

## **Ambitious about Autism Health and Safety Policy**

Where there are references to Ambitious about Autism in this policy, it is referring to both Ambitious about Autism and Autism Schools Trust. The policy must be implemented by both organisations.

### **1 Purpose and Scope**

#### **Introduction**

The Ambitious about Autism (AaA) Safety Management System provides the foundation for delivery of the commitment made by the owners to properly assess and effectively manage and control the risks associated with AaA activities.

This Safety Policy provides a structure which ensures that the Safety Management System is understood and effective, that emphasis is placed on prevention of problems rather than detection after occurrence, that corrective action is taken when things go wrong and that all employees understand and are competent to carry out the tasks allocated to them. This policy is to be implemented by all Ambitious about Autism's schools, colleges and employees.

This policy makes clear Ambitious about Autism's commitment to ensure, as far as reasonably practicable, a safe environment for all its employees, contractors, visitors and people we support.

The Acts and Regulations that legally bind us are:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Regulatory Reform (Fire Safety) Order 2005

This policy must be shared with all employees and made available to visitors and contractors. Each employee's Statement of Terms and Conditions of Employment includes a statement reminding them of their duties in relation to health and safety in the workplace. Posts with specific health and safety duties will have these clearly outlined in the job description. Managers must communicate the content of this policy to all new employees during the induction process. All new starters must confirm they understand the policy by signing a signature sheet.

Whilst this policy's first consideration is to ensure that AaA employees abide by the legal frameworks referenced, it promotes equality, diversity and human rights by directing AaA employees to respect the wishes of people we support wherever possible. This holds for everybody, whatever their race, age, gender, ethnicity, religion, disability or sexual orientation.

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Other policies to be referred to:

As a minimum, this policy will be reviewed annually and also updated at any point when there is a change in legislation or our working practices. Other Policies to be referred to:

- Child Safeguarding and Protection Policy
- Adults at Risk Safeguarding and Protection Policy
- HR Policies and Procedures including Preventing and Managing Stress at Work Policy, Wellbeing Policy, Volunteers Policy, Lone Working and Working from Home Policy, DSE Assessments and eye care voucher policy, Drugs and Alcohol Policy
- General Policies including: Fleet Policy, Fire Policy, The Pears National Centre Lettings Policy
- Disaster Recovery Policy and Plan
- TreeHouse School specific policies including: TreeHouse School Visitors Policy First Aid and Health Care Policy, Educational Visits Policy and Guidance, Positive Handling Policy
- Ambitious College specific policies including: First Aid and Health Care Policy, Positive Handling Policy, Infection Prevention Policy and the Administration of Medication Policy.
- Risk Assessment Policy

Relevant Legislation including but not limited to:

- The Control of Substances Hazardous to Health Regulations (COSHH)
- The Supply of Machinery (Safety) Regulations (previously the Supply of Machinery
- (Safety) Regulations as amended by the Supply of Machinery (Safety)
- (Amendment) Regulations and the Supply of Machinery (Safety) (Amendment) Regulations
- Young people at work and the law - [www.hse.gov.uk/youngpeople/law/index.htm](http://www.hse.gov.uk/youngpeople/law/index.htm)
- Provision and Use of Work Equipment Regulations (PUWER)
- The Health & Safety at Work etc. Act 1974, The Management of Health & Safety at work Regulations
- Food Safety Act 1990 and The Food Safety (General Food hygiene) Regulations
- Health & Safety (Display Screen Equipment) Regulations 1992
- Work at Height Regulations 2005
- Supporting Children with Medical Needs

## **2 Who is involved in the process**

### **Trustees**

The overall responsibility for health and safety in AaA rests with the Board of Trustees. They ensure that effective H&S policies and practices are in place. However, health and safety is the responsibility of everyone who works for AaA to ensure the health and safety of their employees and others, including creating and implementing the overall framework, e.g. policies, procedures and training which create a good health and safety culture. Due to the size and structure of the organisation, no single post holder is able to personally discharge all statutory duties.

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The responsible staff, while supported by other parties, play a coordinating and controlling role for the premises for which they are responsible. The H&S responsibility chart identifies the responsibilities that other post holders have in ensuring that statutory duties are discharged.

The Board of Trustees has overall responsibility for reviewing and approving the policy and monitoring and reviewing reports on performance against the policy.

### **Governing Bodies**

The Governing Bodies have a responsibility for health and safety in AaA schools and colleges. They ensure that effective H&S policies and practices are in place.

However, health and safety is the responsibility of everyone who works for AaA to ensure the health and safety of their employees and others, including creating and implementing the overall framework, e.g. policies, procedures and training which create a good health and safety culture. The responsible staff, while supported by other parties, play a coordinating and controlling role for the premises for which they are responsible. The H&S responsibility chart identifies the responsibilities that other post holders have in ensuring that statutory duties are discharged.

The Governing Bodies review the policies and monitor and report on behalf of TreeHouse, the Rise School and Ambitious College.

### **Directors**

The responsibilities of the Directors of the AaA will include, but will not be limited to, the following:

- To be committed to continual improvements in the working practices and surroundings.
- Understand the AaA Safety Policy.
- Ensure that our Health and Safety Requirements receive adequate considerations.
- That our activities are monitored reviewed and amended in a frequent and methodical manner, with the most reasonably practicable corrective action implemented.
- Co-operate with the nominated person responsible for Safety to enable them to discharge his duties under the AaA Safety Policy.
- Ensure that AaA's activities are conducted in accordance with the AaA Safety Policy.
- Ensure adequate funds are made available to meet the requirements of the AaA Safety Policy.
- Ensure that any employee who fails to discharge their duties with due regard to health, safety and welfare are disciplined.
- Ensure that staff under their control, are competent and have been advised of all AaA procedures, risk hazards and rules.
- Avoid improvisation and ensure that work is carried out safely and in accordance with the current and correct procedures.
- To implement the organisation and arrangements for energy conservation and recycling, as laid out in the environmental policy.
- Be aware of first aid arrangements and the procedures for reporting accidents.
- Set a personal example.

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### Managers

The responsibilities of AaA Managers will include, but will not be limited to the following:

- To be committed to continual improvements in the working environment.
- Understand the AaA Safety Policy.
- Ensure that our Health and Safety Requirements receive adequate considerations.
- That our activities are monitored reviewed and amended in a frequent and methodical manner, with the most reasonably practicable corrective action implemented.
- Co-operate with the nominated personnel responsible for Health & Safety to enable them to discharge his duties under AaA Safety Policy.
- Ensure that AaA's activities are conducted in accordance with the AaA Safety Policy.
- Ensure adequate resources and time is made available to meet the requirements of the AaA Safety Policy.
- Ensure that any employee who fails to discharge his or her duties with due regard to health, safety and welfare are disciplined.
- Ensure that staffs under their control are trained, competent and have been advised of all AaA procedures, risk, hazards and rules.
- Avoid improvisation and ensure that work is carried out safely and in accordance with the current and correct procedures
- Be aware of procedures in case of fire and emergency.
- Be aware of first aid arrangements and of the procedures for reporting accidents.
- Set a personal example.

