

AFC Health and Safety Policy

Introduction

Way2Work is part of Achieving for Children, a Community Interest Company, jointly owned by the Royal Borough of Kingston upon Thames, the London Borough of Richmond upon Thames and the Royal Borough of Windsor & Maidenhead for the purposes of providing an integrated service for children across three boroughs under the leadership of a joint Director of Children's Services.

The organisation is responsible for the delivery of a range of services including children's social care, fostering & adoption, apprenticeships, youth offending and early years.

Achieving for Children recognises that good health and safety management is part of ensuring the safety of our staff and supports the delivery of our services for children, young people, apprentices and their families. As part of the overall risk management process, good health and safety management will help reduce injury, loss and promote a healthy workforce whilst protecting those affected by Achieving for Children's services.

The Policy is written in order to comply with the *Health & Safety at Work etc Act 1974 (Section 2(3), the Management of Health & Safety Regulations 1999 (Regulation 5) and the Regulatory Reform (Fire Safety) Order (Article 11)*.

Throughout the policy reference to health and safety also includes fire safety.

Policy Statement

It is the policy of Achieving for Children to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees and others who may be affected by our activities or services. In order to achieve this it is our policy to provide safe environments, equipment and systems of work and adequate information as may be needed for this purpose. The directors of Achieving for Children will ensure that health and safety issues are suitably addressed within every aspect of its activity and will provide adequate resources to ensure this policy can be implemented and monitored effectively.

Implementing the Policy

Achieving for Children will implement this policy by:

- maintaining appropriate health and safety management systems, arrangements and organisational structures to ensure adequate health and safety for all those who may be affected by its undertaking;
- the Senior Leadership Team reviewing the effectiveness of health and safety management systems on an annual basis and reporting to the Achieving for Children Board as necessary, and at least annually;
- ensuring that health and safety issues are suitably addressed within every aspect of Achieving for Children activity and that there are adequate resources to ensure this policy can be implemented effectively;
- nominating staff within the organisation to co-ordinate health and safety arrangements at a local level; Achieving for Children retains the health and safety advisers from RBK to support and advise the organisation and to provide other assistance as requested;

- providing information and advice to all staff in relation to health and safety for staff by various means including the staff intranet and at meetings;
- ensuring policies and practices align with appropriate Kingston and Richmond Councils' health and safety standards and procedures;
- ensuring specific risk assessments are carried out on work activities as required;
- reporting and recording all significant accidents, incidents and near misses;
- ensuring all new employees and temporary staff receive health and safety induction training relevant to their job;
- ensuring the health and safety needs of new and existing staff are assessed and the relevant training is provided and recorded;
- ensuring managers view health and safety matters as an integral part of all activities and that they give health and safety due consideration with other service commitments;
- encouraging all staff to actively support Achieving for Children's efforts by working with due regard to the safety of themselves and others;
- agreeing and coordinating cooperation with from contractors, partners and volunteers and co-operation from learners, employers, clients and other visitors who use its facilities or visit premises; and
- Consulting on health and safety issues through trade union appointed safety representatives and/or other elected representatives of employees, or with employees directly, with a view to actively involving staff in the effective implementation of this policy.

Organisation and Arrangements

The sections below detail the organisation and responsibilities of the Chief Executive, the Directors, service managers and staff within Achieving for Children for implementing the policy, and gives details of the general health and safety arrangements and standards to which Achieving for Children operates.

