



# Health and Safety Policy and Procedure

## Lynwood School of Veterinary Nursing

Last updated	20.06.2019
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### Definitions

<b>LSVN</b>	means Lynwood School of Veterinary Nursing.
<b>Responsible Persons</b>	means Heads of School

It is the policy of Lynwood School of Veterinary Nursing (LSVN) to take all reasonable and practicable steps to safeguard the health, safety and welfare of all employees and learners whilst at work and / or learning, and to protect all other persons against hazards to health or safety arising out of the school's activities, or while they are on school's property.

The Health and Safety at Work Act 1974 consolidates and gives statutory backing to various pieces of legislation. It recognises the responsibility of the employer and also the responsibility of employees themselves in looking after their own health and safety – both individually in complying with Safety Instructions and collectively through consultation with management.

This policy applies to all employees, learners, visitors and others within the school.

The Health and Safety Policy is also intrinsically linked with the school's Safeguarding, Child Protection and Prevent and Missing from Education Policy 2016. The Health and Safety Advisor is a trained Designated Senior Person (DSP) and supports the Designated Senior Lead with disclosures and referrals.

All Health And Safety Protocols are overseen and monitored through Ellis Whittam, including annual visits



## **Policy Statement**

Lynwood School of Veterinary Nursing is committed to achieving, so far as is reasonably practicable, the best standards of health, safety and welfare for its employees, learners, visitors and others who may be affected by the activities of the school and to fully meet its legal obligations and corporate responsibilities.

All employees of the school have responsibility for their own health and safety under Section 7 and 8 of the Health and Safety at Work Act and should co-operate with the school to achieve safe working practices.

The school will consult employees on matters which may affect their health and safety.

This Health and Safety Policy document sets out the management of health, safety and welfare and outlines the arrangements made by the school to achieve the aims of the policy statement.

School employee's have responsibility for health and safety within their area. They are responsible for implementing a system to ensure that the Policy, and the arrangements made within it, are carried out.

This policy forms part of employees' Terms and Conditions of employment. Failure to comply maybe treated as a disciplinary matter. The Policy Document will be revised from time to time to reflect changing needs and any changes which may become necessary as a result of developing legislation, to ensure the policy remains relevant to the school activities.

### **Lynwood School of Veterinary Nursing ensures:**

1. To bring the Health and Safety Policy document to the attention of all employees and ensure they fully understand their responsibilities as described in this Policy.
2. To provide adequate resources to ensure that proper provision can be made for health and safety and include prime consideration of health and safety in all forward planning.
3. To carry out risk assessments which will be periodically reviewed.
4. To ensure that systems of work will be implemented to minimise risk to health.
5. To ensure that arrangements for the use, handling, storage, disposal and transport of articles and substances at work involve minimal risk to health.



6. To provide all employees with such information, instruction, training and supervision as is necessary to secure their health and safety at work, and the safety of others who may be affected by their actions.
7. To provide, so far as is reasonably practicable, for all employees a safe place of work and learning with safe access.
8. To provide and maintain all machinery and equipment to ensure that it involves minimal risk to health and safety.
9. To provide adequate facilities and arrangements with regard to welfare for employees at work.
10. To report (where required) accidents and cases of ill health to the HSE and funding organisations and to carry out internal investigations to try to prevent them happening again.
11. To monitor activities to ensure that procedures in place are being implemented and agreed standards are maintained.
12. To safeguard the environment from the effects of the school's activities.

**Signed**  
**Lynwood School of Veterinary Nursing**

**Date:**



## **Procedure**

### **Organisation and Management of Health and Safety Matters**

In order to ensure the implementation of the General Policy statement the Lynwood School of Veterinary Nursing is instructed by Health and Safety Specialists, <https://www.elliswhittam.com/health-and-safety-services>.

