

# Lapwing

## HEALTH AND SAFETY POLICY STATEMENT

The Board of Trustees regard the promotion of health and safety at work to be of the utmost importance for all students, staff, and visitors of Lapwing. It is Lapwing policy to ensure that every reasonable step be taken to prevent injury and ill health to all stakeholders by protecting individuals from hazards at work.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of Lapwing activities
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that employees are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities at all locations
- Periodic review of health and safety procedures as activities, conditions and the associated risks change
- All staff (employees and volunteers) employed within Lapwing have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety

All staff within Lapwing have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting any incident which has led, or could have led to damage or injury using the appropriate reporting system
- assisting in any investigation with regards to accidents, dangerous occurrences or near misses

In line with the Safety Organisation set out in Part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within Lapwing.

### Objectives

The objectives of the Lapwing health and safety policy are:

- To promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- To ensure that places and methods of work are safe and healthy through the arrangements set out later and others which are adopted from time to time as appropriate to changing circumstances
- To protect participants, whether they be employees, students, or members of the general public from any foreseeable hazards on all locations used by Lapwing
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable
- To ensure a safe and healthy working environment for all employees and that there are sufficient facilities and arrangements for their welfare
- To ensure that awareness with regards to all aspects of safety is fostered by all employees

- To ensure employees are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety
- To ensure that full and effective consultation on all matters is encouraged

## **Responsibilities**

Responsibilities of individuals are as follows:

Trustees - the ultimate responsibility for all aspects of health and safety at work rests with the Board of Trustees.

CEO - is responsible for the effective implementation of the safety policy and the monitoring of organisational practice to implement health and safety arrangements. The CEO is the designated person for health & safety within Lapwing and is trained in IOSH accredited Managing Safely.

Line managers - all managers are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the CEO so that the associated risks are assessed and any precautions deemed necessary are implemented.

All incidents will be investigated by the CEO in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. The CEO should ensure that all new members of employees and students under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

Other employees and students – have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of Lapwing, contractors, and members of the public. They are required to co-operate with supervisors, line managers and the safety advisor, and adhere to safety guidance given, in helping to maintain standards of health and safety within Lapwing.

## **Risk assessments**

Responsibility for assessing and controlling risk lies with all employees within Lapwing. Individual student risk assessments will be completed by education delivery staff and approved by the Senior Management Team in line with the Lone Working Policy.

## **Safety Arrangements**

The safety arrangements set out below are for the information, guidance and compliance of all employees at Lapwing.

Health and safety are integral parts of management. They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children and young people in their care.

In carrying out their normal functions, it is the duty of all managers to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work

- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all employees are aware of their responsibilities for safety
- providing safe places of work with safe access to and egress from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment staff must be made aware in risk assessments

More specific arrangements are set out below and will be supplemented from time to time as necessary to address new risks in the form of appendices.

All employees have a statutory duty to co-operate in fulfilling the objectives of the Board of Trustees and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their line manager.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## **Specific arrangements for health and safety**

### **Accident reporting**

Lapwing accident and injury reporting system:

- Any accidents / injuries to a Lapwing employee or student should be immediately passed on in person or by phone to the designated person for Health & Safety (Will Fletcher) or a member of the Senior Management Team in his absence.
- The accident MUST be recorded on an accident report form and emailed to the designated person for Health & Safety (Will Fletcher) or the relevant member of the Senior Management Team in his absence.
- If the accident happens at the site of a delivery partner then the accident should also be recorded via that organisation's health and safety reporting procedures as well as being reported to Lapwing as stated above.
- If a minor injury has happened to a student prior to the session, is noticed by a member of staff but is not of major concern e.g. bruising or other body markings, staff should notify the Designated Safeguarding Lead or alternate as a matter of protocol (regardless of the lack of concern).
- If an injury has happened elsewhere and it is of concern that the cause was not accidental, a body marking form should be completed and passed to the Designated Safeguarding Lead or alternate without delay.
- The designated person for Health & Safety is responsible for following up all accidents including communication with parents/carers and other relevant third parties.
- The CEO is to ensure that the trustees are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 1999).

### **Accident investigation**

All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be investigated without delay by the CEO in order that the cause of the accident can be identified and measures taken to prevent a recurrence.

Investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.

### **Requirements of partner organisations**

All partner organisations working with or hosting Lapwing activities and sessions must ensure that accidents unrelated to Lapwing, but occurring at a time when Lapwing staff and students are or could be present, are reported to the Lapwing CEO as well as following their own reporting chain. This is so that reasonable measures can be taken to mitigate these risks to Lapwing stakeholders accessing that venue.