Roles and Responsibilities for Implementing, Monitoring and Reviewing

<p>Achieving for Children Board of Directors</p>	<ul style="list-style-type: none"> ● <i>All Directors</i> are responsible for ensuring that health and safety is effectively managed within Achieving for Children.
<p>Achieving for Children Director of Children's Services and Director of Education</p>	<ul style="list-style-type: none"> ● The Director of Children's Services has overall responsibility for health and safety matters within Achieving for Children. ● In addition, as part of the statutory function of Director of Children's Services on behalf of the owning Councils, they have specific responsibilities for community schools and community special schools within each borough. This responsibility is also outlined in each Council's health and safety policy. <p>The above responsibilities include:</p> <ul style="list-style-type: none"> ● ensuring that there are adequate arrangements for maintaining the fabric of schools in a safe condition in accordance with the authority's scheme for delegated responsibilities and finance to school governors; ● ensuring that headteachers and governors of community schools are provided with adequate briefings and training on their health and safety responsibilities; ● in consultation with the facilities management providers for each borough ensuring that health and safety

	<p>arrangements and standards within community schools are monitored and, where serious deficiencies are identified, an action plan is developed by the headteacher and governors for corrective action to be taken within a specified timescale and giving a direction to this effect under Section 39(3) of the School Standards and Framework Act 1998;</p> <ul style="list-style-type: none"> ● in consultation with the facilities management providers for each borough ensuring that health and safety arrangements within all premises occupied by Achieving for Children, employees meet minimum legal standards and, where serious deficiencies are identified, a plan is developed by the health and safety advisers for corrective action to be taken. A Service Level Agreement between the boroughs and Achieving for Children will determine the arrangements that apply to enable Achieving for Children.
<p>Director of Finance and Resources</p>	<ul style="list-style-type: none"> ● ensuring the budgetary planning process takes adequate account of the need to resource health and safety requirements in accordance with the Achieving for Children Policy.
<p>Associate Director for Workforce</p>	<ul style="list-style-type: none"> ● arranging the provision, through a service level agreement, with the Kingston Council Occupational Health and Safety Department of an adequate amount of competent health, safety and occupational health advice to Achieving for Children, in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and for the planning and co-ordination of Achieving for Children's health and safety management programme ● in conjunction with the HR Shared Service, ensuring that the employee selection and recruitment process takes adequate account of the competence, ability and medical suitability of employees selected, in order to ensure that neither the employees, nor others, are put at risk; ● in conjunction with Service Managers and the Kingston Occupational Health and Safety Manager, ensuring that during any organisational or management change, an adequate assessment is undertaken of the implications for health and safety and that the planning of the change incorporates adequate arrangements for managing health and safety; ● ensuring that arrangements for communication, cooperation, consultation

	<p>for health and safety is addressed in relation to all working partnerships or shared working arrangements;</p> <ul style="list-style-type: none"> ● ensuring that there are adequate arrangements for the health and safety training of employees, both at induction and in relation to specific job or work needs; and
Service Managers	<ul style="list-style-type: none"> ● ensuring that activities under their control are managed in a way which achieves high standards of health and safety; and ● Ensuring that health and safety risks are identified on team plans and escalated to Directors if necessary. ● Ensuring that the Albany Park water sports and sailing club remains licensed through the Adventure Activities Licensing Authority (AALA) and effective compliance with the conditions of the license are monitored.
Way2Work Apprenticeship Manager	<ul style="list-style-type: none"> ● Ensuring that Way2Work complies with all ESFA requirements and effectively manages the health, safety and wellbeing of all apprentices in their care. ● The service carries out a thorough risk assessment on all places of work prior to the apprentice starting employment and training. ● Is responsible for all aspects of health and safety within the Way2Work service. ● Delegates responsibility for First Aid and Fire Safety to designated staff within the team. ● has a separate visible procedure for reporting accidents or ill health of apprentices under RIDDOR ● Is responsible for safeguarding apprentices and the implementation of the Prevent duty regulations.

Employees	<ul style="list-style-type: none"> ● taking reasonable care of their own health and safety and that of other people who could be affected by their acts or omissions; ● reporting any accident, incident or near miss as soon as possible and within 72 hours to their line manager; Only using work equipment provided by or authorised by Achieving for Children and to report to their line manager any serious danger to health or safety, or defects relating to equipment, or safety procedures that come to their notice and which might present a danger to staff, visitors or members of the public; and ● Following all reasonable instructions from managers and/ or Health and Safety advisors ensure that all necessary health and safety measures are effectively implemented.
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Competent Health and Safety Advice and Assistance

Achieving for Children will obtain competent health and safety advice and assistance from the Kingston Health and Safety Service, in accordance with a service level agreement and as such, this policy will be aligned by the Kingston Health and Safety Policy.

