



General Policy for Health, Safety and Welfare

Date of Issue: July 2024
Date of Renewal: July 2025
Policy applies to: All staff employed by The Ranch Weymouth Dorset
<p>Purpose of the document: To provide an understanding of the policy and best practice of General Health Safety and Welfare</p>
<p>Key Staff Roles: Lead Facilitator - Toni Matthews toni@theranchweymouth.com Health & Safety Lead - Iain Woodbridge woody@theranchweymouth.com Human Resources Lead & Staff Representative - Gemma Richards gemma@theranchweymouth.com Site Manager - Sheryl Dryer - James Matthews Woodbridge sheryl@theranchweymouth.com - james@theranchweymouth.com Team Lead - Shannon Furze - Martin Ballam - Tree Graham shannon@theranchweymouth.com xtreme@theranchweymouth.com tree@theranchweymouth.com</p>
<p>Summary of the main The document provides General Health Safety and points: policy guidance and outlines the allocation of responsibilities.</p>
<p>Approved by: This policy has been approved by the Directors of The Ranch Weymouth Toni Matthews, Iain Woodbridge, <i>James Matthews Woodbridge</i>, Diana Glencross</p>
Next review due: July 2025 Unless amendments and safety updates to procedures take place.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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Health, Safety and Welfare at Work Policy:

(Referred to thereafter as "The Policy")

This policy applies to the Directors, Lead Facilitators, Health & Safety Lead, Human Resources Lead, Site Manager, Team Lead, Support Staff, animal care staff, administration staff of all provision settings under The Ranch Weymouth alternative provision, as well as visitors, contractors and students.

The Ranch aims to:

Provide and maintain a safe and healthy environment and will meet their obligations under all relevant health, safety and welfare legislation that affects its activities by making every effort, so far as is reasonably practicable, to provide a safe and healthy working environment for all its employees and will ensure that all reasonable practical steps are taken to protect the health, safety and welfare of those who come into contact with The Ranch Weymouth and the sites where alternative education is provided.

Establish and maintain safe working procedures amongst staff, children/ young people and all visitors to The Ranch site

Have robust procedures in place in case of emergencies

Ensure that the premises and equipment are maintained safely, and are regularly inspected

In order to achieve this, The Ranch Weymouth will provide necessary information and training and make adequate budgetary provision within the limits of the finances available.

The Ranch Weymouth believes in actively involving the management and the work force in its efforts to achieve a safe and healthy working environment.

The Ranch Weymouth will ensure that:

- Staff conduct suitable and sufficient assessments of risks to the health, safety and welfare of those who may be affected by their operations and that all significant findings from risk assessments are recorded.
- Arrangements are in place to plan, organise, control, monitor and review any measures needed to deal with significant findings resulting from the risk assessments undertaken.
- Suitable personal protective equipment (PPE) will be provided where required.
- The Site Manager is available to assist employees in fulfilling their health, safety and welfare issues.
- Emergency action procedures are in place to deal with serious and imminent dangers should the need arise.
- An appropriate supervision, appraisal, reflective practice and Counselling service is provided.
- Appropriate information, instruction and training for its employees, in the identification and control of health, safety and welfare is provided. Particular attention will be given to providing training courses which are required by its employees. Health and Safety Lead will be advised of courses that are mandatory/available for employees that are under their direction, employees will also be advised. Refresher courses for existing employees.
- Newly appointed staff are provided with the health and safety guide upon commencement of employment.
- Amendments to this policy, codes of safe working practice and appropriate updates will be circulated as necessary.

Key Terms

For the purpose of this document:

Delegation: is about entrusting authority to others. This means they can act and initiate independently; and that they assume responsibility with you for certain tasks.

Responsibility: the obligation to answer for actions, this often means answering to some specified authority. It is also the recognition that in order to achieve one's purpose, one must act oneself (take responsibility) rather than expecting others to do something.

Accountability: Refers to the liability for any acts and omissions in connection with the exercise of legal authority and execution of practical duties that are borne by an individual or post. This accountability may remain with the person regardless of whether they actually carry them out, i.e. whether their practical duties have been delegated or not. Any individual who remains accountable for a duty retains authority for it. They should therefore when delegating practical tasks to others, take steps to ensure the proper execution of these tasks.

Provision Setting/Site: Refers to any of the settings which The Ranch Weymouth provides Alternative Education to young people.

