

# Kingsbrook School

*'A unique service for unique young people'*

## Health & Safety Organisation and Arrangements

*Health & Safety at Work etc. Act 1974 Section 2(3)*

*Management of Health and Safety at Work Regulations 1999*

*Regulation 5*

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## Kingsbrook School

### A. Health & Safety Policy

**Kingsbrook School** operates within the overall Statement of Health and Safety Policy, Organisation and Arrangements of Priory (the Priory Health and Safety Policy), which specifies the arrangements for the management of health and safety throughout Priory operations. In particular, it is the policy of **Kingsbrook School** to ensure, so far as is reasonably practicable, that:

- 1 There is a safe and healthy environment throughout the premises;
- 2 Working practices, which ensure health and safety, are established for staff and others (such as contractors and volunteers) who visit or work on the premises, when they are under our control;
- 3 Sufficient health and safety information, instruction, supervision and training is provided for staff, contractors, volunteers and visitors, so as to ensure the health and safety of all who may be affected by their work or activities;
- 4 Health and safety standards and practices are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

### B. ORGANISATION

#### Responsibilities of the Head of School

The **Head of School** has overall responsibility for managing and keeping under review, standards of health and safety within Kingsbrook School and the standards relating to all of our activities. In this role, the **Head of School** can call on the assistance of, and advice from, the relevant regional and central staff and specialist retained consultants. Where serious deficiencies in health and safety standards are identified, the **Head of School** has particular responsibility for ensuring that corrective action is taken. Overall responsibilities of site managers are also specified in the Priory Health and Safety Policy.

The Head of School also has responsibility for:

- 1 Ensuring that policies and procedures adopted within the site and the decisions of the site's senior management team, take account of, and comply with, the Priory Health and Safety Policy and legal requirements relating to health and safety.
- 2 Ensuring that each member of the site's senior management team is aware of their allocated health and safety responsibilities and ensuring that their performance in health and safety is included alongside other operational targets within the annual appraisal.

- 3 Ensuring that there is an appointed health and safety co-ordinator for the location, who receives relevant training as specified by Priory standards, is allocated sufficient time and resources to fulfil their responsibilities and attends Priory seminars and briefing sessions arranged for such co-ordinators.
- 4 Annually reviewing, in consultation with the senior management team and directly with staff this statement of organisation and arrangements.
- 5 Ensuring that central office are informed as soon as possible of any planned or completed inspections by enforcing authorities and that any advice from enforcing authorities is shared promptly with central office, in order to enable changes to be implemented where necessary.
- 6 Ensuring that there are local written procedures in place for the classification, storage, collection and transport of waste, in accordance with Priory waste management policies.
- 7 Ensuring that there are local written procedures in place, including trained and appointed staff, to implement the Priory permit to work system.
- 8 Producing, in consultation with the Regional Directors and in accordance with Priory standards and guidance, an annual health and safety plan.
- 9 Ensuring that sufficient resources are included within the annual business plan submission to meet the mandatory minimum standards of the Priory Health and Safety Policy and to implement the targets identified in the annual health and safety plan.
- 10 Ensuring that where any organisational changes are planned, adequate arrangements are put in place to ensure that health and safety is maintained and managed during and after the change.
- 11 Monitoring, in consultation directly with staff the progress made in implementing the targets set in the annual health and safety plan.
- 12 Ensuring that there is an effective system of monitoring the health and safety standards in the Site, at least quarterly, using the health and safety monitoring tool, contained in the Health and Safety Management Checklist (H&S53) supplemented, where necessary, by any additional checks identified by local risk assessments and reviewing the standards achieved by considering reports from each member of the Site's senior management team at least once per year.
- 13 Providing an annual report to the Regional Director and Operations Director, Facilities and Purchasing on the health and safety performance of the Site and progress against the action plan, in accordance with Priory guidelines, on the content of such reports.