The Health and Safety Service is responsible for:

- providing day to day advice and guidance to Achieving for Children managers on occupational health, safety and fire precaution matters including specific safety issues, including fire safety, management of asbestos and control of Legionella in order that such managers may implement effective health and safety procedures and controls;
- undertaking periodic audits and reviews of the health and safety standards and advising relevant managers of any necessary actions which are identified as necessary as a result of such audits or reviews;
- developing and co-ordinating the issue of health and safety guidance and standards for use within Achieving for Children to ensure that such information is effectively implemented;
- providing a first point of contact and liaising with health and safety (HSE) and fire safety enforcement authorities;
- receiving accident reports and, where necessary, investigating incidents or work related health conditions and undertaking the relevant statutory reporting (RIDDOR) of such incidents to the HSE on behalf of Achieving for Children;
- advising the Managing Director of any serious health and safety issues that arise and require the attention of the Senior Leadership Team, or changes to corporate policy;
- advising the HR Shared Service of the health and safety requirements associated with new or revised procedures and strategies; and
- assisting the Chief Executive in providing an annual report to the Board of Directors on health and safety management within the organisation.

Arrangements

Health and Safety Governance

The Achieving for Children Board of Directors

The Board of Directors is responsible for health and safety within Achieving for Children. The Board sets health and safety policy and reviews any health and safety situations or incidents and lessons learned on an annual basis.

Company Leadership Team

The Strategic Leadership Team is responsible for implementing Achieving for Children's health and safety policy at an operational level.

The Strategic Leadership Team will report to the Board of Directors at least annually on all aspects of health and safety as necessary, including providing an annual review of key health and safety issues. The annual review will be made available to the lead commissioners of both Kingston and Richmond Councils for overview and scrutiny.

Health & Safety Consultation

Achieving for Children will consult on health and safety issues with the workforce and include trade union appointed safety representatives and/or other employee representatives at health and safety meetings in accordance with the requirements of Safety Committee and Safety Representatives Regs 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended). Health and safety will be included at every 'Staff Council' meeting as a regular agenda item.

Cooperation and Coordination with other Organisations

Where Achieving for Children employees are located in buildings under the control of Kingston or Richmond, the respective Councils and their facilities management providers will ensure that legal requirements relating to the premises (including fire safety and Legionella control) are effectively implemented. Achieving for Children, as an occupier of such premises, will cooperate with the measures instigated by the facilities management providers in relation to premises health and safety issues including fire safety, electrical and gas safety, control of Legionella, and asbestos.

For each such premises, Achieving for Children will ensure a matrix of responsibilities is drawn up to identify the respective responsibilities of the parties in respect of premises management issues and that the standards of implementation for those matters for which it is not directly responsible are monitored. Where monitoring shows that adequate standards are not being met then Achieving for Children will address this with the relevant Council.

Where Achieving for Children is engaged to deliver services through formal joint working partnerships the health and safety arrangements will be determined as part of the relevant Contract Agreement or Memorandum of Understanding.

A Memorandum of Understanding confirms the arrangements between Achieving for Children and the Facilities Management Providers of Kingston and Richmond Councils.

Occupational Health

Pre-placement health assessments are undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Service. Confidential medical details are held in the strictest confidence and will only be disclosed to Achieving for Children with the prior consent of the staff member concerned. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons,

will be provided to the Achieving for Children to avoid putting the employee or others at risk.

Where a staff member suffers from an ill health condition which is likely to affect their work, they should notify their service manager as soon as possible to enable any special precautions needed to be implemented.

