

## Health & Safety Organisation, Responsibilities & Specific Arrangements

Overley Hall School recognises and accepts responsibility as an employer for the provision and maintenance of safe and healthy working places for all employees, service users, visitors and contractors and regards the subject of adequate health and safety measures as a mutual objective for management and employees.

Constant effort will be made to ensure that the need for promoting health and safety throughout Overley Hall School is fully appreciated by and implemented, so far as is reasonably practicable, by all members of the organisation in order to minimise the risks to all.

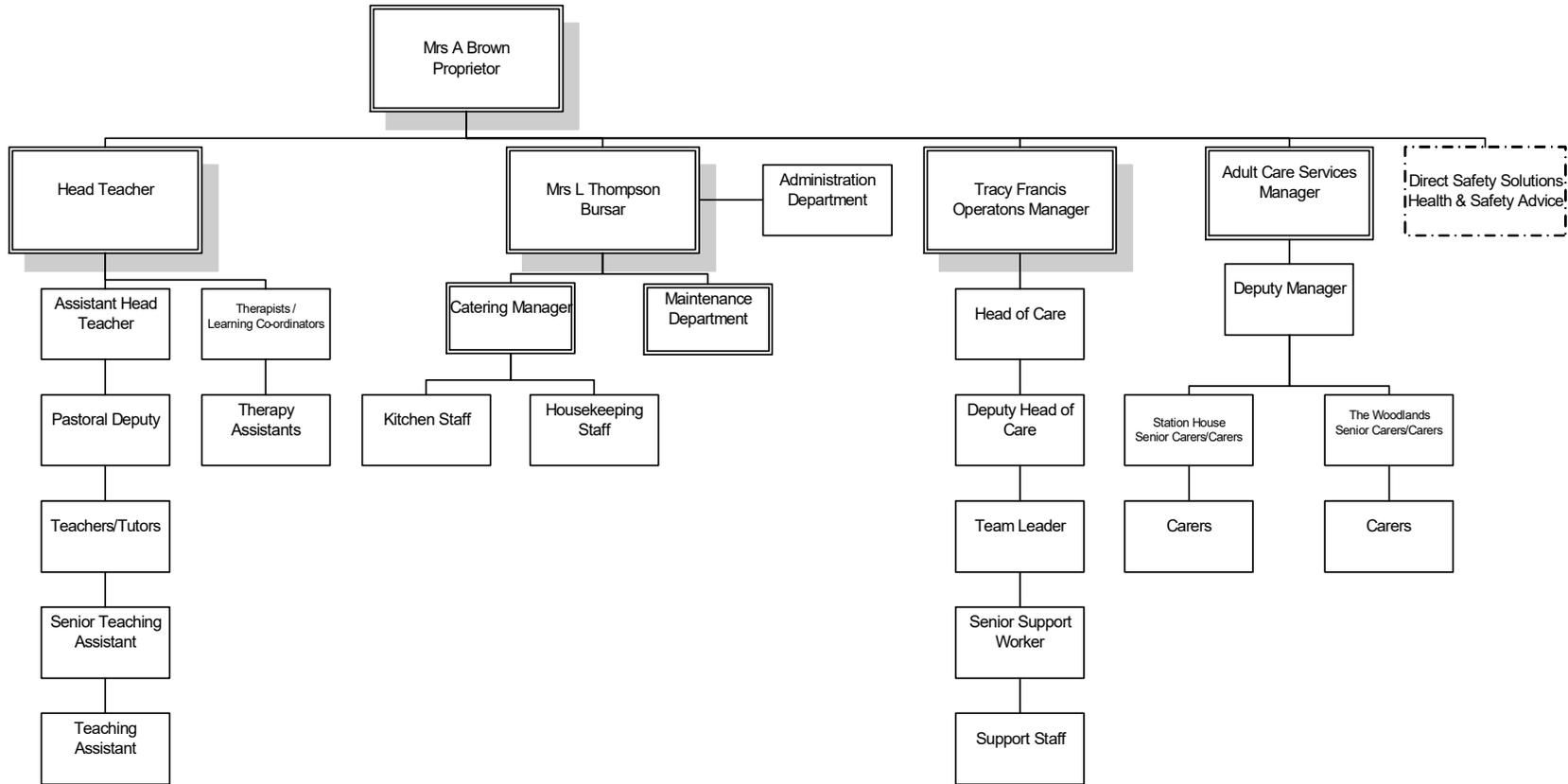
## Overley Hall School Structure

The management structure diagram outlines the chain of command in respect of health and safety management. It also shows who has responsibility for the implementation of the Health and Safety General Policy and are accountable for their area of responsibility.

# HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES



## Overley Hall School Organisation Chart



## **Management Responsibilities**

Health and safety law lays down specific duties on employers to make arrangements to protect the health, safety and welfare of their employees whilst at work and others (Service Users, Visitors, Contractors etc.) who might be affected by their undertakings,

To help Overley Hall School comply with these duties we have delegated specific responsibilities to the Proprietor, Bursar and Department Heads and Managers and others who have been given specific responsibility for their area of work.

## **Proprietor – Mrs A Brown**

The Proprietor has overall executive responsibility for the maintenance and development of safe working practices and conditions for all employees, service users, visitors and contractors working for, or affected by Overley Hall School activities.

The Proprietor will pay particular regard to the hazards associated with Overley Hall School activities, in consultation with members of staff concerned, and will endeavour, so far as is reasonably practicable, to reduce the risks associated with such hazards to the safest possible level.

The Proprietor will endeavour to ensure that all hazards are controlled by utilising the various services and control measures available.

## **Main Responsibilities**

- Actively promote Overley Hall School policy for the prevention of injury, ill-health, damage and wastage.