## **C. ALL HEADS OF DEPARTMENT**

All heads of department have the following responsibilities, in addition to those specifically allocated to individual managers in the sections below:

- 1 Ensuring that the standards of operation and facilities within their area of management control or influence are consistent with Priory and local health and safety standards, recognised standards of good practice and legal requirements.
- 2 Ensuring that good standards of housekeeping and tidiness are maintained in areas under their control.
- 3 Ensuring the Regional Facilities Manager and Support Services/ Estates/ local Facilities Manager is consulted before any arrangements are made to initiate work involving contractors on site and Priory contractor control procedures are followed.
- 4 Ensuring that where staff are recruited, due consideration is given to the health and safety competence of such staff and any required initial health and safety training.
- 5 Ensuring that where agency staff are used, information is provided to the agency on the qualifications and experience of the staff required.
- 6 Identifying any specific health and safety training needs of new and existing staff which are not otherwise addressed and making arrangements for such training, in consultation with the Site Health and Safety Co-ordinator.
- 7 Ensuring that staff complete the Priory induction programme, in accordance with Priory procedures, and are released for required health and safety induction training and any ongoing general health and safety training.
- 8 Ensuring that there is adequate supervision of staff working under their control in order to ensure that health and safety standards are maintained.
- 9 Maintaining an inventory of hazardous materials used within his/her area of responsibility and ensuring that new materials are not introduced unless the COSHH Co-ordinator has been informed and an adequate COSHH assessment has been undertaken.
- 10 Undertaking and recording, with the assistance of the Health and Safety Co-ordinator, COSHH Co-ordinator and Manual Handling Co-ordinator, the required statutory risk assessments.
- 11 Ensuring for any off-site event or trip, organised by, or on behalf of, Kingsbrook School that adequate arrangements are made for the supervision of the young people involved and the safety of the staff and young people in accordance with Priory procedures.
- 12 Implementing control measures identified through any risk assessments undertaken.

- 13 Ensuring that the Health and Safety Co-ordinator is promptly informed of any accidents, dangerous occurrences or work related employee ill health issues.
- 14 Making an annual written health and safety report to the Head of School and assisting the Head of School in the development of the annual health and safety plan.

#### **D. Maintenance Manager**

The Maintenance manager has particular responsibility for:

1. Ensuring, in consultation with relevant regional and central staff, that the arrangements for the maintenance of the fabric of the building and building services, plant and equipment used within their location, operate effectively.
2. Maintaining an asbestos register with details of the location and condition of any asbestos present and arrangements for its regular inspection, unless the Site, Hospital Care Home or Educational Establishment is one where it is known that no asbestos is present, in which case a statement should be available to demonstrate this.
3. Ensuring that there is a management plan in place, in accordance with Priory guidelines, for avoiding the uncontrolled disturbance of asbestos present and for maintaining any asbestos which is present in a safe and sound condition.
4. Ensuring that maintenance staff employed at the Site are adequately trained for their responsibilities, have clear written safe systems of work and any work which may involve significant risks.
5. Ensuring that any structural and physical fire safety measures specified in the fire safety risk assessment for the Site are put into place; or where this is not possible, included in the **Kingsbrook School** health and safety action plan.
6. Ensuring that where alterations to the activities undertaken, or the layout of the premises, are proposed, the fire safety risk assessment for the premises is updated with the assistance of the Priory retained fire and safety consultants.
7. Ensuring that permit to work systems are in place, operated correctly by trained and appointed staff and that this is confirmed by periodically monitoring the work being undertaken.
8. Ensuring that for any contract work undertaken there is a clear written identification of whether the work is under the control of the Central/ Regional Estates Team or under local control and that where responsibility is shared the respective responsibilities at each stage of the work are identified and relevant information is exchanged between Site and central or regional level as appropriate.

