



Cumberland  
School

# **Safety, Health and Environment Policy**

**Last Update: September 2020**  
**Next Update: September 2021**

# Safety, Health & Environment (S.H.E.) Policy

## Statement and Vision

'Aspirational futures through inspirational Education & Care. Developing, Leading and Promoting an OH&S culture within the Group'.

Witherslack Group affirms its commitment to fulfil legal requirements and other requirements to ensure the Safety, Health and Environment of all its employees whilst they are at work and Young person's whilst under their care. This also includes a commitment to provide safe and healthy working conditions for the prevention of work related injury and ill health and will be appropriate to the purpose, size and context of the organisation and to the specific nature of our OH&S risks and OH&S opportunities. The Board is fully committed to the elimination of hazards and reduction of OH&S risks, this will also include a total commitment to continual improvement of the Group's OH&S management system. The Board of Directors regard the promotion of Health and Safety (H&S) measures as a mutual objective of management and employees at all levels and will ensure that employees are at all times mindful of our collective 'duty of care', a commitment to consultation and participation with workers will help ensure a safe and healthy working environment for our young people, pupils, staff and other interested parties (Parents, non-teaching staff, neighbours, outside contractors, Ofsted inspectors, Social workers and other local authorities).

In consultation with the CEO, Directors and Head of Group Safety, Health and Environment Risk Management will ensure that the Board of Directors:-

- a) Familiarise themselves with the requirements of the Health and Safety at Work Etc Act 1974 and all other relevant H&S legislation, Codes of Practices and guidance notes issued. Particular reference will be made to 'The Management of Health and Safety at Work' Regulations, 1999.
- b) Ensure that the S.H.E Policy adopted is both effective and enforceable.
- c) Periodically assess the S.H.E Policy to ensure that any necessary changes are made.
- d) Ensure that those charged within the S.H.E Policy identify all hazards and therefore evaluate the levels of risk relating to:-
  - i) Accidents / Fire
  - ii) Health and Safety
  - iii) Environment
  - iv) Sponsored activities on and off-site
  - v) Safeguarding Policy
  - vi) Outdoor activities
  - vii) Allergen awareness / Food Management Safety Plans

There are control measures in place which provide for the most appropriate means of minimising the level of risk to staff, young persons and others.

In particular Witherslack Group has a responsibility, so far as is reasonably practicable to provide:

- a) A safe place for staff, young persons and any others affected by our activities which will include a safe means of entry and exit.
- b) Plant, equipment and systems of work which are safe.
- c) Safe arrangements for the handling, storage and transportation of hazardous substances.
- d) Supervision, training and instruction so that all staff, young persons and others affected by the activities of Witherslack Group can perform their activities and duties in a safe manner. Where training is required the Board of Directors will ensure such training is provided.
- e) Such arrangements for all staff including temporary and voluntary staff / helpers to receive information and training on:-
  - i). The Group's S.H.E Policy
  - ii). Safety matters relevant to their place of work
  - iii). Welfare facilities including first aid requirements

The responsibilities of individuals in ensuring that the company fulfills these commitments are set out in the Witherslack Group's S.H.E Policy.

The company seeks the co-operation of all its employees in its aim to provide a working environment that is safe and without risk to health, not simply because there is a legal obligation on employees as well as employer, but because it is in everyone's interest to work together to achieve this end:

- ✓ by working safely and efficiently.
- ✓ by using the protective equipment provided and by meeting statutory obligations.
- ✓ By reporting 'Near Misses' incidents.
- ✓ by reporting incidents that have led or may lead to injury or damage.
- ✓ by adhering to company procedures jointly agreed on their behalf, for securing a healthy and safe workplace.
- ✓ by assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.