### Individual Responsibilities

The responsibilities of all others, as not defined above, will include, but not be limited to the following:

- To be committed to continual improvements in the working environment.
- Understand the AaA Safety Policy.
- Ensure that their department is organised so that work is carried out to the necessary standard in accordance with The Health & Safety at Work etc. Act 1974, The Management of Health & Safety at Work Regs 1999, with minimum, risk to other employees, contractors, residents and the general public, including all equipment and material.
- Co-operate with the Nominated Person Responsible for Health & Safety and participate fully in implementing his requirements.
- Ensure that any employee who fails to discharge his or her duties with due regard to health, safety and welfare are disciplined.
- Ensure that staff under their control are trained, competent and have been advised of all AaA procedures, risk hazards and rules.
- To implement the organisation and arrangements for safe working practices to include energy conservation and recycling, as laid out in the environmental policy.

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- Ensure that all current Legislation, Codes of Practice, Guidance Notes, standards and AaA Procedures are being implemented.
- Ensure that all relevant technical information and safety legislation is distributed to personnel under their control.
- Ensure all technical and safety information is collated.
- Ensure that contractors and suppliers are aware of and fulfil their responsibilities, and that good liaison occurs on factors, which could affect safety, health and welfare.
- Ensure that staff that are under their control are competent and have been advised of all AaA procedures, risk hazards and rules.
- Avoid improvisation and ensure that work is carried out safely and in accordance with the current and correct procedures
- Be aware of procedures in case of fire and emergency.
- Be aware of first aid arrangements and of the procedures for reporting accidents.
- Set a personal example.

### **Competent Person**

The competent person is an individual or organisation with sufficient technical knowledge, experience and training to be able to provide services in accordance with all relevant statutory requirements and following safe systems of work. The management of Health & Safety is the responsibility of the Head of Facilities and IT. The day-to-day implementation is delegated to a number of staff internally and externally.

The Head of Facilities retains overall delegated responsibility for ensuring the Health, Safety and Welfare of all the employees, visitors and contractors for Ambitious about Autism.

For the Facilities Management contract, a General Services Manager is appointed as Responsible Person.

The Competent Person will:

- Together with identified members of AaA staff take day-to-day responsibility for all Health & Safety matters affecting Ambitious about Autism
- Ensure effective communications on Health & Safety matters exist throughout AaA
- Ensure compliance with Health & Safety law
- Together with AaA staff, assess and control the risks to persons, from hazards within the organisation, and any of its activities, wherever they are undertaken
- Provide equipment and articles for AaA that are adequate for their intended use, are correctly serviced and properly maintained
- Ensure hazardous substances, e.g. cleaning substances, are properly used, stored and disposed of
- Maintain first aid and accident reporting systems that are suitable for the organisation
- Evaluate the need for Health & Safety training for all AaA Staff and arrange for its delivery

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- Bring to the attention of the Board of Trustees and Governing bodies any matter of Health & Safety that cannot be resolved or is of substantial or imminent danger to any person
- Liaise with contractors, or their representative undertaking work in the building site, to ensure the safety of any persons exposed
- Ensure arrangements for fire prevention within the building are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained
- Ensure adequate fire drills are carried out and their results recorded
- Keep the AaA Health & Safety Policy under review and bring any amendments to the notice of all staff
- Ensure that AaA has access to competent Health & Safety advice
- Audit, or arrange for, the Health & Safety system to be audited annually by an external Health & Safety auditor to ensure that the system remains effective
- Coordinate and lead internal cross organisational Health & Safety Committee.

### **General Services Manager (GSM)**

The General Services Manager will ensure:

- Staff within their control are adequately trained or instructed to perform the duties for which they are employed
- The Control of Substances Hazardous to Health regulations (COSHH) assessments have been carried out, up to date, and the assessment sheets available to staff who need them
- All staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed
- Fire precautions, including a fire risk assessment, equipment testing and fire evacuation training is completed
- Risk assessments have been carried out on all hazardous activities undertaken by the department, i.e. using ladders, entering boiler rooms, etc.
- Advising and guiding managers in carrying out appropriate risk assessments
- Report RIDDOR as required for the whole organisation
- Control of contractors. Checks will be made for competence and insurance prior to contractors coming on site
- Monitoring to ensure adherence to Food Hygiene Regulations

### **The Headteachers and Principal will ensure:**

- Staff within their control are adequately trained or instructed to perform the duties for which they are employed
- Attend meetings with the General Services Manager to highlight any issues/work to be carried out to ensure safe working
- Risk assessments have been carried out on all hazardous activities undertaken by the school or College such as swimming, scout camp, shopping, external or internal events
- Policies and procedures are in place to ensure safe working and that these are being followed

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- Provide monthly health and safety reports to the competent person on management action taken related to health and safety accident reports and general H&S site updates
- Attend H&S committee and H&S monthly site meetings as required
- Liaise with the General Services Manager regarding Substances Hazardous to Health regulations (COSHH) assessments, Fire Safety and the Health & Safety at Work Act
- Where serious accidents occur, these should be investigated to try preventing them happening again. This investigation should be documented and a copy sent to the General Services Manager
- Supervise contractors on site. Checks will be made for competence and insurance prior to contractors coming on site

### **3 General statement**

Ambitious about Autism, through its Trustees, Governors Executive Leadership Team (ELT), Senior Management Team (SMT) and employees is committed to providing a safe and healthy working environment. We will do this by ensuring that the highest standards of Health & Safety, so far as is reasonable practicable, are maintained across all areas of our business in accordance with Section 2 (2) a-e of The Health and Safety at Work etc. Act 1974 and to The Management of Health and Safety at Work Regulations 1999, and all associated legislation. The Executive Leadership Team is therefore committed to reducing injury, ill health and the achievement of continuous improvement across our health and safety systems and performance.

We will ensure that Health & Safety is an integral part of all business activities and accept responsibility for ensuring that the way in which we conduct our business activities does not result in harm to our people, contractors, volunteers, nominated service partners, members of the public and other visitors. The aim is for compliance in accordance with legislation and best practice as a minimum criterion. Responsibilities for ensuring implementation of this policy have been delegated through each member of the management chain and their respective team management structures. In addition, each member of staff has a legal responsibility to ensure their own Health & Safety and that of others who may be affected by their acts or omissions at work or whilst employed on work related activities. Specific responsibilities are detailed in the appropriate sections of the Health & Safety Policy. For each area of the organisation, we will ensure that the Health & Safety risks, impacts and responsibilities are assessed and that suitable Health & Safety management systems are developed, implemented and maintained. All staff must cooperate to ensure that statutory duties are complied with and our aim is to ensure appropriate information, instruction and training is provided as necessary. All AaA employees have a part to play in the promotion of an active safety culture and are encouraged to participate in managed reviews of policies and procedures, via involvement, communication, consultation and feedback, in order to reduce the pressures which create work related stress and ensure that a safe working environment is maintained.

AaA employees are encouraged at all times to raise any Health & Safety matters that might impact upon their ability to undertake their work safely. This should be to their

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line manager in the first instance, an appropriate senior manager or to a member of the Executive Leadership Team.

Ambitious about Autism's policy and arrangements is reviewed at least annually against its current Health & Safety objectives. The review takes account of new legislation, current best practice and organisational changes within AaA.