Students/Pupils: Refers to any young person who is attending The Ranch Weymouth as part of an inclusive alternative education.

Allocation of Responsibility

The Directors board

The Directors board has ultimate responsibility for health and safety matters in The Ranch but will delegate day-to-day responsibility to the Health and Safety Lead, Site Manager and Team Leads.

The Directors board has a duty to take reasonable steps to ensure that staff, children and visitors are not exposed to risks to their health and safety. This applies to activities on or off The Ranch premises.

Monitoring

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Board of Directors and the Health and Safety Lead on a regular basis (annually as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, The Ranch Weymouth will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The Ranch Weymouth will use different types of systems to measure health and safety performance:

Active Monitoring

Daily site checklists completed by the Site Manager

Spot checks and termly site inspections will be undertaken by the Health and Safety Lead

Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed

Reactive monitoring systems:

Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

Reporting and response systems:

ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken

Investigation systems:

Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events

Analysing data to identify common features or trends and initiate improvements

Where cases of occupational ill-health are to be investigated

Where complaints relating to occupational health and safety are to be recorded and investigated

Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

The Leadership Structure of The Ranch Weymouth The structure consists of the following: The Board of Directors, Lead Facilitator, Health and Safety Lead, Site Manager, Team Leads

The Ranch Weymouth through overview by the Lead Facilitator will, so far as is reasonably practicable:

- Ensure that there is an effective policy for health, safety and welfare for their employees.
- Ensure that adequate provision is made so that the requirements of current health, safety and welfare legislation and codes of safe working practice are observed by all employees.
- Regularly appraise the effectiveness of the policy by means of a report to Board of Directors. The report will identify whether the organisation and arrangements of the policy are still applicable and appropriate to the needs of the provision setting.
 - Ensure that such information, instruction, training and supervision are provided as is necessary to ensure the health, safety and welfare at work of all employees.
- Provide adequate resources to meet the trusts health, safety and welfare obligations.
- Ensure the maintenance of a safe and healthy working environment in all The Ranch Weymouth's varied activities.
- Consult and co-operate with appointed safety representatives and staff on health, safety and welfare related issues.
- Ensure through its monthly appraisals and supervision that a copy of this policy statement, and any subsequent amendments, are brought to the attention of all employees. A copy will be located on the staff accessible Sharepoint365 system.
- Conduct suitable and sufficient assessments of risks to the health, safety and welfare of those who may be affected by their operations and that all significant findings from risk assessments are recorded.

Health and Safety Lead

The nominated health and safety lead is Iain Woodbridge

In addition to the duties and responsibility assigned to the Site Manager and Team Lead(s)

- Responsible for the overall implementation of the policy and compliance with health, safety and welfare for their respective site.
- To ensure that all employees are aware of, understand and fulfill their duties and responsibilities in relation to the requirements of current health, safety and welfare legislation.
- To ensure arrangements are in place to promote effective compliance, management and proactive/reactive measures to comply and improve H&S.

- To regularly review the performance of The Ranch Weymouth and its sites in relation to health, safety and welfare.
- To ensure that there are adequate resources available to meet the health, safety and welfare requirements of The Ranch Weymouth.
- To ensure that the provision and maintenance of a safe and healthy working environment forms a key result area for their senior staff.
- To ensure that employees are made aware of the reflective practice Staff Counsellor and the facilities they provide. Rebecca Lynock The Dorset Nurture Hub.
- To keep accurate records relating to general equipment throughout the sites, fire procedures, risk assessments and appliance testing etc.
 - To ensure the arrangements described in this policy are in place and maintained.
- Conduct suitable and sufficient assessments of risks to the health, safety and welfare of those who may be affected by their operations and that all significant findings from risk assessments are recorded.
- The Health and Safety Lead may delegate any of the tasks above, but the Health and Safety Lead is ultimately accountable to the Board of Directors.

On Site Manager

The onsite manager is responsible for health and safety day-to-day.

This involves:

Implementing the health and safety policy

Ensuring there is enough staff to safely supervise children and young people

Ensuring that the buildings and site are safe and regularly inspected

Reporting to the directing board on health and safety matters

Ensuring appropriate evacuation procedures are in place and regular fire drills are held

Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

Ensuring all risk assessments are completed and reviewed

Site Manager, Team Lead(s)

These individuals are responsible for implementing the requirements of all relevant health, safety and welfare legislation within their designated areas.