Signed:

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Position:

Date

**Chief Executive Officer**

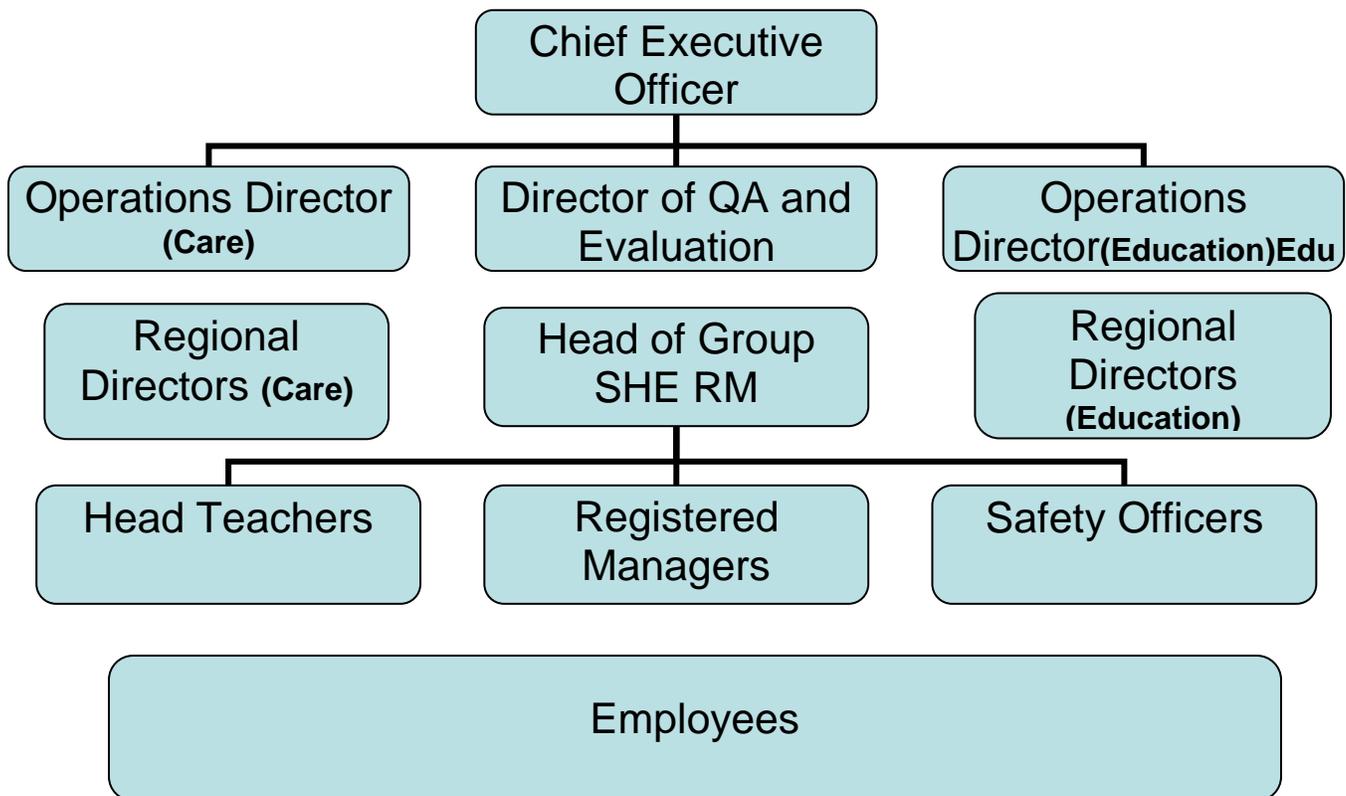
# Health and Safety Responsibilities

## Organisation

Although the Board of Directors and in particular, the C.E.O. have the ultimate responsibility for ensuring that Witherslack Group Ltd achieves and maintains a satisfactory performance in Safety, Health and Environment (SHE) matters, they will devolve many of the responsibilities for ensuring that this is achieved to the Head of Group Safety, Health and Environment Risk Management.