We have overall responsibility for Health & Safety within AaA and we will personally ensure that suitable, competent resources are made available for effective health and safety management and the monitoring of performance. In order to reflect best practice, and ensure effective governance arrangements exist, we have appointed the Head of Facilities and IT, the TreeHouse School Headteacher and the Principal of Ambitious College, as the main key people for Health & Safety risk management.

#### **4 Arrangements for Health & Safety at Work at Ambitious about Autism**

All employees will be issued with The Health and Safety Policy and sign to say that they have received it.

a) Arrangements for the training of new employees and subsequent instructions in safe working methods are undertaken by the Departmental Manager, the General Services Manager and coordinated by the People Team

b) Good housekeeping is an essential part of our Safety programme in which everyone must play a part. There are arrangements for:

- The proper storage of protective clothing, tools and waste
- The provision of adequate space for machinery and equipment
- Adequate and clearly marked fire exits
- Clean washing, toilet, canteen and first aid facilities

c) Every effort is made to provide the most suitable type of personal protective equipment for the job in consultation with the Line Management, employee representatives, the General Services Manager (GSM) and the Health and Safety Committee

d) Monitoring is carried out to ensure as far as is reasonably practicable that appropriate standards will be maintained in occupational health, safety, welfare and environmental matters, concerning such as:

- AaA activities which may affect neighbouring areas
- Monitoring of the acquisition, use and disposal of dangerous substances
- Vetting of proposals for new, or alterations concerning equipment, processes, or building operations, before authorisation is given to proceed
- Inspection of equipment and equipment and its operational surroundings and relevant services, for safe operation
- Storage of highly flammable and dangerous substances
- Control of substances discharged to drains or atmosphere
- Correct disposal and interim storage of waste materials
- Means of escape, of giving warning, instructional signs, firefighting appliances, requirements for automatic detection and other fire precautions, including the use of combustible and flammable materials
- Compliance with statutory requirements and Health & Safety Executive Accepted Codes of Practice
- Instructions for procedure in the event of fire and posted near exits. Special duties are allocated to the Fire Marshals to deal with fire evacuations
- A system is in operation that requires the reporting by employees of all accidents and unsafe situations. This is followed by an investigation to determine the cause of the accident and to ensure the elimination of unsafe situations
- Arrangements exist in the relevant section of the policy for the safe working of staff during closed hours

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- Employees are charged with the responsibility for visitors and contractors and should observe the directions of this matter contained in the relevant section of the policy
- Arrangements exist for the observance of special regulations covering young persons, female employees and staff who have permanent or temporary disability

All employees are given training appropriate for the tasks they carry out.

All other staff are given general training as part of their induction or when changing jobs within the organisation.

## **5. Management of Health and Safety at Work**

AaA will pay full regard to the requirements of the Management of health and safety at work Regulations 1999.

Assessments will take place to assess the risk to health and safety of all employees, including new and expectant mothers, and to do what is reasonably practicable to control those risks. Records shall be kept of the assessments.

The Management, as a result of completing its assessment of risk, will communicate information to employees about the risks to Health and Safety. Information to staff will contain preventative and protective measures to avert the identified risks.

Training will be made available to all staff with regard to Health and Safety on starting with AaA. Further training will be given if new or increased risks are foreseen.

All staff have a duty to report dangerous, ill health situations, unsafe equipment or processes to their management.

AaA will, for the purpose of meeting its requirements for the Health and Safety of temporary workers, as far as is reasonably practicable, regard such employees as they would their permanent employees in respect of risk assessment, training, the provision of information and protective equipment.

## **6 Accident Prevention**

Regular inspections will be carried out by department managers of all the equipment, workplace and work procedures.

Where examination of certain pieces of equipment is required by statute then AaA will appoint a competent person to fulfil the legal requirements.

Records will be kept of all such inspections and examinations in the site office:

1. Electrical Equipment
2. Chains, ropes and lifting tackle
3. Ladders
4. Portable hand tools
5. Access equipment
6. Testing of fire warning equipment
7. Inspection of firefighting equipment
8. Playground
9. Teaching areas

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## **7 Provision and Use of Work Equipment**

AaA will ensure that all equipment and equipment meets the requirements of the Provision and Use of Work Equipment Regulations 1998.

As far as reasonably practical, all work associated equipment and equipment is suitable for its purpose, is safe to use, fully maintained and inspected for any damage or shortfall in its safety performance.

Routine maintenance will be provided for designated equipment in use and records of maintenance kept.

An assessment will be made on all work equipment for its operational risks and any preventative measures will be provided to ensure its safe operation.

Any personnel who use work equipment will receive adequate health and safety information and, if appropriate, written instruction concerning its use.

If instruction is needed on any work equipment then this will be given by instructors who are suitably trained.

AaA will, by assessment, evaluate and prioritise the risk to any employee's health and safety and take preventative measures to control or prevent the risks.

Designated equipment will be tested and inspected on a regular basis to ensure that these controls function safely, and full records of these inspections maintained.

All new machinery brought onto site for use by AaA will comply with the requirements of the Supply of Machinery (safety) Regulations 1992 (as amended) and carry CE markings and other relevant information.

Certain machines will be subject to type-examination by an approved body.

## **8 Authorisation / Training**

The AaA recognises the need for on-going health and safety training for all its employees under current legislation particularly Regulation 11 of the Management of Health and Safety at Work Regulations 1999.

AaA will ensure that all employees will receive adequate health and safety induction/training:

- On being recruited
- On being exposed to new or increased risks
- On being transferred from contract to contract
- On being promoted
- On the introduction of new work equipment or a change respecting the work equipment already in use
- On the introduction of a new work system
- A refresher course as required

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No employee will be expected to carry out a job that he/she has not been trained to do.

Employees are formally authorised by the Departmental Manager or Supervisor to use equipment provided. No employee shall use any equipment unless authorised to do so and who have been specially trained and appointed in writing.

Safety training is the responsibility of Line Management who will ensure that all employees are adequately trained. All training requirements will be updated and training systems will be constantly reviewed.

Records of all training will be kept by the People Team.

## 9 Maintenance

All necessary equipment will be provided by AaA. Such equipment will meet all relevant British Standards and legal requirements. Electrical and mechanical maintenance of machinery and equipment will be carried out to ensure their efficient working order and good repair (Provision and use of Work Equipment Regulations Reg 6) and records kept. Guards and or safety devices on designated machines will be inspected on a regular basis and records kept.

Employees must not use equipment which is defective. All defects observed in equipment and equipment must be notified to the Supervisor responsible as soon as it is discovered.

### Cutting Machines

All cutting machines are provided with guards, which must be kept in a position so as to enclose all rotating parts of the blade. Supervisors will inspect the adequacy of guarding arrangements as part of their normal duties.

### Other Machines

Where appropriate all other machines in use are provided with necessary safeguards, which must be kept in position whilst the machine is in use. Supervisors will inspect the adequacy of guarding arrangements as part of their normal duties.

### Transport Equipment

All vehicles/equipment used to transporting materials around the sites will be inspected prior to use. Such equipment includes trolleys, hand trucks and pallet trucks.