- Be advised of the requirements of appropriate legislation using external sources where relevant, and ensure the requirements are implemented across Overley Hall School.
- Monitor the effectiveness of the Safety Policies through audits and feedback and ensure that any necessary changes are made and maintained in line with development and legislation.
- Ensure that delegated duties for implementing health and safety requirements are carried out and that persons with delegated duties are suitably trained and afforded the time to undertake their duties properly.

- Instigate and maintain liaison with other specialists and external advisers and encourage the distribution of relevant information throughout Overley Hall School.
- Ensure all requirements defined in the Company's Safety Policies are suitably funded and that those responsible for the implementation are suitably trained.
- Ensure that safety is integral to the business planning process.
- Provide adequate Public and Employer's Liability insurance cover and any other insurance necessary to meet statutory requirements.
- Set a personal example as regards commitment to health and safety.
- Ensure that appropriate work equipment is provided, inspected and maintained, and that those expected to use such equipment are trained and competent.
- Ensure safe arrangements for the handling, storage and transport of items/substances.
- Ensure all health and safety policies are provided in the form of information, instruction, training and supervision as are necessary to all employees.
- Provide adequate welfare and hygiene facilities for all employees and visitors.
- Commit to improving safety performance and reducing accidents.

### **Bursar – Mrs L Thompson**

The Bursar has overall responsibility for the co-ordination of health and safety for the departments under her control on a day-to-day basis. The Bursar is responsible for the day-to-day management of the Administration Department, Maintenance Department, Kitchen Staff and Housekeepers.

These duties include:

- To organise the departments and activities under her control so that operations are carried out to a safe system of work, resulting in there being a minimal risk to persons, equipment and materials.
- To ensure that health & safety is discussed at any general meetings and specific quarterly health & safety committee meetings that are undertaken and that a good line of communication is developed between all parties in their department.

