Health & Safety Policy

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PROSPERO GROUP

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Definitions

- **Adult at Risk** – any person aged 18 years and over, who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

- **Child** - any person under the age of 18.

- **Client** – an organisation, which engages with Prospero Group to purchase Work-Finding Services. This includes, amongst others: Schools, Local Authorities, Care Homes, Universities, Parents/Carers and Private Sector organisations.

- **Health and Safety at Work Act 1974** - a general framework of duties for employers, employees, and others to ensure health and welfare at work and protect the public from work activities.

- **Internal Employee** – is defined to mean a full or part-time employee of Prospero Group.

- **Prospero Group –** a work-finding services provided, comprised of three entities: Prospero Teaching, Prospero Health & Social and Prospero Integrated.

- **RIDDOR 2013** - the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Health and Safety law requiring employers and others in control of work premises to report certain work-related incidents.

- **Temporary Worker** – an individual receiving Work-Finding Services, delivered by Prospero Group. This includes, amongst others: Teachers, Tutors, Teaching Assistants, Care Assistants, Support Workers and Nurses.

- **Work-Finding Services** – taken to mean recruitment activity, advertising of roles and provision of work-related training, provided by Prospero Group.

Policy Statement

Prospero Group is fully committed to ensuring the health, safety, and wellbeing of all Temporary Workers, and those parties that may be affected by our activities and operations. We will strive to provide information, instruction, training and supervision to all Temporary Workers in relation to health and safety within the workplace.

This policy is informed by health and safety guidance, including Health and Safety: Responsibilities and Duties for Schools, as relevant.

Prospero Group requires all Temporary Workers to perform their duties in compliance with the Health and Safety at Work Act 1974, to report incidents in accordance with RIDDOR 2013, and to adhere to all other applicable legislation.

Temporary Workers and Clients must cooperate with Prospero Group to carry out their health and safety responsibilities.

Temporary Workers are expected to treat this policy as an addition, and subordinate, to the Client's Health & Safety policies.

This policy operates in partnership with all other relevant Prospero Group polices including, but not limited to:

- Accident and Incident Reporting Policy
- First Aid Policy
- Lone Working Policy
- Online Safety Policy

- Vehicle Use Policy

Signed:

Rob Grays, CEO

Role and Responsibilities

Prospero Group:

- Has the responsibly for ensuring health, safety and welfare of all Temporary Workers, Children and Adults at Risk.
- Takes a proactive approach to ensure all Temporary Workers are informed of relevant health and safety requirements and risk assessments, communicating these both verbally and in writing, including - but not limited to - through booking confirmations and policy documents.
- Will ensure that all Temporary Workers are aware of their health and safety responsibilities.
- Will work with Clients to ensure the highest levels of health and safety.

Clients must:

- Ensure all relevant health and safety information is shared at time of booking.
- Share any updates to risk assessments or health and safety documents immediately.
- Ensure that all building and properties are appropriate for the work being carried out and are compliant with all relevant health and safety legislation.
- Provide any PPE where required.

Temporary Workers must:

- Read and understand this and all other Prospero Group policies.
- Ensure that upon arrival, they read and understood the health and safety, medication, fire evacuation and other relevant policies of the Client/premises/location – if these are not available, please contact your Consultant immediately.
- Be aware of any health and safety requirements – particularly when providing support in home/community settings.
- Take responsibility for themselves and others (that may be affected by any acts of omission).
- Use appropriate equipment with full understanding of using said equipment.
- Complete mandatory health and safety training, and keep this up to date.
- Only use equipment if you fully understand how to operate it or have been trained to do so - do not use equipment without proper knowledge or training.
- Report any unsafe conditions, defects in equipment or shortcomings in health and safety arrangements directly to the Client OR when supporting in home or community, directly to Prospero Group (using our Safeguarding or Incident Referral Form).
- Immediately report any accident, injury, near miss or associated action directly to the Client OR when supporting in the home or community, directly to Prospero Group (using our Safeguarding or Incident Referral Form).
- Familiarise themselves with the any emergency procedures dictated by the Client OR when supporting in the home or community, be aware of the exits and how to ensure safety for themselves, Children and Adults at Risk.
- Call 999 when there is, or is likely to be:
    - Danger to life

- Use, or immediate threat of use, of violence
- Serious injury to a person and/or
- Serious damage to property

RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) applies to schools, other education establishments (such as alternative providers), and to health and social care settings including care homes, domiciliary care providers, and day centres. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR – typically where an injury, disease, or dangerous occurrence arises out of or in connection with work activities, unsafe equipment, or the work environment.

