educational settings is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

2. Procedures and practice

2.2 Roles and responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the Centre. The individuals and groups identified below are expected to have read and understood The Luccombe Hub policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

The Principal will:

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit The Luccombe Hub.
- Ensure, as far as reasonably practicable, the health and safety of learners, staff and volunteers on off-site visits and activities.
- Seek improvement to working conditions according to priorities within existing resources.
- Ensure that risk assessments are carried out within the Centre in accordance with The Luccombe Hub risk assessment policy and to ensure the assessments are reviewed at least annually or sooner where there is a change or course for improvements
- Appoint a Health & Safety Advisor responsible for day to day management of all health and safety matters at the Centre in accordance with the health and safety policy.
- Ensure regular workplace inspections are carried out.
- Ensuring action is taken on health, safety and wellbeing issues.
- Pass on information received on health and safety maters to appropriate people.
- Ensure accident investigations are carried out and appropriately reviewed.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.
- Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant learner accidents and third-party accidents are reported to the SEN Department assigned caseworker.
- Review on an annual basis, all accidents and incidents reported to identify trends.
- Consult with Dorset Council Health & Safety Team and undertake annual Health & Safety Audit and implement recommendations.
- Where contracts are negotiated between the Centre and the contractor, the Centre lead will monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with and any works carried out on site are appropriately managed. Where works carried out by a contractor are deemed unsafe, the centrelead will ensure that the contractor review their working to ensure the risk is managed.

Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff.

Employees

All employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with the Centre Lead and other delegated named staff on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to the Centre Lead or other responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work–related ill health.
- Report to the relevant person, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

Volunteers

Volunteers and work experience persons have a responsibility to act in accordance with the Centre policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

The Luccombe Hub currently utilises the expertise of Dorset Council Health & Safety Department to undertake it's annual Health & Safety Audit.

Contractors

All contractors under the Centre control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the Centre health and safety policy and not endanger learners, staff or other visitors to the site.
- Henri Monier-Williams or Marcus Monier-Wiliams will be responsible for the co-ordination of the contractors' activities on site.
- The Centre Lead must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, learners and visitors to the premises. This might be achieved by the posting of suitable notices by the Centre Lead, or by the contractor, in consultation with the Centre Lead. All contractors must report to the responsible person named above before any work

takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

Visitors and other users of the premises

- All visitors to The Luccombe Hub must comply with the Centre health and safety policy and procedures.
- The Centre Lead must ensure that a suitable system is implemented whereby visitors are required to record their visit to the Centre (visitor's book) and the time they leave. This should include all visitors to the Centre.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the Centre.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the Centre premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident / accident occur involving a visitor it must be reported using the accident reporting policy and procedure and form. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the Centre Lead will inform the relevant official agencies/emergency services and will make contact with the Dorset Council Health & Safety Team.
- Persons hosting visitors including meeting arrangers must ensure:
    1. Visitors are alerted to the establishment fire procedures.
    2. Visitors adhere to the 'no smoking' policy.
    3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
    4. Visitors record time of arrival and departure in the visitors book.
    5. Where applicable visitors are provided with and wear identification badges.
    6. Visitors are accompanied or authorised to enter the premises.
    7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
    8. 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.
    9. Visitors report all accidents, incidents and near misses to the host.
    10. Visitors wear protective clothing that is supplied when necessary.

Learners

Learners will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and /or hygiene, as detailed within the admissions pack eg. appropriate footwear for work around animals.
- Observe all the health and safety rules of the Centre and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All learners and parents will be made aware of this section of the policy by way of discussions by facilitators and through the Learner Acknowledgement signed on admission to the centre.

2.3 Aspects

First Aid

The Centre has assessed the need for first aid provision and ensures that the guidelines provided from the County Health and Safety Team are adhered to..

An up-to-date list of all first aiders is displayed within each unit base.

First aid kits are located within each building and portable kits are available for use by the Forest School/Bushcraft team, off-site visits and small personal kits held within learners bumbags. The contents of the kits will be checked on a termly basis and checklist is signed and dated by the person checking the kit. For further information please see the Centre's First Aid Policy.

Accident recording

The Luccombe Hub will record all accidents and near misses in accordance with HSE Accident reporting guidelines. All accidents are to be recorded using the accident record form, that is to be presented to the Principal/H&S Advisor immediately upon completion.