They will, so far as is reasonably practicable:

- Be directly responsible to the Lead Facilitator of their site for the effective implementation of the Policy and compliance with health & safety legislation in their area of responsibility.
- Ensure that all responsibilities allocated to staff within their designated areas are properly and effectively carried out and staff supported when implementing the requirements of the Policy and relevant health, safety and welfare legislation.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare of employees.
- Review accident/incident trends with the Health and Safety Lead if necessary and take any remedial action necessary without undue delay.

- Where appropriate, inform and seek the advice of the Health and Safety Lead for further guidance at the start of any new projects or the introduction of new machinery, substances or processes.
- Promote the completion of accident/incident/dangerous occurrence reports in accordance with the reporting arrangements and that required by the Health and Safety Executive (HSE) under the Reporting of RIDDOR regulations.
- Work with the Health and Safety Lead to investigate all accidents promptly to discover their cause and take action where appropriate to prevent recurrence.
- In the event of a serious accident/incident/dangerous occurrence, inform the Health and Safety Lead and Lead Facilitator by the quickest practicable means. Once the casualty (if any) has been removed, make the area secure with assistance from the Team Lead if necessary and inform the Health and Safety Lead so that a detailed investigation can be carried out if required.
- Ensure that employees are issued with suitable protective clothing/equipment and that it is maintained in good order and used as required.
- Conduct suitable and sufficient assessments of risks to the health, safety and welfare of those who may be affected by their operations and that all significant findings from risk assessments are recorded.
- Where necessary, make recommendations for the improvement of existing methods of work by the introduction of safer systems.
- Drawing attention to the Health and Safety Lead and Lead Facilitator where required of any contraventions of relevant statutory requirements, the policy, codes of safe working practice, accidents, dangerous occurrences and unsafe practices.
- Ensure the Lead Facilitator of the respective site is informed if conflict occurs over any advice given.
- Ensure all accidents, which are reportable, are made to the Health and Safety Executive (HSE) under RIDDOR Regulations where required in conjunction with Dorset Council.
- Conduct suitable and sufficient assessments of risks to the health, safety and welfare of those who may be affected by their operations and that all significant findings from risk assessments are recorded.

Safety Representative - Human Resources Lead

The Ranch Weymouth implements the role of Human Resources Lead who will be staff representative and has a duty to ensure Health and Safety is an agenda item at a staff meeting once a term and if necessary at the staff daily morning briefing.

The Ranch Weymouth accepts that the Human Resources Lead is a valuable asset and so welcomes their contribution to improve health, safety and welfare standards.

The Human Resources Lead has regard to all significant health, safety and welfare matters and in particular the following:

- The introduction of any measures at the workplace which may substantially affect the health, safety and welfare of the employees.
- Any health, safety and welfare information The Ranch Weymouth is required to provide to employees.
- The planning and organisation of any health, safety and welfare training, required to provide to the employees that the Human Resources Lead represents.

Staff

Ranch staff have a duty to take care of children and young people in the same way that a prudent parent would do so.

Staff will:

Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

Co-operate with The ranch on health and safety matters

Work in accordance with training and instructions

Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

Model safe and hygienic practice for all

Understand emergency evacuation procedures and feel confident in implementing them

Duties of Employees

Every employee will, so far as is reasonably practicable:

- Take reasonable care to ensure the health and safety of him and of other persons who may be affected by his acts or omissions at work. (Section 7 of the Health and Safety at Work etc. Act 1974)
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with. (Section 7 of the Health and Safety at Work etc. Act 1974)
- Report all accidents/incidents, whether persons are injured or damage to property has occurred or not. This is via the report feature hosted on The Ranch Weymouth Sharepoint 365 system.
- Take account of the advice and instruction of the Site Manager and Team Lead to ensure that the policy is implemented.
- Remove any hazards without endangering themselves or others and, if required, to warn fellow employees of the hazard and to report it via the report feature hosted on The Ranch Weymouth Sharepoint 365 system.
- Use protective clothing and equipment when and where there is a requirement to do so.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and welfare. (Section 8 of the Health and Safety at Work etc. Act 1974)
- Make suggestions to Site Manager and/or Team Lead to improve health, safety & welfare in their work.
- To use equipment and machinery in accordance with the instruction and training they have received, request via their Team Lead, who will raise this with HR, any training courses they require to assist in carrying out their duties safely.
- To report serious dangers, or health, safety and welfare shortcomings (which a trained employee would reasonably consider to be so) to their Team Lead.
- Cooperate fully with the Health and Safety Lead
Any employee who knowingly contravenes the safety policies which affect the place of work where they are currently employed or disobey or cause others to disobey safety instructions issued by the Team Lead, Site Manager, Health and Safety Lead, Lead

Facilitator, Board of Directors or person delegated by them of that workplace, will be liable to disciplinary action, which in serious cases may result in dismissal.