### **Working in delivery partner locations**

All Lapwing staff must familiarise themselves with the health and safety procedures at partner organisations in which they are working. These procedures may inform individual student risk assessments if students are accessing third party placements.

### **Safe working procedures**

#### **Rapid hazard identification procedure**

Lapwing staff working with students are expected to dynamically risk assess at all times in order to identify hazards and remedy them. This should also include timely follow up communication to the Senior Management Team and an amended risk assessment.

Line managers must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe-working procedures must be promulgated to protect all employees working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that employees in their departments are fully conversant with these procedures.

### **Defective tools and equipment**

All defects found in hand tools, power tools or any other equipment must be reported immediately to the delivery partner manager and the Lapwing CEO.

The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been affected.

### **Means of access**

Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

### **Machinery**

Anyone controlling the use of machinery must be familiar and comply with the following legislation.

- The Factories Act 1961: Safety (General Provisions)
- The Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test & Examination, Etc.) Regulations 1922

- Provision and Use of Work Equipment Regulations 1994
- Health and Safety (Safety Signs & Signals) Regulations 1966
- Electrical Equipment (Safety) Regulations 1994

### **Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

### **Electrical equipment**

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

Where 13 amp sockets are in use, only one plug per socket is permitted.

The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.

Electrical equipment that is known to be, or suspected of being faulty, must not be used.

If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected. All electrical equipment (except phone chargers) must be PAT tested annually.

### **Use of harmful substances**

When using harmful substances, whether they be material or chemical substances, all employees must ensure that adequate precautions are taken to prevent injury to health.

No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the CEO. The user department is to be in possession of a Safety Data Sheet.

### **Skin infections and hand care**

To reduce the risk of dermatitis, acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.

Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt. Do not put oily or chemically soiled rags in pockets. Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **Consumption of food**

Food is only to be consumed in recognised rest rooms and dining areas.

### **Emergency services**

Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required.

### **Noise**

Where noise cannot be controlled at source all employees are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

### **Fire prevention**

Lapwing staff (and students under the direction of Lapwing staff) are expected to familiarise themselves with the emergency evacuation procedure of the location in which they are working.

### **Visitors**

It is the duty of all staff within Lapwing to ensure the health and safety of all visitors they are responsible for.

Contractors working within Lapwing are required to comply with the working rules as issued by Lapwing. Any breach of these rules is to be reported to the CEO.

### **Use of vehicles**

Only those persons authorised, and in possession of the appropriate licence and insurance, are to drive vehicles on Lapwing business.

This health and safety policy should be read in conjunction with:

- Lone Working Policy
- Appendix 1: Additional H&S guidelines for working with children and vulnerable young adults.

<b>Author:</b>	<b>Will Fletcher</b>
<b>Issued:</b>	<b>September 2022</b>
<b>Approved:</b>	<b>30 August 2022</b>
<b>Next review:</b>	<b>August 2024</b>

## **APPENDIX 1: ADDITIONAL HEALTH AND SAFETY GUIDELINES FOR WORKING WITH VULNERABLE YOUNG ADULTS AND CHILDREN**

All our students are vulnerable young people. Young people - especially those with learning difficulties - can be curious, have a limited sense of danger and can react in different ways in an emergency or crisis. Never assume that a place which is safe for an adult will be safe for a young vulnerable person.

Young people are naturally inquisitive and impulsive and the majority of their learning is done by experience, which makes them more adventurous than adults. For many of our students this curiosity may lead them into all sorts of dangers that they may not be aware of.

Vulnerable young people may well ignore warning signs if they are intrigued by what they see beyond or they may be unable to read or interpret, so it is important to ensure that they are supervised at all times and not at risk. They may see a dangerous environment as an adventure playground, as they may not perceive danger as others do.

Young people can react differently in different situations. If a young person is un-cooperative; he/she should not be forced to do anything against his/her will, as they may be unpredictable in their actions and reactions to the circumstances. This may put them or others at risk.

Situations that might give rise to stress or emotional trauma should be treated as health and safety hazards. Time should be allowed for the student to relax and understand that no real threat exists, and where appropriate expert advice should be sought from your manager.

In line with Lapwing's Lone Working Policy, all provision should be thoroughly risk assessed in advance and staff should be constantly undertaking dynamic risk assessments throughout a session to ensure the highest levels of health and safety.