- To ensure that the School is suitably secured, and unauthorised access or absconding is restricted as far as is practical.
- To understand the application of the Health and Safety at Work etc Act 1974 and other legislation relevant to Overley Hall School's operations.
- To ensure that all persons under their control are trained and competent to carry out their jobs in a safe manner.
- To maintain individual training records for employees under her control.
- To ensure that safe working practices and procedures are documented and followed.
- Ensure that all electrical and other equipment is checked at designated intervals and ensure that any defective equipment is taken out of service until repaired or replaced.
- Ensure that a Fire Risk Assessment is carried out and any Significant Findings actioned.
- To ensure that Overley Hall School has maintenance and inspection contracts in place for safety critical parts of the building and infrastructure.
- To ensure that the location of fire extinguishers is known to employees and that they understand the procedure to be followed in the event of a fire.
- To ensure that the location of first aid equipment and personnel are known to employees.
- To assist the Proprietor in carrying out risk assessments.
- To report and investigate all accidents and near miss occurrences.
- To undertake inspections on a regular basis in accordance with Overley Hall School requirements.
- To co-operate with health and safety advisers and to act on their advice and recommendations.
- Ensuring that any employee failing to satisfactorily discharge their health and safety responsibilities could face disciplinary action.

- Ensure that Competent Persons undertake risk assessments for tasks and activities so ensuring that written assessments are done for significant risk areas. Ensure copies of each risk assessments are retained and accessible in the office.
- Ensure that Overley Hall School has one or more competent persons internally and an external body who provides assistance in health and safety in order to comply with the law.
- Ensure that employees are provided with relevant information on risks together with preventive and protective measures and that they are consulted on health and safety issues.

### **Operations Manager**

The Operations Manager has overall responsibility for the co-ordination of health and safety for the Care department.

These duties include:

- To organise safe systems of work, resulting in there being a minimal risk to persons, equipment and materials.
- To ensure that health & safety is discussed at any general meetings and specific quarterly health & safety committee meetings that are undertaken and that a good line of communication is developed between all parties in the department.
- To ensure that the Care facility is suitably secured, and unauthorised access or absconding is restricted as far as is practical.
- To understand the application of the Health and Safety at Work etc Act 1974 and other legislation relevant to Overley Hall School's operations.
- To ensure that all persons under their control are trained and competent to carry out their jobs in a safe manner.
- To maintain individual training records for employees under their control.
- To ensure that safe working practices and procedures are documented and followed.
- To ensure that the location of fire extinguishers is known to employees and that they understand the procedure to be followed in the event of a fire.

- To ensure that the location of first aid equipment and personnel are known to employees.
- To assist the Proprietor in carrying out risk assessments.
- To report and investigate all accidents and near miss occurrences.
- To undertake inspections on a regular basis in accordance with Overley Hall School requirements.
- To co-operate with health and safety advisers and to act on their advice and recommendations.
- Ensuring that any employee failing to satisfactorily discharge their health and safety responsibilities could face disciplinary action.
- Ensure that Competent Persons undertake risk assessments for tasks and activities so ensuring that written assessments are done for significant risk areas. Ensure copies of each risk assessments are retained and accessible in the office.
- Ensure that employees are provided with relevant information on risks together with preventive and protective measures and that they are consulted on health and safety issues.
- Ensure that adequate numbers of first aid trained employees are available at all times (24/7).

### Head of Care

The Head of Care has overall responsibility for the co-ordination of health and safety for the Care department under their control on a day-to-day basis. The Head of Care is responsible for the day-to-day management of all aspects of service user care and the care support staff under their control.

These duties include:

- To organise on and off site care activities under their control so that activities are carried out to a safe system of work, resulting in there being a minimal risk to persons, equipment and materials.
- To ensure that off site recreational visits are properly planned, risk assessed and supervised by Competent Persons.