### Welding Equipment

All welding equipment, gas and electric will be inspected prior to use by the welder. Hoses, torches, gas bottles, electrical connections, welding rod holders, etc., will be included on such inspections. All oxyacetylene welding equipment must be used with flash back Arresters fitted.

### Service Equipment

Items of equipment covered by relevant statutory requirements and other relevant legislation will be thoroughly examined at appropriate intervals. Such equipment includes the following:

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- Chains, Ropes and Lifting Tackle (Lifting Operations and Lifting Equipment Regulations 1998).
- Electrical equipment, in accordance with (The Electricity at work regulations 1989, IEE Regulations 17th Edition).
- Air receivers and associated equipment, in accordance with (The Pressure Equipment Regulations 1999 and The Pressure Systems Safety Regulations 2000).

Examinations will be carried out by competent persons appointed by AaA. Records of all statutory inspections are maintained in the appropriate register maintained in the site office.

### **10 Electricity at Work at Work Regulations 1989**

The primary objective of the regulations is the avoidance of danger to persons by prohibiting live working, unless it can be technically justified.

Only trained and competent persons will be authorised to work on electrical equipment and distributions system. AaA will endeavour to ensure that their duty holders have appropriate knowledge of the regulations in order they can properly discharge their responsibilities.

Appropriate rules and safe systems of work will be developed subject to the degree of risk involved in the work. Routine maintenance of equipment and systems will be carried out, as determined by the supplier or other competent source, e.g. Trade Association. Regular inspection and testing is necessary every 5 years for all installations and should also be applied to all equipment connected to the installation.

Portable equipment may receive constant handling or rough usage and therefore regular inspection e.g. weekly may be required. In low risk environments where potential damage or abuse is minimal periodic visual inspection will be carried out.

Records will be kept to include routine maintenance, testing and visual examinations of systems and equipment and training of relevant personnel.

We will endeavour to ensure that cable plans, system diagrams, suppliers drawings and operation/maintenance information is available and updated at appropriate intervals.

Where AaA use the services of an electrical contractor, evidence of the competence of their employees will be provided in written form.

### **11 Control of Substances Hazardous to Health Regulations 2002**

All substances (Solvents, oils, chemicals, cleaning agents etc.) will be assessed for possible health affects before being used within AaA. Safety requirements will be identified by reference to the relevant suppliers/ manufacturers hazard information sheets.

All necessary information concerning the hazards and precautions relating to chemical use will be given to the relevant employees.

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No substances will be used without the availability of the appropriate safety information.

Wherever substances used are likely to give rise to harmful atmosphere appropriate precautions will be taken to prevent this by the use of suitable ventilation or extraction. Such equipment will be inspected and regularly maintained in accordance with the COSHH regulations. All assessments will be reviewed where significant process changes occur and on a regular basis.

Any employee who feels unwell and suspects that the cause is related to any substance used shall report this, in confidence, to their manager as soon as possible.

## 12 Manual Handling Operations

AaA will conduct a survey of its operations to assess if there are any risks to the health and safety of its employees who are involved in manual handling operations.

Manual handling operations will be avoided as far as is reasonably practicable, if they are shown to be a hazard. Management will ensure that where it is not practicable to avoid manual handling operations which involve a risk of injury, then these risks will be reduced to the lowest level reasonably practical.

AaA will take all steps necessary to ensure that employees are trained, instructed and informed of their own responsibility to make full and proper use of any equipment provided to reduce or eliminate handling operations. Employees involved in any manual handling operation will make proper and full use of any personal protective equipment issued to them whilst conducting these tasks.

All such steps that is necessary to ensure that all the requirements of the manual handling operations regulations 1992 are carried out will be taken by AaA.

## 13 Noise

It is AaA policy to take all reasonable steps to ensure the hearing of persons working on the site(s) is protected when working in a designated noise area in accordance with the Noise At work Regulations 2005.

AaA is aware that certain activities and machinery create noise which can be harmful. Therefore all steps are taken to prevent damage occurring. Where required, noise assessments will be conducted by a competent person to verify noise levels and assist in selecting the most appropriate means of reducing noise levels as stated below.

AAA will identify and assess the expose of all activities where the noise level meets the exposure limits and control them as identified below:

- (1) The lower exposure action values are –
  - a daily or weekly personal noise exposure of 80 dB (A-weighted); and
  - a peak sound pressure of 135 dB (C-weighted).
- (2) The upper exposure action values are –
  - a daily or weekly personal noise exposure of 85 dB (A-weighted); and

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- a peak sound pressure of 137 dB (C-weighted).
- (3) The exposure limit values are:
  - a daily or weekly personal noise exposure of 87 dB (A-weighted); and
  - a peak sound pressure of 140 dB (C-weighted).

**14 Display Screen Equipment**

AaA will conduct risk assessments on all employees who are using display screen equipment, so as to evaluate the health and safety risk employees are exposed to, as a consequence of using the equipment.

Having determined the level of risk to the ‘users’ with regard to health and safety, all practical steps will then be taken to reduce or eliminate those risks.

The assessment will be reviewed due to any changes in the user’s environment, increases in work levels or significant changes in the workers environment or equipment.

Eye tests that may be requested by the users of display screen equipment will be actioned by the People Team. Adequate training will be provided, to enable the user to fully adapt to the correct standards of health and safety applicable to the display screen equipment regulations. All such steps that are necessary will be taken to ensure that the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 are complied with.

**15 Personal Protective Equipment**

AaA will conduct an assessment of its operations to ensure that suitable protective equipment is provided to employees who may be exposed to a risk to their health and safety whilst at work.

The equipment will be appropriate for the risks involved and suitable for the conditions where exposure to risk may occur. The criteria for provision of the equipment will take account of ergonomic requirements, the state of health of the wearer and the size and comfort factors involved. The issue of any protective equipment will be determined on its ability to control the risk and will conform to approved standard carrying a certificate or mark of conformity.

The provision of personal protective equipment will be organised so that the dates of issue are recorded, a system of maintenance is installed, and equipment that no longer provides reliable protection is withdrawn from service.

Employees who are provided with personal protective equipment will be informed of its use and limitations. Employees are also to be instructed to report loss or damage or any defect in the equipment provided.

**13 Welfare Provisions**

In order to ensure that good hygiene is achieved and maintained, the use of the welfare facilities by all employees is encouraged, with the practice of eating and drinking at your workstation discouraged. AaA provides appropriate facilities such as toilets, washing facilities, security lockers, drinking water and staff room facilities for

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partaking of food, as required. All such facilities will be maintained in a clean and healthy condition.

Any special hygiene needs will be provided where appropriate. If employees are found to misuse any welfare provisions provided, disciplinary action may be taken.

AaA will ensure that at all place of work associated to AaA will comply with the Workplace (Health, Safety & Welfare) Regulations 1996. There is a statutory requirement to provide a minimum standard of facilities, this should include the following:

- Sit in a dry, warm, comfortable and illuminated facility
- Heat food (i.e. Microwave oven)
- Have drinking water available
- Wash dishes in hot water
- Wash hands with soap in hot water
- Dry hands
- To make a hot drink with boiling water
- Change clothing if exposed to the elements or unreasonable conditions
- To provide toilet facilities for the number of people it accommodates, with separate provisions for male and female.