### **What to do in the event of an accident or incident**

- Bring the situation under control
- Inform the designated person for Health & Safety (Will Fletcher) or a member of the Senior Management Team in his absence
- So far as is possible, the scene should be left undisturbed until an investigation is complete – this is particularly important for serious accidents where the police or health and safety executive may investigate
- Report the accident or incident on an accident or incident report form (available on the Lapwing R-Drive)

### **Collecting students from their home**

- If the student appears not to be at home – contact the relevant programme manager for further instruction and leave after a reasonable time of trying.
- If the student does not wish to attend – leave after trying to engage, inform the Lapwing office and, where possible, the establishment the student was due to be attending on that day
- If there are parental difficulties – leave, do not try to get involved, inform the programme manager and, where possible, the establishment the student was due to be attending on that day

### **Dropping a student at home**

- If the parent/carer/guardian is not at home – when possible contact them by phone and/or contact the programme manager. Do not leave the student at home alone without permission.
- Where the parent/carer/guardian refuses to take the student – contact the programme manager

### **Taking students out in your car**

- You must be insured to use your vehicle for business
- You must pay attention to relevant speed restrictions for the vehicle and roads travelled
- You must ensure the roadworthiness of the vehicle and you must check the vehicle prior to use
- Do not overload the vehicle
- Students must be sitting in seats with seat belt fastened at all times when the vehicle is in motion
- Exits must not be blocked with luggage or equipment
- Students must not be allowed to move around the vehicle when it is in motion
- Students must not distract the driver when the vehicle is in motion
- The individual student's risk assessment should be consulted in advance by the staff so they are aware in advance of the conditions of supervision in transit for that particular student (eg. staffing ratio, seating position, etc.)

### **What to do in the event of an accident or injury**

Lapwing accident and injury reporting system:

- Any accidents / injuries to a Lapwing employee or student should be immediately passed on in person or by phone to the designated person for Health & Safety (Will Fletcher) or a member of the Senior Management Team in his absence.
- The accident **MUST** be recorded on an accident report form and emailed to the designated person for Health & Safety (Will Fletcher) or the relevant member of the Senior Management Team in his absence.
- If the accident happens at the site of a delivery partner then the accident should also be recorded via that organisation's health and safety reporting procedures as well as being reported to Lapwing as stated above.
- If a minor injury has happened to a student prior to the session, is noticed by a member of staff but is not of major concern e.g. bruising or other body markings, staff should notify the Designated Safeguarding Lead or alternate as a matter of protocol (regardless of the lack of concern).
- If an injury has happened elsewhere and it is of concern that the cause was not accidental, a body marking form should be completed and passed to the Designated Safeguarding Lead or alternate without delay.
- The designated person for Health & Safety is responsible for following up all accidents including communication with parents/carers and other relevant third parties.

### **In the case of a non-serious road accident**

- If safe to do so, keep the student safe by remaining in the vehicle.
- If not, move the student to a safe location protected from oncoming traffic.
- Contact a member of the Senior Management Team as soon as possible.
- Ensure there is no phone use whilst driving with students in the car, including hands free.

### **In the case of a serious accident**

- Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time.
- If applicable get everyone behind the side crash barrier as soon as possible.
- Deal with casualties as best you can until emergency help arrives.
- Contact a member of the Senior Management Team as soon as possible.
- Co-operate with the emergency services and accompany any students to hospital as required.

### **Mechanical breakdown**



- If on motorway/dual carriageway get everyone behind the side crash barrier as soon as possible.
- Keep everyone in a safe position until either the problem is fixed or replacement transport arrives.
- If on a normal road keep everyone safe by remaining in the transport if it is safe to do so.
- If not – move everyone to a safe location protected from oncoming traffic.
- When moving follow the Highway Code and supervise the young people to avoid danger.
- Contact a member of the Senior Management Team as soon as you practically can.

#### **What to do if a student becomes ill or is injured (beyond first aid)**

- If appropriate drive to the nearest hospital with the student, if not, call the emergency services
- Remain at hospital with the student until the parent/guardian arrives
- Contact a member of the Senior management Team as soon as practically possible

#### **What to do if you become ill or are injured**

- If possible, contact a member of the Senior management Team and/or call the emergency services if required
- Wherever possible make sure the student is safe. If working within an establishment or at a delivery partner's site get help from those colleagues

#### **What to do if a student gets lost**

- Contact and inform a member of the Senior Management Team immediately. They will then make a decision on the next course of action

#### **What to do if the student walks off or absconds**

- Be aware in advance of their individual risk assessment which will specifically advise on this scenario
- Depending on the individual risk assessment you will be directed either to encourage them to return, follow from a safe distance, call parent/carer, notify the police, etc.
- Inform a member of the Senior Management Team immediately

#### **External Hazards**

- In extreme weather (wet, cold, hot, sunny) – provide information to parents/carers/guardians about the need for suitable clothing, footwear, sun cream and insect repellent. If hot - take the student into the shade and provide water.
- During outdoor activities be aware of biological hazards e.g. Weils Disease, Toxicara infection from dog mess, ingestion of poisonous plants, needle/stick injuries, nettle and thistle stings and insect bites.
- Be aware of slips, trips and falls risks and ensure adequate supervision, carry out checks and risk assessments, obtain assistance as required.
- Violence/assault – consider your own and your student's personal safety at all times and provide the appropriate level of supervision.

