



Health and Safety Policy

Written by Natalie Myers September 2018

To be reviewed annually.

Statement of intent

Good Apple Independent LTD recognises and accepts responsibility for providing a safe and healthy environment for staff employed by the company, for young adults attending the unit and for any visitors or contractors, who come on to the premises.

Good Apple Independent will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at work Act 1974 and the management of Health and Safety at work regulations 1999 as well as other regulations, approved codes of practice and guidance, etc made under this legislation. Good Apple Independent will also ensure that appropriate policies are in place and kept up to date.

Good Apple Independent will procure the services of appropriate Health and Safety consultants to advise staff on all related matters and to provide Good Apple Independent with up-to-date information in relation to Health and Safety responsibilities. Any revision of this policy will be after appropriate consultation and negotiation with all stakeholders.

The responsibility for the implementation of this policy rests with the directors and the Health and Safety co-ordinator.

Each and every member of staff must recognise that, under the act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their line manager in fulfilling duties under the act supporting legislation as well as under the Good Apple Independent Health and Safety Policy.

It is a requirement that all staff members read the Health and Safety policy and its appendices, and sign that they have done so.

Natalie Myers..... Date.....

Sarah Mould..... Date.....

The following statement sets out the Health and Safety objectives for Good Apple Independent with the aim of ensuring best practice in the management of Health and Safety.

Good Apple Independent:

- Will take all reasonable steps to provide safe and healthy conditions for young adults, employees and other who may be affected by its activities;
- Will take steps to ensure compliance with all relevant Health and Safety legislation;

- Will provide adequate resources to implement this policy including access to support from Health and Safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- Accepts that Health, Safety and Welfare are an integral part of all its activities and will take steps to manage these effectively;
- Expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own Health and Safety and have regard for Health and Safety of others;
- Is committed to providing the necessary information, instruction, supervision and training to all employees and young adults where applicable;
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively;
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances;
- Will set out full details of the organisation and arrangements for the management of Health and Safety within Good Apple Independent in writing and communicate these to all employees.

Aims

Good Apple Independent Ltd aims to ensure that as far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- Safe systems and effective procedures are in place to protect the Health and Safety of visitors, including parents, contractors' employees and members of the public affected by the work of Good Apple Independent;
- Arrangements are in place to ensure that no work is carried out by any member of staff or contractor that is liable to expose employees, young adults, visitors or the public to hazards to Health and Safety unless suitable and sufficient assessments of risk are made and necessary measures to prevent or control the risk have been put in place;
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper Health and Safety of employees and any other person within the unit that could be affected by their work;
- Sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable Health and Safety of anyone within the unit either inside or out; and

- Sufficient funds are provided as far as is reasonably practicable for the appropriate training of staff in Health and Safety systems and safeguards.

Good Apple Independent objectives will be to:

- Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to Health and Safety (this requires a risk assessment to be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably suitable and sufficient standards of safety are adopted and enforced)
- Ensure that all departments have suitable policies and procedures in place and to ensure the Health and Safety of staff, young adults and visitors within each department.
- Provide comprehensive instruction, information, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and young people.
- Ensure that all equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of staff, young adults or visitors or the public, and where necessary appropriate training will be given;
- Ensure the provision of means of access and egress which are safe and without risks to health;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that Good Apple Independent will have and maintain up-to-date fire safety procedures and documentation, and that all employees and students and as far as is practicable visitors) are familiar with them;
- Develop safety awareness among all employees and students and to promote individual responsibility for Health and Safety at all levels of staff and young adults who are within the unit;
- Ensure that the Health, safety and welfare of all employees, young adults and members of the public are under continuous and reasonable review by all staff at Good Apple Independent;
- Appoint a competent person to oversee the implementation of the Health and Safety policy and procedures;
- Provide sufficient funds to enable safe systems to operate and for the training of relevant staff;

Responsibilities

This policy is largely dependent on the total co-operation of every person who works within Good Apple Independent. It is expected that all employees co-operate in the ensuring of the Health and Safety of all staff, young adults and visitors.

The nominated competent person for Health and Safety (HSM) is responsible for:

The definition of a 'Competent person' is the person who has responsibility in the discharge of their responsibilities under the Health and Safety Act 1974, the Management of Health and Safety at work Regulations 1999 and all other health and Safety legislation, and for liaising with other Health and safety advisors , enforcement officers,(such as HM inspectors of Health and Safety executive and fire and civil defence fire officers.)