Ambitious about Autism complies with the Food Safety Act and The Food Safety (General Food Hygiene) Regulations. These Regulations set out basic hygiene rules.

#### **14 Accident Reporting and Investigation**

**Accident:** An unintended event that led to an injury, damage or potential loss e.g. trip over a carpet where person falls and pupil/adult accidentally bumps into something/someone, pupil falls off a bike, lean back in chair and fall over bumping head.

**Incident:** An event that took place, which led to an injury, damage or loss e.g. where a deliberate action takes place e.g. pupil bites/grabs/hits an adult/pupil, a fight, an action that results in an injury no matter how small the injury might be i.e. redness, bruising, broken skin etc.

**Near Miss:** An unplanned event that did not result in any injury, damage or loss - but had the potential to do so e.g. medication found on floor but not ingested, tripped but did not fall, something dangerous put in mouth but not swallowed, piece of glass or metal nail found in playground, trip over a carpet but did not fall or bump into anything etc.

#### **Reporting on Accident Incident Software**

All accidents/incidents and near miss incidents must be recorded on the accident/incident software or accident book by the person most affected, witness, first aider or responsible person/line manager as soon as possible.

All accidents and incidents must be reported to line managers and it is the responsibility of line managers to investigate all reports, including the entering of

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resulting management actions on the accident incident software or accident book, updating actions as necessary when completed and closing the incident off once all actions are completed.

### **RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

The RIDDOR regulations puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). All staff and line managers must adhere to these regulations.

#### **Types of reportable injury**

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

#### **Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the body
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness
  - Requires resuscitation or admittance to hospital for more than 24 hours
- For further guidance on specified injuries is available.

#### **Over-seven-day incapacitation of a worker**

Accidents must be reported under these regulations where they result in an employee being away from work, **or unable to perform their normal work duties**, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

#### **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Non fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others, which includes pupils and young persons, who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to

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that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. Where a child, young adult or member of staff is taken directly to hospital, the Health & Safety Executive must be notified if the incident becomes RIDDOR reportable. The General Services Manager or a delegated member of staff will report for Ambitious about Autism.

More serious accidents to children, young adults and staff should be declared to the Health & Safety Executive local office and the deadline for making these reports is 10 days.

Where a child or young adult has suffered a head bump or any significant injury, the parent/guardian/carer will be notified verbally and, if appropriate, in writing.

The accident/incident software should contain the following information:

- Name of injured person
- Time, date and place of the injury
- What happened to cause the injury
- The injury sustained
- Treatment given
- Name of any witness

More serious accidents must be investigated to try preventing them happening again. This investigation must be documented and a copy sent to the General Services Manager, People Team and line manager of affected person. If required expert external advice and guidance will be obtained.

All AaA staff members who are injured should:

- have the injury checked by a qualified first-aider and treated as necessary be taken to A&E if there is excessive bleeding which cannot be stopped by the first-aider
- check for swelling/other side effects throughout the day
- seek medical advice if in doubt
- Record the incident /accident on the AaA accident incident software, accident book where applicable, and in the 'Pink' book as appropriate. Inform their line manager of the accident/incident, if they need time out of work.
- be given the offer of someone to talk to
- discuss the incident at debriefing meeting
- all accidents resulting in hospital visits are reported immediately to the General Services Manager, People Team and the line manager of the member of staff affected.

All managers are responsible for following up with injured staff, pupils, learners and other injured persons, referring to the People team where necessary.

Anyone who is concerned about staff being injured should speak to their line manager.

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## 15 First Aid Provisions

The First Aid provisions are assessed for AaA site taking account of the level of risk of injury, infection etc. and the number of employees on site.

Only people who have attended an approved course on First Aid are permitted to be called First Aiders and administer first aid. The First Aiders identified will be responsible for ensuring the First Aid Box has sufficient quantities of suitable equipment and is restocked when required.

AaA are responsible for organising the training of First Aiders and ensures the course providers are competent. Where AaA site does not have a trained First Aider (due to holidays, sickness etc.) an appointed person will be identified to ensure First Aid Provisions are suitable and sufficient and is responsible for summoning help from medical professionals when required. An appointed person must not administer First Aid.

Under no circumstances should any medicines, ointments, creams etc. be put in a first aid box.

After first aid is administered an incident report form and/or the accident book must be completed. Where the accident is likely to be reportable (See Accident Reporting) the appropriate member of management must be informed without delay. The First Aid Box is a Green Box with a white plus or cross sign on it. The location of the First Aid Box(es) will be displayed on site or kept in the vehicles on site.

Where risk assessments identify specific needs for additional equipment, that equipment can be stored in or near to the First Aid box. It is the policy of AaA that disposable gloves are always worn to treat any casualty where there is blood or bodily fluids present or if they are aware of a specific risk.

## 16 Fire or other Emergency Necessitating Evacuation

Refer to the AaA Fire Safety Policy and Procedure.

## 17 Duties in the event of Fire or other Emergency Necessitating Evacuation

Refer to the AaA Fire Safety Policy and Procedure.

## 18 Contractors

All contractors working in or on the sites of AaA shall be responsible for themselves, their employees and any subcontractor employed by them for:-

- Complying with all Statute and Common Law requirements.
- Complying with all health, safety, fire, security and site instruction requirements.
- Ensuring all equipment brought onto site including any borrowed or hired shall be safe and only used in accordance with legal requirements.
- Indemnifying AaA against any and all loss, injury, damage or claim, which may arise directly or indirectly as a result of any act of sub-contractors. The contractor will affect adequate insurance covering this liability.
- Reporting any unsafe act or unsafe condition, which may affect ability to meet the contract to the works manager.

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- That all contractors sign in and out at the point of entry and are informed of the fire procedures.

It is necessary that there is a system in place ensuring that a contractor with knowledge of safety standards and a record of putting them into practice is selected for the work.

Each contractor wishing to enter an 'approved list' should:

- Be asked to provide their safety policy. Arrangements will be required for vetting these for adequacy.
- Complete a pre-qualification questionnaire, providing necessary information about his insurance, policy on health and safety, including details of responsibility, experience, safe systems of work, accident statistics and training standards.

At this stage, it should be possible to identify contractors for approval, but feedback will be required to identify any who do not in practice conform to their own stated standards. This means that the list will require regular scrutiny and updating.

AaA will ensure the site safety rules are in place, monitored and audited prior to any work been undertaken under their direction. AaA will ensure the contractor controls are in place prior to any work been undertaken under their direction.

The following measures are essential for all contractor operations, however large or small the contract:

- Appointment/nomination of a person or team to co-ordinate all aspects of the contract, including health and safety matters.
- A pre-contract commencement meeting held with the contractor and sub-contractors as necessary, to review all safety aspects of the work. The contractor should also be asked to appoint a liaison person to ease later communication problems which may arise. Also, communication paths should be developed to pass on all relevant safety information to those doing the work. Any permitted borrowing of equipment should be formally discussed at this time.
- Arrangement of regular progress meetings between all parties, where health and safety is the first agenda item.
- Regular (at least weekly) inspections of the contractor's operations by the client.
- Participation in safety committees on site by contractors should be a condition of the contract.
- Provision by the contractor of written method statements in advance of undertaking particular work, as agreed. Work which this would apply to includes demolition, asbestos operations, work which involves disruption or alteration to main services or other facilities which cause interruption to the client's activities, erection of false work or temporary support structures, and steel erection. An essential feature, but one often missing, is the stipulation that, in the event of the need for a deviation from the method statement, no further work will be done until agreement has been reached and recorded in writing between the client and the contractor on the method of work to be followed in the new circumstances.