Prospero Group's Senior Managers are aware of which incidents need reporting under RIDDOR, and as Prospero Group does not own any premises, Senior Managers will support our Clients where incidents require reporting to RIDDOR.

Hygiene and Infection Control

All Prospero Group staff and Temporary Workers must follow good personal and workplace hygiene to minimise infection risk. This includes, but is not limited to:

- Regular handwashing with soap and water for at least 20 seconds or using alcohol-based hand rubs when handwashing isn't available;
- Covering coughs and sneezes with a tissue or elbow and disposing of tissues promptly;
- Staying away from the workplace when unwell and following absence or return-to-work guidance;
- Using and disposing of personal protective equipment (PPE) where required for tasks;
- Reporting suspected infectious illness or breaches of infection control in line with RIDDOR;
- Participating in relevant training where offered;
- When working in community settings, Temporary Workers must follow the policies and procedures for hygiene and infection control for that setting.

Prospero Group will provide necessary training, and monitoring to ensure compliance and will review these controls in line with public health guidance.

Reporting

Immediate Reporting

- Internal Employees must notify their line manager of any accident/incident immediately.
- Managers must ensure details are logged in the statutory accident book available on-site.

RIDDOR Reporting

- Notify the HSE via the online reporting system for incidents involving:
- Death or major injuries (e.g. fractures, amputations)
- Over-seven-day injuries
- Dangerous occurrences or occupational diseases

Investigation

Managers are responsible for initiating investigations promptly to determine root causes. Investigations must include witness statements and recommendations for preventive actions.

Timeframes

- Major incidents: Report to HSE and internal stakeholders within 5 days.
- Minor incidents: Logged and reported within 10 days.

Violent Incidents

All incidents involving violence, whether physical or verbal, must be reported and investigated. If harm or injury occurs, the statutory accident book must be completed, and the police informed if necessary. Serious violent incidents are reportable under RIDDOR and must be communicated to the HSE.

Monitoring

In line with our Accident and Incident Reporting Policy, Prospero Group will:

- Oversee investigations of serious incidents and ensure adherence to RIDDOR and other regulatory requirements.
- Use findings to inform risk assessments and preventive actions.

Lone Working

Temporary Workers must follow the Client's Lone Working policies, and if unavailable, Prospero Group's Lone Working Policy – in the event these are not available, please contact your Consultant immediately.

Fire Safety and Evacuation

Temporary workers must follow the Fire Safety and Evacuation Planning policies and procedures for the Client/premises/location - in the event these are not available, please contact your Consultant immediately.

Medication Management

Temporary Workers must follow the Client's Medication Management policies, and if unavailable, Prospero Group's Medication Policy – in the event these are not available, please contact your Consultant immediately.

Working Within the Community

Temporary Workers must:

- Ensure that they have obtained basic health and safety information upon arrival, this includes, but is not limited to:
    - Names of First Aiders
    - Fire evacuation procedures including, but not limited to, locations of fire exits and details of any preplanned fire drills
    - Locations of first aid kits
    - Location of toilet and handwashing facilities

- Ensure that any Children / Adults at Risk being supported are aware of what to do in an emergency, including, but limited to:
    - The process for a building evacuation
    - Behaviour expectations

- Be familiar with the potential risks involved in working within the community and how these could impact any triggers of the Child or Adult at Risk they are supporting.
- Be able to carry out dynamic risk assessments to help maintain the health and safety of everyone involved.

Risk Assessment

The Client is responsible for completing risk assessments and, where appropriate, sharing them with the Temporary Worker. These must take into account the needs of the Child, Young Person, or Adult at Risk, including (but not limited to) additional care requirements and medication needs.

When the Client provides a risk assessment for any work arranged through Prospero Group, the Temporary Worker must read, understand, and follow it to ensure safety of the Child or Adult at Risk being supported.

Where completing tuition, the relevant risk assessment must be completed by the Temporary Worker after visiting the tuition location.

The Temporary Worker must update the risk assessment and share it with Prospero Group if there are any changes, including but not limited to the Child or Adult at Risk themselves, location, circumstances, or other relevant factors.

Enforcement

This policy will be enforced by Prospero Group's CEO, Managing Director, Operations Directors, Head of Compliance & Safeguarding and Head of HR.

Failure to adhere to this policy may result in suspension / termination of Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

This policy is subject to change to updates and necessary. It is the responsibility of each Temporary Worker to keep themselves up to date with any additional versions.

Consequences

Failure to adhere to this policy may result in termination of the Temporary Worker's Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

Data Protection

Prospero Group will treat all health and safety information and documentation, in accordance with the requirements of the Data Protection Act 2018 and the General Data Protection Regulations 2018.

Review

This policy will be reviewed annually and may be updated in line with Government guidance.