



**FAIRFIELD HOUSE SCHOOL
HEALTH AND SAFETY POLICY
Policy Document No.**

STAYING SAFE

This policy is informed by:

Health and Safety at Work etc. Act 1974
Management of Health and Safety at Work Regulations 1999
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
The Lifting Operations and Lifting Equipment Regulations 1998
The Provision and Use of Work Equipment Regulations 1998
Construction (Design and Management) Regulations 1994
The Health and Safety (First-Aid) Regulations 1981
Control of Substances Hazardous to Health (COSHH) Regulations, 1988
Road Traffic Act 1988
Road Vehicles (Construction and use) Regulations 1986.

The above documents are available for staff reference. Any member of staff wishing to raise any matter of concern relating to the reference materials or to this policy document should do so with their line manager without delay.

AUTISM IMPACT

Fairfield House School aim to provide a safe, secure and supportive environment for all children and young people accessing our services. Fairfield House School recognises that people with autism may have a decreased levels of understanding around health and safety due to lack of flexibility of thought.

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1. INTRODUCTION

While at work, health and safety precautions must be observed by everyone; not only does this make good common sense, but, in many instances, these responsibilities are legal requirements. Ensuring the health and safety of others at work is just as important as the avoidance of being injured oneself. No one who works for Fairfield House School has any right to endanger others, whether they are staff, residents or visitors.

This Health and Safety Policy provides a framework for the organisation of health and safety within Fairfield House School. It is expected that those given duties to implement the Policy will discharge them diligently so that Fairfield House School will continue to be a safe and healthy place in which to work. This Health and Safety Policy is an amalgam of the legal requirements for health and safety at work, and the precautions it would be wise to adopt in order to prevent accidents, injuries and instances of occupational ill health.

Fairfield House School welcomes constructive suggestions where any part of the Policy might be improved, to further the aim of creating a healthy and safe working environment.

In accordance with the Health and Safety at Work Act it is the policy of Fairfield House School to ensure, so far as is reasonably practicable, the health and safety while at work of all employees, residents and visitors. The successful implementation of this policy requires the full support and active co-operation of everyone.

It is the duty of all employees to observe those parts of the Health and Safety Policy that are relevant to their own work.

2. HEALTH & SAFETY POLICY STATEMENT

It is the policy of Fairfield, so far as is reasonably practicable;

- (a) To provide and maintain plant and equipment and systems of work that are safe and without risks to health;
- (b) To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) To provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, residents and visitors.
- (d) To maintain any place of work under our control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- (e) To provide and maintain an environment for employees and residents that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare;
- (f) To provide such protective equipment as is necessary for the health and safety at work;

- (g) To monitor the effectiveness of health and safety provisions and to keep the Policy under regular review and duly publish any amendments;
- (h) To consult fully with all members of staff to continuously improve and monitor the health and safety of all staff, residents and visitors to Fairfield.

It is equally a duty under the Health and Safety at Work Act, for everyone at Fairfield House School to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. No person shall intentionally interfere with, or misuse anything provided by Fairfield House School in the interests of health, safety or welfare.

3. ORGANISATION AND GENERAL ARRANGEMENTS

As Director, Tzaraine Cope has a responsibility in terms of the Health and Safety at Work Act for the health and safety of the staff, residents and visitors at Fairfield Residential Ltd, and in particular assumes responsibility for

- (a) Keeping under review the Fairfield House School Health and Safety Policy;
- (b) Allocating resources for health and safety measures;
- (c) Maintaining the business for the successful implementation and monitoring of the Health and Safety Policy;
- (d) Identifying and allocating the health and safety responsibilities of individuals within the business.

4. ENFORCEMENT OF HEALTH AND SAFETY LEGISLATION

For the information of employees, the following is a brief summary of the scheme of enforcement of the Health and Safety at Work Act. Fairfield House School is subject to random inspections by HM Inspectorate of the Health and Safety Executive. There is a system of improvement and prohibition notices which may be served on the business and which can be used to secure the termination, immediate if necessary, of a dangerous activity. An inspector from the Health and Safety Executive may bring criminal proceedings against Fairfield House School or any individual for a breach of any duty under the Health and Safety at Work Act.

5. QUERIES AND PROBLEMS

Any person with a health and safety problem or any query about health and safety should initially refer the matter to his or her immediate supervisor. If satisfaction is not achieved at that level, the matter should be raised with the manager or Directors of Fairfield.