#### **Working indoors**

- Cables, tables and chairs can be trip hazards, make sure cables are not trailed across a room, if they are they must be covered with rubber protector strips and chairs must be pushed in neatly under tables.
- Fire – flammable substances must be out of reach of visitors and students.
- Cleaning materials are to be locked away and not used by the student, unless supervised by staff.
- Electrical sockets are to be covered with a socket guard and students are to be supervised at all times when using electrical equipment.

- The kettle and hot water should be stored away from the edge of the work surface and the student should be supervised at all times when using or working around hot water.
- When using hammers and nails in woodcrafts – ensure adequate safety briefings and instruction prior to use and adequate supervision at all times. First aid must be at hand.
- Aerosol paint to be used outdoors only with plenty of ventilation.
- Only child friendly glue to be used, again with adequate instruction and supervision.
- To avoid falls and trips ensure correct clothing is being worn, students are supervised at all times and any potential hazards are removed.
- No cooking is to take place without supervision.
- Hygiene standards must be adhered to.

### **Medication**

Administration of medication is the responsibility of the family. This should be monitored by the programme manager where appropriate. Refer to the Medical Needs and Administering Policy for more detailed information.

### **Work near rivers/streams/sea**

- Pre-planning is important, consideration of weather forecast and weather conditions on the day.
- Suitable clothing, footwear and equipment.
- Dry spare clothing is recommended.
- Emergency equipment must be taken.
- Assess conditions before and during activity.
- Ensure an awareness of water levels.
- Other routes to be taken if route is unsafe.

### **Planned activity in water**

- All water sports must be supervised by qualified employees.
- All activities will be thoroughly risk assessed by qualified employees.
- These activities can only be approved by a member of the Senior Management Team.

### **Weil's disease pollution**

- Do not use obviously contaminated sites.
- Take sensible hygiene precautions.
- Cover wounds, grazes etc.
- Do not drink river water.
- Wash hands before eating.

### **Hypothermia symptoms**

Hypothermia depends on how cold the environment is and how long the period of exposure is. In mild cases:-

- Shivering
- Feeling cold
- Low energy
- Less able to tolerate cold than normal
- Cold red skin

### **Hypothermia treatment**

Treated by preserving body heat and preventing any more being lost. Try to do the following if waiting for medical treatment or treating mild hypothermia at home:-

- Move indoors or somewhere warm as soon as possible
- Change out of wet clothes
- Wrap up in blankets, towels, coats – protecting the head and torso as a priority. Your own body heat can help someone with hypothermia – try gently hugging them

- Increase activity if possible, but not to the point where sweating occurs, which cools the skin down again
- If possible eat carbohydrates to provide rapid energy, or fats to provide prolonged fuel for your body
- Have a warm drink
- Once body temperature has increased be sure to keep warm and dry

#### **DO NOT**

- Apply direct heat to the arms and legs as this forces cold blood back to the major organs making the condition worse
- Rub or massage the person – in severe cases there is a risk of heart attack, so it's important to be gentle
- Give alcohol as this lowers the body's ability to retain heat.

#### **Sunstroke Symptoms**

Heat exhaustion is usually one of the first signs that you are at risk of developing heatstroke.

Symptoms to be aware of are:

- Headaches
- Dizziness
- Nausea and vomiting
- Muscle weakness or cramps
- Stomach cramps
- Pale skin
- Weak pulse
- High temperature

#### **Sunstroke treatment**

If you or a student experience these symptoms after exposure to hot conditions, physical exertion or burns:-

- move to a cool area
- rehydrate by drinking plenty of fluids. Re-hydration solutions and some sports drinks are useful for rapid re-hydration, although in most cases plain water is fine.
- Remove any excess clothing and cool down with lukewarm water

Left untreated these symptoms can develop into heatstroke. Heatstroke can occur suddenly and with little warning.

#### **Heatstroke symptoms**

- Symptoms as for heat exhaustion
- Confusion and disorientation
- Convulsions (uncomfortable muscle twitching)
- Unconsciousness
- Racing, thumping pulse
- Flushed, hot and dry skin
- Very sudden rise in temperature

## **APPENDIX 2: MANUAL HANDLING**

### Definition

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992).

