



GRETTON  
SCHOOL

**Cavendish Education & Training  
Ltd**

**Health & Safety Policy &  
Procedures**



Supported by: **PENINSULA**  
Cavendish Education & Training Ltd

# Introduction



Cavendish Education & Training Ltd is a unique schools group that challenges, with humility, the common perception of specialist education. We operate across the south of England under two operating names, Cavendish Education and Newcombe Education, both part of the Group of 14 schools with a collective 22 sites. The Proprietorial Body has ultimate responsibility for health and safety. Day to day management responsibilities are delegated to the Head Teachers of the schools with support from delegates within the schools. There are site managers at each location. This policy also recognises the trusts responsibilities within the following documents; Health & Safety: Responsibilities for Schools Health & Safety on Educational Visits National Minimum Standards Boarding Schools 1 September 2022 National Minimum Standards Residential Special Schools 1 September 2022 The Educational (Independent Schools Standards) Regulations 2014 The Independent School Standards - Guidance for Independent Schools.

The Proprietorial Body has determined that we should operate without putting the health, safety or welfare of any employee, learner, or any other person at risk. To meet this objective, we have prepared a health and safety policy and made arrangements as in this document to ensure the continued health safety and welfare of those people whilst they are at work or our responsibility.

Accepting that we cannot transfer our responsibility for managing health, safety and welfare in the workplace to others we have retained Peninsula to help us meet this objective. They provide information and guidance on the effective management of health and safety, conduct routine audits and act as a source of advice and information.

# Contents

This document contains our

## Safety Policy

Our declaration of intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

## Organisation and Responsibilities

The allocation of specific health and safety responsibilities to key personnel.

## Safety Arrangements

The systems and procedures for controlling hazards at work that form the basis of our health and safety management system.

We also keep detailed safety records demonstrating that we actively manage health and safety within our business. The records which may be paper based or kept in our online systems include

- An Annual Review of our health and safety system and procedures.

- Periodic checklists created for individual roles and responsibilities.

- A comprehensive source of records relating to occupational health, statutory examination, periodic inspection and testing of work equipment and installations.

- Records for Fire Safety Management.

- A system for keeping health and safety training records.

- Accident and incident records, reporting, and investigation.

# Health & Safety General Policy Statement



**Cavendish Education & Training Ltd** recognises our responsibility for the health, safety and welfare of our employees, the children in our care, contractors working for us and for anyone else whose health and safety could be affected by our work activity. We will assess the hazards and risks they face and take action to minimise hazards and control risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce, children in our care and anyone else.

We will meet our legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and control of identifiable health and safety risks on our premises and at every worksite.

- Consulting with our employees on matters affecting their health and safety and that of the children in our care.

- Ensuring that our premises are secure and that DBS safeguarding checks are made for each member of our workforce.

- Providing and maintaining safe, suitable buildings and equipment.

- Ensuring the safe handling and use of substances.

- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.

- Ensuring that all employees and contractors are competent to do their work, and where appropriate giving them suitable training.

- Preventing accidents and cases of work-related ill health.

- Actively managing and supervising health and safety at work.

- The careful organisation, assessment and mitigation of hazards and risks for any off-site activities with a separate consideration and approval process.

- Having access to competent advice.

- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.

- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise our duty to co-operate and work with other employers and workers, when they come onto our premises, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others. These duties are explained on first employment, at induction. A Safety Handbook, setting out their duties and specific health and safety rules is given to each employee.

Our policy, procedures and arrangements will be reviewed annually.

Signature:

A handwritten signature in black ink, appearing to be 'John Evans'.

Date: 07/05/2024

Position: Headteacher

# Organisation

## Health and Safety Management Structure

Although the Proprietorial Body has overall responsibility for the implementation of this policy, day-to-day responsibility for specific issues has been delegated to key personnel.

The health and safety management structure for our setting is shown here. The allocation of day-to-day responsibility for specific health and safety issues is shown later in a Responsibility Chart.



## Health and Safety Management Responsibilities

The Proprietorial Body has recognised that they always have overall responsibility for health and safety matters. They also recognise the need to take action on the key points listed here. In managing these matters emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

### General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees and volunteers on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when buying new equipment.
- Ensure that contractors are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees and volunteers receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees and anyone working alone.
- Provide training and guidance for staff and for children or students on health and safety issues that will affect them.
- Monitor our health and safety performance.

### Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that measures required to reduce and control the exposure of employees', children and anyone else to occupational health risks are in place and used.
- Provide occupational health surveillance should it be required.
- Implement measures to reduce stress within the workplace.

### Accidents, Incidents and First Aid

- Provide suitable first aid arrangements and trained paediatric first aiders.
- Record accidents and incidents.
- Complete accident and incident investigations identify causes and measures for prevention.
- Ensure that injuries, diseases and dangerous occurrences are reported to the Enforcing Authority and OFSTED or Estyn as required.

### Fire and Emergency Arrangements

Ensure that:

- Adequate arrangements are in place to deal with fire safety at our premises. Employees and volunteers are trained in fire and evacuation arrangements and other emergency procedures.
- Children or students and others are aware of the fire and evacuation arrangements and other emergency procedures.
- Fire drills are practiced.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

## Risk Assessment

Ensure that:

Risk assessments are complete and safe systems of work are produced for all activities that pose a significant risk of harm.

Risk assessments and safe systems of work are documented.

The outcomes of risk assessments and safe systems of work are carefully explained to the workforce.

## Premises

Provide a suitable and safe working environment for employees and children with adequate welfare facilities.

Ensure that the fixed electrical installation is properly installed and maintained.

Introduce and maintain measures to control and manage any risks from asbestos. Ensure good housekeeping standards are instigated and maintained.

Provide suitable and sufficient maintenance of the facilities provided within the workplace.

## Equipment

Ensure that:

All of the furniture and equipment that we provide is suitable and properly used.

All work equipment is maintained and safe.

Portable electrical appliances are maintained, inspected and tested.

Appropriate hand tools are provided and maintained.

Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

## Substances

Ensure that:

All hazardous or dangerous substances are used safely.

All hazardous or dangerous substances are appropriately stored.

## Managers and supervisors

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, delegates specific health and safety responsibilities to identified managers and supervisors. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities.

## Employee and workers' responsibilities.

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically we expect employees to;

Ensure that our policies and procedures are read, understood and followed at all times.

Follow booking on and off site procedures at all sites.

Take reasonable care for their health and safety and the safety of others whilst at work. Not

intentionally or recklessly interfere with or misuse anything required by law or provided in the interests of health and safety.

Visually inspect work equipment, tools and PPE before use.

Ensure that work equipment, tools and PPE are maintained, used and stored as advised by the maker.

Follow all safety instructions and guidance when using equipment.

Report any near misses, incidents, accidents and non-conformances to the principal.

Contribute to the promotion of health and safety in the workplace.

Follow all written safe systems of work (SSOW) including method statements, risk assessments, chemical assessments, etc. and their requirements.

Follow the safety instructions of senior management.

Ensure that they do not use work equipment unless they have been formally trained and are competent to do so.

Comply with legislation, Approved Codes of Practice and guidance notes.

Ensure all business vehicles are driven in a safe and suitable manner, and that the vehicle is left safe and secure when not in use.

Consult on health and safety matters and investigations to ensure a safe working environment is established.

Seek advice from management on any issues relating to health and safety at work.

Obey all site safety signs, general site rules and arrangements.

## Monitoring

Compliance with this policy and arrangements is actively monitored through the periodic review of our completed safety record forms and also by using periodic workplace checklists. The Proprietorial Body has overall responsibility for this, but some of the routine tasks may be delegated.

We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.



## Responsibility Table

This Responsibility Table shows how we have allocated responsibility for the management of particular health and safety issues to named people or positions.

### Key

PB - Proprietorial Body

GD - Group Delegate

HT - Head Teacher

SD - School Delegates

<b>Safety arrangements</b>	<b>PB</b>	<b>GD</b>	<b>HT</b>	<b>SD</b>
Managing Safety And Health At Work	✓			
Accident, Incident, Ill-Health Reporting And Investigation		✓	✓	✓
Workplace Health And Safety Consultation		✓		
Risk Assessment And Hazard Reporting		✓	✓	✓
Occupational Health And Health Surveillance			✓	✓