- Managing co-ordinating and monitoring Health and Safety matters within the unit;
- Ensuring the Health and Safety policies and systems are implemented;
- Meeting with Health and Safety representatives;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Health and Safety policy and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that the appropriate training is given to relevant staff in accordance with the fire safety policy;
- Ensuring that all visitors, voluntary helpers, peripatetic staff, and visiting coaches understand and implement the Health and Safety policy;
- Ensuring that all necessary safety signs and notices are displayed;
- The Health and Safety and welfare of staff, young adults, visitors and any other person using the premises.
- Ensuring safe working conditions for all of the above.
- Ensuring safe working practices and procedures throughout the unit including those relating to the provision and use of machinery and other apparatus;
- Ensuring that staff are consulted appropriately on issues that affect them;
- Implementing a behaviour policy that will ensure as far as is reasonably practicable the health and safety of young adults whilst on site and when engaged in activities off site;
- Ensure that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or young adult welfare;
- Ensuring liaison with contractors is maintained and that regular reports are obtained;
- Arranging for appropriate supervision for students is in place;

- Carrying out periodic safety reviews and audits;
- Ensuring that Health and Safety training needs for all staff are identified, and appropriate training provided;
- Encouraging staff, young adults and others to promote Health and Safety and to suggest ways of reducing risk;
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Ensuring that the Health and Safety management system or other (if any) is used effectively by relevant users;
- Ensure that parents/ carers are kept informed on any Health and Safety issues and enlisting their support as appropriate;
- Making progress reports and informing the Good Apple Independent director of changes to the Law and guidance.

Department responsibility

The head of each department within the unit will be responsible to the HSM for the implementation and operation of the Health and Safety policy. They will;

- Familiarise themselves with Good Apples Independent Health and Safety Policy and all regulations and codes of practice relevant to the work in their area;
- Use the Health and Safety management system to record completion of the relevant tasks;
- Make and regularly review a departmental Health and Safety policy
- Set up and implement safe methods of work;
- Ensure that the Good Apple Independent behaviour policy is implemented within their department;
- Apply effectively all relevant Health and Safety regulations, rules, policies, procedures, and codes of practice;
- Ensure risk assessments are carried out and any relevant risk and effective measures are taken to control those risks;
- Carry out safety inspections of their areas and keeps record of these inspections;
- Make available any protective clothing and equipment and first aid and fire appliances;
- Ensure that all departmental staff, volunteers and young adults in their areas know the emergency evacuation procedure;

- Ensure that all toxic hazardous and highly flammable substances are correctly used, stored and labelled;
- Report and Health and Safety concerns to the HSM;

Catering

In addition to the above the caterer is also responsible for:

- Implementing all relevant Good Apple Independent policies;
- Applying the appropriate isolation procedures in the event of a fire and emergency evacuation of the kitchen and canteen area;
- Supervising and training staff appropriately;
- Ensuring that all staff within the kitchen have the opportunity to raise concerns about Health and Safety.

All members of staff a duty to

- Take all reasonable steps to safe guard the health and safety of themselves, all other staff, young adults in their care and any other persons who may be affected by their actions;
- Understand the reporting system;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand any departmental Health and Safety polices;
- Observe any Health and Safety rules and procedures set out and use safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working;
- Alert the HSM or department head as appropriate to any potential hazard;
- Report all accidents, incidents or near misses that have led to illness, harm or damage;
- Ensure that all young adults behaviour is regulated in accordance with Good Apple Independent Behaviour policy;
- Report any unsafe working practices;
- Report any concerns about health, safety and the welfare of any young Adult in their charge in line with the Good Apple Impendent Safeguarding procedures;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with thorough working knowledge of the machine;
- Ensure that no young adult is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;

- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures, and that they ensure that a fire drill notice is displayed in the room that they work;
- Participate in paid relevant training;
- Read this health and safety policy and any sub policies agreed by Good Apple Independent and sign and date the log book to indicate that he/she has done so. The following statement should be used:

'I have read Good Apple Independent LTD's Health and Safety policies and understand my responsibilities'

All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meeting and training sessions.

Students and parents

Our young adults attending the unit also play a part in overall health and safety and welfare of Good Apple Independent and they will be encouraged to discuss Health and Safety issues and can also raise any concerns which can be reported to the HSM.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding; road safety)

Organisation

Structure:

- Good Apple Independent as the employer has overall responsibility for the policies and procedures in the unit;
- The HSM has overall responsibility for the internal management of the policies and procedures;
- Department heads have responsibility for Health and Safety within their areas and are responsible for reporting to the HSM.