6. MONITORING THE HEALTH AND SAFETY POLICY

The execution of the health and safety policy can be most usefully monitored by regular inspection within Fairfield House School. A record of each inspection and subsequent remedial action should be kept and made available for scrutiny by the Health and Safety Executive Inspectors.

7. COMPLIANCE

This Policy applies to all staff and managers working for Fairfield House School. Failure to comply with this Policy could result in disciplinary action being taken. If in exceptional circumstances it is not possible, or is difficult, to strictly adhere to the Policy staff must immediately notify their manager.

8. REVIEW

The Policy will be reviewed in line with any major legislative changes or European Directives and will be subject to a detailed and independent review every two years and also will be reviewed by Fairfield House School annually.

9. RISK ASSESSMENT

The Management of Health and Safety at Work (MHSW) Regulations 1999 require all employers and self-employed persons to assess the risks to workers and any others who may be affected by their undertaking. Regulation 3 of MHSW however requires that employers should undertake a systematic general examination of their work activity and record any significant findings of that risk assessment. Risk assessment fits into a four part process for risk control, through the setting of performance standards, as follows:- The aim of making a "risk assessment" is to:

- (a) Identify the hazards associated with an activity,
- (b) To assess the seriousness of these hazards and
- (c) To formulate systems of work, training or other methods (controls)
- (d) To reduce the associated risks to a minimum or at least to an acceptable level.

This procedure has to be carried out by someone who is experienced and fully familiar with the activity i.e. a "competent person". Full details can be found in the Risk Assessment Policy and Procedure.

10. LIABILITY INSURANCE

The Health and Safety at Work Act does not in any way alter the general position regarding civil liability. Employer's liability insurance covers Fairfield House School for its legal liability to employees for death, injury or disease arising out of its normal business. Public liability insurance covers Fairfield House School for its legal liability for damages in respect of accidental injury, and loss or damage to material property, happening in connection with its normal business. It is not possible to insure against criminal liability arising under the Health and Safety at Work Act.

11. VISITORS TO Fairfield

All visitors enter only with the permission of an appropriate member of staff and must

sign in the visitor's book. They will be escorted at all times or given details of appropriate health and safety arrangements for their visit.

12. OUTSIDE CONTRACTORS

Every outside contractor performing work at Fairfield House School must accept the full responsibility for complying with the provisions of the Health and Safety at Work Act. They must also comply with Fairfield House School or other local health and safety policies and all other relevant statutory provisions in respect of the work comprising the contract.

13. LONE WORKER

The management of Fairfield House School will ensure that no person is left alone with residents at any time in Fairfield (If there is a resident in the home there will be a minimum of 2 members of staff) accept in an emergency or unavoidable circumstances. This does not apply to outreach services or other residential units operated by Fairfield. However, when young people are in school or out on an activity with other staff members, a member of staff may work alone at Fairfield. In such cases, the member of staff should take reasonable care to look after their own health and safety in compliance with the health and safety procedures. The member of staff working alone should carry the phone on him/her and in the event of an emergency then contact the supervisor/manager.

14. VIOLENCE AT WORK

Fairfield House School recognises responsibilities for the health, safety and welfare of employees and will take all reasonable practicable steps to prevent violence at work (taking into account that due to the nature of the job, staff may be working with service users who display challenging behaviours) . All residents are risk assessed to identify any violent tendencies and access to visitors is strictly controlled. Where incidents of violent behaviour take place Fairfield House School will provide appropriate support and help to the victim.

All employees are reminded of their duty not to endanger themselves or their colleagues. In particular, they are warned against using provocative language or gestures. While attempting to prevent an act of violence no employee should risk his or her life or the lives of others. In an emergency, employees should dial 999 and ask for the police. The duty manager on site is authorised to take whatever immediate action he or she believes necessary in order to deal with a violent incident.

Any employee subject to an incident of violence (including verbal abuse, threats and actual physical assault) must complete a full report of the incident at the earliest possible opportunity and return it to his/her line manager who will make recommendations for immediate action, where applicable.