### Rationale

There is a legal requirement for the organisation to have a Health and Safety policy that includes a manual handling statement.

Manual Handling may be carried out by employees employed by Lapwing. Manual handling causes a known risk of musculo-skeletal injuries.

This policy has been adapted to provide clarity and consistency of manual handling guidelines within Lapwing.

### Objectives

To comply with the requirements of the law as stated in:

- The Health and Safety at Work Act 1974
- The Manual Handling Operations Regulations 1992
- All other legislations, or parts thereof, relating to manual handling and provision and maintenance of equipment

To prevent musculo-skeletal injury to employees as a result of manual handling by reducing the risk to the lowest level possible.

The assessment and reduction of risks from manual handling aims to achieve:

- A safe working environment
- Suitable and sufficient equipment to reduce manual handling risk
- Well trained employees who take care of their own health and safety and that of others

### Manual Handling Risk Management System

The following will be taken into consideration which may affect individual capabilities of employees:

#### General Physical Capability

A risk of injury will be considered unacceptable if a specific manual handling technique cannot be carried out by most reasonably fit, healthy employees. An employee can decide whether or not they can manage the tasks to be performed. However, the CEO has a duty to ensure the employee is physically capable of completing the task without injury.

#### People with health problems

Conditions such as recent injury, hernia, back problems, heart conditions or other risk increasing factors should be taken into consideration before an employee is asked to do manual handling work. If there is any uncertainty, medical advice should be sought. The Disability Discrimination Act may require employers to make adjustments if they would allow a person with a disability to do the work safely and satisfactorily.

#### New and expectant mothers

The law requires employers to make allowances for pregnant women and those at high risk after childbirth, for about three months, to prevent injury from the physical work involved in manual handling procedures. A risk assessment must be carried out on the expectant mother and reviewed monthly as long as the expectant mother continues to work.

### Young workers

Extra care is required to ensure that young people, up to the age of 18, are not exposed to the risks from manual handling. Extra precautions or close supervision are needed.

Accidents and incidents occurring at work that result in musculo-skeletal injury will be thoroughly analysed.

### Avoidance of risk

Lapwing will eliminate, as far as reasonably practicable, the need for its employees to carry out any manual handling tasks that involve a risk of injury.

A risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say by when this should be organised and implemented.

The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of the risk.

### Special Needs and Medical Conditions

Work with students who have special educational needs or disabilities (SEND) often involves manual handling, especially if they need help or support to move.

The relevant Programme Manager should:

- carry out general risk assessments for the main hazards
- apply and modify the generic risk assessment to suit the individual circumstances of each student, involving the student and liaising with parents, carers and relevant health professionals
- link individual students' moving and handling assessments with their overall care package
- set out the assessments in simple and suitable format and language and make the information readily available to all staff assisting the student
- obtain expert advice where required
- ensure that suitable and adequately maintained and serviced equipment (such as hoists) is available
- record and monitor incident records to ensure risk controls are effective

### Risk Management Process

Responsibility for assessment: The CEO has the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks where required within Lapwing which are regularly reviewed.

### Reducing the Risk

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable".

Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will be sought if necessary.

Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

### Lifting Equipment and Manual Handling Aids

All equipment or aids identified as required in risk assessments will be provided.

Any manual handling equipment provided will be maintained in a safe condition to use and be subject to regular inspections by a responsible person.

Users should complete a visual check before use to check for any evident defects. Defective or broken lifting equipment should be withdrawn from service immediately, labelled and reported to the Health and Safety Officer.

### CEO responsibilities

The CEO must ensure that:

- manual handling assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities
- any injuries or incidents relating to manual handling are reported and investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- all manual handling accidents, injuries or near misses are reported using the accident/injury reporting system complying with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995

### Employee Duties

Employees must:

- be aware of their responsibilities under the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992
- attend manual handling training sessions provided by the organisation where necessary
- seek assistance and extra training if their level of knowledge is insufficient for a new situation
- report all manual handling accidents, injuries or near misses using the accident/injury reporting system
- report to the CEO or Health and Safety Officer (in confidence) any personal conditions which may be affected by manual handling activity
- comply with instruction and training provided
- ensure their own health and safety is not put at risk when carrying out manual handling activities
- use equipment which has been provided
- report any problems relating to the activity to their line manager, the Health & Safety officer or CEO

### Information and Training

Lapwing will ensure all employees receive information and training in manual handling where appropriate. The purpose of this is to:

- inform employees of legislation, policies and procedures they must follow to reduce the risk of injury
- inform employees of their responsibility to look after their health and safety and that of those who may be affected by their actions
- provide practical advice and training on best practice in manual handling