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- The formal reporting to the client by the contractor of all lost-time accidents and dangerous occurrences, including those to sub-contractors.
- The client must set a good example by following all site rules.
- Provide adequate safety literature, including posters and handbooks.
- No machinery allowed on site until documentation on statutory inspections has been seen, including details of driver training and experience.
- Monitor the contractor's safety training programme.

## 19 Visitors

To assist personal safety the following regulations apply to all visitors without exception:

- Be accompanied or supervised by an employee of AaA at all times whilst on site.
- Observe AaA Health and Safety Notices and the Instructions given by persons enforcing the Safety Policy.
- Sign in and out of site.
- Comply with the fire evacuation procedures.
- Wear their visitors badge at all times.
- Wear appropriate protective clothing and / or equipment as required.
- Keep to designated areas unless authorised by management to move into work areas.
- Inform the relevant Manager of any risks to their health, safety or welfare if the visitor is to carry out any servicing or repairs.

## 20 Protection of a Third Party

This section has effect for imposing on AaA the duties in relation to those who:

- Are not their employment; (the general public) but
- Use or have access into a non-domestic premises that has been made available to them as a place of work, a place where they may use equipment or substances provided for their use there, as a visitor, as a person who has a right to be in that place, has gained access by error or an illegal act. This applies to all premises used in connection with the AaA's business.

It shall be the duty of each person who is employed by AaA that has, to any extent, control of premises or tasks to take such measures as it is reasonable for a person in their position to ensure. So far as is reasonably practicable, an assessment must be made of the impact of visitors activities within the areas of our responsibility and that all measures have been put in place to reduce the risk to the lowest level, or the area has additional control, or has been isolated by means of a physical barrier.

That all means of access or egress is available in a clean, clear and safe condition for use by everyone using the premises, that any equipment or substance in the premises, that may have been provided or has been brought onto the premises for use, is or are safe and without risks to health.

## 21 Smoking

The act of smoking within any of AaA's sites and grounds is totally prohibited.

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The consumption of any alcohol or being under the influence, when carrying out an AaA activity or when the intention is to enter a working environment is totally forbidden. The consumption of or being under the influence of any illegal substances during the execution of your AaA duties is not permitted and removal from all work activities will be enforced and may be reported to line managers or the People Team as required.

During the consumption of some prescribed drugs the effects may put the individual and others at risk. If the Doctor warns about any side effects that may affect their judgment and safety then they must advise their relevant manager and an assessment be carried out on the possible risks.

Anyone found infringing this rule will be removed from the area and may be liable to disciplinary action. The only exception to this rule is when an AaA organised event for staff has been arranged and communicated.

**23 Life – Work Balance**

It is the policy of AaA to promote, a good life-work balance to ensure the wellbeing of all the people who are associated with or affected by our activities.

Refer to the AaA Wellbeing Policy.

**24 Non-English Speaking Personnel**

Managing the Health & Safety of Non English Speaking Workers

**Introduction**

The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations require all employers and contractors to provide their employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information should be provided in a way that takes account of any language difficulties or disabilities. It can be provided in whatever form is most suitable in the circumstances, as long as it can be understood by everyone

**Legal requirements**

All employees expect to be treated fairly and considerately; current laws such as the Race Relations Act, the Disability Discrimination Act etc. generally supports this. It is illegal to discriminate against people at work on the grounds of Gender, Race, Disability, Sexual orientation, Religion or belief.

**Organisation**

In the event that a contractor wishes to employ Non - English speaking workers, they must be able to demonstrate how they will discharge their statutory duty to provide understandable information on the risks to health & safety and relevant precautions. Contractors must not sublet any works without written permission from AaA; this must also be addressed during any tender process. Contractors must examine employee’s roles and the way the workforce is organised & supervised, and make adjustments to maintain effective communication with all their employees & subcontractors to encourage a positive health & safety culture.

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### **Communication**

Communications, training and leadership are all important organisational elements that will contribute to effective systems. Any contractor who wishes to employ Non - English speaking nationals must also provide a competent trained person who can communicate/translate the site induction, toolbox talks/safety briefings, and health & safety information effectively amongst the workforce.

### **25 Discipline**

Employees will be disciplined in accordance with the procedure laid down in their contract of employment for any breach of safety rules or of policy requirements.

### **26 Young People at Work**

When AaA makes an offer of a work experience placement to a young person, AaA have additional responsibilities for their health, safety and welfare. Under health and safety law we must regard the young person as a special employee.

### **Definitions of young people and children by age**

It is helpful to know how people are defined by age in health and safety law, especially when working out what the young person is allowed to do. A young person is anyone under 18 years old; a child is anyone who has not yet reached the official age of their 16th birthday.

The overall rule is that young people under 18 years old must not be allowed to do work which:

- Cannot be adapted to meet any physical or mental limitations they may have
- The work is properly supervised by a competent person at all times
- Exposes them to substances which are toxic or cause cancer
- Exposes them to radiation
- Involves extreme heat, noise or vibration

Young people who are over the age of 16 can do work with attached risk under very special circumstances, which are:

- The work is necessary for their training;
- The work is properly supervised by a competent person at all times;
- All risks are reduced to the lowest level, so far as is reasonably practicable.

Children below the SLA must never do work involving these risks whether they are employed or under training such as work experience.

### **Employer Duties**

Under health and safety law, AaA will assess the risks to young people under 18 years old, before they start work/work experience and tell them what the risks are. AaA will also take into account that these young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, so AaA will put in place measures to control the risks that will remove them altogether or reduce them to the lowest possible level.

### **27 Equality and Diversity Policy**

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AaA is committed to equality, diversity and inclusion. As a disability organisation, AaA believes in the social model of disability and is dedicated to providing a working and learning environment in which the rights and dignity of all of its members are respected

AaA are committed to implementing the Equality Act 2010 and to proactively making reasonable adjustments to enable everyone we work with to participate fully in all aspects of our organisation

One of our core values is supporting young people with autism to learn, thrive and achieve. We believe that embedding the views and voices of young people and adults with autism and their family members across our organisation and wider society is crucial to making this a reality. We will therefore:

- Actively encourage applications for honorary and staff roles from individuals with direct experience of autism
- Ensure all events, activities and publications are autism friendly
- Consistently seek feedback from stakeholders about how to become a more accessible organisation and take action following this feedback
- Embed our participation strategy across all areas of our work

AaA are proud to be a diverse and inclusive organisation where individual differences are valued and where anyone is able to fill their potential. Any complaints of discrimination or harassment or bullying will be treated seriously and fully investigated and appropriate action taken by AaA senior management.

**28 Asbestos**

This document brings AaA existing policy on work with asbestos into line with the requirements of the control of asbestos at work regulations which were revised in 2012.