#### **Health and Safety Consultants will:**

- Maintain an awareness of all health and safety legislation that could affect the operation of health and safety within the school
- Advise all staff on all aspects of health and safety within the school
- Establish and maintain appropriate reference material with respect to health and safety;
- Ensure that appropriate risk assessments are carried out and reviewed periodically;
- Assist in the induction of new employees and the training of present employees with respect to health and safety – also documented in Lynwood employee handbook;
- Review and monitor all aspects of health and safety including training within the school;
- Assist in the production of health and safety information for employees and learners;
- Review and produce forms necessary for the management and control of health and safety within the school
- Ensure all accidents which are required to be reported under RIDDOR

#### **The Heads of School:**

- Ensure that health and safety policies, rules and procedures are issued to and understood and observed by all learners and employees, for which they are responsible;
- Ensure that risk assessments are carried out and reviewed as necessary and that safe systems of work for employees and learners are produced and monitored within their area of responsibility;
- Ensure all incidents/accidents and dangerous occurrences are reported to the Health and Safety Advisor on the appropriate form without delay;
- Co-operate in the investigation of all incidents/accidents reported to them and agree with the Health and Safety Advisor on appropriate action to improve working practices;
- Ensure that appropriate action is taken when a hazardous situation is reported, which is within their area of responsibility
- Monitor and ensure the effectiveness of health and safety training of learners on courses within their area of responsibility;



- Take particular care in ensuring that storage, transportation, use and disposal of flammable liquids, poisons and other hazardous materials will be so arranged as to meet at least the minimum of all compulsory standards and to ensure that risks to health and safety have been eliminated controlled as far as is reasonably practicable;
- Co-operate in maintaining working environments which are, as far as reasonably practicable, safe and free from risks to health by completing a termly workplace check. Where matters affecting the health and safety are outside his/her experience or knowledge (e.g. structural safety of buildings and adequate provision of fire-fighting equipment and first aid requisites) advice should be sought from the Health and Safety Consultants;
- With regards to personal protective equipment (PPE):
  - to ensure that necessary personal protective equipment is available
  - storage facilities are provided
  - that maintenance procedures are in place
  - all records are updated;
- Ensure that any employees or learners that have physical, sensory, health impairment (e.g. epilepsy, asthma), emotional and behavioural difficulties are as far as reasonably practicable, safe in the work environment. This will be achieved through specific individual risk assessments. To also ensure (as appropriate), that a personal emergency evacuation plan (PEEPs) is completed for an employee or learner and this is communicated to all that would need knowledge of this with regards to building, location and evacuation;
  - Identify employees' development requirements with reference to health and safety.

### **Learners should be assumed to be untrained in all matters of safety**

Teaching and, where appropriate, support employees, have therefore a duty to inform and instruct learners, as far as is reasonably practicable, in all matters necessary to ensure their health and safety while working in classrooms, laboratories, workshops or in the workplace.

Potentially hazardous equipment should not be used by learners unless adequately trained and safe systems of work and protective devices are in operation. A competent employee should be in attendance when this equipment is in use.

Written risk assessments should be given and explained to learners in their practical work and must draw attention to potential hazards of the materials and equipment used.

**As far as is reasonably practicable, no substance or procedure should be introduced into the practical work of learners unless the hazards associated within it have been fully controlled, considered and explained to such learners.**



All **learners** have a duty to conduct themselves with due regard for the health and safety of themselves and others who may be affected by their acts or omissions. As such all learners must ensure:

- They behave in a responsible manner and show appropriate regard for their own health and safety and others who may be affected by their actions;
- They report all accidents, potential hazards, defects in equipment, facilities and any near misses to their lecturer;
- That when personal protective equipment is specified they wear it properly and that appropriate care is taken with it, such that it performs its purpose adequately and is not wilfully or neglectfully damaged;
- All apparatus, tools and equipment provided are used in the prescribed manner such that they are not damaged or misused and thus cause NO danger to current or future users. Any defects should be reported to the lecturer who shall take whatever action is considered appropriate;
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare;
- They attend training sessions arranged to increase awareness of health and safety issues.

**Arrangements for Health and Safety – Refer to Contents in H+S Manual**