

Policy Name	Health and Safety Policy		
Policy/Procedure Number:	HS001		
Revised Date:	New Policy October 2023		
Review by Date:	October 2024		
Policy/Procedure Author:	Health and Safety Manager		
Policy/Procedure Owner:	Finance and Resources Director		
Management Committee Approved By:	TLT		
Governor Committee (where appropriate) Approved By:			
For Action By:	All Managers		
For Information to:	All employees		
Approval requested to upload on the Treloar's Website:	Yes <input type="checkbox"/> (tick if requested)		
Who is carrying out EIA?	Lorna Woodcroft	Date of EIA?	10/11/2023
Have we shown due regard for the 9 protected characteristics within the policy/procedure?	Yes      No <input type="checkbox"/>		
Are all opportunities to promote equality taken within the policy/procedure?	Yes      No <input type="checkbox"/>		
Refer Policy/Procedure to EDI Co-ordinator for further assessment	Yes    o      No		

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# Health and Safety Policy

## Statement of Intent

Treloar School and College (known as “Treloar’s”), through all levels of management, is committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, the Food Safety Act 1990, the Equality Act and all other relevant law which hereafter will be collectively referred to a ‘health and safety’ legislation.

The overarching aim of this Policy is to ensure, as far as is reasonably practicable the health and safety of all persons impacted by Treloar’s operations, whilst either on the organisation’s premises, or any other place under which Treloar’s hold a legal duty of care.

This Policy outlines how this statement of intent is to be implemented.

## Principles

Treloar’s is committed to ensuring that:

- All persons (including students, employees, visitors, volunteers, tenants, hirers and contractors) are not, as far as is reasonably practicable, exposed to any health and safety risks whilst on Treloar’s premises, or any other place under which Treloar’s hold a legal duty of care.
- No activity is carried out at Treloar’s by contractors or by hirers that is liable to expose any person to hazards to health or safety without suitable and sufficient risk assessments being made and necessary measures taken to control any resulting risk.
- All contractors are able to demonstrate that they have suitable arrangements in place to reduce any risk so far as is reasonably practicable and that documented risk assessments have been submitted to Treloar’s in advance of the task being carried out.

## Objectives

In order to carry out the above commitments, Treloar’s aims so far as is reasonably practicable to:

- Provide conditions and systems of work for all employees that prevent danger to health. This requires that periodic risk assessments be carried out so that hazards and risk can be identified and necessary standards of safety adopted and enforced.

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- Ensure that all plant, equipment, vehicles and disability aids are all maintained properly and comply with relevant health and safety legislation.
- Ensure means of alert provided in the event of an emergency are available for all to equally understand irrespective of personal needs.
- Ensure that all means of access and egress are safe to use, with essential consideration given to the requirements of the less able.
- Provide comprehensive information, instruction, training and supervision to ensure the health and safety of any student, employee or other person associated with Treloar's.
- Ensure the health and safety and welfare of any student, employee or other person associated with Treloar's is under regular review by management at all levels.
- Ensure that fire safety risks are assessed regularly, that individuals are aware of their roles and responsibilities for fire and that measures resulting from these assessments are implemented
- Ensure that throughout all onsite food safety production all safety principles and due diligence are adhered to
- Ensure all safety measures established to protect vulnerable persons identified within a risk assessment or personal Care Plan/ Emergency Evacuation Plan are adhered to
- Ensure that all cleaning regimes incorporate relevant government and best practice guidelines (suitable for the Care Sector), and are in keeping with Treloar's relevant policies and assessments
- Ensure that suitable arrangements and procedures are clearly set out for incidents that require emergency action.

As the employer, Treloar's holds responsibility to ensure that all requirements for health and safety legislation are met. However, individuals also bear responsibility in keeping with their roles as set out below.

### **Reporting Structure and organisation**

Matters of safety that cross the organisation and require resolution, may be taken to the H&S Committee. Although this committee meets termly, it may meet more frequently should extraordinary circumstances dictate.

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## **The Board of Trustees and Governing Body**

The Trustees and Governors have collective responsibility for the oversight of health and safety at Treloar's, including so far as reasonably practicable to:

- Require information to be presented to them regularly by the Principal and the Finances and Resources Director as to health and safety performance by the organisation so as to monitor effectiveness and consider any significant issues of concern
- Approve the allocation of sufficient resources both personnel and financial to seek to meet the demands of health and safety legislation
- Nominate one of their number to be the link Trustee or Governor to assist them collectively with reporting and oversight.

Health and safety is a standing agenda item for the Treloar's Risk and Compliance Committee and The Full Governing Body Meeting.

