

<b>POLICY TITLE:</b>	<b>Health and Safety Responsibilities</b>
<b>Policy Number:</b>	ECS 14
<b>Applies to:</b>	All services
<b>Version Number:</b>	03
<b>Date of Issue:</b>	25/08/2020
<b>Date of Review:</b>	31/08/2021
<b>Author:</b>	Quality Team
<b>Ratified by:</b>	Debra Murray: Quality Improvement Lead: Social Care
<b>Responsible signatory:</b>	Bonny Anderson: Director of Quality Assurance and Improvement
<b>Outcome:</b>	H&S is effectively and responsively managed in accordance with group policy and divisional guidance in order to promote the safety of all sites users and visitors at every location.
<b>Cross Reference:</b>	OP06 <a href="#">Safeguarding Children</a> OP06.1 <a href="#">Child Protection (Scotland)</a> OP08 <a href="#">Safeguarding Adults</a> ECS 16 <a href="#">Governance &amp; Monitoring</a> H&S01 <a href="#">Organisational Arrangements</a>

#### EQUALITY AND DIVERSITY STATEMENT

Priory Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, email [LegalandComplianceHelpdesk@priorygroup.com](mailto:LegalandComplianceHelpdesk@priorygroup.com)

## Health and Safety Responsibilities

### 1 INTRODUCTION

- 1.1 In order to effectively implement this policy, each Education and Children's Service facility will have local procedures in place where necessary, which explain how this policy is applied and put into practice at site level.
- 1.2 Template **ECS LP 14** is provided for this purpose and includes a key content checklist.
- 1.3 This policy should be used in conjunction with the related policies listed on the preceding page where applicable, in particular H&S 01 Organisational Arrangements.

### 2 AIMS

- 2.1 Health and Safety (H&S) is effectively and responsively managed in accordance with group policy and divisional guidance in order to promote the safety of all sites users and visitors at every location.

### 3 SCOPE

- 3.1 This policy applies to all sites, and must be used in conjunction with policy H&S 01, and the applicable H&S, Food Safety, Housekeeping and Infection Control policy manuals.

### 4 SITE LEVEL RESPONSIBILITIES

- 4.1 Whilst site/service managers are accountable for the H&S of their site, the site should ensure systems and structures in place at site promote H&S as the responsibility of everyone.
- 4.2 Site/service managers may choose to identify an H&S Co-ordinator to support them in ensuring that all required documents, evidence and checks are in place, but the overall accountability for Health and Safety cannot be delegated.
- 4.3 Site/service managers must ensure that they and their staff teams have completed all Mandatory Training relating to H&S.
- 4.4 Site/Service Managers must identify on staff rosters and in Handover Notes the required numbers of trained Fire Marshals and First Aiders, clearly identifying each of these individuals within rota documents and handover notes.

### 5 EVIDENCE FILES

- 5.1 Site/service managers are responsible for setting up and maintaining H&S Evidence folders in accordance with group policy.

### 6 H&S AUDITS

- 6.1 Each site has a regular (generally annual) audit completed by the Group H&S Team: Managers are encouraged to be available for feedback, or to nominate a deputy or their H&S Co-ordinator to be available.
- 6.2 Other relevant colleagues can also be included in feedback meetings.
- 6.3 Where the manager has not been present at feedback they should ensure they are informed of outcomes as soon as possible following the audit.
- 6.4 An audit report clearly identifying any actions required will result from the audit, and will be sent to the site leader (cc OD/MD and Quality Team): **Site Leaders must within one week of receiving the audit report develop an appropriate action plan if required**, clearly identifying 'due dates' and responsibilities for actions.

- 6.5 Updating records and Action Plans: Each site/service manager (or the senior colleague they have nominated) should review, update, and add progress notes to their H&S Action Plans at least once every month until the action plan has been fully signed off by the relevant Operations Director as complete.
- 6.6 The H&S Team may also request that sites complete the H&S Self-Audit: In completing this audit it is essential that site/service managers view and assess their H&S evidence objectively and give an accurate report on the status of their H&S provisions.

