

HEALTH & SAFETY POLICY

OWN TRUST



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1. Health and Safety Policy Statement of Intent

- 1.1. It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and others who may be affected by our activities as far as is reasonably practicable.
- 1.2. We are committed to the prevention of ill health and injury and to a programme of continual improvement in the reduction of injury and ill health.
- 1.3. We will provide such information, instruction, training and supervision that may be needed for the purposes of complying with any requirements to eliminate or reduce the effect of the hazards created by our undertakings.
- 1.4. We are committed to complying with our statutory health and safety responsibilities and all other responsibilities as prescribed in this policy. We recognise that these legal requirements represent the minimum level of achievement and we will strive to ensure that higher standards are reached.
- 1.5. To ensure that every employee understands their responsibility and is able to work safely we will provide the necessary training. Where required, we will seek expert external advice from competent person(s).
- 1.6. We recognise the importance of good communication and consultation and so all employees will be involved and consulted in the development of those systems required to meet our objectives.
- 1.7. Employees will be required, as a condition of employment, to observe safe working practices and provide full cooperation and support to management in carrying out this policy.
- 1.8. This policy and the health and safety management system will be reviewed annually and updated as necessary; any revisions will be communicated to those affected by the changes.
- 1.9. We expect every manager, supervisor and employee to ensure that this policy is implemented within their departments as applicable, and as such, Headteachers are to develop, approve and publish HSE procedures appropriate to their individual school which are compliant with this document.
- 1.10. We will ensure that there are arrangements in place for strategic planning, regular review and development of the health and safety management system.

2. Environmental Policy Statement of Intent

- 2.1. We have an obligation to our employees, pupils, and visitors to protect the environment and human health and wellbeing. We believe that sound environmental management is crucial to our success. It is also an integral part of our values and helps to define OWN Trust, as a responsible organisation.
- 2.2. In maintaining this commitment, we will adhere to the following goals and guidelines, in that we will:
 - Meet or exceed the requirements of relevant laws, regulations and codes of practice regarding responsible stewardship
 - Have integrated pest management strategies that will continue to be the cornerstone of our pest management practices throughout all our operations
 - Conserve raw materials and non-renewable natural resources by eliminating or reducing waste, by reusing materials and by recycling.
 - Protect the biodiversity of sensitive areas within and near our operations
 - Cooperate with responsible outside organisations and suppliers to improve our collective ability to protect the environment.
- 2.3. Every effort is made so that everyone at OWN understands and supports this policy and recognises that it is an integral part of our ongoing efforts.
- 2.4. Employees will be required, as a condition of employment, to observe environmental practices and provide full cooperation and support to management in carrying out this policy.
- 2.5. This policy and the environmental management system will be reviewed annually and updated as necessary; any revisions will be communicated to those affected by the changes.
- 2.6. We expect every manager, supervisor and employee to ensure that this policy is implemented within their departments as applicable.
- 2.7. We will ensure that there are arrangements in place for strategic planning, regular review and development of the environmental management system.

3. Academy Headteacher's Accountability Statement

- 3.1. The senior leaders are fully committed to the effective health, safety, welfare and environmental management at OWN Trust.
- 3.2. It is their collective aim to achieve and maintain high standards of compliance with regards to all activities, thus ensuring a safe, healthy working environment at all times.
- 3.3. They will:
 - Ensure appropriate advice and resources are available to determine the risks associated with work activities
 - Put in place suitable arrangements to ensure that the requirements of all Acts, Regulations and Approved Codes of Practice (ACoP's) are implemented
 - Identify and minimise the risk of injury or harm to persons, property and the environment through the provision of information, instruction and training
 - Ensure all employees are aware of their legal obligations with regards to Health, Safety and the Environmental

- Continuously improve standards of health, safety and environmental management systems
- Ensure that this policy is brought to the attention of all employees within our workforce
- Ensure that the health, safety and environmental management system remains an integral part of the business and that it is reviewed regularly.

4. Organisation, Duties and Responsibilities

4.1. Scope

This policy applies to the whole organisation at all sites and covers all business activities, including those undertaken by contractors. Where joint responsibility has been identified within the table, it is each person's responsibility to ensure that they are effectively managing this topic / issue within their area / workplace of control, this also includes where contractors are permanently based on site.

4.2. Responsibilities

AREA	RESPONSIBILITY	RESPONSIBLE PERSON
Day to day responsibility	Has day to day responsibility for ensuring that this policy is implemented, monitored and reviewed as necessary.	Headteachers, Site staff School Senior Leaders
Risk assessments - Person(s) responsible for ensuring that the risk assessments are completed and the controls implemented including all training and documentation	General task-based risk assessments	Site staff School Senior Leaders Identified, trained school personnel
	Fire risk assessments	Estates Manager Headteachers Site staff
	Hazardous substances risk assessments	Headteachers Site staff Senior Leaders
	Manual handling risk assessments	Headteachers Site staff Senior Leaders

	Display screen equipment assessments (computer workstations)	Department Managers Site staff
	Work / Teaching Equipment	Estates Manager Site staff School Senior Leaders
	Work at Height	Estates Manager Site staff
Training	Responsible for ensuring that all employees are provided with induction training and any other training commensurate with the tasks they carry out, and maintaining records	Estates Manager Headteachers Senior Leaders
Accident reporting, recording and investigation	Responsible for ensuring that all accidents are reported, recorded and investigated and reports sent to the HSE as and when required.	Headteachers Senior Leaders Designated 1 st Aiders
Building and working environment	Responsible for ensuring that the buildings and working environment are maintained, tested and inspected as required. Includes fire safety, asbestos and legionella surveys, heating and ventilation, PAT testing, fixed wiring etc.	Estates Manager Headteachers Site Staff

4.3. Employees' Duties

- 4.3.1. Employees have a duty to take reasonable care for the safety of themselves and other persons who may foreseeably be affected by their acts or omissions at work.
- 4.3.2. Employees must co-operate with the management team to enable the Trust to perform and comply with any statutory duties.
- 4.3.3. Employees must not intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health and safety. Failure to comply with this policy may lead to disciplinary action up to and including dismissal.
- 4.3.4. Employees must only use machinery, equipment, substances, etc. as reasonably directed or trained.
- 4.3.5. Employees must report any work situation or deficiencies in control measures, which could lead to serious and imminent danger to health and safety, to a member of the management team.
- 4.3.6. Each employee is personally responsible for making their manager aware of any injury, illness or disability which could affect their own safety or well-being or the safety or well-being of others.