- To ensure that health & safety is discussed at any general meetings and specific quarterly health & safety committee meetings that are undertaken and that a good line of communication is developed between all parties in their department.
- To ensure that the Care facility is suitably secured, and unauthorised access or absconding is restricted as far as is practical.
- To understand the application of the Health and Safety at Work etc Act 1974 and other legislation relevant to Overley Hall School's operations.
- To ensure that all persons under their control are trained and competent to carry out their jobs in a safe manner.
- To maintain individual training records for employees under their control.
- To ensure that safe working practices and procedures are documented and followed.
- To ensure that arrangements are made to protect employees from risks associated with infection control.
- To ensure that the location of fire extinguishers is known to employees and that they understand the procedure to be followed in the event of a fire.
- To ensure that the location of first aid equipment and personnel are known to employees.
- To assist the Proprietor in carrying out risk assessments.
- To report and investigate all accidents and near miss occurrences.
- To undertake inspections on a regular basis in accordance with Overley Hall School requirements.
- To co-operate with health and safety advisers and to act on their advice and recommendations.
- Ensuring that any employee failing to satisfactorily discharge their health and safety responsibilities could face disciplinary action.
- Ensure that Competent Persons undertake risk assessments for tasks and activities so ensuring that written assessments are done for significant risk areas. Ensure copies of each risk assessments are retained and accessible in the office.

- Ensure that employees are provided with relevant information on risks together with preventive and protective measures and that they are consulted on health and safety issues.
- Ensure that adequate numbers of first aid trained employees are available at all times (24/7).

### **Adult Care Services Manager**

The Adult Care Services Manager has overall responsibility for the co-ordination of health and safety for the Adult Care Services department under their control on a day-to-day basis. The Adult Care Services Manager is responsible for the day-to-day management of all aspects of adult service user care and the care support staff under her control.

These duties include:

- To organise on and off site care activities under her control so that activities are carried out to a safe system of work, resulting in there being a minimal risk to persons, equipment and materials.
- To ensure that off site recreational visits are properly planned, risk assessed and supervised by Competent Persons.
- To ensure that health & safety is discussed at any general meetings and specific quarterly health & safety committee meetings that are undertaken and that a good line of communication is developed between all parties in their department.
- To ensure that the Adult Care Services facilities are suitably secured, and unauthorised access or absconding is restricted as far as is practical.
- To understand the application of the Health and Safety at Work etc Act 1974 and other legislation relevant to Overley Hall School's operations.
- To ensure that all persons under their control are trained and competent to carry out their jobs in a safe manner.
- To maintain individual training records for employees under their control.
- To ensure that safe working practices and procedures are documented and followed.

- To ensure that arrangements are made to protect employees from risks associated with infection control.
- To ensure that the location of fire extinguishers is known to employees and that they understand the procedure to be followed in the event of a fire.
- To ensure that the location of first aid equipment and personnel are known to employees.
- To assist the Proprietor in carrying out risk assessments.
- To report and investigate all accidents and near miss occurrences.
- To undertake inspections on a regular basis in accordance with Overley Hall School requirements.
- To co-operate with health and safety advisers and to act on their advice and recommendations.
- Ensuring that any employee failing to satisfactorily discharge their health and safety responsibilities could face disciplinary action.
- Ensure that Competent Persons undertake risk assessments for tasks and activities so ensuring that written assessments are done for significant risk areas. Ensure copies of each risk assessments are retained and accessible in the office.
- Ensure that employees are provided with relevant information on risks together with preventive and protective measures and that they are consulted on health and safety issues.
- Ensure that adequate numbers of first aid trained employees are available at all times (24/7).

### Head Teacher

The Head Teacher has overall responsibility for the co-ordination of health and safety for the educational department under their control on a day-to-day basis. The Head Teacher is responsible for the day-to-day management of all aspects of service user care and the teaching staff under their control during School hours.