9. Identifying any potential contract work which may fall within the requirements of the Construction (Design and Management) Regulations and ensuring such work is not commenced, unless a competent CDM Co-ordinator and Educational Establishment contractor have been appointed and an adequate health and safety plan has been put in place.
10. Ensuring that contractors working on the premises are provided with a copy of the Priority Contractors Rules and that for each project or job a manager, who is an employee of Priority, is appointed to represent the Site, Hospital, Care Home or Educational Establishment in dealings with the contractor and to monitor the safe conduct of the work.
11. Ensuring that **two** first aiders are nominated and trained for the Site and that their names and location are displayed on first aid signs.
12. Ensuring that first aid containers and equipment are allocated to a person responsible for ensuring that they are stocked and replenished as appropriate.
13. Making arrangements for refresher training of first aiders appointed, in order to maintain their certification.
14. Putting inspection and maintenance arrangements in place for the fire alarm and detection systems, emergency lighting, fire doors, fire extinguishers and sprinkler systems and maintaining a schedule of frequency of inspections and responsibilities, either internal or external, for undertaking them.
15. Ensuring records are maintained of plant and facilities inspections and statutory inspections and that these are readily available for a visiting inspector.
16. Ensuring that cleaning and maintenance work undertaken in client areas takes due regard of the particular risks to service users and that high standards of housekeeping are maintained in such areas, with a particular view to avoiding tripping hazards and slippery floors.
17. Ensuring that contract cleaning and other staff are properly informed about the health and safety standards required and the local fire procedures to be followed.
18. Ensuring that there are safe arrangements for the delivery, storage and use of hazardous cleaning substances, including holding an up to date safety data sheet and COSHH assessment for each substance used.
  - a. Ensuring that electrical equipment is maintained and inspected.
19. Ensuring that manual handling tasks where there is a risk of injury, such as moving linen bags, have been adequately assessed.
20. Ensuring that there are adequate arrangements to keep the premises and equipment in a clean condition, and where there are shortfalls in skills and resources in-house, reporting this to their line manager.

21. Ensuring that their staff know to report defects in the premises or equipment requiring repair and that such defects are notified to the appropriate manager.
22. Ensuring that safe systems of work for cleaning are operated by staff and that these include the minimisation of slipping and tripping hazards, particularly in relation to wet floors and trailing leads.
23. Ensuring that all staff are provided with a health and safety induction and training in the use of equipment or of particular tasks presenting a hazard.
24. Food preparation and catering arrangements meet food hygiene standards and the requirements of the Priory food safety policy and that staff working with food are correctly selected and trained in the safe storage, preparation and serving of food.
25. Hazard Analysis and critical control points (HACCP) analysis is documented and implemented for food preparation and storage activities. (Refer to ASC Manual)
26. There are adequate arrangements for the maintenance and cleaning of kitchen and food preparation equipment.
27. Ensuring that a suitably qualified manual handling trainer is available to deliver training to the specification required within Priory training standards.
28. Ensuring that a programme of manual handling training is developed and implemented to cover the specific needs of the operations, including patient handling and non-patient related lifting as necessary.
29. Ensuring that groups of staff carrying out manual handling activities where there is a risk of injury, are identified and offered training.
30. Ensuring that the training covers the needs of new starters and refresher training needs of existing staff within timescales specified within Priory training standards.
31. Ensuring that records of training are kept and that they include the date of the course, names of attendees, results of any assessment and the content, including specific equipment which was included within the training session.
32. Monitoring attendance and reporting to the **Head of School** and Health and Safety Co-ordinator on attendances and particularly identifying where particular groups of staff are not attending.
33. Advising the Head of School, Senior Management Team on general health and safety matters, seeking further information from the Central Health and Safety Co-ordinator, other Priory specialists or retained consultants as necessary.
34. Providing health and safety briefings to groups of staff as requested by the Head of School.