4.4. Workforce Involvement and Consultation with Employees

- 4.4.1. OWN Trust employees will be involved in the development of risk controls and consulted before any significant changes are introduced which could affect their health or safety.
- 4.4.2. Health and safety will be included in all formal team meetings/briefings as a standing agenda item.
- 4.4.3. If any employee wishes to discuss a health and safety matter, they may bring it to the attention of the Responsible Person or their immediate line manager.
- 4.4.4. We will recognise any elected Safety Representative in line with the requirements of the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and INDG232 Consulting employees on health and safety: A brief guide to the law (Latest Rev), and support the functions of the safety representative to support their specific duties.

4.5. Access to Competent Advice

- 4.5.1. The Trust have contracted Peterborough City Council to provide health and safety advice for all the following activities, and they will (subject to the detailed agreement) advise on:
 - All matters of health and safety
 - Training and competency needs
 - The carrying out of risk assessments
 - Inspections and audits and advising on improvements where necessary
 - Changes to legislation as applicable.
- 4.5.2. Peterborough City Council subscribe to recognised sources of health and safety information (Barbour Index, SHP, HSE RSS feeds etc.) to ensure that regular updates are available on legislation, standards and guidance and these are either passed on or made available to all managers/employees.
- 4.5.3. All employees have access to the Health, Safety and Environmental Policy and will be provided with information and risk controls arising from the risk assessments.

4.6. Monitoring auditing and review

4.6.1. We will carry out regular monitoring, auditing and review of the health and safety management system to ensure ongoing statutory compliance and continual improvement.

4.6.2. In particular:

- We will carry out regular audits to measure how effectively we are implementing this policy and how effectively we are controlling our risks.
- Heads of department will carry out regular inspections and record the findings
- All incidents will be investigated to identify any system failures

4.6.3. Arrangements

The Responsible Person will:

- Review the Health, Safety and Environmental Policy annually as a minimum
- Review risk assessments regularly and at least annually
- Monitor accident data for trends and indicators
- Ensure that regular inspections are carried out of the workplace and activities
- Seek feedback from employees and safety representatives (where appointed)

4.6.4. Any actions that arise from operating the monitoring arrangements for any of the following activities, will be used to review our health and safety management system.

5. The Arrangements for Managing Health and Safety

5.1. We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst carrying out any of the following activities.

5.2. For this reason, we have devised a policy, procedures or identified roles which set out our approach in both identifying these risks and adequately managing them.

Appendix 1

Access Equipment

Arrangements

The Responsible Person will ensure:

- Key personnel are responsible for the management and monitoring of the risk assessment process relating to the use of access equipment for working at height under the areas of their control.
- Persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- We provide suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Communicate any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Purchasing suitable access equipment and ensuring that it is erected and regularly inspected by competent persons.
- Adequate provision and documentation of any necessary training.
- We act promptly to address any issues concerns raised.

Accident/Incident reporting, recording and investigation

Policy

An incident is defined as 'a work-related event(s) in which an injury or ill health or fatality occurred or could have occurred'.

Notes:

- An accident is an incident which has given rise to injury or ill health or fatality.
- An incident where no injury, ill health or fatality occurs may be referred to as a near miss or near hit.

All incidents involving employees, contractors, visitors and members of the public must be reported, recorded and investigated.

The report must be made as soon as possible after the incident, preferably on the same day, and an entry made in the Accident Book (if applicable) and/or Incident Report Form.

Some accidents must be reported to the Health and Safety Executive as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). See Frontline Reporting on behalf of Peterborough City Council for details.

Arrangements

The Responsible Person will ensure that there are adequate numbers of people to respond to an incident and to complete reports and investigations.

The responsible person (or their deputy) on being notified or becoming aware of an incident will:

- Report to the scene and ensure that first aid and other emergency actions have been carried out if applicable
- Freeze the scene as much as possible to retain evidence
- Make a note of any witnesses or people in the vicinity
- Raise an Accident/Incident Report and capture as much information as possible of the injured person, equipment, conditions, PPE etc.
- Carry out an accident/incident investigation
- Identify the cause(s) of the accident/incident and act to ensure that there will not be a reoccurrence as far as is reasonably practicable
- Review the risk assessment if applicable
- Communicate the findings to interested parties.

Aggression and Violence

Arrangements

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the issue of aggression and violence at work.
- Provide suitable arrangements and procedures to enable the responsible persons to effectively identify and manage areas where there are risks of aggression and violence.
- Ensure that we have the involvement of our employees in the development and communication of any policy.
- Ensure that all line managers are trained to recognise symptoms of work-related violence and aggression.
- Ensure that any suitable arrangements and procedures in place for the recognition of violence or aggression at work are communicated to all employees.
- Ensure that suitable resources are made available to implement the provision of counselling and occupational health support.
- Act promptly to address any issues/ concerns raised.

Alcohol and drugs

Policy

The use of alcoholic beverages and/or non-prescription drugs that affect safety at work is absolutely prohibited at work by any employee.