Children, young people, parents and visitors

Children, young people and all visitors are responsible for following The Ranch's health and safety advice, on site and off-site, and for reporting any health and safety incidents to a member of staff.

Duties of Students

There are more eyes around the provision settings from our students than from our staff which means the students have a greater chance of observing an un-safe practice or hazard.

Every student will:

- Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.
- Report any accidents, near miss incidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person. Each young person has a named key worker and is made aware of the appropriate Safeguarding Lead through child centred and simple clear display posters and via Clasdojo.
- Inform their key worker or the person in charge of the activity rather than compromise their own safety or the safety of others where they are not confident that to carry out a work or leisure activity safely.
- Comply with the health and safety requirements.
- Take reasonable and responsible care of themselves and their peers whilst at The Ranch Weymouth and involved with in/out of the provision setting activities.
- Ensure their tasks while at the provision setting that requires training, is conducted as directed by a named adult and that protective clothing/equipment is used when required to do so.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and welfare. (Section 8 of the Health and Safety at Work etc. Act 1974)
- Be familiar with emergency procedures.

Contractors

Contractors will agree health and safety practices with the on-site director before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Authorised persons on the provision's premises (visitors, contractor's parents etc.):

Will be required to observe site safety rules and instructions given by persons implementing the Health, Safety and Welfare Policy.

Should comply with the Site Manager and all related health, safety and welfare obligations and codes of safe working practice whilst working on our premises.

Volunteers

Volunteers (those in an unpaid role.) have a responsibility to act in accordance with The Ranch Weymouth's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

Contractors

All contractors under The Ranch Weymouth's control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by The Ranch Weymouth health and safety policy and not endanger pupils, staff or other visitors to the site.
- The Health and Safety Lead together with the Site Manager will be responsible for the co-ordination of the contractors' activities on site.
- The Lead Facilitator must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Lead Facilitator, Site Manager, or by the contractor, in consultation with the Health and Safety Lead. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

The Ranch Weymouth and all staff are responsible for the safety of children on the premises by ensuring that they are mindful of, and adhere to, the requirements set out in Keeping Children Safe in Education annual statutory guidance.

Visitors and other users of the premises

All visitors to The Ranch Weymouth settings must comply with The Ranch Weymouth's health and safety policy and procedures.

- Site Manager/Team Lead must ensure that a suitable system is implemented whereby visitors are required to record their visit to the setting (visitor's book) and the time they leave. This should include all visitors to the setting including tutors, family workers, Property Surveyor, Contractor's etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by The Ranch Weymouth. This is in the form of a red visitors lanyard which is clearly visible.
- At all times visitors will always be accompanied at all times by a responsible employee.
- Should a fire / emergency occur, or the fire alarm is activated whilst visitors are on the setting's premises, the person who is accompanying the visitor will take him / her to the fire assembly point.

The procedure, assembly point and alarm alert of a whistle sounding, or by use of the radio system, will be given as a safety briefing to all visitors at the time of signing in.

- Should an incident / accident occur involving a visitor it must be reported using the accident procedure and form on The Ranch Weymouth Sharepoint365 system and inform the Health and Safety Lead. An investigation must be undertaken as soon as possible by the relevant responsible person.
 - o Visitors are alerted to the establishment fire procedures.
 - o Visitors adhere to the 'no smoking' policy.
 - o Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
 - o Visitors record time of arrival and departure in the visitors' book.
 - o Where applicable visitors are provided with and wear identification lanyards
 - o Visitors are accompanied or authorised to enter the premises.
 - o Visitors remain within authorised areas and do not enter any restricted area unless permission is granted, and the person is accompanied.
 - o Visitors do not take anything with them from the premises or bring anything onto the premises that may create a hazard or risk unless authorised.
 - o Visitors report all accidents, incidents and near misses to the host.
 - o Visitors wear protective clothing that is supplied when necessary.

