



LTC Eastbourne Health & Safety Policy Statement

Our statement of general policy is to:

- Provide adequate control of our health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks and give them adequate training
- Prevent accidents and cases of work-related ill-health
- Maintain safe and healthy working conditions
- Review and revise this policy regularly at relevant intervals

1. Responsibilities

Overall responsibility for health and safety is that of the Principal.

Day-to-day responsibility for ensuring this is put into practice is delegated to the Health and Safety Officer (House Manager).

Specific Responsibility to ensure health and safety standards are maintained and improved lies with the members of the Health & Safety Committee who are responsible for these areas:

Principal:	Paul Clark	Administration
Academic Representative:	Melanie Whittle	Classrooms, staffroom
Group/YL Operations Manager:	Maria Bayne	Excursions, social activities, social facilities
Catering Manager:	Tiziana Coccia	Kitchen, dining hall and related areas.
Head Housekeeper:	Louise Taylor	Buildings, residence and facilities (interior)
House Manager (Health and Safety Officer):	Tony Hennell	Buildings, residence, facilities, grounds and overseeing of all H&S

Staff may raise health and safety concerns with the House Manager or any member of the Health and Safety Committee. Minor health and safety issues identified by staff are noted in the Maintenance book in Reception and managed by the House Manager.

2. Employee obligations

- To co-operate with supervisors and managers on health and safety issues
- Not to interfere with anything provided with regard to their health and safety

- To take reasonable care of their own health and safety
- To report all health and safety concerns to an appropriate person as detailed in this policy statement

3. Risk Assessments

Risk assessments are carried out by:

Principal:	Paul Clark
Academic Representative	Melanie Whittle
Group/YL Operations Manager	Maria Bayne
Catering Manager:	Tiziana Coccia
House Manager & Head Housekeeper:	Tony Hennell/Louise Taylor

The findings of risk assessments are written up by the relevant line manager and points noted and dated for action in order of importance. These reports will be given to the Principal. Action required to remove / control the risks will be approved by the Principal. The relevant Manager is responsible for ensuring the required action is implemented. Action points will be reviewed on a monthly basis until completed. The relevant Manager will check that the required actions have removed / reduced the risks.

Risk Assessments will be passed to the Principal and an electronic version stored in the Health & Safety folder in Company Shared.

Risk assessments will be reviewed every 12 months or when the work activity changes, whichever is the sooner.

4. Consultation with Employees

Employee representative: Louise Taylor and Melanie Whittle.

Consultation with employees is provided by:

- Presenting the results of risk assessments to relevant staff and inviting input
- A quarterly check asking all employees if they feel they have health and safety concerns
- Checking all absences to see if they are work-related

5. Safe Plant and Equipment

The Principal is responsible for:

- Identifying plant or equipment needing maintenance
- Ensuring effective maintenance procedures are drawn up
- Ensuring that this maintenance is implemented

Any problems found with plant or equipment should be reported to the House Manager.

Any person purchasing new plant or equipment must ensure that it meets health and safety standards before it is purchased.

6. Safe Handling and Use of Substances

The **Head Housekeeper (Louise Taylor)** has responsibility for the following

- Identifying substances which need a COSHH assessment
- Undertaking COSHH assessments
- Ensuring that all actions identified in these assessments are implemented

- Making sure that relevant employees are informed about the COSHH assessments
- Checking that new substances can be used safely before they are purchased.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is the soonest.

7. Information, Instruction and Supervision

- The Health and Safety Law Poster is displayed on a public notice board.
- Health and safety advice is available from the House Manager and Head Housekeeper (Tony Hennell & Louise Taylor).
- Supervision of young workers will be undertaken and monitored by the appropriate Managers and Supervisors.
- The Principal is responsible for ensuring that our employees working at locations outside the school grounds are given relevant health and safety information.

8. Competency for Tasks and Training

Induction training will be provided for all employees. This will cover first aid procedures and fire safety.

Training records will be kept by the trainer, who will identify, arrange and monitor the training.

9. Accidents, First Aid and Work-Related Ill Health

The Accident book is kept in the Principal's Office with report forms kept in the Kitchen, Welfare Office and Reception.

The first-aid boxes are kept in:

- Reception
- The Kitchen
- The Staff Room
- Welfare Office

The first aid appointed persons are:

Maria Bayne	Groups/UYL Operations Manager
Paul Clark	Principal
Alisdair Goldsworthy	Director of Studies
Senior residential staff on duty	

All accidents and cases of work-related ill health are to be recorded in the accidents book in the Principal's Office.

The Principal (in their absence Director of Studies) is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions and ensure safe working practices are being followed, we will:

- Ask staff returning from sick leave whether their absence was work-related
- Check with all staff every three months to see if their health is being affected by their work or if they have any health and safety concerns.

The following people are responsible for investigating accidents and work-related causes of sickness absences:

Paul Clark	Administration
Melanie Whittle	Academic
Maria Bayne	Groups and YLs
Tiziana Coccia	Catering
Tony Hennell & Louise Taylor	House and ground maintenance

They must report any significant findings to the Principal, who is responsible for acting on their findings to prevent a recurrence.

10. Emergency Procedures – Fire and Evacuation

- The House Manager (Tony Hennell) is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the House Manager on a monthly basis.
- Fire extinguishers are maintained and checked by Pyrotech every year or as and when needed
- Alarms are checked weekly and by ADT quarterly.
- Emergency evacuation both in the day and night are tested every three months.

11. Disability Policy

The Health & Safety Committee will review the Disability Policy annually

Amended October 2016
Paul Clark