No employee on or off duty is permitted to drive or operate any Company vehicle, equipment or machinery after consuming any alcoholic beverages or prescribed drugs which impair driving or operating ability.

Any employee identified using alcohol or drugs that affect safety on OWN property may be dismissed and any employee suspected of having consumed alcohol or drugs on duty may be subjected to a test and if found positive may be dismissed (subject to company disciplinary policy and procedures).

An employee should not permit any person who is, or appears to be, intoxicated or under the influence of drugs to enter or remain in the workplace or on the premises where machinery is used, if that person's presence constitutes a threat to the safety of themselves or other persons in the workplace.

Asbestos at Work

Policy

Where employees or any person working on our behalf has reason to work on asbestos containing materials (ACMs) or suspect ACMs, whether on our own premises or at another employer's premises, then we will ensure that they have been properly trained, on asbestos awareness as a minimum, and that they have access to the asbestos management plan before any work starts so as to avoid the likelihood of exposure or inadvertent exposure.

If any employee should find or discover asbestos in the workplace, they must take the following emergency actions:

- Stop work immediately
- Keep everyone out of the area
- Report the problem to the person in charge as soon as possible
- Put up a warning sign 'possible asbestos contamination'
- Arrange for the material to be analysed
- Act on the results of the report

Arrangements

The Responsible Person will:

- Ensure that all our non-domestic premises have asbestos risk assessments and asbestos management plans in place
- Ensure that a copy of the asbestos assessment and asbestos management plan is kept at reception or some other easily accessible place and all contractors sign as having read and understood it before carrying out any work on the premises that may lead to the disturbance of asbestos containing materials
- Ensure that additional training is provided where the need is identified by risk assessments
- Ensure that when working on another employer's site that a copy of the asbestos survey/plan is seen before work starts. (This must include a refurbishment/demolition survey if required)
- Ensure that all employees who may come into contact with asbestos containing materials receive asbestos awareness training from a competent person following the syllabus set out in the HSE guide EM2 Information, Instruction and Training (Asbestos Essentials)
- Ensure that any work on ACM is restricted to non-licensed work or notifiable non-licensed work.

Building Services

Arrangements

Our approach to identifying, and adequately managing risks will be achieved by:

- Ensuring that key personnel are responsible for reducing the risks posed by the services to our employees and others (including contractors and visitors)

- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required assessments.
- Ensuring that suitable resources are made available to implement any identified actions as a result of this process.
- Effectively communicating any significant findings from the result of the assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented to identify all of the major services in the workplace e.g. gas, electricity, water etc. conducting regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Control of Contractors

Policy

The Responsible Person will ensure that all contractors are subject to checks on their competency to carry out the work safely and will monitor their working methods to ensure they follow a safe system of work or method statement. We will refer to HSE guide Using Contractors - A brief guide (HSE INDG368) in managing contractors.

When engaging contractors, we will give preference to those with The Contractor Health and Safety Assessment Scheme (CHAS) accreditation or any similar and appropriate accreditation recognised under the Safety Schemes in Procurement (SSIP) Scheme.

Co-operation and Co-ordination

Where more than one contractor or other employer is working on site, we will appoint a suitable manager to ensure co-operation and co-ordination of the activities so as to ensure that their work does not conflict and result in an increase in risk.

Arrangements

The Responsible Person will:

- Identify all regular contractors who carry out work on site
- Add approved contractors to the approved list/folder
- Request risk assessments and method statements for work to be carried out
- Monitor the activities of contractors on site to ensure they work safely (within levels of own competency)
- Review the approved list annually.

Control of Contractors (non-construction)

Policy

We understand that when we use contractors, their activities can create additional hazards that may pose a risk to our employees. In order to protect the health, safety and welfare of our employees and others (e.g. contractors, visitors etc.) we have introduced control measures to ensure that all contractors and sub- contractors that we engage are competent, conduct their activities with the minimum risk and are in ownership of any relevant documentation needed to carry out any work necessary.

Arrangements

The Responsible Person will:

- Ensure that key personnel coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Ensure that contractors or sub-contractors have a suitable health and safety policy.
- Checking the competence of contractors and subcontractors and evaluating their health and safety documentation.
- Ensure that contractors or sub-contractors are in possession of required health and safety documents, i.e. risk assessments and method statements and that these are adhered to.
- Effectively communicating any significant findings from the result of risk assessments to contractors, sub-contractors, employees and others that may at risk.
- Ensure that contractors and subcontractors comply with our site-specific Trust rules.
- Ensure that contractors and subcontractors' activities are effectively monitored/ supervised to ensure that they conduct their activities in a safe manner and in line with method statements and risk assessments.
- Ensure that their equipment is tested and maintained in the statutory timescales by competent persons and documentation relating to this confirmed.
- Acting promptly to address any issues/ concerns raised.

Computer Workstations

Policy

We will ensure that all workstation 'users' and their workstations, as defined in the DSE Regulations, are subject to risk assessments. Where required, we will make suitable adjustments to those workstations to ensure users safety as far as is reasonably practicable.

We will provide, on request, free eye tests to those employees assessed as users. We will also pay a contribution to the cost of spectacles if you need special corrective appliances (normally spectacles) that are prescribed for the distance the screen is viewed at.

Arrangements

The Responsible Person will:

- Identify all employees with a workstation and, if necessary, record their name and location
- Assess if they are a DSE 'user'. See Logic Safety Solutions guide to Display Screen Equipment for details
- Provide all users with a DSE self-assessment form for completion
- Ensure that a competent DSE Assessor carries out a workstation assessment for each user taking into account the results of the self-assessment
- Ensure that any actions arising out of the assessment are discussed with the user and their line manager
- Ensure that the assessment is reviewed annually or more frequently if required.
- Ensure that all other controls identified in the assessment, including personal protective equipment, are in place and being followed.