Training and Records

The Ranch Weymouth will ensure that all staff have suitable and sufficient training to complete the tasks required of them. The Ranch Weymouth and the Human Resources Lead will ensure all training is recorded and up date training is completed where required. All new staff will be given a health and safety training as part of their induction process, which they are required to read through regular monthly appraisals and supervisions will take place to ensure their understanding of what is required of them in health and safety.

All employees will be provided with:

- a) induction training in the requirements of this policy
- b) updated training in response to any significant change in roles and responsibilities
- c) training in specific skills needed for certain activities as identified by the relevant risk assessment
- d) refresher training where required

Each member of staff is also responsible for drawing the director's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. This would ordinarily be achieved through the supervision and appraisal process and/or raising the concern with their direct Team Lead/Site Manager. All employees shall undertake work tasks as instructed and trained.

First Aid

First Aid equipment has been provided.

First Aid treatment is provided through trained First Aiders. These include:

3 Staff members qualified in Paediatric First Aid

6 Staff members qualified in Emergency First Aid at Work

2 Staff members Registered General Nursing Qualified and practising with active PIN (Personal unique registration code)

The Ranch Weymouth will ensure that a suitable number of staff are qualified to administer first aid in an emergency. The need for first aiders, their level of training required and for first aid equipment will be ascertained through a first aid assessment.

All child facing staff members undertake mandatory first aid training and are subject to refresher courses.

First aid boxes are situated at strategic points throughout the provisions sites and are clearly identified.

All child facing youth support worker carry portable kits on their person in a safety pack provided by The Ranch Weymouth.

The contents will be checked on no less than a monthly basis by a nominated first aider in conjunction with the Site Manager and all deficiencies made good and subject to weekly checks.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on provision premises or as part of an education-related activity.

The reporting system is held securely on The Ranch Weymouth Sharepoint 365 site.

Accident Recording

The Ranch Weymouth will record all accidents/incidents in accordance with the Accident Reporting procedure. All completed forms are submitted immediately to the Health and Safety Lead, via the secure online Sharepoint365 site.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed by the Health and Safety Lead.

All accidents that are reported on the Sharepoint system by all staff and visitors will be sent to the Commissioning Team, marked For Attention of Health and Safety as soon as practically possible, by the Health and Safety Lead.

Notifying parents

The Site Manager will inform parents of any accident or injury sustained by a young person and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Animals

The Ranch Weymouth hold individual Risk Assessments on each animal grouping and each individual animal within that group.

These assessments are reviewed at least annual or sooner following any incidents or near misses.

PEEPS Personal Emergency Evacuation Plan

The Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Disability Discrimination Act 1995 require employers to implement effective arrangements for emergency evacuation for all employees.

The purpose of a Personal Emergency Evacuation Plan (also known as a PEEP) is to provide people who cannot get themselves out of a building unaided with the best possible escape plan in a fire emergency.

A PEEP may be needed for someone with an impairment or disability such as:

Mobility impairment

Sight impairment

Hearing impairment

Cognitive impairment

A medical condition or injury which might cause them to need assistance to evacuate safely.

Furthermore, people with an invisible impairment may need assistance in an emergency even though they do not usually have an access/exit problem.

Sometimes the requirement for a PEEP may be temporary for instance, someone who is using a wheelchair because of a broken leg or someone in the late stages of pregnancy.

A Personal Emergency Evacuation Plan will be implemented in the following cases:

1. Identify everyone who may need assistance, including anyone who is temporarily impaired.
2. Make the evacuation procedures visible with notices for those who need assistance.
3. Carry out regular drills and put a system in place to test the methods. The person who needs assistance should be informed of their involvement and when it is needed.
4. Ensure the PEEP is created with the person who will be needing assistance and everyone assisting.
5. PEEPs should be reviewed regularly to ensure they are still relevant and suitable
6. PEEPs must be recorded and filed. This will be done on the Sharepoint 365 system and overseen by the Health and Safety Lead.

Having this plan in place will give The Ranch Weymouth employees and visitors peace of mind that should an emergency happen, that all are well prepared to handle the evacuation.

A PEEP is not needed for everyone with a disability or an impairment. If the individual can leave the building or setting unaided safely and within an acceptable period of time, they will not need a Personal Emergency Evacuation Plan. However, The Ranch Weymouth will conduct a risk assessment and involve the individual before settling on a decision, because while they may not have a problem entering and exiting the building, they may need assistance in an emergency.