A hard copy of the accident book is available within each base/unit in the event that access to online system is not available and the accident is to be communicated to the Centre Lead and copy form handed to her.

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

All incidents including those of aggression are to be reported using the Incident forms online. Training in this is provided as part of Induction process. The member of staff must inform the Principal and provide a copy of the Incident Form within 2 hours of the Incident occurring.

Administration of medicines

The Centre follows DfES guidance on the dispensing of medicines within school.

For further details please see The Luccombe Hub's administration of medicines policy.

Offsite Visits including Forest School Site

All off-site activities are risk assessed.

Reference to the Educational Risk Assessment, Forest School Risk Assessment and Safe Driving Policy to be made.

Fire

The Centre 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 alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people where applicable (a personal emergency evacuation plan PEEP will be completed on admission of any learner/staff requiring a personalised plan).

The Principal will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that learners and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

For further details please see the Luccombe Hub's policy for fire.

Electricity

The school will undertake to inspect and test all portable appliances by a competent person on at least two yearly basis with a written annual visual check in between the years of PAT test.

The competent person will produce an inventory of test which will be kept within the Health & Safety Centre file.

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.

The Centre 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 in the Centre then permission must be sought from Principal 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 assess to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, lifting equipment or local exhaust ventilation will be completed by a competent contractor.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the Centre. All employees will be expected to wear the PPE when operating the equipment.

Access equipment (kick-stools, ladders, tower scaffolds and mewps etc)

All access equipment must be purchased form 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
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

Control of hazardous substances

All substances that may be considered hazardous to health will be COSHH assessed (except in science – these are covered by CLEAPSS hazcards).

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 the school site unless prior permission has been sought and a COSHH assessment has been completed.

Asbestos

The properties at The Luccombe Hub are rented and the Centre refers to the Landlord for completed Asbestos assessment.

Where one is not made available steps will be taken to obtain Centre own report/survey.

Legionella

The Centre conducts a whole site risk assessment via a contracted company and undertakes regular Legionella water testing in line with the reports recommendations.

Transport on site

Staff park their vehicles within the small carpark adjacent to the Centre Buildings or opposite the entrance to the Hub building which is the pick up and drop off point for learner transport.

On site traffic movement is very minimal given the rural nature of the site. The Centre operates a one-way system for traffic and utilising traffic calming measures for vehicles moving around site.

Please refer to Transport on Site within the Centre full site Risk Assessment.

Violence/Challenging Behaviour

The Centre operates for children and young persons with SEN and/or Social Emotional and Mental Health. Due to the nature of our learners all staff are aware and have experience in dealing with potential outbursts from learners.

Reference is made to the Centres Behaviour Policy and all incidents of verbal and physical abuse will be recorded on the incident report form. Where continued regular outbursts/threats of violence or physical aggression is shown by a learner, which is above normal range for that particular learner, is recorded then a specific Risk Assessment and procedures will be put in place for them to assist them with self-regulation and minimise risk to learners and staff.

With reference to the Centres CPD Policy, training needs are reviewed regularly through staff supervision and provided where additional knowledge and support is required to deal with such challenging behaviour.

Reference is made to the Centres Exclusion policy.

Manual Handling

The Centre refers to the Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training.

Lone working

The Centre maintains Lone Working Policy and completes risk assessments for any lone working scenario.

Risk assessments

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

Training and records

The Centre will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The Centre will ensure all training is recorded and up-date training is completed where required.

Centre Security

The Luccombe Hub is an open site with individual base units/premises spread out some distance apart. CCTV is maintained at the main base units, The Hub and The Art Room and Courtyard. The Centre maintains a visitor book and operates a 'challenge all' procedure. The Centre operates high staff to learner ration, 1:1 and follows procedures within their Supervision Policy i.e constant supervision for all learners. Please refer to The Luccombe Centre Security Policy for further details of procedures.

3. Concluding notes

3.1 Monitoring and review

The Centre buys in to the Service Level Agreement for Health, Safety and Wellbeing. As part of this service the County Health and Safety Team conduct an audit or review of the Centre's health and safety systems. A copy of the latest audit is available on request made to the Centre Office or by emailing Marcus@LuccombeHub.com

This Health & Safety Policy will be reviewed annually.

3.2 Links to other policies

This policy links to all Centre Policies and applies to all Luccombe Hub sites.