

## **Health and Safety – General Policy**

### **Statement of Intent:**

ABA Pathways considers the successful management of health and safety to be a key objective and an integral part of their respite, tutoring and consultancy activities. We are committed to reducing and preventing workplace injuries, injuries in client's homes, ill health and unnecessary losses and liabilities so far as is reasonably practicable.

ABA Pathways is committed to:

- Compliance with all applicable legislative and regulatory requirements.
- Taking all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Preventing accidents and cases of work-related ill health
- Ensuring health and safety roles and responsibilities are understood and communicated across all employees and subcontractors.
- Providing clear instructions and information, and adequate training, to ensure employees and subcontractors are competent to complete their work
- Providing personal protective equipment
- Identifying our health and safety risks and ensuring provision of suitable and sufficient risk control measures.
- Providing appropriate and relevant information, instruction, training and supervision.
- Ensuring training on safe handling procedures is given
- Consulting with employees and subcontractors on health and safety issues.
- Providing a healthy and safe workplace.
- Providing appropriate emergency arrangements, equipment and facilities.
- Continually improving in all areas of health and safety management.
- Making, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for ABA Pathways' activities;
- Making specific assessment of risks in respect of new or expectant mothers

We expect all employees, subcontractors, and visitors to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

ABA Pathways accepts their health and safety responsibilities and are committed to developing a culture that supports the effective management of health and safety at all levels.

ABA Pathways will provide the necessary physical and financial resources, provide active leadership and obtain any necessary expert advice in order to demonstrate our commitment to and support for the health and safety policy.

At ABA Pathways, we provide and maintain safe and healthy working conditions, equipment, and systems of work for all our staff, and a safe learning environment in which children and young people learn and are cared for. To develop and promote a strong health and safety culture within ABA Pathways for the benefit of the staff, children/young people, parents, and any visitors, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

**Legal framework:**

We follow all relevant legislation and associated guidance relating to health and safety within the premises, in the community and in client homes including:

- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

**Aims and objectives:**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises, when caring for children and young people in the community and in client homes.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the premises including outdoor spaces
- Establish and maintain safe working practices amongst staff and children
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the premises to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training
- Maintain a healthy and safe premises with safe entry and exit routes
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the premises

- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the premises are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff and parents to report any unsafe working practices (at the premises, in the community and/or in client homes) or areas to ensure immediate response by the directors.
- Evaluate and mitigate risks when in the community and in client homes

We believe the risks in the premises' environment are low. To maintain the maximum protection for children, staff and parents, ABA Pathways:

- Ensures all entrances and exits from the premises, including fire exits are clearly identifiable, free from obstruction and easily opened from the inside
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action
- Ensures that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Has the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Ensures that all members of the team are aware of the procedure to follow in case of accidents for staff, visitors and children
- Ensures that all members of the team take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensures there are suitable hygienic changing facilities (see infection control policy)
- Prohibits smoking/vaping on the premises
- Prohibits any contractor from working on the premises without prior discussion with a director of ABA Pathways
- Encourages children to manage risks safely and prohibits running inside the premises unless in designated areas
- Risk assesses all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the premises
- Ensures all cleaning materials are placed out of the reach of children/young people and kept in their original containers
- Ensures staff wear protective clothing when cooking or serving food
- Prohibits certain foods that may relate to children's allergies
- Follows the allergies and allergic reactions policy for children who have allergies or have a reaction at the premises
- Ensures risk assessments are undertaken on the storage and preparation of food produce within the premises
- Familiarises all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provides appropriately stocked first aid boxes and check their contents regularly
- Ensures children are supervised at all times

- Takes all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors
- Ensures no student or volunteer is left unsupervised at any time
- Ensures staff paediatric first aid certificates or a list of staff who hold a current PFA certificate are on display (and/or made available to parents).