Driving for Work

Policy

The Responsible Person will ensure that systems are in place for assessing work-related driving risks and that those systems follow the guidelines from the HSE and the Department for Transport Driving at work - Managing work-related road safety INDG382(rev1), published 04/14, HSG 136 A Guide to Workplace Transport Safety , INDG199 Workplace Transport Safety (Rev 2)

Where identified by the assessment, information, instruction and training will be provided to Company employees.

Arrangements

The Responsible Person will:

- Identify all drivers that drive on company business or drive company vehicles
- Ensure that all drivers have the correct licence and, where applicable, medicals, insurance and MOT documents
- Ensure that they have been issued with a driver's handbook and/or other relevant information
- Ensure that drivers are aware of the procedure for dealing with emergencies such as breaking down on the motorway and dealing with a flat tyre
- Ensure that each vehicle has adequate emergency equipment.

Electrical Safety (including portable electrical equipment)

Policy

Wherever possible we will use low voltage equipment or safety devices to reduce the risk.

We will ensure that all portable and transportable electrical equipment is subject to periodic inspection and examination (PAT testing). The frequency will be:

- As required by the general requirements of the Electricity at Work Regulations 1989 (As amended)
- In line with the Code of Practice for In-service Inspection and Testing of Electrical Equipment (Latest Rev) from The Institution of Engineering and Technology
- In line with the findings of any relevant risk assessment

This frequency may vary from site to site or even department to department and it is therefore the responsibility of the Responsible Person to liaise with department heads as to the agreed frequency.

Heads of department are also required to carry out formal visual inspections (subject to the frequency of the PAT testing) to check for damage and defects.

All users of portable electrical equipment are required to carry out before use checks to inspect for damage and defects. If found these must be reported – users are not permitted to carry out any repairs or alterations unless they have been specifically authorised. Checks should include:

- damage (apart from light scuffing) to the supply cable, including fraying or cuts;
- damage to the plug or connector, e.g. the casing is cracking or the pins are bent;
- inadequate joints, including taped joints in the cable;
- the outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Evidence would be if the coloured insulation of the internal cable cores were showing;
- the equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated;
- damage to the external casing of the equipment;
- loose parts or screws;
- evidence of overheating (burn marks or discolouration).

We will also ensure that the fixed electrical installation for all Company properties is subject to periodic inspection and test to British Standard BS 7671 "Requirements for Electrical Installations. IET Wiring Regulations" (Latest Rev) by a competent person. The frequency will be determined by the competent person and the Health and Safety Adviser.

All employees who are expected to work on electrical equipment will be suitably trained and deemed competent. Where work on mains voltage is required this will be carried out by a competent (18th Edition Trained) person.

Arrangements

The Responsible Person will:

- Identify all portable and transportable electrical equipment and create an inventory of type and location
- Ensure that users are aware of the duty to carry out before-use checks and are carrying them out and reporting defects
- Ensure that formal visual inspections are carried out and recorded as part of the general workplace inspection procedure
- Ensure that a combined inspection and test (PAT test) is carried out by a competent person at the frequency identified by the head of department or the relevant risk assessment
- Ensure that records of all inspections and tests are maintained
- Arrange for damaged equipment to be quarantined and repaired
- Ensure that the fixed electrical installation for all Company properties is subject to periodic inspection and test to BS 7671 by a competent person and records kept.

Events

Arrangements

Our approach in identifying and managing risks will be achieved by:

- Ensuring that key personnel are responsible to coordinate and be in overall control of health, safety and welfare at each event that we arrange.
- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by each event that we arrange. Ensuring that all relevant health and safety documentation has been received from each external organisation taking part in any event.
- Ensuring that suitable resources are made available to implement any identified actions.
- Effectively communicating any significant findings to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of the event to identify hazards that require assessing.
- Ensuring that suitable arrangements have been undertaken in the event of an emergency situation, (fire, first aid etc.).
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Fire Safety Management

Policy

We will ensure that fire risk assessments are carried out on all non-domestic premises owned, occupied or controlled by us.

The Trust will appoint adequate numbers of trained personnel to provide support and leadership in the event of a fire or similar emergency. This will include fire co-ordinators and fire marshals/wardens as identified in the fire risk assessment.

The Responsible Person will ensure that the findings of the risk assessment are acted upon and that any fire safety management systems are inspected and maintained as required and recorded in the Fire Log Book (or electronic version of similar).

Action to be taken in the event of a fire or emergency

- On discovering a fire
- Sound the alarm
- Call the fire service
- Evacuate by the nearest exit and proceed to assembly point
- If you hear the alarm
- Evacuate by the nearest exit and proceed to assembly point

Arrangements

The Responsible Person will:

- Identify all buildings requiring a fire risk assessment
- Ensure a fire risk assessment is carried out by a competent person
- Ensure all actions arising from the assessment are completed
- Ensure all fire management hardware systems such as smoke detectors, emergency lighting, alarm sounders etc. are tested, inspected and maintained and recorded in the Fire log Book or similar
- Ensure there is an emergency fire evacuation plan for each building and people to assist with the evacuation
- Ensure employees and visitors are made aware of the emergency plan
- Ensure that weekly fire alarm tests are carried out and recorded in the Fire Log Book
- Ensure that an annual fire evacuation drill is carried out (as a minimum)
- Ensure all other tests, inspections and maintenance is carried out as outlined in the Fire Log Book.

First Aid

Policy

We recognise our duty under the Health and Safety (First Aid) Regulations 1981 (As amended) to provide adequate numbers of people and equipment to ensure timely first aid response and treatment for employees in the event of an injury at work.