Witherslack Group Ltd objectives on Safety, Health and Environment will be communicated to all staff with instructions on how they are to be achieved via establishment safety officers, regular updates on staff notice boards and the issue of staff handbooks.

## Organisational Structure



## **Responsibilities**

### **Chief Executive Officer (CEO)**

Has ultimate responsibility for all matters relating to Safety, Health, Environment and welfare of every person employed within Witherslack Group including young people placed in Witherslack Group's care and also ensuring that members of the general public who may be affected by any of the Witherslack Group's activities are not thereby exposed to risks to their health and safety.

### **Quality Assurance Director**

Is directly responsible to the Chief Executive Officer for ensuring the effectiveness, implementation and update of the Safety, Health and Environment Policy and to oversee highest possible standards of Safety, Health and Environmental practice throughout Witherslack Group Ltd.

In turn, the following appointed persons indicated below are responsible for all matters relating to Safety, Health, Environment and welfare within their respective operations:

### **Operations Directors (Care and Education)**

Are responsible to the Chief Executive Officer for all matters relating to Safety, Health, Environment and welfare of every person employed within Witherslack Group including young people placed in Witherslack Group's care and for ensuring that members of the general public who may be affected by any of the Witherslack Group's activities are not thereby exposed to risks to their health and safety.

### **Regional Directors**

Are responsible to their Operations Director for all matters relating to Safety, Health, Environment and Welfare of every person employed within Witherslack Group including young people placed in Witherslack Group's care and for ensuring that members of the general public who may be affected by any of the Witherslack Group's activities are not thereby exposed to risks to their health and safety.

### **Head of Group Safety, Health and Environment Risk Management**

Responsible to CEO and Quality Assurance Director to implement the strategic direction of the Group with particular responsibility for developing and implementing 'Best Practices' relating to current and future Safety, Health and Environmental statutory requirements.

# Arrangements for Safety & Welfare

## Accident Reporting

All incidents whether involving injury or not must be **recorded** in the appropriate Accident record book. The Registered Children's Homes Manager/Head Teacher is to be made aware of this entry at the soonest opportunity. The Registered Children's Homes Manager/Head Teacher will counter sign the entry; Group Risk Management will audit the accident record books every term or earlier on request.

The Registered Children's Homes Manager/Head Teacher will be responsible for ensuring the notification of the accident to the Health and Safety Executive when necessary and will ensure records of these notifications are maintained. Group Risk Management will also investigate these and any other accidents which merit it. The Company Secretary will inform the Company Employer's Liability Insurers.

## Reporting of 'Near Misses'

Witherslack Group promotes a 'Near Miss' reporting culture, by doing this Witherslack Group will:

1. Be able to capture sufficient data for statistical analysis, correlation studies, trending, and performance measurement (improvement over baseline).
2. Provide opportunity for 'employee participation', a basic component of a successful safety management system.
3. Create an open culture whereby everyone shares and contributes in a responsible manner to their own safety and that of their fellow workers.

## Fire

Head Teachers / Registered Managers / Safety Officers will ensure:

1. the testing of all fire alarm systems, regular fire drills and the maintenance of a record of such tests.
2. the correct marking of designated fire exits, adequate maintenance and freedom from obstruction at all times.
3. the supply of firefighting equipment which must be checked regularly and maintained in good working order, be readily accessible at all times and any used equipment is replaced or replenished immediately.
4. ensure that the people working on the premises know the procedures that have to be followed in case of fire.
5. All staff have been trained regularly in the use of provided fire-fighting equipment.

## Training

Witherslack Group provide a fully comprehensive induction course for all new employees, job specific training is delivered as required and all training is recorded on the employees training record.

## **Welfare & Cleanliness**

H&S regulations demand that workplaces are kept clean and free of rubbish. Senior Management will have responsibility for ensuring that the welfare facilities are properly maintained and kept clean. Where repairs are required, they will organise them unless a large expenditure is required when they should seek approval from the Directors.