These duties include:

- To organise School based activities under their control so that activities are carried out to a safe system of work, resulting in there being a minimal risk to persons, equipment and materials.
- To ensure that Educational visits are properly planned, risk assessed and supervised by Competent Persons.
- To ensure that health & safety is discussed at any general meetings and specific quarterly health & safety committee meetings that are undertaken and that a good line of communication is developed between all parties in their department.
- To ensure that the School is suitably secured, and unauthorised access or absconding is restricted as far as is practical.
- To understand the application of the Health and Safety at Work etc Act 1974 and other legislation relevant to Overley Hall School's operations.
- To ensure that all persons under their control are trained and competent to carry out their jobs in a safe manner.
- To maintain individual training records for employees under their control.
- To ensure that safe working practices and procedures are documented and followed.
- To ensure that the location of fire extinguishers is known to employees and that they understand the procedure to be followed in the event of a fire.
- To ensure that the location of first aid equipment and personnel are known to employees.
- To assist the Proprietor in carrying out risk assessments.
- To report and investigate all accidents and near miss occurrences.
- To undertake inspections on a regular basis in accordance with Overley Hall School requirements.
- To co-operate with health and safety advisers and to act on their advice and recommendations.
- Ensuring that any employee failing to satisfactorily discharge their health and safety responsibilities could face disciplinary action.

- Ensure that Competent Persons undertake risk assessments for tasks and activities so ensuring that written assessments are done for significant risk areas. Ensure copies of each risk assessments are retained and accessible in the office.
- Ensure that employees are provided with relevant information on risks together with preventive and protective measures and that they are consulted on health and safety issues.
- Ensure that adequate numbers of first aid trained employees are available at all times when the School is in use.

### **Deputy Head of Care, Deputy Manager – Adult Care Services, Assistant Head Teacher**

Deputy Head of Care, Deputy Manager – Adult Care Services and Assistant Head Teacher will assume the following responsibilities in accordance with the Overley Hall School policy and procedures.

#### **Main Responsibilities**

- To initially investigate potential hazards and dangerous occurrences within their area of control (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of accidents.
- To initially investigate complaints by any employee in regard to health, safety or welfare at work.
- Communicate and Co-operate with the Bursar, Head of Care, Adult Care Services Manager and Head Teacher
- Undertake any necessary health and safety checks and inspections on behalf of the Management Team
- Ensure they only undertake tasks and use equipment for which they have been trained.
- Ensure work equipment within their department is maintained and kept in good order.
- Assist the Bursar, Head of Care, Adult Care Services Manager and Head Teacher in the production of risk assessments and safe working practices.

### All Employees

Employees have specific duties and responsibilities. These are:

- To make themselves familiar with and understand the Overley Hall School's Health and Safety Policy, procedures and any safety rules.
- To take all reasonable care for their own health and safety and for that of others who may be affected by their acts.
- To follow safe working practices and obey any safety rules at all times.
- Not to intentionally or recklessly interfere with, or misuse any equipment, materials or facilities provided in the interest of health, safety and welfare, or in fulfilment of any legal obligation by the Company.
- To maintain tidy working areas, thereby not creating hazards to yourself and others.
- To co-operate with the Management Team on all aspects necessary to provide a healthy and safe working environment, including the participation in any training.
- To keep company vehicles and equipment in their use in good order at all times and to report any faults.
- To know the location of fire extinguishers within the areas in which they are working and the action to be taken in the event of a fire.
- To know the location of first aid boxes within the areas in which they are working and the action to be taken in the event of an accident.
- To report any accident, dangerous occurrence or hazardous condition.

Employees could face disciplinary action if they do not adhere to Health and Safety policies/legislation.

### **First Aid Personnel Responsibilities**

- Administer first aid in accordance with your training and current legislation and codes of practice.
  - Record and report all accidents within the accident book.
  - Inspect first aid kits on a monthly basis and order re-stocks as appropriate.
-

### Fire Marshall Responsibilities

- Carry out their duties in accordance with their formal training.
- Not put themselves or others at risk by re-entering a building.
- Reporting any fire hazards, defects or deficiencies in fire safety measures.