Personal Emergency Evacuation Plan will ensure you have considered the following:

Assistance by others

Equipment and training requirements

Safe routes and refuge

These PEEPS will be checked at least annually to ensure they are still relevant to visitors and employees. Or in the event that a person's situation may change or the building/setting's layout may alter.

Whose responsibility is a PEEP

The Site manager and Team Lead are responsible for ensuring the safety of their staff. It is their responsibility to identify individuals who may require a PEEP and to implement the PEEP assessment. This will be escalated to the Health and Safety Lead to action.

Fire

The Ranch Weymouth will ensure that a fire evacuation drill is completed at least termly and recorded in the fire log, on each of their provision sites. The log will be kept up to date with entries for daily site checks, conducted by the Site Manager.

Ensure arrangements are in place for evacuating disabled people and all relevant persons receive a PEEP (Personal emergency evacuation plan).

The Ranch Weymouth will ensure that a fire risk assessment is completed at each provision setting. Each site will be overseen by the Health and Safety Lead to ensure actions from the assessment are completed and that the assessment is reviewed annually or more frequently if there is a significant change to the building. The Site Manager can assist in the review phase of any assessment.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding, or an emergency whistle alert is heard. All staff are responsible for ensuring evacuation routes and fire doors are kept clear at all times. Staff are required to attend fire training.

Electricity.

Each site of The Ranch Weymouth will have to take a full inspection and test all portable appliances on an at least a two-yearly basis. No personal item should be brought in from home until an inspection and test is completed. All staff should visually inspect electrical equipment before use, for obvious defects. Defective equipment must not be used. It should be labelled and reported as defective for replacement/repair. Each setting will have an annual visual check recorded on all portable appliances and check the items are included on the PAT testing register. Each site will be checked by daily checks by the Site Manager and overseen by the Health and Safety Lead, to ensure that fixed wiring inspections are completed on a yearly basis by an approved contractor.

Work Equipment.

All work equipment must be purchased from a reputable supplier and managed under PUWER. (Provision and Use of Work Equipment Regulations 1998). Before purchase the following considerations must be given:

- The installation, positioning and or storage of the equipment requirements
- The suitability for purpose including electrical loading
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment. Staff must not use work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment. All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by an approved contractor. Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by The Ranch Weymouth. All employees will be expected to wear the PPE when operating the equipment if all other methods to control risks have been observed.

Access Equipment (Kick-stools, ladders, tower scaffolds and MEWPS etc.)

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The need to work at height has been reviewed and reduced
- The installation requirements
- All other methods of working at heights reviewed before the purchase of ladders
- The suitability for purpose (correct class of ladder)
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment. The access equipment should be visually checked before each use. The Ranch Weymouth must complete an inventory for all access equipment and conduct a formal written 6 monthly check (tower scaffolds and MEWPS will require specialist and more frequent checks).

Hand Hygiene

The Ranch Weymouth practice hand hygiene and all staff and students are made aware that soap and water must be used.

Wash hands with liquid soap and water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

Alcohol-based sanitising (hand) rub is not a substitute for hand cleansing and must be used as part of hand hygiene routine and not to replace hand washing:

A sanitising product containing a minimum of 60% Isopropanol alcohol and emollients (in liquid, gel or foam). Designed to inactivate microorganisms but it does not have any cleaning properties and must not be used on visibly dirty hands.

The Ranch Weymouth provide hand washing facilities and staff, students and visitors are regularly reminded of the need to practice good hand hygiene.

Alcohol-based hand rubs when used correctly can remove transient micro-organisms and substantially reduce resident micro-organisms.

Alcohol based hand rubs 'sanitise' but do not clean or remove organic matter and must therefore only be used on visibly clean hands.

Alcohol gel is not effective against *Clostridium difficile* spores and some viruses i.e.

Norovirus –

Hands must be washed with soap & water after approximately 5 consecutive uses of gel (due to an accumulation of the proteins in the product).

Control of Hazardous Substances

All substances that may be considered hazardous to health are to be assessed however The Ranch Weymouth does not use any substances that require a COSHH assessment. All hazardous products will have an individual risk assessment completed, of which a hard copy will be stored on site.

Asbestos

No settings or sites used during The Ranch Provision has Asbestos.

Legionella

Legionella bacteria grow most readily at temperatures of between 20-45 degrees Celsius. The [Health & Safety Executives](#) ACOP L8 document which deals with the control of legionella will tell you that water stored in and sourced from your hot and cold water systems should either be above 50°C within one minute at the hot tap, or below 20°C after two minutes for the cold water, according to its use and requirements.