Waste bins must be emptied at least once per day. The Group expects its employees to maintain standards of cleanliness because good housekeeping is essential to the reduction of accidents.

## **Equipment**

When new/second hand equipment is to be bought approval must be obtained from the Board of Directors and Group Safety, Health and Environment Risk Management who'll make sure that standards of safety are acceptable.

All equipment must be handled with care and no attempt should be made at maintenance or repair unless you have adequate knowledge to carry this out.

## **Electricity**

To comply with the Electricity at Work Regulations 1989 all portable appliances will be tested for safe operation. Items such as electric drills, kettles, lap tops, play stations, televisions etc. will be checked every twelve months. Repaired equipment will be tested as soon as reasonably practicable. The integrity of the fixed wiring of the buildings will also be checked every three years for residential premises and every 5 years if non-residential. Any new electrical installations must comply fully from installation. The responsibility for ensuring PAT and hard wire testing lies with Group Estates and Properties Management Team.

## **Statutory Inspections**

Any lifting equipment and compressors used within Witherslack Group premises will be examined and tested within the statutory periods by appointed contractors.

## **Company vehicles**

The Directors will authorise the supply of any new vehicles. **Individual users are responsible** for making arrangements through Group Transport Management for the maintenance of their vehicles to manufacturer's standards, including M.O.T. standards when applicable.

**Speed limits are displayed at all WITHERSLACK GROUP premises and they are to be adhered to.**

## **Scaffolding Ladders, Crawling Boards, Etc**

All building repairs should be passed through the Board of Directors for authorisation. Any scaffolding, ladders, crawling boards and other equipment used for access must be properly maintained and all scaffolding erected must be to relevant British Standards.

## **Contractors**

The person organising a contract will be responsible for ensuring that potential contractors are given at the time that tenders are being sought, the notes which the company have prepared for their guidance on H&S matters. A copy must be returned, signed before works are awarded.

He/she is also responsible for ensuring that the contractor complies with the company's S.H.E Policy.

## **Security**

All contractors working in Witherslack Group establishments are to hold an in date DBS (Disclosure and Barring Service) certificate. This should be seen by the Registered Children's Home Manager/Head Teacher prior to works commencing.

# **Arrangements for Health**

## **Occupational Health**

**All employees** starting and leaving employment must complete a health questionnaire.

## **First Aid arrangements**

After assessing the potential hazards within the Group it has been decided that all staff are to be fully trained in the administration of first aid. A vehicle is available at all times to transport any injured person/s to local hospitals. First aid kits for minor cuts and scrapes are available and kept properly stocked. All staff will ensure that all first aid treatments are recorded in the accident book. Fully automated defibrillators are located at each of our establishments; personnel have been trained in their safe use, although not a legal requirement.

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

Witherslack Group will provide personal protective equipment for all employees as/when needed for safe working. Where provided this must be worn by employees. Equipment will be signed for by the employee on receipt.

## **Noise**

Surveys will be carried out by Group Safety, Health and Environment Risk Management to comply with the Control of Noise at Work Regulations, 2005. There are no mandatory noise areas within Witherslack Group.

## **Computer Screens (VDU/DSE)**

Work must be planned to ensure that a change in task is carried out approximately every hour for a minimum of a few minutes to ensure undue strain is not placed on eyesight and upper limbs. Workstations should be arranged by the individual to their own requirements. Problems should be reported to Senior Management. 'Habitual Users' are to carry out DSE Self-Assessments every twelve months or on significant change of setting.

## **Health problems**

Any employee who is known to be suffering from any health problem e.g. dermatitis, work related upper limb disorder will be referred to a company appointed Doctor. The doctor will advise whether the problem is work related. Discussions will be held with the company's insurers and a decision made on a course of action.

## **Alcohol and drugs**

Anyone found under the influence of either during working hours is liable to disciplinary action. Anyone driving a company vehicle whilst under the influence of either will be subject to disciplinary procedures.