Risk assessment

All members of staff in charge of departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made.

Members of staff must be competent to carry out appropriate risk assessments. The HSM is

responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Good Apple Independent will determine its own risk assessments pro forma, which must be used by all staff or other. Completed assessments must be sent to the HSM and retained on the health and safety management system, and made accessible to all relevant staff. Relevant staff will be provided with training on the Health and Safety management system.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.

The HSM will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or by outside contractors. The HSM has the discretion to seek advice from outside contractors and will report to the board of directors with reasons and responses.

Security

Good Apple security policy are contained in the staff handbook and are also available from the HSM.

The security arrangements will cover as relevant;

- The site
- The out buildings
- Notices
- Controls of visitors
- Locks and keys
- Out of bound areas
- Dealing with trespassers
- Security of staff and young adults property
- Vehicles and cycles
- Movement around the site
- Transport and pedestrians arriving at the unit and leaving
- Responsibilities for security aspects

Health and Safety management arrangements

The HSM will be responsible for the Health and Safety management system, and will make regular reports to the directors on the progress and annual cycle of the Health and Safety management.

Staff with Health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the Health and Safety in management records.

The directors of Good Apple will receive termly reports on the implementation of its Health and Safety policies and procedures.

Training

Good Apple will provide opportunities for staff to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely within the work environment.

All employees whether permanent or temporary will undergo induction training which will include the following Health and Safety matters:

- Emergency arrangements
- Fire Drills
- First Aid Arrangements
- Accident reporting
- Good housekeeping
- Codes of safe practice and guidance
- Specific hazards/ responsibilities
- Special needs of pupils including those with disabilities.

Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.

Staff who feel they have a need for any training regarding Health and Safety should contact the HSM.

The HSM will keep a record of each individual employees training and ensure all training is up to date. And where certificates of competence are required for potential hazardous activities (e.g. woodwork machinery) the department heads are responsible for;

- Checking the validity of certificates
- Arranging refresher courses
- Keeping the HSM informed.

Measuring Performance

Good Apple will use an appropriate system to support relevant staff in carrying out their responsibilities for health and Safety in their areas.

The HSM will ensure that the following are carried out as appropriate, using the management system for logging purposes:

- Regular document audits;
- Site inspections;
- Review of risk assessments and control measures
- Information from departments and how it is dealt with
- Results from external reviews/ investigations
- Regular review of accidents/incidents/near misses and the use of information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice.

Review

At the end of the year Good apple will draw up a report on the management of Health and Safety.

The review will cover:

- A review of the overall fulfilment of risk assessments and other Health and Safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risk and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;
- Changes in Health and Safety, policy or structure to include any introduced from external influences;
- Any proposals for improvements.

Staff training and involvement

All staff will receive this policy and will be expected to read it, and to read any other policies that will affect them in their work. Good Apple recognise that time must be allocated for this to be undertaken.

All staff will be trained in the management system.

Good Apple and the HSM will inform staff of any changes to the policy and procedures both in written and verbal form.

Good Apple undertakes to provide extra training for staff where a need is identified.

The HSM is responsible for prioritising training needs, and engaging appropriate trainers, involving external trainers where needed.

Equal Opportunities

In making, reviewing and implementing this policy Good Apples equal opportunities must be taken in to account.

Good Apple will make sure reasonable adjustments are made to the premises and facilities to enable disabled staff, young Adults and visitors to use the facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, young adults and visitors.

Monitoring and review

The HSM is responsible for:

- Monitoring and implementation of the policy;
- The proper use of the management system;
- The making of risk assessments;
- The state of training;
- Reporting to Good Apple directors.

The directors will be responsible for:

- The monitoring of the implementation of the policy;
- Ensure that Good Apple education company LTD policies and procedures are fit for purpose;
- Ensure the management system is being used to ensure compliance;

- Monitor and implement any changes to the policies and procedures if there is a change in Health and Safety Law, regulations and guidance;

Date of the next review.....

Signed: Natalie Myers..... Date.....



Accident / Incident Management

Accident / incident management

All accidents/ incidents must be reported immediately to the HSM in the manner laid down by Good Apple.

This Includes:

ACCIDENTS – where an accident has occurred and harm / injury is sustained

INCIDENTS – Where an accident has occurred and harm / injury is not sustained

NEAR MISSES – Where an incident occurred which could have (under similar circumstances) become an accident

The HSM will carry out investigations into all accidents under guidance of any appointed competent person with the assistance and co-operation of relevant department heads.