## 7 REGULAR MINUTED H&S MEETINGS

- 7.1 Each 52 week site should hold a quarterly H&S Meeting, and term-time only sites should hold a termly meeting.
- 7.1.1 For large school and college sites this may be in the form of a H&S Committee Meeting, while for smaller sites this may be a H&S Focus Review Meeting.
- 7.2 The attendees at these meetings will vary on a site-by-site basis, but should always include, the site/service manager (or their deputy), the H&S co-ordinator where identified, and at least two members of the permanent staff.
- 7.2.1 Larger sites with Maintenance and Catering leads should include these colleagues in Health and Safety Meetings.
- 7.2.2 If the site manager is not present at the meeting, the meeting notes and actions must always be signed off by the site/service manager.
- 7.3 Whether termly or quarterly, and whether a formal H&S Committee meeting or smaller H&S Focus Review Meeting, meetings should all include the following agenda items, and must be recorded (**ECS Form 14** is available for this purpose):
- (a) **Review actions** from previous meeting: note actions completed/carried forward
  - (b) **H&S Audit:** Review actions and follow up (note on progress notes that these have been reviewed at the meeting)
  - (c) **Fire Risk Assessment:** Review progress with any outstanding works
  - (d) **Fire Checks:** Confirm fire checks and tests for previous period have been completed and documented
  - (e) **Review of Incidents at site:** Learning points/themes/numbers happening
  - (f) **Environment:** A walk-around to highlight areas of concern should be undertaken by the meeting members, and findings reviewed in the meeting
  - (g) **Food safety:** Update on any changes to guidance, policy and legislation
  - (h) **Food Safety Checks:** Confirm that food safety checks for the preceding period have been completed and documented appropriately
  - (j) **Routine checks and Certificates:** Confirm that all other routine checks for the preceding period have been completed and documented appropriately  
Check certification dates and highlight any outstanding and due in next period.
  - (k) **Concerns raised:** Review and address any concerns in relation to H&S raised by staff, visitors, children and young people and other stakeholders
  - (m) **Training and awareness:** Completion of H&S related eLearning modules: Review to ensure compliance. Check records and training dates for Fire Marshals and First aiders and confirm sufficient in place for period ahead
  - (n) **Policy/Divisional changes:** Check that any H&S policy updates and changes have been disseminated at site
  - (p) **AOB**

## 8 REGIONAL OPERATIONAL TEAMS

- 8.1 Operations Directors will monitor H&S management and actions using the Quality Dashboard and site Action Plans.

8.1.1 Where actions are not responded to in a timely manner Operations Directors will prioritise review of H&S arrangements and with the site within the next month.

8.2 Routine site visits by Operations Directors include a review of the most recent H&S Committee meeting action records (for larger sites) or H&S Focus Review meeting action records (for smaller sites).

## **9 SUPPORT INTERVENTIONS**

9.1 Where the Group Health and Safety Advisers identify significant concerns during an audit, and/or where four or more H&S Standards are unmet at audit the H&S Manager will alert the Director of Quality Assurance and Improvement and Operations Director.

9.2 Where significant concerns are identified a support planning call with the Regional Operations Director and Site/service manager will be convened to discuss and plan resolutions.

9.3 Support intervention calls may also be convened where a Site Action Plan indicates that H&S actions have not been addressed over the period of the preceding quarter.

9.4 Where necessary the relevant Quality Improvement Lead or Quality Adviser will provide support and guidance to the site in order to remedy H&S concerns.

9.5 RIDDOR investigation reports will be reviewed by the Quality Team, for lessons learnt, after being submitted within 14 days

## **10 MONITORING**

10.1 Site/service managers will include the monitoring of arrangements for health and safety within routine site monitoring as outlined in the Governance policy ECS 16, and this will be reviewed and challenged at Governance Meetings as described within policy ECS 16.

10.2 Health and Safety Governance Focus Group Meetings take place quarterly: See Terms of reference document for details.

10.3 At Divisional and Group level H&S audits, actions and concerns are critically reviewed monthly at Quality Review meetings.

## **11 REFERENCES**

- 11.1 Care Standards Act 2000
- Children Act 2004
- Children's Homes Regulations 2015
- Children's Homes (Wales) Regulations 2002
- Equality Act 2010
- Education and Inspections Act 2006
- The Education (Independent School Standards) (England) Regulations 2014
- Guidance on the children's homes regulations including quality standards 2015
- DfE (2015) Residential Special Schools: National Minimum Standards
- DfE (Current Version) Keeping Children Safe in Education
- Scottish Government (2005) National Care Standards: School Care Accommodation Services
- Welsh Assembly (2002) National Minimum Standards for Children's Homes Regulated Services (Service Providers and Responsible Individuals) (Wales) Regulations
- 2017: Welsh Statutory Instrument No. 1264 (W.295)
- Scottish Government (2018) Health and Social Care Standards: My support, my life

### **Associated Forms:**

ECS Form: 14 - [H&S Meeting Notes Template](#)

ECS LP 14 - [Health and Safety Responsibilities](#)