<b>Safety arrangements</b>	<b>PE</b>	<b>GD</b>	<b>HT</b>	<b>SD</b>
Purchasing			✓	✓
New And Expectant Mothers			✓	✓
Employing Children And Young Persons			✓	✓
Lone Working			✓	✓
Health And Safety Training		✓	✓	✓
Health And Safety Of Visitors			✓	✓
Personal Protective Equipment			✓	✓
Home Working	✓	✓	✓	✓
Employing Agency And Temporary Staff			✓	
Safe Systems Of Work	✓	✓	✓	✓
Action On Enforcing Authority Reports	✓	✓		
Equality And Disability Discrimination Compliance	✓	✓	✓	✓
Health And Safety Information For Employees		✓	✓	✓
Working Abroad			✓	✓
Fire Safety - Arrangements And Procedures			✓	✓
First Aid			✓	✓
Welfare, Staff Amenities, Rest Rooms And The Working Environment			✓	✓
Housekeeping And Cleaning			✓	✓
Pest Control			✓	✓
Building Services		✓	✓	✓
Access, Egress, Stairs And Floors			✓	✓
Windows, Glass And Glazing In The Workplace			✓	✓
Workplace Signs			✓	✓
Working In The Open Air, Working In The Sun			✓	✓
Water Temperature Control			✓	✓
Premises		✓	✓	✓
The Control And Management Of Healthcare Waste			✓	✓
Electrical Safety		✓	✓	✓
The Provision, Use And Maintenance Of Work Equipment			✓	✓
Hand Tools		✓	✓	✓
Office Equipment			✓	✓
Storage Of Chemical Substances And Agents			✓	✓
Control Of Flammable Liquids			✓	✓

<b>Safety arrangements</b>	<b>PB</b>	<b>GD</b>	<b>HT</b>	<b>SD</b>
Slips, Trips And Falls			✓	✓
The Provision And Use Of Machinery			✓	✓
The Safe Use Of Machinery			✓	✓
Work At Height			✓	✓
Access Equipment			✓	✓
Permits To Work			✓	✓
Hot Work			✓	✓
Welding And Flame Cutting			✓	✓
Workplace Transport Management And Pedestrian Control			✓	✓
Occupational Road Safety		✓	✓	✓
Sharps And Needlestick Injuries			✓	✓
Safety In Food Preparation Environments			✓	✓
Infection Control			✓	✓
Manual Handling			✓	✓
Display Screen Equipment			✓	✓
Legionella Control			✓	✓
Radon			✓	✓
Asbestos At Work - Survey Acms Present & Off-Site Risk			✓	✓
Stress In The Workplace	✓	✓	✓	✓
Aggression And Violence			✓	✓
Local Exhaust Ventilation			✓	✓
Drugs And Medication (Healthcare)			✓	✓
Swimming Pools			✓	✓
Gym Equipment			✓	✓
Playgrounds			✓	✓
Work With Children			✓	✓
Educational Visits			✓	✓
Schools And Nurseries			✓	✓
Contractor Control And Management			✓	✓
Construction Design And Management Client	✓			

**Note:** People with delegated responsibilities for health and safety issues need to ensure that any necessary risk assessments and safety records are completed, and that the required control measures are in place and used.

Where more than one person has been given responsibility for a subject, each must fulfil their responsibilities in the areas under their control and complete the relevant records. Working together they need to check that between them they have covered all aspects of safety management for the subject.

## Relevant Legislation

This short document lists for the record, details of the main statutes and regulations affecting health and safety at work that are currently in force.

In most cases Health and Safety legislation requires common sense to identify the reasonably practicable precautions necessary to avoid the risk of injury or ill-health at work. The Peninsula Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements explained in the system are adopted and followed in practice compliance with the legal obligations will be achieved.

Not every piece of the legislation listed will apply to every business on a day to day basis, but businesses need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the Peninsula 24 Hour Advice Service on 0844 892 2785 (option 1).

**Note:** Although the transition period for the UK exit from the EU has expired the European Regulations listed here have been continued in force, until replaced by domestic legislation, by the European Union (Withdrawal) Act 2018 and associated legislation.

- Building Regulations 2010 (as amended)
- Building Safety Act 2022
- European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 304/2003 concerning the export and import of dangerous chemicals, as amended
- The Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.