Anywhere that generates a water spray that could be inhaled would be a risk. Similarly, taps, shower heads, and other outlets that are infrequently used would be at greater risk of a higher level of legionella bacteria. The Risk Assessment will be undertaken and reviewed annually.

The Health and Safety Lead will also perform a check list of risk; For instance, if any rarely-used outlets are identified during the legionella risk assessment, they should either be removed which is the recommended solution, or if this is not practical they should be flushed through weekly to ensure bacteria does not get the chance to build-up. Water temperatures at various points should also be taken monthly, ensuring that all taps and other areas are covered over the course of a year.

The Ranch Weymouth will be aware of academic term time breaks and periods when taps may not be in constant use for longer periods of time.

The legionella risk assessment identifies this and highlights recommend control measures that will ensure the system remains safe throughout the year – not just during term times. A weekly preventative check will be completed weekly. 52 weeks of the year and recorded as part of the Site Manager's Check.

Violence

The Ranch Weymouth have in place a policy and guidance for violence at work. All incidents of verbal and physical abuse will be recorded on the accident / incident report form and submitted on the Sharepoint365 system.

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager immediately. This applies to violence from young people, visitors, or other staff.

Manual Handling

Employees who complete manual handling tasks will have suitable and sufficient training and have access to risk assessment forms and templates.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and young people are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly.

Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Lone Working

For further information please refer to The Ranch Weymouth Lone Working Policy.

Off Site Visits

When taking children or young people off the premises, we will ensure that:

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of young people, along with the parents' contact details

There will always be at least one first aider on trips and visits

Pregnant and Expecting Women

The rights of pregnant youth support staff and all employees of The Ranch Weymouth- to privacy

and dignity at work, individual risk assessments, safe and fair working arrangements, more frequent rest breaks, a clean private space to rest and paid time off for antenatal appointments - will be upheld.

Long hours and a high workload, combined with prolonged periods of standing, bending and lack of access to toilets or rest facilities can have a negative impact on a pregnant woman and her baby. An individual risk assessment must be carried out once The Ranch Weymouth has been informed. This should be undertaken in collaboration with the staff member and should be reviewed periodically throughout the pregnancy.

The risk assessment should take into account the particular risks to pregnant women working in the education sector and in the particular education setting. Some conditions such as unsuitable seating could lead to discomfort, back strain and fatigue.

If the risk assessment reveals a risk to the staff member or their baby, reasonable steps must be taken to remove it or prevent exposure to it. Staff must be provided with information on the risks and what action has been taken.

If the Risk Assessment highlights a need for adaptation:

The Ranch Weymouth will temporarily alter the working conditions or hours of work, if this is reasonable and avoids the risk, such as allowing extra breaks, ensuring that the staff member can sit down and avoiding heavy lifting. This applies to all workers.

If that is not possible or does not avoid the risk, The Ranch Weymouth must offer suitable alternative work on terms and conditions that are not substantially less favourable than their original job.

If there is no suitable alternative work, The Ranch Weymouth must suspend the staff member on full pay for as long as necessary to avoid the risk.

Risk Assessments

Risk assessments are completed for any significant risks in accordance with the Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on at least an annual basis or whenever there is a significant change to the activity, task, personnel, or following an accident.

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing.

Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Vulnerable to infection

Some medical conditions make individuals vulnerable to infections that would rarely be serious in most children. The Ranch will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles, or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The Ranch will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of COVID-19, we will follow the recommended self-isolation period based on government guidance.

Recommended absence period for preventing the spread of infection

Infection or complaint	Recommended period to be kept away from The Ranch Weymouth
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before student return to The Ranch Weymouth,</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from The Ranch Weymouth if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Students are safe to return to The Ranch Weymouth as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from The Ranch Weymouth during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected student or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Students can return to The Ranch Weymouth 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at The Ranch Weymouth, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to the provision setting.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from the provision setting are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, or environmental health officer will advise.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to The Ranch Weymouth after 2 weeks of treatment if well enough to do so and if they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to the provision setting as soon as they are well enough.

Whooping cough (pertussis)	A child or staff member should not return to The Ranch Weymouth until they have had 48 hours of appropriate treatment with antibiotics, and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.

Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend The Ranch Weymouth and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the student has been treated and has recovered, they can return to the provision setting.
Meningitis	Once the student has been treated (if necessary) and has recovered, they can return to the provision setting. No exclusion is needed.
Meningitis viral	None.
MRSA (methicillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

In the event of a reportable incident, the Health and Safety Lead will make a report to the HSE. This can be done via completing the appropriate online form.

The form will be submitted to the RIDDOR database.

This can also be done via Telephone: 0300 003 1647

If someone has died or has been injured because of a work-related accident, this may have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Not all accidents need to be reported – a RIDDOR report is only required when:

The following types of injury must be reported under RIDDOR.

The death of any person

With the exception of suicides, the death of any person must be reported if it resulted from a work-related accident.

If a person suffers a reportable work-related injury and dies due to that injury within one year (365 days), this must be reported as a work-related fatality.

Specified, reportable injuries to workers

Regulation 4 of RIDDOR lists 'specified injuries' which must be reported:

fractures (other than to fingers, thumbs, and toes)

amputation of an arm, hand, finger, thumb, leg, foot or toe

any injury likely to cause permanent blinding or reduction in sight in one or both eyes

any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen

serious burns (including scalding) which:

cover more than 10% of the body

cause 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

You should refer to the detailed guidance on specified, reportable injuries.

Over-7-day incapacitation of a worker

Work-related accidents must be reported where they result in an employee (or self-employed person) being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury.

Where the worker's injury or condition does not become apparent until some time after the accident, it must be reported as soon as it has prevented them from doing their normal work duties for more than 7 consecutive days.

This 7-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.

Some situations will include days when the injured person would not normally have been expected to work. You must take those days into account when deciding whether they were unable to do their normal duties for 'more than 7 consecutive days'.

Over-3-day incapacitation

Accidents must be recorded where they result in a worker being away from work, or unable to do their normal work duties, for more than 3 consecutive days.

Non-fatal accidents to people other than workers

Accidents to members of the public or others who are not at work (such as customers or volunteers) must be reported if:

they involve work activity

they result in an injury

the person is taken directly from the scene of the accident to hospital for treatment to that injury

Examinations and diagnostic tests, such as X-rays, do not count as 'treatment'.

However, you must report treatment that involves the person having:

a dressing applied

stitches

a plaster cast

surgery

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury

is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

These diseases include:

carpal tunnel syndrome (where the person's work involves regular use of hand-held percussive power tools involving repetitive blows, such as jackhammers, or vibrating power tools such as sanders, grinders or chainsaws)

cramp of the hand or forearm (where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm)

occupational dermatitis (where the person's work involves significant or regular exposure to a known skin sensitiser or irritant)

hand-arm vibration syndrome (where the person's work involves regular use of percussive power tools, vibrating power tools, or holding materials which vibrate while being processed by powered machinery)

occupational asthma (where the person's work involves significant or regular exposure to a known respiratory sensitiser)

tendonitis or tenosynovitis of the hand or forearm (where the person's work is physically demanding and involves frequent, repetitive movements)

Biological agents

All diseases must be reported when there is a causal link between an occupational exposure and a biological agent.

The term 'biological agent' is defined in the Control of Substances Hazardous to Health Regulations (COSHH). It means a micro-organism, cell culture, or human endoparasite which may cause infection, allergy, toxicity or other hazard to human health.

Occupational exposures to biological agents may happen as a result of:

an identifiable incident, such as accidentally breaking a laboratory flask, accidental injury with a contaminated syringe needle, or an animal bite

unidentified incidents, where workers are exposed to the agent without their knowledge, for example where a worker is exposed to legionella bacteria during routine maintenance on a hot water service system

A report should be made whenever there is reasonable evidence that an occupational exposure was the likely cause of the disease. The doctor may indicate the significance of any occupational factors when making their diagnosis.

Infections in the community, such as colds or flu, are generally not reportable as they cannot usually be attributed to occupational exposures to biological agents.

Dangerous occurrences

A dangerous occurrence is one which 'arises out of or in connection with work' and could risk harm to others. Not all of these events need to be reported.

Process

The HSE may call or email for more information within 3 working days. The HSE aim to email within 15 working days (3 weeks) to give the outcome.

Additional Health and Safety Policies and Guidance

In addition to this policy are the following related H&S documents:

First Aid Policy

Lone Working Policy

Procedures and documentation that should also be viewed in conjunction with this policy.

These include, but are not limited to:

- Risk Assessment
- Accident Report
- Near Miss Report
- Accident Investigation

END OF POLICY