REPORTING OF INJURIES, DISEASE AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 1995.

The HSM has the responsibility for reporting under RIDDOR regulations The HSM will inform the Good Apple Directors of any such event.

The HSM will review the incidents recorded in the Accident Book at regular intervals to identify any trends. The HSM will sign the Accident Book and record it in the Health and Safety Management system.

Review Date

Signed.....

Date.....



Administration of Medication

Administration of Medication

Aim

This policy aims to:

- Provide a clear policy and set procedures which will be understood and accepted by staff, parents and young adults, and which provide a sound basis for ensuring that young adults with medical needs receive proper care and support during their time at the unit.
- Set out the necessary measures to support young adults with medical needs (including long term complex needs);
- Define individual responsibilities for young adults safety;
- Explain the procedures to ensure safe management of any medications.

Responsibilities

Parents/ Guardians

Parents / Guardians are responsible for making sure that their child is well enough to attend the unit.

Normally any prescribed medication should be administered at home. Good Apple accepts, however, that it may be necessary for some medications to be administered during their attendance at Good Apple.

Under arrangement made by Good Apple, Parents / Guardians should provide the Curriculum Head with sufficient information about their child's medical condition and treatment or special care needed at Good Apple.

Parents / Guardians are responsible for ensuring that these details are up to date.

Parents / Guardians are responsible for ensuring that any medications that need to be administered during Good Apple hours are prescribed by a qualified medical practitioner and have the details of the medication and administration of it clearly set out on the bottle / packet.

The Academy

No members of staff are obliged to give, or oversee the giving of, medication to young adults. Only staff who are authorised and trained in the giving of medication, or trained volunteers working under the HSM, are authorised to give or oversee the taking of, medication.

Good Apple will only oversee the administration of medication prescribed by a qualified medical practitioner.

Good Apple is responsible for requesting further information concerning details of all young adults' medical conditions and treatment / care.

Good Apple will make its own arrangements for administering medication in line with the governments guidance in 'Managing Medicines in schools and early years settings', which is linked to the Health and Safety management system.

The HSM is responsible for

- Ensuring that appropriate procedures are in place;
- Ensuring the formulation of individual healthcare plans where necessary;
- Appointing appropriately trained staff where necessary;
- In consultation with trained staff for drawing up and implementing emergency medical procedures and first aid arrangements;
- Ensuring staff who agree to accept responsibility for administering prescribed medication to a student, have proper training and guidance organised by a qualified medical practitioner;
- Ensuring arrangements are in place for the requesting and receiving of information.

Teacher / Tutors in charge of activities

Are responsible for ensuring that appropriate arrangements are made for students with medical needs during

- Educational visits / learning outside the classroom.
- Sports activities

All staff

Are responsible for:

- Knowing the arrangements and following the procedures;
- Reporting any problems to the appointed trained person to oversee the administration of medication.

Equal opportunities

In making, reviewing and implementing this policy Good Apple will have regard to the equal opportunities policy and in particular will have regard to the needs of young adults with disabilities.

Monitoring and review

The directors in conjunction with the HSM will determine the monitoring and review of this policy.

Date of next review:.....

Signed..... Date.....



Asbestos Policy

Good Apple is responsible making the appropriate arrangements for:

- Ensuring that an asbestos survey has been carried out by a specialist company, any annual reviews are made in line with the company's recommendations;
- Taking appropriate control measures to prevent asbestos fibres from being released by ensuring;
 1. Asbestos containing materials have been removed;
 2. Asbestos containing material have been encapsulated;
 3. Asbestos containing materials have been sealed to prevent contact;
 4. Access is denied to asbestos containing materials;
 5. Asbestos containing materials are properly identified.
- Ensuring that no building maintenance work is carried out without reference to the asbestos register and survey report;
- Ensuring that awareness training is given to all staff who are likely to come in to contact with asbestos containing materials, including:
 1. Identified asbestos;
 2. Different types of asbestos;
 3. The health hazards posed by asbestos;
 4. Safe methods of work and safe disposal;
 5. Legal requirements.
- Carrying out annual surveys and recording these in the management sysem;
- Ensuring that the log monitoring is kept up-to-date on the Health and Safety management system;
- Reporting on the situation in annual reviews.

Date of next review.....

Signed..... Date.....