Equality Act 2010  
Fire Safety Act 2021  
Fire Safety (England) Regulations 2022  
Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)  
Gas Appliances (Safety) Regulations 1995 (as amended)  
Gas Safety (Installation and Use) Regulations 1998  
Gas Safety (Management) Regulations 1996  
Hazardous Waste Regulations 2005 (as amended)  
Health and Safety (Amendment) (EU Exit) Regulations 2018  
Health and Safety Offences Act 2008 Health and Safety at Work etc. Act 1974  
Health and Safety (Consultation with Employees) Regulations 1996  
Health and Safety (Display Screen Equipment) Regulations 1992  
Health and Safety (First Aid) Regulations 1981 (as amended)  
Health and Safety Information for Employees Regulations 1989 (as amended)  
Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)  
Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.  
Health and Safety (Training for Employment) Regulations 1990  
Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons)  
(Prescribed Undertakings) Regulations 2015  
Ionising Radiations Regulations 2017  
Lifting Operations and Lifting Equipment Regulations 1998  
Lifts Regulations 1997  
Management of Health and Safety at Work Regulations 1999 (as amended)  
Manual Handling Operations Regulations 1992 (as amended)  
Notification of Cooling Towers and Evaporative Condensers Regulations 1992  
Personal Protective Equipment at Work Regulations 1992 (as amended)  
Personal Protective Equipment at Work (Amendment) Regulations 2022  
Regulation (EU) 2016/425 on Personal Protection Equipment  
Pressure Systems Safety Regulations 2000  
Provision and Use of Work Equipment Regulations 1998  
Radiation (Emergency Preparedness and Public Information) Regulations 2001 The  
Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007  
(REACH)  
Regulatory Reform Fire Safety Order 2005  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
Safety Representatives and Safety Committees Regulations 1977  
Work at Height Regulations 2005 (as amended)  
Workplace (Health, Safety and Welfare) Regulations 1992  
Working Time Regulations 1998 (as amended)

## Safety Arrangements Table

### **Ref. number Title**

SA1-1 Managing Safety And Health At Work  
SA1-3 Accident, Incident, Ill-Health Reporting And Investigation SA1-5  
Workplace Health And Safety Consultation  
SA1-6 Risk Assessment And Hazard Reporting  
SA1-7 Occupational Health And Health Surveillance  
SA1-9 Purchasing  
SA1-11 New And Expectant Mothers  
SA1-12 Employing Children And Young Persons  
SA1-13 Lone Working  
SA1-14 Health And Safety Training  
SA1-15 Health And Safety Of Visitors  
SA1-17 Personal Protective Equipment  
SA1-18 Home Working  
SA1-19 Employing Agency And Temporary Staff  
SA1-20 Safe Systems Of Work  
SA1-21 Action On Enforcing Authority Reports  
SA1-22 Equality And Disability Discrimination Compliance  
SA1-23 Health And Safety Information For Employees  
SA1-24 Working Abroad  
SA2-1 Fire Safety - Arrangements And Procedures  
SA3-1 First Aid  
SA3-2 Welfare, Staff Amenities, Rest Rooms And The Working Environment SA3-3  
Housekeeping And Cleaning  
SA3-4 Pest Control  
SA3-5 Building Services  
SA3-9 Access, Egress, Stairs And Floors  
SA3-10 Windows, Glass And Glazing In The Workplace  
SA3-11 Workplace Signs  
SA3-13 Working In The Open Air, Working In The Sun  
SA3-14 Water Temperature Control  
SA3-15 Premises  
SA3-18 The Control And Management Of Healthcare Waste  
SA4-1 Electrical Safety  
SA4-2 The Provision, Use And Maintenance Of Work Equipment SA4-3  
Hand Tools  
SA4-4 Office Equipment  
SA4-5 Storage Of Chemical Substances And Agents  
SA4-6 Control Of Flammable Liquids  
SA4-8 Slips, Trips And Falls

SA4-10 The Provision And Use Of Machinery  
SA4-11 The Safe Use Of Machinery  
SA4-20 Work At Height