Where a staff member becomes pregnant they should notify their service manager as soon as possible to enable a risk assessment to be undertaken and any special precautions implemented

A Service Level Agreement for Occupational Health confirms the arrangements for providing Occupational Health advice and is included within the SLA for HR services.

Accidents and Incidents

Accidents to employees, or others, or affected by Achieving for Children operations, are reported to the relevant line manager and the Health and Safety service following the Achieving for Children reporting procedure. The same procedure covers cases of occupational ill health or dangerous occurrences.

Fire Safety

All premises under the operational control of Achieving for Children have a fire safety risk assessment organised and reviewed by the facilities management providers of each borough in order to comply with the Regulatory Reform (Fire Safety) Order 2005. Achieving for Children will adopt the recommendations confirmed in the fire safety risk assessments that apply to the buildings occupied by Achieving for Children.

The facilities management provider (in the case of Guildhall and the Civic Centre) and local premises managers (children's centres, youth centres and Way2Work) are responsible for the implementation and maintenance of day to day procedures identified within the fire safety risk assessments. Records of local inspections and testing are held at each location and central records are retained electronically and managed by the facilities management providers.

Prevention of Violence and Aggression

Achieving for Children acknowledges its responsibility to ensure that children in its care and those with which it works in partnership are safe from violent or threatening behaviour. It will follow its 'Risk and Matching Procedure' when assessing risks to all parties to ensure that placements are appropriate and can be adequately managed

Lone Working

Risks to staff who work alone (eg. visiting clients or within Achieving for Children buildings) will be assessed and relevant control measures introduced where necessary. Information will be recorded as part of the risk assessment for work undertaken by such staff.

All staff who are required to visit residential addresses will follow local arrangements organised by individual teams to assess and reduce risks when making off site visits.

Long Distance Journeys, Competence of Driving

All journeys are risk assessed beforehand and, where possible, long distances are undertaken using public transport. Line managers will ensure that staff have arranged adequate business insurance and that their cars have a current MOT when driving on duty.

Occupational Health will ensure that all drivers meet the DVLA medical standards of fitness to drive for minibuses and personal cars at pre-employment and review periodically.

Outdoor Activity Centres

Achieving for Children provides various water sports at the Albany Park Centre in Kingston and is licensed through the Adventure Activities Licensing Authority (AALA). Health and safety standards and procedures in relation to the Centre are held locally.

Outdoor Visits and Excursions

Achieving for Children will use the Evolve system for assessing risks arising from arranging visits and trips for children and young people (eg. Duke of Edinburgh's Award Scheme and other excursions). Achieving for Children appoints an external Outdoor Education Adviser on behalf of the organisation.

All youth leaders will attend appropriate training to ensure their competence to lead Duke of Edinburgh and other excursions.

Use of ICT and Workstation Assessments

All staff will undertake a risk assessment of their workstation which is available via the Evolve on line training system.

Training

All new employees will receive relevant instruction and induction training on health, safety and welfare matters from their manager. Specific health and safety training will be provided for employees, as appropriate to the work being undertaken. Line managers are responsible for identifying the learning and development needs of individual staff within their area of control and ensuring that the relevant training takes place and is recorded. In order to assist managers in discharging this obligation the Director of Standards and Improvement will ensure that induction courses include health and safety information for all employees relevant to their role and the risks at work. A training matrix confirms the minimum standards of training to be undertaken is retained by the Workforce Development team.

Relevant health and safety courses will include:

- first aid at work;
- fire safety;
- outdoor educational visits;
- personal safety;
- managing violence and aggression;

- premises management;
- manual handling; and
- workstation assessments.

Monitoring and Review

This policy will be reviewed annually to judge its effectiveness, or updated sooner in accordance with changes in legislation.

Date created	October 2014
Signed by:	Ian Dodds, Director of Children's Services
Equality Analysis completed (yes/no):	Not applicable
Last reviewed:	March 2020