All previous policy documents on asbestos are now replaced by this document. Staff involved with working with asbestos, supervising such work, or issuing contracts should fully familiarise themselves with the contents of this document. AaA policy on asbestos intends to ensure so far as it is reasonably practicable, the health, safety and welfare at work of its employees and others who may encounter or be exposed to asbestos.

AaA policy on asbestos shall ensure that known and identified locations of asbestos are recorded and that any such asbestos information is made available to those persons who require it. Procedures for risk assessment of works involving a likelihood of encountering Asbestos are to be established together with arrangements and measures to ensure the management and control of existing asbestos is carried out in accordance with the Control of Asbestos at Work Regulations 2012.

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### 30 The Construction (Design and Management) Regulations 2015 (CDM)

AaA key aim is for CDM 2015 to integrate health and safety into the management of all; our projects and encourage everyone involved to work together to:

- Improve the planning and management of projects from the very start;
- Identify hazards early on, so they can be eliminated or reduced at the design or planning stage and ensure the remaining risks can be properly managed;
- Target effort where it can do the most good in terms of health and safety;
- Discourage unnecessary bureaucracy

The CDM Regulations 2015 apply to all AaA construction work from the 6 April 2015. There are some exceptions, as defined in the regulations; these include maintenance of fixed equipment, erection and taking down of tents and various others, but exclude off-site manufacture of items to be used later in construction work. The CDM Regulations 2015 applies to all construction projects.

### 31 Permit to Work

A Permit to Work is a form-based control procedure to ensure that work has been properly assessed, authorised to commence and checked to ensure appropriate completion. This would include works such as, hot works, working at height, confined space, working with electricity etc.

### 32 Corporate Social Responsibilities

AaA believes that sustainable development links to long term value creation and aims to ensure that the sustainability principles it adopts are embedded in its business objectives and activities. These principles cover all aspects of AaA operation from land identification through to after-sales services and the running of our offices.

AaA will approach sustainable development as a socially responsible aim which can reduce emissions and assist in addressing climate change. AaA will maintain awareness of the impact that its activities have on the environment and will minimise negative impacts insofar as it is safe, practical and economically sound to do so. It will seek to enhance the environment where it builds, use land efficiently, protect biodiversity and where possible use materials, material suppliers, labour and resources local to its operations.

AaA will design for social inclusion, efficient use of natural resources, use of appropriate materials and minimum waste. The lifecycle usage and emissions of the buildings will also be considered in design, respecting the needs of future generations, and consultation with local communities will take place where possible on development plans.

AaA aims to provide a quality product and a reliable service and will undertake a programme of continuous improvement, staff training and research and development. AaA activities and relationships will be undertaken with integrity, in an ethical and honest manner. AaA believes that being accountable for its actions and adopting an approach of self-regulation through all staff leads to significant benefits, an enhanced reputation with external stakeholders and local communities, and

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improved employee motivation. AaA seeks to develop and maintain long term relationships with stakeholders founded on trust, high performance and service standards that deliver in accordance with agreed commitments.

AaA objective is to ensure that no-one suffers harm as a consequence of carrying out its business activities and particularly recognises its duty as an employer to ensure, so far as it is reasonably practicable, the health and safety at work of all its employees.

AaA operates a rigorous health and safety policy and strict procedures and practices are maintained and monitored which support and underpin this policy. AaA will comply with all relevant legislation as a minimum and seek opportunities to make a positive contribution to sustainability through its process of continuous improvement. Through this policy we aim to ensure that our activities do not compromise the ability of the future generations to meet their own needs.

### **33 Fire Safety**

AaA recognises its duties under The Regulatory Reform (Fire Safety) Order 2005 and will ensure adequate means are provided for Fire Prevention and for Fire Protection. Refer to the Fire Safety Policy.

### **34 Duties of all manager and supervisors on site (Fire safety)**

AaA recognises its duties under The Regulatory Reform (Fire Safety) Order 2005 and will ensure adequate means are provided for Fire Prevention and for Fire Protection. Refer to the Policy.

### **35 Consultations/ Communication**

AaA promotes a safe working practice and hold regular site meeting to discuss and improve the working environment and aspirations, then to ensures that at any time AaA will be available for consultation on, or re- assessment of, any site item that may concern or require a discussion, all views and technical advice will be recorded and the appropriate action taken, through the staff training, regular site visits and audits from the safety team, with management tool box talks.

### **36 Driving policy (Fleet)**

Employees may consider that driving is the most suitable way to make a journey. The Road Traffic Act, associated Regulations and the Highway Code specify how to minimise the risks of driving, and employees must be familiar and comply with the Highway Code.

AaA requires employees to drive safely and legally whilst engaged on AaA business. Employees are expected to read and complete the requirements of the AaA Fleet policy.

### **37 Housekeeping**

Section 2 of the Health and Safety at Work Act 1974 (HSW Act) places a duty upon the employer to ensure, so far as is reasonably practicable, a safe place of work and safe systems of work.

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This cannot be achieved without good standards of housekeeping. In particular, every workplace must be kept clean and tidy to avoid the creation of hazards. The Workplace (Health, Safety and Welfare) Regulations 1992 requires that waste materials must not be allowed to accumulate, except in suitable receptacles; workplaces and inherent furniture, furnishing and fittings must be kept sufficiently clean; floor, wall and ceiling surfaces of internal workplaces must be capable of being cleaned. The regulations also require workplace floors and traffic route surfaces, as far as is reasonably practicable, to be kept free from obstructions, articles or substances likely to cause slips, trips or falls. AaA ensures that adequate standards of housekeeping are achieved.

This policy is designed to ensure that AaA attains the highest possible standards and is in accordance with its commitment to provide a safe place of work. Examples of poor working practices include untidiness, lack of thought or consideration by the individual, and ignoring rules and procedures. Workplace inspections will be carried out on a regular basis by designated personnel to identify areas where standards require improvement. These areas will be highlighted for remedial action.

Managers must ensure that their areas of responsibility maintain satisfactory standards of housekeeping at all times. Responsibilities include ensuring that walkways and floors are clear of obstacles and that articles are stored appropriately and checking that housekeeping standards are maintained. Employees are responsible for keeping their workplace tidy, adhering to organisation's housekeeping policy and reporting problems of storage or articles causing obstruction to a responsible person.

### **38 LOLER Policy**

Lifting Operations and Lifting Equipment Regulations (LOLER). The purpose of this policy is to ensure that all lifting operations (classified under LOLER) are safe to undertake and that all lifting equipment is adequately maintained.

Lifting operation is 'an operation concerned with the lifting or lowering of a load'. A 'load' is the item or items being lifted, which includes a person or people'. Lifting equipment means work equipment for lifting or lowering loads and includes attachments used for anchoring, fixing or supporting the equipment. It includes a range of equipment from an eyebolt to an evacuation chair.

Training in the use of lifting equipment will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.

AaA will comply with the requirements of the LOLER Regulations so as to ensure that all lifting operations are safe to undertake.