**Ref. number Title**

SA4-21 Access Equipment  
SA4-22 Permits To Work  
SA4-23 Hot Work  
SA4-27 Welding And Flame Cutting  
SA4-28 Workplace Transport Management And Pedestrian Control  
SA4-31 Occupational Road Safety  
SA4-32 Sharps And Needlestick Injuries  
SA4-35 Safety In Food Preparation Environments  
SA5-4 Infection Control  
SA5-9 Manual Handling  
SA5-11 Display Screen Equipment  
SA5-12 Legionella Control  
SA5-13 Radon  
SA5-16C Asbestos At Work - Survey Acms Present & Off-Site Risk  
SA5-18 Stress In The Workplace  
SA5-19 Aggression And Violence  
SA5-21 Local Exhaust Ventilation  
SA6-3A Drugs And Medication (Healthcare)  
SA6-5 Swimming Pools  
SA6-6 Gym Equipment  
SA6-10 Playgrounds  
SA6-14 Work With Children  
SA6-15 Educational Visits  
SA6-16 Schools And Nurseries  
SA7-2 Contractor Control And Management  
SA7-4A Construction Design And Management Client

## MANAGING SAFETY AND HEALTH AT WORK

We recognise the benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for our educational setting we have recognised the need for an effective management system and have taken steps to put such a system in place.

We have done this by;

- Nominating an individual member of the senior management to take responsibility for managing safety and health at work.

- Providing adequate resources

- Providing such health and safety information, instruction and training for all staff as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.

- Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.

- Reporting reportable accidents within the statutory timescales (information is in our Guidance Notes).

- Providing and recording relevant training.

- Routinely reviewing the operation of our reporting system.

- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing the arrangements for managing safety and health at work is identified in the Responsibility Table of our Health and Safety Policy.



## MANAGING SAFETY AND HEALTH AT WORK

### Action Plan

In order to meet our legal obligations to manage safety and health at work we have;

1. Identified managers to take responsibility for managing health and safety in our business activities and ensuring the health, safety and welfare of staff, children, learners and others.
2. Ensured that they understand their duties and responsibilities.
3. Provided them with adequate training.
4. Give them the authority required and the resources necessary for them to fulfil their role.
5. Planned our management of health and safety at work, set up and maintain systems that will deliver a satisfactory health and safety performance.
6. Explained to our workers, supervisors and managers the nature of our arrangements for managing health and safety at work.
7. Ensured that all our workers are aware of the need to make concerns about health and safety at work known and report accidents, incidents and cases of work-related ill health to their managers.
8. Provided for review of our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on the management of health and safety is in our safety management system at Guidance Note 1-1 - Managing Safety and Health at Work.

## ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION

We encourage our employees to report all personal injuries and those involving children or students, injury accidents, near miss incidents (dangerous occurrences) and ill-health that happen in the course of their work and teaching practices, so that we can investigate the causes, learn from experience and improve our management of health and safety. We also use the information to help us meet our obligations under the legislation requiring accidents to be reported to the Enforcing Authority.

We do this by;

- Nominating an individual member of staff to manage the investigation, recording and reporting accidents, dangerous occurrences and occupational ill-health.
- Having accident, incident and ill-health reporting procedures.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents (dangerous occurrences) and occupational ill-health.
- Reporting reportable accidents, ill-health and dangerous occurrences within the statutory timescales (see Guidance Note 1-3).
- Developing and implementing investigation protocols and policies.
- Providing and recording relevant training.
- Ensuring that those carrying out investigations are competent.
- Routinely reviewing the outcome of investigations and the operation of our reporting system.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION

### Action Plan

To meet our legal obligations to effectively manage the health and safety at work and report accidents, dangerous occurrences and occupational ill-health to the Enforcing Authority we need to

1. Identify people to be responsible for investigating the cause of injuries, incidents, dangerous occurrences and occupational ill-health and to manage our reporting arrangements. 2. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to carry out investigations and operate the system effectively. 3. Provide suitable training for those who don't.
4. Create the systems and make sure all members of our workforce, including managers and supervisors are aware of and understand them.
5. Provide an accident book, implement the procedures, and ensure that they are followed in practice.
6. When investigating consider
  1. The time and date of the event, the prevailing weather conditions and local lighting. 2. What was happening or what the injured person and any witnesses were doing. 3. Risk assessments or safe systems of work for the task being carried out and details of relevant training given to the injured party and others involved.
  4. Obtaining witness statements, where possible.
  5. Making a sketch of the accident area, including accurate measurements, if appropriate. Taking photographs of the site; record any unusual or causal features present. Making observational notes on the potential causation, noting features, equipment defects or work practice that may have contributed to the eventual outcome.
  6. The underlying, as well as the immediate, causes of the event.
7. Keep a written record of investigations.
8. Review the causes of the events that have occurred to consider whether similar events could be prevented by the introduction of reasonably practicable control measures. 9. Monitor and review the operation of this procedure from time to time to check that the investigation and reporting procedures are understood, are being followed in practice and that lessons learned are being put into practice.