## **New and Expectant Mothers**

Specific hazards associated with new and expectant mothers are to be assessed by the Safety Officer in conjunction with the new or expectant mother. Guidance on assessing can be sought from Group Safety, Health and Environment Risk Management

## **Monitoring & Reviewing**

Group Safety, Health and Environment Risk Management operating under 'The Quality Assurance Evaluation Team' and independent auditors will be responsible for monitoring from time to time that the commitment to Safety, Health and Environment set out in this document is being achieved.

## **Personal Emergency Evacuation Plan (PEEP)**

A bespoke 'escape plan' will be raised for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of an emergency.

PEEPs may be required for individuals with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:

- Short term injuries (i.e. Broken leg)
- Temporary medical condition
- Those in the later stages of pregnancy

## In response to

### **Health and Safety legislation:**

The Health and Safety at Work etc. Act 1974  
The Management of Health and Safety at Work Regulations 1999  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)  
Control of Substances Hazardous to Health COSHH 2002  
Control of noise at Work Regulations 2005  
The Regulatory Reform (Fire Safety) Order 2005  
Manual Handling of Loads Regulations 1992  
Health and Safety (Display Screen Equipment) Regulations 1992  
Personal Protective Equipment at Work Regulations 1992  
Provision and Use of Work Equipment Regulations 1998  
Workplace (Health, Safety and Welfare) Regulations 1992  
Electricity at Work regulations 1989  
Food Safety Act 1990  
Health and Safety (First-Aid) Regulations 1981 (As amended)  
Control of Asbestos at Work Regulations 2012

### **Education Legislation:**

The Adventure Activities Licensing Regulations 2004  
Education (School Premises) Regulations 1999 (SI 1999 No.2)  
Establishment Standards and Framework Act 1998  
Education and Inspections Act 2006  
School Inspections Act 1996  
Education Act 2002  
Health and Safety: Advice on legal duties and powers (For local authorities, School leaders, School staff and Governing bodies F00191759, June 2013)  
The Education (Independent School Standards) (England) (Amendment) Regulations January 2015

This document will be reviewed annually or sooner if the workplace materially changes, refer to the Group's Safety, Health and Environment Manual.



# Environmental Policy

# Environmental Policy

## Statement and Vision

Witherslack Group recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage our stakeholders to do the same.

## Responsibility

SHE Group Risk Management is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

## Policy Aims

We will endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

## Paper

- We will minimise the use of paper throughout the Group.
- We will ensure all packaging is recycled.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

## Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

## Office Supplies

- We will continually evaluate if the need can be met in an alternative way.
- We will evaluate if hiring/sharing is an option before committing to purchasing.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

**Transportation**

We will reduce the need to travel where plausible, restricting to necessity trips only.  
We will promote the use of travel alternatives such as e-mail or phone conferencing.  
We will make additional efforts to accommodate the needs of those using public transport or bicycles.  
We will favour green vehicles and maintain them rigorously to ensure ongoing efficiency.  
We will monitor driving habits and behaviour of our employees through a vehicle tracker system thus reducing the environmental impact.

**Maintenance and Cleaning**

Cleaning materials used will be as environmentally friendly as possible.  
We will only use licensed and appropriate organisations to dispose of waste.

**Monitoring and Improvement**

We will comply with all relevant regulatory requirements.  
We will continually improve and monitor environmental performance.  
We will continually improve and reduce environmental impacts.  
We will incorporate environmental factors into business decisions.  
We will increase employee awareness through training.  
We will review this policy and any related business issues at management meetings.

**Culture**

We will involve staff in the implementation of this policy, for greater commitment and improved performance.  
We will update this policy at least annually in consultation with staff and other stakeholders where necessary.  
We will provide staff with relevant environmental training when a need is identified.  
We will work with suppliers, contractors and sub-contractors to improve their environmental performance.  
We will use local labour and materials where available to reduce CO2 and help the community.

Signed

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Position

Date

**Chief Executive Officer**

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