We will use the HSE first aid at work “Needs Assessment Tool” to assess the cover required.

In assessing our first-aid needs, we should consider:

- the nature of the work we do
- workplace hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of our workforce
- the work patterns of our staff
- holiday and other absences of those who will be first-aiders and appointed persons
- our organisation’s history of accidents
- In addition, we may also need to consider:
- the needs of travelling, remote and lone workers
- the distribution of our workforce
- the remoteness of any of our sites from emergency medical services

- whether our employees work on shared or multi-occupancy sites
- first-aid provision for non-employees (e.g. members of the public).

Then as a minimum, we will provide:

- Suitable emergency response plans appropriate to all perceived accidents and illnesses.
- a suitably stocked first-aid kit and its location clearly signed
- an appointed person to take charge of first-aid arrangements;
- First aid trained personnel
- information for all employees giving details of first-aid arrangements (signs on H&S notice boards).

Arrangements

The Responsible Person will:

- Ensure that the mandatory “First Aid Needs Assessment” has been undertaken and documented.
- Ensure that for all areas there are adequate numbers of Appointed Persons or trained first aiders (as identified by the “First Aid Needs Assessment”) available at all times that people are at work.
- Ensure that where first aiders are not available, due to unforeseen circumstances, that an Appointed Person is designated to take charge in an emergency.
- Ensure that there are suitable first aid kits, signs and other equipment to ensure that first aid treatment is provided in good time.
- Ensure that there is a record of treatment provided by the first aider.
- Ensure that where employees are working remotely or on another employer’s premises that there are arrangements in place to ensure first aid cover

Hand Tools

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safety implications of using hand tools under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensure that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the maintenance of any hand tools.
- Ensure that hand tools provided are suitable for the intended use and work undertaken and maintained in an effective condition.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensure the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

House Keeping

Policy

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the risk assessment process in relation to housekeeping and cleaning duties under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular housekeeping inspections to identify actions that require assessing.
- Ensure the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Hoists and Lifts

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the risk assessment process relating to the provision and safe use of hoists under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensure that Lifting operations be properly planned and carried out in a safe manner in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). The Workplace, Health, Safety and Welfare Regulations 1992 require those in control of workplaces to make sure that floors and traffic routes are maintained in good condition and free from obstructions, and that there is suitable lighting and ventilation in the workplace
- Ensure that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Carrying out statutory examinations of lifts used for lifting people every six months.
- Purchasing approved BS, IS or EN marked equipment.
- Acting promptly to address any issues/ concerns raised.
- Ensure the adequate provision and documentation of any necessary training.
- Arranging for the statutory examinations of this equipment at the appropriate intervals.
- Purchasing approved BS, IS or EN marked equipment.
- Acting promptly to address any issues/ concerns raised.

Home Working

Policy

It is our policy to manage homeworkers' health, safety and welfare in exactly the same way that we would if these staff were based on our premises.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risks posed from home working.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments for home working into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Hot Works

Our approach to identifying and managing risks will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the assessment process relating to risks posed in the management of hot work under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake, issue and document the required hot work permit.
- Where required we will ensure that a hot work permit is carried out by competent person and finding implemented - Hot Work Permit form is available and located within the Safety Monitoring Records section within this manual.
- as a result of using hot work permits.
- Effectively communicating any significant findings from the result of hot work permits to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Infection Control

Our approach to identifying and managing risks will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by spread of infection under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.

- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment and health surveillance.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Ladders, stepladders and Podiums

Policy

Ladders will only be used as access equipment or for short duration work (maximum 30 minutes) and then only for light work involving the use of one hand and/or carrying loads up to around 10kgs. The ladder will be secured by tying off, wedging, providing a ladder stability device or footing. Steps may be used as working platforms provided, they are used safely and in accordance with HSE guide INDG402 Safe use of ladders and stepladders, and associated documents. All ladders and steps will be Industrial Class 1 or BSEN131 Ladders, standard.

Arrangements

The Responsible Person will ensure that:

- All users have received training or toolbox talks using INDG402
- All ladders and steps are included in the equipment register/inventory and subject to a 3 monthly formal visual inspection
- Ladders and steps are included in the site inspection programme.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.

Lone working

Policy

We recognise that lone working may, in some cases, increase the risks to people carrying out their work. We will ensure that when carrying out risk assessments lone working risks are taken into consideration and, if required, controls put in place.

Arrangements

Lone working will be considered in the general task-based risk assessments and, where required, suitable controls put in place to ensure that employees are not exposed to an unacceptable risk.

Manual Handling

Policy

We recognise that manually handling loads by physical force can lead to injuries and long-term illness. We will therefore aim to reduce or eliminate any manual handling wherever reasonably practicable.

We recognise our duties as set out in the Manual Handling Operations Regulations (MHOR), (As Amended), and we will ensure that all manual handling activities are subject to an assessment by a competent person. We recognise that detailed manual handling risk assessments may be required in some cases but our policy is that where the risk is obviously low and it falls within the limits set out in the Regulations then it may be included in the general risk assessment for the activity.

All employees required to carry out moving and handling activities will receive training. This may vary from department to department but should at least cover:

- manual handling risk factors and how injuries can occur;
- how to carry out safe manual handling, including good handling technique
- appropriate systems of work for the individual's task and environment;
- use of mechanical aids; and
- practical work to allow the trainer to identify and put right anything the trainee is not doing safely.

Arrangements

The Responsible Person will:

- Ensure that all tasks involving manual handling are subject to a preliminary assessment by a competent person.
- Ensure that, where required, detailed manual handling risk assessments are carried out by a competent person
- Ensure that all low-level manual handling risks are included in the general risk assessment
- Ensure that manual handling risks are eliminated or reduced as far as is reasonably practicable
- Ensure that moving and handling training is provided to all employees as outlined above.