For information and advice see Guidance Notes 1-3 Accident, Incident and Ill-Health Reporting and 1-4 Accident Investigation.

## WORKPLACE HEALTH AND SAFETY CONSULTATION

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. We have, therefore, set up a process for managers to consult with employees or their elected safety representatives about work-related health, safety and welfare issues. This system is also used to deliver simple safety messages and rules at short toolbox talks.

We do this by:

- Nominating a manager to organise and make arrangements for consultation meetings and toolbox talks.

- Recognising any representatives elected by the work force or appointed by trade union members and their statutory role.

- Arranging scheduled formal consultation meetings or toolbox talks between managers, elected representatives and employees as appropriate.

- Developing and implementing consultation procedures.

- Providing or allocating time for employees, employee elected safety representatives and trade union appointed safety representatives to undertake safety-related training. Taking and keeping minutes of consultation meetings and making them available to all staff. Being seen to listen and act on issues and concerns raised during consultation meetings.

The personnel responsible for implementing and operating this consultation process are set out in the Responsibility Table of our Health and Safety Policy.

## WORKPLACE HEALTH AND SAFETY CONSULTATION

### Action Plan

To have effective consultation with our workforce on health and safety at work matters we need to

1. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.
2. Provide suitable training for those who don't.
3. Create a formal system and make sure it is known to all members of our workforce.
4. Consider as part of the system
  1. Recognising and involving representatives of the workforce from all levels.
  2. Recognising trade union safety representatives and those elected by non-union workers.
  3. Where there are no nominated representatives, appointing a worker(s) to act as spokesman for the others.
  4. Permitting employee representatives to have time off to attend relevant health and safety training.
  5. Providing training for employee representatives if necessary or beneficial to the process.
  6. Scheduling health and safety as an agenda item for staff meetings.
  7. Arranging to discuss safety concerns with Trade Union Safety Representatives where they have been appointed.
  8. Formally recording the outcomes of all consultation meetings and keeping these records.
  9. Making the outcomes of consultation meetings available to all those employees affected by them.
5. Explain these arrangements to our workforce. Ensure they are understood.
6. Implement the procedure and ensure that it is followed in practice.
7. Review the operation of this procedure from time to time to check that our workforce is consulted about health and safety matters that affect them whilst at work.

Advice and guidance on consultation arrangements and procedures can be found in Guidance Note 1-5 Workplace Health and Safety Consultation.

## RISK ASSESSMENT AND HAZARD REPORTING

We have a duty to assess the significant risks arising from our activities and from specific areas of concern. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of our staff, children, students, pupils and others who may be affected by our work activity.

To support this process and our management of health and safety we encourage our employees and contractors to report all hazards observed in the course of their work, so that potential risks can be identified and the appropriate action taken.

We will do this by:

- Nominating senior managers to oversee our risk assessment process and hazard reporting procedure.

- Ensuring that risk assessments are undertaken by competent, trained personnel.

- Developing risk assessments, safe systems of work, method statements and measures to effectively control those risks.

- Explaining the results of risk assessments to our workforce.

- Implementing the findings of the risk assessments, procedures, strategies, safe systems of work and control measures.

- Implementing hazard reporting procedures and explaining them to our workforce.

- Recording and analysing hazards when they occur and investigating corrective and preventive measures.

- Employees and others following our procedures, control measures and safe systems of work.

- Regular review of existing risk assessments and identifying the need for additional assessments.

- Providing and recording relevant training.

- Routinely reviewing the operation of our systems.