Care taking and
Cleaning

Care taking and Cleaning

The persons responsible for all caretaking and cleaning tasks must:

- Be competent;
- Be appropriately trained in the tasks they are required to carry out;
- Have appropriate job descriptions setting out the limits of their management responsibilities;
- Be responsible to the HSM for the discharge of their responsibilities.

Responsibilities

It is responsibility of the head care taker to ensure that:

- The policy is followed
- Equipment and materials are a suitable standard and sufficient quantity;
- Suitable risk assessments of areas, equipment, materials and personnel are carried out and appropriate controls are in place;
- Caretakers and cleaners are competent;
- Records are kept as directed by the HSM
- Reports are made to the HSM as required.

Good Apple will ensure that procedures are in place to maintain acceptable standards of cleanliness for all areas including surfaces and floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.

Additional cleaning will be provided when necessary to clear up spillages or other soiling.

All workplaces must be kept free from waste matters or discharges. It is the duty of every member of staff to clear up any spillages, in order to avoid accidents.

Care must be taken during cleaning operations not to expose any persons to substantial amounts of dust or risk arising from use of cleaning agents, trailing cables etc.

Use of chemical agents

The controls of chemicals or other hazardous substances will be assessed to comply with The Control of Substances Hazardous to Health Regulations 2002 (COSHH) where appropriate.

Date of next review.....

Signed..... Date.....



Contractors

Contractors

Contractors will be selected on the basis of competence and suitability to undertake the required work.

The HSM will be informed of any proposal to engage a contractor.

All contractors will be required to a disclosure check in line with the Governments guidance.

They will be required to submit a copy of their Health and Safety policy and risk assessments to the HSM before they contract to the premises.

Method statements and safe systems of work will also be required for approval. In addition contractors must provide evidence of adequate insurance cover.

Responsibilities

The HSM has the responsibility for signing off Health and Safety arrangements as suitable and satisfactory before work commences, and for ensuring that the progress of the contract is appropriately monitored. The HSM may obtain appropriate professional/expert advice if he/she deems necessary.

Review date.....

Signed..... Date.....



Control of substances
hazardous to health
regulations 2002
(COSHH)

Control of substances hazardous to health regulations 2002 (COSHH)

Good Apple will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient COSHH assessment.

Information, training and instruction on safe use, storage, handling and control of hazardous substances will be given where appropriate (where risk assessments identify need). Appropriate supervision will be provided where necessary.

All employees and contractors must abide by the findings of the COSHH assessments when using hazardous substances and understand the hazards and safety precautions involved, or refer their concerns to the HSM.

An inventory of any chemicals in use (including those used by contractors) will be maintained by the relevant heads of departments, and the use for each chemical identified. These will be checked by the HSM using the Health and Safety management system.

Material safety data sheets (MSDS) will be obtained from the manufacturers of each substance and will be kept for use by the relevant heads of departments and recorded on the management system. They will provide to staff and the other representatives on request.

Where substances need to be disposed of this will be through an approved licensed company, and records maintained.

Users of relevant substances must ensure that the substances are not decanted into other containers unless they are suitably marked, and labelled correctly.

Good Apple will provide all necessary control measures identified by the COSHH assessment e.g. personal protective equipment (PPE)

RESPONSIBILITIES

The relevant head of department is responsible for ensuring:

- The COSHH assessments of all substances currently in use in the department are carried out.
- All COSHH records are maintained
- Records are updated when the inventory changes.

The HSM will periodically check via the management system that these tasks have been carried out.

Date of next review.....

Signed..... Date.....



Crisis / Emergency Policy

Good Apple has adopted policies and procedures to minimise risks to young adults and staff, and has a health and Safety policy and procedures that require regular review.

This policy outlines the procedures in place should there be a critical incident / emergency that is unusual and beyond the ordinary control of Good Apple.

Aims

The aims of this policy are:

- Prepare staff and young adults for any crisis or disaster that may occur;
- Ensure that there is a plan that can be implemented swiftly in case of an emergency caused by a disaster
- Guide responses to circumstances that are liable to strain the capacity of those handling the situation to think clearly.

Use of this policy and procedures

This policy must be taken into account before any visit takes place.

It must also be used in the aftermath of an emergency and by all members of staff managing a crisis.

All staff should be familiar with the content of this guidance so that all those involved know what to do, or what not to do, if an emergency occurs.

What can happen

By disaster/ crisis we mean an incident that has caused sufficient concern for the curriculum head to declare that it constitutes an emergency.

This will include death or serious harm or serious injury to a member or members of the unit, e.g.