Where the need for preventative action is identified, the manager will take all practicable steps to achieve a safer workplace. The result of a Risk Assessment may include one or a combination of the following:

- (a) Measures to improve the system of work
- (b) Provision of additional protective equipment
- (c) Provision of alarm systems
- (d) Reorganising the job to lessen the risk of violence
- (e) Transferring the employee, after consultation
- (f) Redesigning work areas
- (g) Increasing training in avoiding and handling violent situations
- (h) Reassessment of staffing levels

15. HEALTH AND SAFETY IN THE USE OF HAZARDOUS SUBSTANCES

Any person handling hazardous substances has a duty towards the control of the hazard and the safe disposal of the source. Accurate records must be maintained. A risk assessment for all work activities involving hazardous substances must be prepared before work commences, as required by the Control of Substances Hazardous to Health (COSHH) Regulations, 1988.

Full details can be found in the Control of Substances Hazardous to Health (COSHH) Policy and Procedure.

16. PERSONAL PROTECTIVE EQUIPMENT

Protective clothing will be issued for workers dealing with necessary but hazardous substances. Every person provided with personal protective equipment must take reasonable care of such equipment and must make proper use of it when there is a foreseeable risk of injury. Persons will be instructed on how to use and maintain the equipment with which they are issued. Disposable gloves and aprons are provided and must be worn when completing intimate care tasks. Gloves must be worn when sluicing soiled items or when cleaning up vomit, faeces, urine etc. These items should be cleaned with a disposable cloth or wipes.

17. REPORTING OF ACCIDENTS, OCCUPATIONAL ILL HEALTH AND DANGEROUS OCCURRENCES

All accidents, instances of occupational ill health, fires and dangerous occurrences must be reported to the manager or owner as soon as possible after the incident has occurred so that the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations may be met. No accident should be considered too trivial to report.

There is an Accident and Incidences book in the office at Fairfield House School that must be

updated with details of all accidents and incidences. These incidences will be fully investigated by the owner or an appropriate nominated individual. Remedial actions will be taken as required and feedback provided to all staff members.

18. THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)

If there is an accident connected with work and any person working for Fairfield Residential Ltd suffers an over-three-day injury the owner or manager must send a completed accident report form (F2508) to the enforcing authority within ten days. An over-three-day injury is one that is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including non-work days)

Under this legislation major injuries include

- (a) Fracture other than to fingers, thumbs or toes.
- (b) Amputation.
- (c) Dislocation of the shoulder, hip, knee or spine.

Dangerous occurrences include:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;

Diseases: Including certain musculoskeletal disorders and upper limb disorders related to manual handling.

19. CONTROL OF LEGIONELLA

Fairfield House School recognises it has a statutory responsibilities as an employer and a healthcare provider under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulation and the Control of Substances Hazardous to Health Regulations. The intention is to use the requirements of these regulations as a minimum standard for the prevention of bacteria growth within building and building services and to prevent residents, visitors and staff being exposed to Legionella bacteria. Full details can be found in the Procedure for the Control of Legionella.

20. MANUAL HANDLING OPERATIONS REGULATIONS (MHOR), 1992

Fairfield House School adopts a risk assessment approach to Manual Handling Operations that takes into account whether it is reasonably practicable to automate or mechanise the process. Fairfield House School provides equipment to avoid the hazardous manual handling of people or items where it is reasonably practicable to do so. Where it is not, Fairfield House School assesses the risks in relation to the nature of the task, the load, the working environment and the capabilities of the handler and takes appropriate action to reduce the risk to the lowest level reasonably practicable.

All employees must follow appropriate work systems introduced by Fairfield House School.

Ltd to promote safety during the handling of loads and must use equipment provided in accordance with their training to minimise the risk of injury.

While HSE guidelines are provided on weight limits at which risk assessment should be triggered, these are not accepted as hard and fast rules by Fairfield. Instead, the business considers many matters such as

- (a) The different abilities of the people doing the handling
- (b) Differences in environments
- (c) Bed height;
- (d) Carpets if hoists are to be used
- (e) Changes in level
- (f) Room to manoeuvre
- (g) The specific behaviours of the resident
- (h) The height and size of the person being lifted
- (i) The specific movements needed, etc.

To take full account of all these issues a full risk assessment is conducted.

General responsibility for implementing safety requirements lies with the owner and manager. Where risk reduction measures identified entail the purchase and supply of equipment, the owner has responsibility.

21. LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS, 1998

Fairfield House School ensures through regular risk assessments and equipment checks that all lifting equipment, including hoists, slings and bath hoists is

- (a) Strong and stable enough for the intended load
- (b) Marked to indicate safe working load
- (c) used safely: the equipment's use should be organised, planned and executed by competent people
- (d) subject to on-going examination and inspection by competent people at least every six months

22. PROVISION AND USE OF WORK EQUIPMENT REGULATIONS, 1998

Fairfield House School ensures through regular risk assessments and equipment checks that all other equipment including office equipment and kitchen equipment provided for use at work is

- (a) Suitable for its intended use
- (b) Safe to use and appropriately maintained and inspected to ensure it remains safe to use
- (c) Accompanied by appropriate safety measures such as warnings and markings
- (d) Used only by people who have received adequate information, instruction and training.

23. FIRE SAFETY

Fire is one of the most serious dangers that could face Fairfield. Regular fire prevention routines are one of the simplest and most efficient means of preventing fire and involves the nightly switching off or unplugging unused electrical equipment, checking that gas fires and gas taps are turned off, and closing the doors to all rooms. The owner will ensure that all furniture and furnishings provided within Fairfield House School are fully compliant with the Furniture and Furnishings (Fire Safety) regulations.

The manager must ensure that all members of staff are instructed in the actions to be taken in the event of a fire. Each member of staff is issued with written instructions in the form of a Fire Routine Procedure and this is discussed as part of their induction process. In particular, staff members are advised to commit to memory the standard instructions given as there will be no time to read these instructions in an emergency.

24. ELECTRICAL SAFETY

The potential risks associated with electrical equipment should be appreciated and in particular electrical circuits should not be overloaded by the use of adapters to serve a number of appliances.

Plugs must be correctly fused for the power rating of the appliance and cables should be out of the way or fixed by cable clamps. Amateur repairs on electrical equipment should on no account be attempted. Appliances should be switched off and unplugged when not in use (unless designed to run continuously).

All items of portable electrical equipment must be regularly inspected and tested for electrical safety in order to comply with the Electricity At Work Regulations, 1989. A qualified contractor who will report the results to the manager will conduct an annual inspection known as a PAT test. Any faulty equipment must be repaired or removed immediately. There will be no sales made of any electrical equipment by this business.

25. GAS SAFETY

All gas installations for Fairfield House School will be maintained in such a way so as to prevent risk of injury to any person and checked for safety on no less than an annual basis by a CORGI/GAS SAFE registered engineer.

A record book must be kept in respect of the appliances including

- (a) Date of the inspection
- (b) Any defect identified
- (c) Any remedial action taken

Employers and self-employed people are governed by the 1998 Gas Safety (Installation and Use) Regulations. These specify that gas appliances, pipe work and flues under their control must be maintained in a safe condition.

26. PHYSICAL HAZARDS

Care should be taken to prevent long hair, ties and loose clothing becoming entangled in the moving parts of machinery. Care should also be taken to prevent trailing wires, cables, etc., from presenting a tripping hazard. Kettles must never be placed on the floor or in precarious positions on shelves or desks.

Materials should not be stacked on the floor where people may fall over them. Filing cabinets should be positioned so as to prevent people coming into contact with sharp edges, corners, etc. Lower drawers of cabinets should be sufficiently loaded to prevent toppling when an upper drawer is opened, and drawers should be closed immediately after use.

Care must be taken, when lifting and carrying, not to attempt too heavy a load and not to carry a load that obscures forward vision. Tables and chairs, especially revolving chairs, should never be used to gain access to high shelving and shelves should not be overloaded, especially above head height. If access above head height is required, a proper set of steps should be used.

Care should be exercised when using doors which do not have a viewing panel, particularly if heavy objects, hot liquids etc., are being carried. Solid doors should be approached from the side away from the hinges, and personnel should never barge through doors or run in corridor areas.

27. DISPLAY SCREEN EQUIPMENT

Display screen equipment (DSE), and particularly visual display units (VDUs), are now a commonplace feature of the office environment. Display screen equipment and other relevant work equipment, including desks, chairs and other associated furniture can and should be adjusted to the most comfortable position for each individual user.

In order to avoid discomfort from prolonged use of DSE equipment, users should:

- assess their workstation
- raise any problems with their line manager in order that they may be resolved,
- make necessary adjustments to their workstation, and
- adopt good working practices

(a) Workstation Assessments

Before beginning to work at a workstation, you should receive adequate instruction and training in the use of your own particular workstation equipment with particular emphasis placed on the health and safety aspects associated with its use. Each workstation must be assessed and any problems resolved as soon as possible.