35. Reviewing, at least every six months, with each relevant manager, the procedures and facilities for the delivery, storage, transport and disposal of dangerous materials, including flammable, oxidising, toxic and infectious materials and clinical waste.
36. Liaising with the COSHH Co-ordinator and Manual Handling Co-ordinator to ensure that up to date risk assessments are available and receiving reports of training attendance from the Manual Handling Co-ordinator.
37. Ensuring that the health and safety standards of any contract work undertaken on the premises are monitored and controlled in accordance with Kingsbrook School procedures and advising the Maintenance Manager of any defects identified.
38. Assisting the Head of School in the conduct of quarterly health and safety monitoring inspections.
39. In accordance with Priory procedures, providing a quarterly report on health and safety to the **Head of School** and to the Operations Director, Facilities and Purchasing.
40. Ensuring that there are adequate induction health and safety training arrangements (including first day fire safety instruction) in place for staff employed at, or routinely working at, the location.
41. Ensuring the requirements of the fire safety risk assessment, relating to practice fire evacuation drills and staff training, are implemented.
42. Ensuring, in consultation with relevant members of the senior management team, that there are adequate arrangements for the provision of ongoing health and safety training and information to employees and other staff working at the location, including agency staff, consultants and staff employed by consultants.
43. Setting up arrangements for the issue and replacement of protective clothing and equipment, in consultation with the relevant line managers.
44. Ensuring that, in accordance with Priory procedures, risk assessments are produced and recorded.
45. Ensuring that details are obtained from all relevant managers on dangerous substances used on the premises, together with up to date material safety data sheets for them.
46. Ensuring that local procedures include suitable safety arrangements for activities and excursions, in accordance with Priory procedures.
47. Assisting the senior management team and heads of department in undertaking and implementing risk assessments, in accordance with corporate procedures, for the premises and activities undertaken at the premises, the use of computer workstations, manual handling activities of staff and the use of, or exposure to, hazardous materials and agents used during, or arising from, work undertaken.

48. Assisting the senior management team and heads of department in undertaking accident investigations when requested.
49. Ensuring that there is a system in place for the collation and analysis of accident and incident information and for the reporting of accidents to the enforcing authority when necessary.
50. Advising the Head of School if, as a result of risk assessments undertaken or otherwise, outstanding health and safety issues are not being promptly and effectively resolved.
51. Assisting the Head of School in the setting up and operation of consultation arrangements for health and safety including monitoring health and safety actions identified by the health and safety committee and feeding back the outcome to the **Head of School**.
52. Assisting the Safety Committee in promoting health and safety, including ensuring that a designated health and safety notice board is provided and maintained with up to date information for the benefit of all staff at Kingsbrook School.
53. Supporting line managers by providing information in the event of enforcement authority visits.
54. Attending Priory wide health and safety update meetings held for Health and Safety Co-ordinators.
55. Maintaining an inventory of hazardous substances in use and stored on the premises including details of where they are held and approximate quantities.
56. Maintaining a central file of health and safety data sheets for hazardous substances in use and stored on the premises.
57. Ensuring that there are suitable storage arrangements for hazardous substances.
58. Attending training for conducting COSHH assessments as requested.
59. Conducting COSHH assessments as agreed with the **Head of School** or assisting others in conducting the assessments as directed.
60. Reporting incidents to enforcing authorities in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, as directed within the Site procedure and ensuring that these responsibilities are fulfilled in their absence.
61. Checking that accidents have been adequately investigated and that any improvements or actions determined to be required, are carried out.
62. Monitoring for trends in accidents and incidents and providing a summary report of statistics routinely for consideration at Management meetings.

## **F. Maintenance assistant**

- 1 Maintaining the fabric of the building and building services, plant and equipment used within their location, to the planned preventive maintenance schedule and carrying out repairs as requested.
- 2 Conducting inspections of the workplace or work equipment as requested.
- 3 Informing the Maintenance Manager, if additional resources are required to meet maintenance schedules or to provide skills which are not available in house.
- 4 Understanding the content of the asbestos register including the details of the location and condition of any asbestos present and arrangements for its regular inspection, unless the Site is one where it is known that no asbestos is present.
- 5 Following safe systems of work and ensuring that the correct paperwork is in place prior to undertaking work which requires a permit to work.
- 6 Carrying out routine checks on the fire alarm and detection systems, emergency lighting, fire doors, fire extinguishers, sprinkler systems in accordance with a schedule of inspections.
- 7 Ensuring records are maintained of plant and facilities inspections, maintenance and repairs including in-house work.
- 8 Maintaining records of statutory inspections, identifying and initiating actions identified through such inspections and ensuring that reports are readily available for a visiting inspector.
- 9 Ensuring that maintenance work undertaken in client areas takes due regard of the particular risks to clients and that high standards of housekeeping are maintained in such areas, with a particular view to avoiding tripping hazards and slippery floors.