## **Principal and Finance and Resources Director**

The Principal along with the Finance and Resources Director, hold the joint responsibility for implementing, monitoring and enforcing Treloar's Health and Safety Policy. In particular they are responsible for coordinating the day-to-day activities of the College in accordance with the Policy's principles and objectives.

## **The Health and Safety Manager**

The Health and Safety Manager holds, on behalf of Treloar's, the designated competency for health and safety as required under the Management of Health and Safety at Work Regulations 1999 (Regulation 7).

Under the direction of the Finance and Resources Director, the H&S Manager is responsible for:

- Coordinating the day-to-day implementation of all agreed Treloar's health and safety arrangements
- Reviewing and revising health and safety arrangements on a regular basis and ensuring that, once approved by the health and safety committee, all the arrangements documents are available for all employees to access
- Providing advice and information on health and safety matters to employees at all levels
- Under the direction of the Chair of the H&S Committee, preparing the documentation for each meeting
- Liaising with external agencies, including any safety consultants, the Health and Safety Executive Inspectors and local Fire Officers

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- Ensuring that notification of serious accidents, incidents and cases of industrial diseases are reported to the enforcing authorities in accordance with the requirements of the Reporting Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Where required, advice will be sought from a relevant external professional.
- Assist line managers with information and training on the detail of this Policy, in order for them to train their staff

#### **Heads of School, Head of College, departments and their direct reports**

- Practical day to day management of health and safety issues within their respective departments / residential houses
- Completion and regular review of health and safety risk assessments for any task or activity that incurs risk, and to ensure personal compliance as an example to others
- Assuming a proactive approach to fire safety and to complete, and regularly review, the fire risk assessment applicable to their specific workplace.
- Briefing relevant staff and students on fire procedures and completing termly fire evacuations drills. Ensure that alerting systems and evacuations plans are made clear to all.
- Drawing up and reviewing relevant departmental safety arrangements.
- Ensuring that any defects within their area of responsibility are reported in a timely manner
- Ensuring that appropriate personal protective equipment is available for all persons under their control, as detailed within the relevant risk assessment
- Identifying health and safety training needs and liaising with the Training Coordinator to arrange appropriate courses
- Ensure all accidents and incidents that relate to safety are detailed within an IRIS report as soon as reasonably practicable, subsequent to the event
- Advising the H&S Manager of any accidents / incidents that require reporting under the RIDDOR regulations
- Ensure that, as far as reasonably practical, all relevant risks are assessed in accordance with this policy for any offsite activity Treloar's arranges for students and relevant others.

### **Duties of Employees Generally**

The proper implementation of this policy depends upon the cooperation of every employee. All employees have a legal duty to:

- Take a proactive approach to health and safety and reasonable precautions in the safeguarding and health and safety of themselves and others
- Cooperate with supervisors and colleagues on all matters relating to health, safety and welfare so as to maintain the safety of all.
- Assist with the preparation of, and work to the requirements of, risk assessment and safe systems of work
- Observe procedures in their department's risk assessment or relevant policy. This includes the correct use of any health and safety equipment provided, to attend appropriate training, and to read and observe all official communications of new and updated information.
- Check that within all relevant work and student areas, the equipment is safe and without risk.
- Immediately alert to your line manager, the Facilities department, or other relevant person, any noticed potential hazard. Where appropriate the hazard must be addressed by the person finding it and then reported. Do not 'just walk by' when you see something wrong.
- Without delay inform the relevant immediate supervisor of any incident or near miss that has led, or may lead to illness, injury or damage. A subsequent IRIS report must be submitted as soon as reasonably practicable.
- Wear personal protective equipment as determined by the appropriate risk assessment, and report immediately to the person in charge any defects the equipment may have
- Ensure that no person uses hazardous machinery unless they have been fully instructed on the hazards associated with its use, and the precautions to be observed whilst it is being operated.

### **Staff Consultation**

Health and Safety Committee meetings are held at least once per term. All members of the Committee represent specific groups of Treloar's employees, and are expected to communicate with their selected teams before each meeting. Where relevant, matters will be referred through to other committees to address, or in certain circumstances to the CEO and Chair of Treloar's.

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Minutes of these meetings will be published and distributed widely.

### **Arrangements**

All subsequent approved Treloar's Policies and associated documents reflect the aims and objectives of this Policy.

This Policy and the full set of Arrangements and associated documents will be made available on Treloar's Sharepoint.

This Policy has been read and approved by:

**Chair of Treloar's on behalf of the Board of Trustees and Governors:**