(b) The Screen

Display screens should have easily read characters, and should be stable, with no

visible flicker or swim. Screens should swivel and tilt easily, and you should have control of brightness and contrast. The screen should be free from reflective glare.

There is no evidence to suggest that display screens cause damage to the eyes or eyesight, or make existing eye defects worse. However, some people find reading from a VDU screen is tiring even when other precautions, such as preventing poor positioning with respect to overhead lighting and windows, resulting in glare, have been taken. If you are in any doubt about your eyesight you should have an eye test.

(c) The Keyboard and Work Surface

The keyboard should be separate from the screen and your work surface should be sufficiently large for a flexible arrangement of the components of your workstation.

(d) Seating

The height of your chair and the angle of the chair back need to be adjustable so that the whole design of the workstation is suited to the physique of the operator, so as to provide a comfortable working environment. A suitable footrest should be provided, if you request one.

There is no doubt that ergonomic and visual fatigue problems can be aggravated by long periods of work. A transfer to other activities for around 10 minutes in every hour is generally regarded as a good way of avoiding such problems. Flexibility in the work regime is the key, taking into account the requirements of both the individual operator and the work in hand.

(e) Work Environment

Your work environment, in terms of space considerations, lighting, reflections and glare, noise, temperature and humidity, must be such that a comfortable workstation is provided, which is acceptable to you.

Software employed must be appropriate to the task, and adapted to the capabilities of the operator. You should never be subject to clandestine surveillance of your work performance; any such monitoring must only be carried out after full consultation with you.

(f) A Safe Workplace

Training, common sense and basic good housekeeping are the predominant factors influencing the maintenance of high standards of health and safety and staff should always be conscious of dangers to themselves and their colleagues, presented by their working environment and activities.

Any unsafe conditions, e.g. faulty fire doors, missing fire extinguishers, missing Fire

Notices, defective equipment, poor lighting, damaged floor coverings, unsafe furniture and so on, should be reported at once to the manager so that remedial action can be taken.

28. FIRST AID

All appropriate personnel with Fairfield House School are trained in first aid and follow the procedures laid out in the First Aid Procedures Manual. First Aid kits are situated in the kitchen and the staff sleep-in room and office and a travel First Aid kit is stored in the office to be taken on all outings. A mobile phone is to be taken on all outings.

29. GENERAL HEALTH AND SAFETY PRECAUTIONS

(a) Emergency Situations

Every person must find out what to do in case an emergency situation arises in the building in which he or she works. Each person should determine, before any emergency occurs, the location of the telephones, the fire alarm, the emergency exits, the fire fighting equipment, and the location of first aid materials.

(b) Housekeeping

A major cause of accidents is often poor housekeeping and, in general, a safe working area is a tidy area. Equipment that is not immediately required should always be returned to a safe storage place, and unwanted materials, particularly combustible and flammable items, should be disposed of safely and promptly. Any spillage must be cleaned up immediately by an appropriate person. Flammable and combustible materials must never be stored or left on emergency exit routes or blocking immediate access to fire alarms, fire equipment or electrical switchgear.

(c) Smoking

Fairfield House School implements a total non-smoking policy that must be adhered to.

(d) Safety Signs

Signs providing safety information conform to the Safety Signs and Signals Regulations, 1996. The colour of the sign depends upon the type of information given. Prohibition signs show a black symbol or text and a red circular border and crossbar on a white background. Warning signs show a black symbol or text and a black triangular border on a yellow background. Mandatory signs show a white symbol or text on a blue circular background.

(e) Manual Handling of Loads

Many of the accidents reported each year are associated with the manual handling of loads with sprains and strains, particularly of the back, the most common. In many cases, these injuries result in a temporary absence from work but can sometimes be serious enough to lead to permanent disablement. It is often not appreciated that many manual handling injuries are cumulative rather than being directly attributable to any single handling incident. It is, therefore, vitally important that manual handling accidents are reported to the manager so that hazardous operations can be promptly identified and remedial action taken to prevent repetition.

Regulations and associated guidance require that assessments are made of manual handling operations, so as to reduce the risks of injuries. These assessments should take into account four factors: the task, the load, the working environment and individual capability. The views of staff are of particular value in identifying manual handling problems, and employees should report any problems experienced with manual handling operations to the manager without delay.