Migrant Workers (Managing)

Policy

We acknowledge that there may be an increased risk to the health and safety of migrant workers due to the lack of familiarity with English as a prime language.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the employment of migrant workers. Ensuring that those persons responsible are suitably trained and competent to undertake and document such actions.
- Ensuring that suitable resources are available. Providing such health and safety information, instruction and training for migrant workers in a language / format (possibly pictorial) understood by them as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Ensuring the provision and documentation of training to Supervisors so that they can effectively manage migrant workers.
- Having access to competent translation services.
- Acting promptly to address any issues/ concerns raised.

New and Expectant Mothers

Policy

When an employee provides us with written notification stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, we will immediately take into account any risks identified in their workplace risk assessment. If that risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and protective measures under other relevant health and safety legislation, then we will take action to remove, reduce or control the risk.

If the risk cannot be removed, we will take the following actions:

- Temporarily adjust her working conditions and/or hours of work; or if that is not possible
- Offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible
- Suspend her from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

Arrangements

The Responsible Person will:

- Ensure that all risk assessments take account of the specific risks to new and expectant mothers
- Ensure that all employees are aware that they need to inform HR of their condition before the workplace assessment can be taken into account.

Office Equipment

Our approach to identifying and managing risks will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safety implications of using office equipment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.)
- are complying with control measures implemented.
- Carrying out regular maintenance and inspections of office equipment to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Pest Control

Policy

It is our policy to safeguard the safety, health and welfare of our employees and others (contractors, visitors etc.) who enter our premises from the hazards and risks that arise because of pest infections on our premises and pest control measures.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible to control the incidence of pests within our work premises, to minimise the risk posed by pests.
- Identifying and implementing control measures, developing procedures and Safe Systems of Work.
- Ensuring that where relevant pest control work is undertaken by competent, trained personnel, using the correct personal protective equipment.
- Ensuring that the safest option or substance is used to control pests.
- Ensuring regular inspections are carried out by competent accredited persons to determine the levels of pests affecting our premises ensuring that any pest control work is subject to Safe Systems of Work and suitable control measures.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented. Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Premises

Our approach to identifying and managing risks will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the hazards posed to anyone entering our premises, using our facilities including glass and glazing systems under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved
- Conducting regularly monitoring of our premises to ensure that conditions are maintained and any hazards are identified and actioned accordingly.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Playgrounds, Play/Gym and Climbing Equipment

Our approach to identifying and managing risks will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed from the use of playgrounds play/gym and climbing equipment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of playgrounds play/gym and climbing equipment to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Provision and use of Work Equipment and Machinery

Our approach to identifying and managing risks will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the purchase, maintenance and safe use of machinery under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the issuing of Personal Protective Equipment.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing in accordance with The Provisions and Use of Work Equipment Regulations (PUWER)1998 (As Amended).
- Carrying out regular maintenance and servicing on any equipment
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- For ease of understanding the following general work equipment falls under PUWER. The list is not definitive and is simply a list to highlight some equipment items.
- Tools - Power Tools, Glue Guns, Saws Welding Equipment, Wood Presses Sanders, etc
- Machinery Lift trucks, Standing Drills, Food Processors, Sewing machines Lathes etc.

- Apparatus – Cooking equipment, Laboratory items, Ladders, Fire Fighting Equipment, Medical Equipment i.e. AEDs etc
- Appliances – Commercial fridges and freezers, Ovens and Microwaves, Computers, Copiers, Coffee Machines etc.
- Installations Electrical wiring, Lighting, Air conditioning, Plumbing systems, Lifts, hoists, Escalators and emergency stop controls, etc.

Personal protective equipment

Policy

We recognise our duties under the Personal Protective Equipment Regulations 2002 (As Amended), and we will provide, free of charge, any personal protective equipment required at work.

Arrangements

The Responsible Person will:

- Ensure that employees are provided with suitable PPE as identified in risk assessments and that there is a record of issue
- Ensure that the employees receive training on the correct use of the equipment
- Ensure that, as required, the PPE is inspected and maintained as per the manufacturer's instructions
- Arrange for regular checks to ensure that PPE is worn as detailed in the safe system of working.

Power tools

Policy

We recognise that hand-operated power tools can be hazardous if they are not suitable for the job, are not used correctly or are not maintained correctly.

We will ensure that power tools are purchased that reduce the noise and vibration impact as far as is reasonably practicable. We closely monitor each activity to ensure that exposure levels are not exceeded.

We will ensure that all operators receive training on the correct use of each piece of equipment including how to avoid the inherent hazards.

Where possible we will use battery-operated or low voltage (110v). If we need to use 220V - 240v equipment it will only ever be used with an RCD protected supply".

All electrically-powered tools will be subject to a formal visual inspection and a combined inspection and test.

Arrangements

The Responsible Person will ensure that:

- All users receive training on the use of hand held power tools
- All power tools are included in the equipment register/inventory and subject to inspection as per this policy
- Vibration risk assessments are carried out as required
- Power tools are included in the site inspection programme.

Risk Assessments

Policy

We recognise our duties under The Management of Health and Safety at Work (Amendment) Regulations 2006 to carry out workplace/task risk assessments.

Risk assessments will be carried out for both routine and non-routine activities in the workplace and the existing controls compared with statutory standards. Where the controls fall below this standard, changes will be made to working practices or the design of the work area, process, substance or equipment to ensure that risks are eliminated, or reduced to an acceptable standard.

Where necessary, additional specialist assessments will be carried out by schools – for example hazardous substances or working from height.

For each school-based assessment, all individuals and groups at risk from the hazard will be considered in the assessment.