### **39 Lone working and working from home Policy**

Lone working can be described as "work that is specifically intended to be carried out by unaccompanied persons, without direct supervision or immediate access to another person for assistance". Lone working may expose employees/others to additional health and safety risks which do not present themselves in other circumstances. Through a process of risk assessment, significant risks will be

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identified and controls put in place to eliminate/reduce the risk. To achieve this, the co-operation of all involved is essential and requires all levels of management and individual staff members to work together to develop and implement local safe systems of work. Refer to Lone working policy.

Ambitious about Autism generally expects all staff to be based at their appropriate work location because of the benefits of team and collaborative working, and information sharing /communication. Staff are able to work from home on an occasional basis if their line manager (having due consideration for the needs of the organisation) agrees each specific instance. Refer to Working from Home policy.

#### **40. Procurement**

This policy applies to all those who purchase goods or services on behalf of Ambitious about Autism. This policy relates to the purchase of all goods and services, no matter whether purchased through raising a purchase order, staff expenses, petty cash or a credit card. It should be read in conjunction with the following policies as appropriate:

- Purchase order policy
- Staff expenses policy
- Credit card policy
- Petty cash policy
- Cash advance policy
- Capital expenditure and depreciation policy

Refer to purchasing policy

#### **41 Safety Signs and Signals**

These Regulations require AaA to ensure that safety signs are provided (or are in place) and maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. This is only appropriate where use of a sign can further reduce the risk.

The other methods may include engineering controls or safe systems of work and may be required under other relevant legislation. Safety signs are not a substitute for those other methods of control. In determining when and where to use safety signs, AaA will take into account the results of the risk assessment made under the Management of Health and Safety at Work Regulations 1999. This assessment should identify hazards, the risks associated with those hazards, and the control measures to be taken. When those control measures have been put in place there may be a significant 'residual' risk such that employees must be warned of any further measures necessary.

Safety signs should be used if they will help to further reduce this residual risk. If the risk is not significant there may be no need to provide a sign.

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AaA will put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration, should work practises require it. These measures will include:

- Assessing the risks from vibration exposure
- Taking steps to reduce vibration exposure
- Taking into account vibration risks when purchasing or hiring equipment
- Providing training and information for employees on the risks from vibration and the measures in place to reduce these

Providing health surveillance where the risk assessment shows that this is appropriate.

This will enable AaA to satisfy its obligations under the Control of Vibration at Work Regulations 2005 and the Management of Health and Safety at Work Regulations 1999.

### **43 Workplace inspections**

AaA will undertake both reactive and proactive monitoring of the workplace; there is a general recognition that proactive measuring is preferred to ensure faults and potential risks are mitigated as early as possible. To assist with a proactive approach to health and safety a number of inspection templates are in place to cover all AaA sites.

### **44 Risk assessments**

The undertaking of risk assessments is a legal requirement under The Health and Safety at Work etc. Act 1974 and made an absolute duty by The Management of Health and Safety at Work Regulations 1999.

Employers need to undertake risk assessments, for any task based or external activities, to ensure all staff and others affected by their undertaking remain safe at all times; to ensure that risk assessments are suitable and sufficient the undertaking of the risk assessments will be by competent persons to include any person involved in the task who has sufficient knowledge, understanding, training and experience within that process.

The appropriate risk assessment template will be utilised to record the data. The risk assessment matrix will be used to identify if the risk is high medium or low, indicated by red (high) amber (medium) green (low). Risks identified in the red zone will in the first instance preclude the task from going ahead until further control measures are implemented. Risks identified in the amber zone, will not be as low as reasonably practicable and further controls will be required to ensure the task can be undertaken safely.

All risk assessments need to be undertaken by a competent person; however whilst undertaking the risk assessments it is recognised that the person who regularly undertakes the tasks is a good source of information and this person should be consulted to ensure the risk assessment is suitable and sufficient.

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AaA is committed to ensuring that all policies and procedures are kept under review to ensure that they remain compliant with all relevant legislation and reflect organisational development. This document will be reviewed annually.

**46 Administration of medication to AaA pupils and young adults**

It is recognised that staff do not have any obligation under their contract to administer medication to children and young adults and that such administration is on a voluntary basis. There is a requirement, however, under the Department for Education (DFE) to assist children and young adults with medical needs.

AaA accepts the need for some children and young adults to receive medication during educational hours. Procedures should be followed as per the First Aid and Health Care Policy and the Administration of Medication Policy.

AaA recognises the need to support young adults with disabilities with their medical needs. A protocol for each young adult will be agreed on an individual basis after a discussion with them and their parent/carer as per the First Aid and Health Care Policy.

**47 Animals in AaA**

Animals can play an important role in the education of children and young adults. As a general rule, AaA does not have animals on their premises. Before introducing animals into the educational environment, or working with animal's offsite, planning should be considered for their welfare and the welfare of pupils. A risk assessment should be signed off by the manager following our normal risk assessment process. Regular educational visits which include contact with animals should be risk assessed.

Where a member of AaA staff is required to enter the home of a Service User or Pupil who owns an animal, this will inform part of the risk assessment for that particular individual. If a member of AaA staff has an animal related allergy it is their responsibility to inform their line manager. No member of staff or visitor is permitted to bring an animal on to AaA premises without prior authorisation.

**48 Pregnant Workers**

When a member of staff has become pregnant, they should notify AaA as soon as possible so that an appropriate risk assessment can be carried out to ensure that the duties performed do not cause her, or her unborn child, any harm. These are normally carried out by their line manager with input/support from General Services Manager, Head of People and Occupational Health Specialists. (See Maternity Policy)

**49 Security**

Visitors, even regular visitors, contractors etc. must sign the visitor's book at reception. Badges are issued to all visitors.

All visitors must sign out at the end of the visit.

Doors should not be left open where this would allow access to people or for children and young adults to leave the premises.

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AaA does not accept responsibility for any personal property, lost or damaged, during the course of your employment and it is your responsibility to safeguard your personal belongings. Please note that it is also not the responsibility of AaA to ensure the safety of any personal belongings.

You are strongly encouraged to leave personal and valuable belongings at home and to not carry large sums of money. If you must bring personal belongings to AaA, please ensure they are clearly identifiable as many items look the same, particularly mobile phones and note that you should not leave money or valuables unattended or unsecured at any time whilst in the workplace. As a courtesy, AaA will provide lockable furniture or lockers for personal belongings, but please note that the provided equipment can not be described as secure.

## **50 Stress**

AaA has a dedicated policy on stress (Preventing and Managing Stress at Work/Wellbeing Policy). All staff are made aware that stress is not a sign of weakness and that it should be discussed openly. Staff are encouraged to support one another and senior managers are aware of the signs of stress and how to deal with it.

Stress is considered when carrying out the risk assessments for AaA.

AaA subscribes to an employee assistance programme and therapy confidential telephone helpline – Empathy 0800 0713672 which includes face to face counselling. There is also access to Occupational Health.

## **51 Volunteers**

DBS checks are carried out as per our Child and Adult at Risk Safeguarding and Protection Policies. All volunteers sign in and out and are escorted on our premises by a member of staff at all times. This is also the case with visitors or parents who may support AaA children and young adults with staff on a one off outing, special event etc. Refer to Volunteer policy.

## **52 Absconding**

Ambitious about Autism Procedure for pupils and young adults absconding. Please refer to relevant Absconding policies.

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Policy No.	AaA 073	Version No.	1.1