

## **Leeson House Health and Safety Policy Overview**

The policy is available to view in the main Admin Office at Leeson House. It is updated at least once a year.

The policy covers the following areas:

Leeson House staff responsibilities

Visiting staff responsibilities

Safety briefings to students including the house rules

Fire drill policy for different age groups and evacuation strategy

Other emergencies scenarios e.g. gas alarm procedures, intruder on site procedures, classroom burglar alarm

Accident procedures, reporting and reviews

Illness, emergency contact details and procedures

First aid and location of first kit kits

Safeguarding, plus a separate folder and policy

Code of conduct and guidelines for safe working practices for the protection of children and staff

Programme planning and preparation

Safety during fieldwork

Safety equipment, including safety equipment off site, including mobile phones

Staff to student safety ratios

Site security, fire risk assessment, PAT testing, CCTV, health and safety audits

Emergency procedures – who to contact at Dorset Council

Where to find important items at Leeson House e.g. first aids kits, keys, telephones

Kitchen health and safety

Transport

Over view of risk assessments at Leeson House

Mike Gould Centre Manager

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