## **K. Administration team**

The Administration team has specific responsibility for:

- 1 Collating accident and incident reports and sending copies to central office within the timescales specified in Priory procedures, including the forwarding of a monthly summary report.
- 2 Receiving immediate reports of serious incidents and ensuring that the information is passed promptly to central office in accordance with Priory procedures.

## **L. Human Resources Manager**

The HR Co-ordinator has specific responsibility for:

- 1 Ensuring that the staff selection process includes an assessment of the suitability of the candidates' health and safety experience, attitude and previous training.
- 2 Ensuring that where possible, copies are held of employees past and ongoing certificates of qualification where these are relevant to safety aspects of their employment.
- 3 Ensuring that records are maintained of health and safety training including the date of the course, the names of attendees and where possible, the content of the course.
- 4 Ensuring that arrangements are in place for the protection of new and expectant mothers including arrangements for risk assessments which should be carried out in accordance with relevant Priory procedures.
- 5 Ensuring that staff selection processes include a confidential medical assessment and reasonable adjustments carried out in compliance with disability legislation.
- 6 Ensuring that where persons under the age of 18 are employed or accepted on work experience placements, a specific risk assessment is undertaken before the person begins work or takes part in a work placement.
- 7 Ensuring that specific risk assessments conducted for those below the minimum Educational Establishment leaving age, taking part in work placements, are copied to the parent or guardian prior to the start of the placement.

## **Responsibilities of Employees**

All employees of Priory have the following responsibilities, which are detailed in the Priory Health and Safety Policy:

- 1 To act with due regard to the health and safety of themselves and others who may be affected by what they do, or fail to do, whilst they are at work, or on Priory premises.
- 2 To comply with Priory instructions and procedures relating to health and safety and making full and proper use of any protective or safety equipment provided.
- 3 To report to their supervisor or manager any serious danger to health or safety, or defects in plant structures, equipment, or safety procedures that come to their notice and which they cannot immediately rectify.
- 4 To report to their supervisor or manager any incidents which have led, or might have led, to injury or damage.

- 5 To only use plant, equipment or substances in accordance with information, instruction and training provided by Priory.

No manager or employee of Priory is authorised to initiate, or continue, any process, operation or activity which places employees, or others, in danger, or is in breach of statutory obligations with respect to health and safety.

## **ARRANGEMENTS**

### **1 Standards and Guidance**

Mandatory common standards and guidance are contained in the Priory Health and Safety Manual, which gives information on a number of health and safety issues of relevance to Priory. Where internal guidance does not cover a specific issue, the Site will adopt the practices or standards recommended in Health and Safety Executive publications or relevant British or European Standards.

### **2 Competent Professional Health & Safety Support and Assistance**

Advice on day to day health and safety matters can be obtained through the local Health and Safety Co-ordinator. Specialist advice on health and safety issues can be obtained by the Site Manager, the Health and Safety Co-ordinator, or other named contacts, who have access to the Priory Health and Safety Helpline. Alternatively, advice can be obtained via the Central Health and Safety Co-ordinator.

### **3 Consultation with Employees on Health and Safety Issues**

Consultation with employees on health and safety matters is mainly undertaken through the Kingsbrook School weekly meetings and through direct consultation with individuals.

### **4 Accidents, Dangerous Occurrences and Ill Health Reporting**

Accidents to employees, patients or others on Priory' premises, or caused by Priory operations, must be reported to the relevant line manager and the Health and Safety Co-ordinator and recorded and reported, following the Priory accident/incident recording system. Incidents which may require reporting to the enforcing authority are outlined, together with the reporting procedure within H&S03, including the reporting of cases of occupational ill health, dangerous occurrences, injuries to employees and injuries to members of the public and service users.