We believe the risks in the community are, generally, low (see individual client risk assessments). To maintain the maximum protection for children/young people, staff and parents, ABA Pathways:

- Ensures children and young people without road safety awareness (see client risk assessments) hold hands or link arms with an adult at all times
- Ensures children to be secured in car seats, if applicable
- Ensures no child or young person is left unattended
- Requires staff to use disabled toilet facilities if children or young people are not independent with toilet procedures
- Ensures child locks are on car doors
- Takes all reasonable steps to prevent unauthorised persons removing the child or young person from the care of staff and have an agreed procedure for checking the identity of potential persons relevant to the child/young person
- Have a director available to contact with concerns or queries when in the community
- Ensure individual client and setting risk assessments are completed, if a setting has not been visited before then a director must verbally approve the setting prior to visiting
- Ensure care plans (if applicable) and emergency contact details are with staff
- Ensures that all members of the team take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensures that all members of the team are aware of the procedure to follow in case of accidents for staff and children/young people
- Ensures staff are aware of all exits and entrances in their immediate location
- Prohibits smoking/vaping on the premises
- Prohibits certain foods that may relate to children's allergies
- Ensures children are supervised at all times
- Ensures staff are aware of any fears/concerns that may affect their child/young person's visit in the community (see individual client risk assessment)

We believe the risks in the client's homes are, generally, low (see individual client risk assessments). To maintain the maximum protection for children/young people, staff and parents, ABA Pathways:

- Ensures that staff are aware to bring concerns of safety to the parent/carer's attention
- Ensures that all members of the team are aware of the procedure to follow in case of accidents for staff and children

- Ensures that all members of the team take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensures staff are aware of all exits and entrances
- Prohibits certain foods that may relate to children's allergies
- Ensures children are supervised at all times
- Ensures staff are aware of animals in the home

### **Responsibilities**

The designated Health and Safety Officers in the premises are Nicola Agambar/ Rianna Ritchie/Danielle Dobinson or Anna Colgate (Directors of ABA Pathways).

The employer has overall and final responsibility for this policy being carried out at ABA Pathways.

All employees have the responsibility to cooperate with the directors to achieve a healthy and safe premises and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

Whenever a member of staff notices a health or safety issue or problem which they are not able to rectify, they must immediately report it to an appropriate person named above. Parents and visitors are requested to report any concerns they may have to a director.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. These include health and safety matters.

### **Health and safety training:**

Persons responsible for monitoring staff training are Nicola Agambar/Rianna Ritchie/ Danielle Dobinson or Anna Colgate (Directors of ABA Pathways).

Health and safety is covered in all induction training for new staff.

At present at least one member of staff on the premises and available at times when children are present MUST hold a full paediatric first aid (PFA) certificate and must accompany children on outings. The certificate must be for a full course, this must be renewed every three years and the emergency PFA course is taken face to face.

When at the premises, we take in to account the number of children, staff, layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

*All trained first aiders must be listed in the first aid policy.*

Our trained first aiders are Nicola Agambar/Rianna Ritchie/ Danielle Dobinson and Anna Colgate (Directors of ABA Pathways).

### **Health and safety arrangements:**

- All staff are responsible for general health and safety at the premises, in the community and in client homes.
- Risk assessments will be conducted on all areas of the premises, including rooms, activities, outdoor areas, resources, cleaning equipment, legionella and lone working.
- These are reviewed at regular intervals and when arrangements change
- All outings away from the premises (however short) will include a prior risk assessment – more details are included in our outings policy
- All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them or the area. These checks are recorded and initialled by the staff responsible. Unsafe areas are made safe where possible or the area is not used to promote the safety of children. In these cases the directors will be notified immediately
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
- We adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- We identify and assess any water sources at risk of legionella, and manage these risks including avoiding stagnant water
- All staff and students receive appropriate training in all areas of health and safety which includes risk assessments, manual handling, fire safety and emergency evacuation procedures. We may also use benefit risk assessments for particular activities and resources for children
- We have a clear accident and first aid policy to follow in the case of any person on the premises, in the community or in a client's home suffering injury from an accident or incident
- We have a clear fire safety policy and procedure, which supports the prevention of fire and the safe evacuation of all persons in the premises. This is shared with all staff, students, parents and visitors to the premises
- We review accident and incident records to identify any patterns/hazardous areas
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents receive these updates, as with all policy changes, as and when they happen
- We welcome feedback from staff and parents. They are able to contribute to any policy through informal discussions, the suggestion scheme and/or during regular meetings held at the premises.

### **Quality Assurance**

ABA Pathways will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.

The directors will ensure action is taken to swiftly remedy any identified weaknesses within its health and safety procedures.

**Policy Dates**

This policy was written and takes effect January 2023.

Nicola Agambar  
Director | UKBA(cert) | BCBA