- The death of a student or member of staff from natural causes.
- A traffic accident;
- A deliberate act of violence;
- Violence against staff or students;
- Presence of a disease that is potentially infectious or contagious;
- A fire or major incident in a work shop;
- A serious accident of any sort involving death or mutilation.

Out of the unit or in the immediate community:

- Deaths or injuries on educational visits;

- Tragedies involving young adults/ children with many others.

Factors to be considered in planning

Most aspects of disasters are self-evident but two are important to emphasise for the purpose of planning.

- Feelings of grief and insecurity caused by the disaster. These are felt by SURVIVORS, parents and staff alike (not only those directly involved) and may strike at any time over a long period after the disaster.
- Media interest this will focus on the ' human interest' and on discovering 'who is to blame'. To the media there is no such thing as an accident. Whether or not intended, the result can be to persuade people to say things in haste that they will bitterly regret at leisure. In the immediate aftermath the media may interfere with communications and distract people from coping with the emergency.

The early stages

The following procedures are designed to deal with the problems in the early stages. It is assumed in what follows that Good Apples first duty is the protection and wellbeing of the unit community and to support and help young adults, parent/ guardians and staff involved.

Good Apple must also be concerned to ensure that the handling of the disaster does not result in further damage to the unit which will then cause all young person's and staff to lose in the long term.

It is essential that everybody knows:

- The roles to be performed by each person;
- The communication strategy;
- The basic principles we will follow with the students and parents.

Roles and responsibilities / disaster management team

In the term time the crisis will be managed by a disaster/ emergency team this will include:

- The board of directors
- The HSM
- Relevant staff, depending on the situation.

The HSM

The HSM will be responsible for arranging the necessary communications network including allotting duties to other support staff for typing statements etc. He/she will also be

responsible for checking with insurers etc, to make sure that we do not make mistakes at that stage of the crisis.

The exact roles of others will have to be decided at the time as any crisis will undoubtedly have its own particular character and need a different reaction but among the roles will be.

- Contact with parents;
- Support for staff directly involved;
- Finding assistance for the school e.g. legal
- Liaison with relevant authorities e.g. police/foreign office/ health and safety executive.

Out of term time

It will be necessary to contact as many members of the emergency team as possible.

Precautionary rules for activities off site

When a disaster occurs off site it is critical to know quickly who has been involved, therefore:

All educational visit group leaders will make sure that there is a list in the unit office with names of all students and a contact number for parents/ carers.

Every member of staff on the visit will keep with them at all times a copy of the list of all students on that trip. (this may be the only starting point for identifying if the leader may be incapacitated).

It is also vital that information is passed to the unit as soon as possible so that support can be given to the staff on the ground and to parents or guardians and that accurate information can be given out to the appropriate parties.

All staff on an off-site activity will:

- Know how an alarm is to be raised: and
- Have a telephone number to contact to report a disaster. This will not be the unit number in case the media jam the phone lines. Any such number must be kept confidential.

As soon as the injured etc are properly looked after and in the hands of competent assistance then communicating the news is a priority.

Once that has been done the priority of those on the ground becomes to look after young adults and each other. Dealing with the media, with parents or guardians and all other issues then becomes the job of the disaster/ emergency team.

Immediate action in case of disaster

The directors of Good Apple will be contacted also:

- The police will be contacted immediately to ask for help in controlling access to the unit.
- The disaster team will convene
- Roles will be allotted
- If the disaster is abroad then a contact will be opened up with the authorities in the foreign country through the appropriate embassy or foreign office and arrangements made to get a member of the directors and someone familiar with the language out to the scene of the disaster as a matter of urgency to take charge of the staff involved and offer support.
- Parents will be contacted by phone. Or it may be sensible to send some-one off site to phone from an exchange that will not be blocked or over heard by the media and permits a private telephone conversation.
- If off-site parents and guardians should be reunited with their child/ren as soon as possible The curriculum head will determine in the circumstances whether it may be helpful for parents to view the accident site so they can share the situation with their children.

Communicating with parents and guardians

Only nominated members of staff have the authority to contact parents or guardians. Such persons, when answering or contacting parents and guardians will have a written list of known facts. The nominated person will only:

- Say known facts;
- Say how parents/ guardians will be updated as information becomes more complete;
- Say how parents/ guardians should contact hospitals etc. ;
- Check whether any help is needed with transport.

While Good Apple's responsibility is to whose children are involved, there will be other parents who, for one reason or another, will want to know what has happened. Depending on the circumstances it may be appropriate to:

- Say known facts;
- Say how they will receive any information.