(f) Vehicles

Any vehicle used as part of the operations of Fairfield House School must be regularly serviced according to the manufacturer's recommendations, a log book for the vehicle is properly completed by all users and appropriate fire equipment is provided and available for use. All drivers must hold a full and current driving licence for the class of vehicle being driven.

In addition, all minibus drivers must be over 21, and must have held a clean current driving licence, at the appropriate Category, for at least two years. All drivers of vehicles with more than eight seats (excluding the driver) must hold a licence giving either Group A/B or Category B and D1 entitlement.

Drivers must not consume alcohol on the day on which any vehicle is being operated on Fairfield House School business, until driving is completed, nor on the night before an early morning departure. No alcoholic beverages may be consumed in passenger vehicles. No smoking is permitted in the vehicles.

Drivers must not use hand-held mobile phones to make or receive calls whilst driving vehicles on Fairfield House School business.

All vehicle drivers must ensure that loads are securely stowed and that the carrying capacity of the vehicle is not exceeded. Suitable seatbelts or safety restraints must be used for every person in the vehicle.

All drivers must know what to do if they are involved in an accident or if the vehicle breaks down and vehicle defects must be reported promptly to the manager. Each vehicle must carry a First Aid Box (THIS MAY BE STORED IN THE TRAVEL BAG TO BE TAKEN OUT ON EVERY VISIT) , the contents of which must conform to the requirements of The Health and Safety (First Aid) Regulations 1981, and a suitable fire extinguisher. Drivers of minibuses must appreciate the extra responsibility they hold for their passengers' safety and drive at all times with the utmost care and attention.

The Health and Safety at Work Act 1974 requires Fairfield House School to ensure, so far as is reasonably practicable, the health and safety of all employees while at work and to safeguard others who may be put at risk from those employees work activities. This includes work-related driving activities. Drivers of any vehicle used for Fairfield House School business have, as employees, to comply at all times with the requirements of the Road Traffic Act 1988 and the Road Vehicles (Construction and use) Regulations 1986.

A number of driving offences in the Road Vehicles (Construction and Use) Regulations 1986 make it an offence to "cause or permit" an offence to take place. Regulation 104 makes it an offence for a person to drive a motor vehicle if he cannot have proper control of the vehicle. Anyone "causing or permitting" a driver not to have proper control, such as an employer requiring an employee to drive a vehicle which they cannot properly control, is also liable for prosecution.

The wearing of seat belts by drivers and all passengers is compulsory in vehicles used for Fairfield House School. The Motor Vehicles (Wearing of Seat Belts) (Amendment) Regulations 2006 are available at: www.opsi.gov.uk/si/si2006/20061892.htm.

Children or young people should only be carried in vehicles fitted with an appropriate child restraint system and booster seat (where necessary) and drivers are responsible for the seat belt wearing of all such passengers.

In particular operators or hirers of minibuses should note the requirement that the operator of a bus shall take all reasonable steps to ensure that every passenger is notified that he is required to wear a seat belt at all times when the bus is in motion. Notification must be by one or more of the following means as appropriate:

(a) an official announcement, or an audio-visual presentation, made when the passenger joins the bus or within a reasonable time of his doing so. This means an announcement by the driver of the bus, or courier or by a person who is a group leader in relation to any group of persons who are passengers on the bus.

(b) a sign prominently displayed at each passenger seat equipped with a seat belt. This sign must include a pictorial symbol depicting a white figure on a blue background.

(c) specific assistance in fastening the seatbelt and regular checks that the seatbelt remains fastened.

32. Construction (Design and Management) Regulations 1994

The Construction (Design and Management) Regulations place duties on all those who can contribute to the health and safety of a construction project. Duties are placed upon clients, designers, contractors and planning supervisors and require the production of a health and safety plan and a health and safety file

When looking at any development work, Fairfield House School will appoint a planning supervisor to co-ordinate and maintain health and safety during the design and early stages of preparation.

Fairfield House School also appoint a principal contractor to co-ordinate and manage health and safety issues during any construction work.

33 Training

All staff members will receive appropriate training in all relevant aspects of health and safety as set out in this policy .This include Basic Health and Safety and Health & Safety Awareness, Manual Handling and Risk Assessment, Level 2 Fire Risk Assessment, First Aid. Initial health and safety training will take place during the induction period and the level of understanding of each staff member will be assessed at the end of the probationary period.

Some health and safety training and development work will be conducted in-house but external contractors and trainers will be hired as needed to ensure that all elements of health and safety are fully addressed by all relevant staff members.