Hazards originating outside of the workplace will be considered where they may adversely affect the health and safety of employees and others.

The assessment process will account for human behaviour, personal capabilities and other human factors.

Assessments will be reviewed by schools whenever there are changes or proposed changes that would make the assessment and the controls no longer valid.

The assessment process will consider all statutory obligations relating to the assessment of risk and the implementation of controls.

When determining controls or considering changes to existing controls we will adopt the following hierarchy:

- Elimination of the risk
- Substitution with a lower risk
- Engineering controls
- Signage, warnings and other administrative controls
- Personal protective equipment

Arrangements

The Responsible Person at each school will:

- Ensure that each work-related activity throughout the organisation is identified, recorded and assessed
- Ensure that any potentially hazardous materials are identified, recorded and assessed
- Ensure that any potentially hazardous equipment is identified and assessed
- Ensure that any building or infrastructure-related equipment or processes are identified, recorded and assessed
- Ensure that the risk assessments are carried out and recorded by a competent person
- Ensure that employees are fully informed on the findings of the assessments and in particular the control measures they are required to follow
- Ensure that the assessments are reviewed regularly, after any significant incident or whenever there is any doubt about the effectiveness of the assessment and the control measures.

Safe Systems of Work

Policy

Where there is a significant risk of injury from conducting work activities or tasks, it is our policy to provide a formal procedure (Safe Systems of Work (SSOW)) for our employees, to give them safe methods of working, ensuring that all hazards are controlled sufficiently and risks minimised to an acceptable level while undertaking hazardous work.

Arrangements

The Responsible Person will ensure that the above is developed and integrated into our activities effectively by:

- identifying through the risk assessment process all areas, tasks and activities that require a formal SSOW to be developed and implemented.
- Ensuring that SSOW are documented to a satisfactory level by competent persons with the involvement of employees.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate SSOW into our working environment.
- Ensuring that key personnel are responsible for the management and monitoring of the SSOW process under their areas of control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required SSOW.
- Effectively communicating any SSOW to key personnel involved. Regularly monitoring our activities to ensure employees and others (e.g. contractors, visitors etc.) are complying with these systems.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that SSOW are regularly reviewed to ensure that they remain effective.

Safeguarding Visitors

Policy

We recognise that visitors to our premises or site may not be aware of the hazards to which they may be exposed or what to do in the event of an emergency.

Arrangements

- We will inform all visitors on the local arrangements, likely hazards and what to do in the event of an emergency
- Where appropriate, visitors will be asked to sign in and acknowledge the information provided.
- Ensuring that key personnel are responsible for the management and monitoring of the hazards which pose risk to visitors.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Ensuring that procedures are developed and implemented for members of the public and others who visit our workplace, including the introduction of a visitor's record to control their attendance whilst on our premises.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities and building structure to identify hazards that could pose new risk to visitors.
- Ensuring the adequate provision and documentation of any necessary training, including induction training that may be required.
- Provision of suitable supervision, proportionate to the visitor's activities/ areas attending.
- Acting promptly to address any issues/ concerns raised.

Sharps

Our approach to identifying and managing risks will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by the handling and disposing of sharps under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Slip, Trips and Falls

Policy

It is our policy to safeguard our employees and others (contractors, visitors etc.) who enter our premises from the risks of slipping, tripping and falling due to badly maintained access and exit routes, stairs and floors.

Arrangements

The Responsible Person will:

- Ensuring that key personnel are responsible the management and monitoring of the risk assessment process posed by hazards to pedestrian access and egress facilities, including stairs and floors under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required duties.
- Ensuring that pedestrian walkways are clearly defined (where practicable), maintained and checked on a regular basis.
- Ensuring suitable arrangements are available for in the event of an emergency (i.e. spillage kits).
- Ensuring any areas at height are suitably controlled and maintained to minimise the risk of persons or items falling.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards involving slips, trips and falls that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised

Stress at Work

Policy

We understand that pressure is a natural part of all work and helps to keep us motivated, but that excessive pressure may lead to stress-related ill health in some people.

We recognise that under the Management of Health and Safety at Work Regulations 2006 (As Amended), we have a duty to assess the risk of stress-related ill health arising from work activities, and under the Health and Safety at Work etc. Act 1974 to take measures to control that risk.

We will adopt the HSE Stress Management Standards in ensuring that we minimise the impact of work-related stress. The Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.

Arrangements

The Responsible Person will ensure that the HSE Stress Management Standards, and the associated tools, are used to evidence that a high level of health, well-being and organisational performance is present in the organisation.

Staff Amenities and rest areas

Policy

It is our policy, so far as it is reasonably practicable, to provide adequate and appropriate welfare facilities.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for assessing the needs for providing and maintaining suitable facilities.
- Acting promptly to address any issues/ concerns raised.

Safety in Food Preparation Areas

Policy

We will manage our food hygiene and safety procedures by utilising food management safety procedures (HACCP). Food safety management procedures should be based on HACCP principles as follows;

- looking closely at what we do in our business, what could go wrong and what risks there are to food safety
- identifying any critical control points the areas of our business needs to focus on to ensure those risks are removed or reduced to safe levels
- deciding what action, we need to take if something goes wrong
- making sure that our procedures are being followed and are working
- keeping records to show our procedures are working

It is important to have food safety management procedures that are appropriate for our business.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the hazards posed in food preparation under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.

- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of food preparation areas to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Temporary Staff (including Agency Workers)

Policy

We acknowledge that there may be an increased risk to the health and safety of agency and temporary staff due to the lack of familiarity of our workplace.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for liaising with recruitment agencies and coordinate the selection process of suitable, competent agency staff/ temps.
- Ensuring that those persons responsible are suitably trained and competent to undertake such liaisons.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment following the identification of any specific risks to temporary or agency staff whilst they are working at other premises.
- Effectively communicating any significant findings from the result of risk assessments conducted to agency and temporary staff.
- Ensuring that agency staff and temporary workers comply with our specific company rules.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Peterborough City Council

Training on health and safety

Policy

We recognise that the Health and Safety at Work Act 1974 (HASAW) and other regulations explicitly require health and safety training for all employees including managers. To ensure we meet these duties we will carry out training needs analysis to identify the requirements.

We further recognise that instructions must be provided for employees, visitors and contractors to site indicating site rules and procedures. We will provide health and safety induction training for all new starters and this will include the risks and controls associated with their jobs as well as training on emergency arrangements.

The findings of risk assessments and the associated controls will be passed on to those who may be exposed to the risk so that they understand how to avoid it. The method of communication will be determined by the level of risk and the complexity of the control measures, so may range from verbal instruction to written procedures.

In all cases, a record will be kept of the information, instruction or training carried out and details of the information provided.

Arrangements

The Responsible Person will ensure that:

- A training needs analysis is carried out to identify the training requirements for all employees
- Records of training are maintained including refresher training.
- All new employees receive suitable induction training
- Acting promptly to address any issues/ concerns raised.

Violence and bullying at work

Policy

We recognise that we have a legal duty to protect our employees from foreseeable violence at work and we will ensure that systems are in place to ensure this. We have a zero tolerance for any bullying or violence at work whether from other employees, members of the public or visitors.

We will continually monitor for any signs of a problem and, if there is a problem, we will take action immediately. Any employee found to be bullying any other employees will face disciplinary action

Waste (Hazardous and Non-Hazardous)

Our approach to identifying and managing risks will be achieved by:

- Adherence to The Waste Duty of Care Code of Practice which is produced by the Government to provide practical guidance on how to meet statutory requirements with regards to the disposal of waste in England and Wales. It is issued under the Environmental Protection Act 1990 and Waste (England and Wales) Regulations 2011.
- Ensuring that everyone who deals with waste has a statutory obligation to ensure the waste is managed correctly to protect the human health and the environment. It therefore applies to anyone who imports, produces, handles or manages controlled waste from business or industry or acts as a waste broker in this respect.
- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the disposal of waste, both hazardous and non-hazardous wastes under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment to ensure compliance with environmental legislation.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Ensuring that waste disposal is undertaken by competent, approved personnel, using the correct personal protective equipment.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Welfare

Policy

It is our policy to ensure that there are systems in place for welfare and the provision of a safe working environment for our employees whilst in our employment.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for overseeing the provision of welfare facilities and a safe working environment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document any records and actions.
- Ensuring that suitable resources are available to maintain our workplace including buildings and fixtures in good order and according to required standards.
- Providing welfare facilities that include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation, sufficient light, heat and ventilation.
- Ensuring that procedures are in place for housekeeping, cleaning and maintenance regimes.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

Wheelchairs (disabilities)

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safe use of wheelchairs/mobility aids under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments with the co-operation of the wheelchair/mobility aid user.
- Providing suitable arrangements and Our approach to identifying and managing risks will be achieved by:
 - procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Ensuring that all wheelchairs that are purchased are fit for purpose and maintained by competent persons.
- Acting promptly to address any issues/ concerns raised.

Working at height

Policy

'At Height' means a place that, unless the Regulatory guidance is followed, a person could be injured falling from it, even if it is at or below ground level.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

It is our policy to comply with the Work at Height Regulations and any guidance made under the Regulations. We will achieve this by carrying out risk assessments of all activities that fall within the definition of working at height as detailed in the Regulations.

We will do all that is reasonably practicable to prevent anyone falling by applying the following hierarchy:

- We will avoid work at height wherever we can
- Where we cannot avoid working at height, we will use work equipment or other measures to prevent falls and,
- Where we cannot eliminate the risk of fall, we will use work equipment or other measures to minimise the distance and the consequences of a fall should one occur.

We will provide suitable training and supervision as is necessary to control the risks from working at height.

Arrangements

The Responsible Person will ensure that:

- Where work at height is required, a risk assessment is carried in order to identify the risk control measures required to minimise the risks, so far as reasonably practicable, and that the risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations
- Where applicable, risk control measures include arrangements for rescue
- The assessment includes any training requirements and equipment inspection requirements.

Workplace Transport (management and pedestrian control)

Policy

The Responsible Person will ensure that systems are in place for assessing work-related driving risks and that those systems follow the guidelines from the HSE and the Department for Transport (Driving for Better Business) Driving at work - Managing work-related road safety INDG382(rev1), published 04/14, HSG 136 A Guide to Workplace Transport Safety , INDG199 Workplace Transport Safety (Rev 2)

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to workplace transport safety under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.

- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Monitoring and recording of periodic checks carried out in the workplace by competent persons.
- Ensuring that segregated traffic and pedestrian routes are provided and appropriately signed.
- Ensuring all vehicles that are purchased are fit for purpose.
- Acting promptly to address any issues/ concerns raised.

Young Workers

Policy

Although we don't currently employ young workers, we recognise that young workers (above minimum school leaving age but below 18) may be put at additional risk by some workplace activities. We further recognise that we have a specific duty under the Management of Health and Safety at Work Regulations 1992 (MHSW), (As Amended) to consider risks to young people in our risk assessment procedures.

Before employing a young person, we will review our risk assessment. The method may vary depending on whether the guardian of the young person provides us with a form for completion or, where this is not provided, we will use our own method to meet this requirement.

Arrangements

The Responsible Person will:

- Ensure that all risk assessments take account of the specific risks to young workers
- Ensure that all employees are aware of the requirement to review assessments before employing young people.