Using experience to improve our safety, health and welfare management system. The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## RISK ASSESSMENT AND HAZARD REPORTING

### Action Plan

For our risk assessment process to be sufficiently robust to protect the health, safety and welfare of our employees and anyone else affected by our work activity we need to;

1. Assess our activities to identify where and when workers or others may be exposed to significant levels of risk.
2. Involve site managers and employees in identifying hazards and managing and coordinating risk assessment.
3. Appoint and train sufficient numbers of staff to carry out risk assessments.
4. Systematically identify the hazards to which our workforce and others are exposed. 5. Provide a means for the workforce to identify and report hazards or potential hazards to their managers.
6. Consider the risks from those hazards, however recognised, identifying people at risk. 7. Evaluate the risks and decide if further precautions are required, record our findings and implement those findings.
8. Involve all persons involved in the activity in identifying hazards and carrying out risk assessments.
9. Explain the results of risk assessments to any affected staff and detail any new precautions or systems of work they need to follow.
10. Review risk assessments on a regular basis, at intervals appropriate to the risk. 11. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

For information and advice see Guidance Notes 1-6 Hazard Reporting and 1-10 Risk Assessment.

## OCCUPATIONAL HEALTH AND HEALTH SURVEILLANCE

We have a duty to ensure the health and wellbeing of our employees who may be affected by the risk of ill health arising from their work activities. We will implement systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks, e.g: asthmagens and act on the results.

We do this by:

- Nominating senior managers to coordinate and manage health surveillance screening programmes.

- Implementing strategies and procedures for health effects such as hand arm vibration syndrome, dermatitis, occupational asthma, musculoskeletal and other health effects caused by work.

- Ensuring that the strategies and procedures for health surveillance are undertaken by competent, trained personnel.

- Ensuring that managers, employees and others follow our procedures and rules. Providing and recording relevant training.

- Recording health surveillance by completion of initial health questionnaires. Completing equipment and other risk assessments associated with activities which may harm health.

- Monitoring and reviewing our systems; using experience we aim to improve the way we coordinate health surveillance.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.



## OCCUPATIONAL HEALTH AND HEALTH SURVEILLANCE

### Action Plan

To complete and set up our health surveillance system we will

1. Identify where and when workers may be exposed to health risks.
2. Assess that work, identifying if any exposure is above the exposure limit value or the action value set by law and whether it could be further reduced.
3. Where exposure is above the exposure limit take immediate steps to reduce exposure to below the limit value.
4. Health surveillance is normally required for
  1. Chemical hazards - dusts, fumes, solvents, liquids or gases.
  2. Biological hazards - bacteria, viruses, livestock, plants.
  3. Physical hazards - musculoskeletal injuries, noise, vibration.
  4. Stress - excessive workloads.
5. The level of surveillance required.
  1. A 'responsible person' looking for a clear reaction where someone is working with something that could harm their health, e.g. checking for skin damage on hands where solvents are being used.
  2. A 'qualified' person asking employees about symptoms of ill health or inspecting or examining individuals for signs of ill health, e.g. conducting a hearing test, or a lung function test.
  3. Medical surveillance by a doctor, which can include clinical examinations to look for a reaction from exposure to some chemicals.
6. Keeping confidential individual health records where required.
7. Are baseline health assessments required when a person starts work or changes

jobs? Further information and advice on health surveillance can be found in Guidance Note

1-7.

## PURCHASING

We have a duty to ensure the safety, health and welfare of our staff, children, students, pupils and others who enter our premises. We have systems in place to protect these people from any adverse effects because of the plant, equipment, supplies and substances that we purchase to use in our business.

Our systems consist of:

- Nominating senior staff members to identify and manage the safe purchasing of equipment and machinery.

- Implementing our purchasing policy and identifying the safest available options.

- Ensuring that this policy is managed by trained and competent staff.

- Ensuring that the equipment purchased is safe, adequate, suitable for its purpose, and that safety devices and other control measures are fitted.

- Providing adequate and sufficient personal protective equipment to workers.

- Providing relevant training for use of equipment and machinery.

- Ensure relevant qualifications are up to date and suitable.

- Monitoring and reviewing our systems; using experience to improve our purchasing policy.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## PURCHASING

### Action Plan

To ensure that we purchase work equipment and substances that will be safe, so far as is reasonably practicable, when used by our workers and others we will:

1. Identify the people authorised to purchase equipment, supplies and substances and consider whether they need specific training to specify health and safety requirements.
2. Consider where we buy equipment and substances.
3. Obtain the manufacturer's Safety Data Sheets for the substances we purchase and consider the hazard and risk data provided.
4. When buying equipment specify in purchase orders that it complies with relevant European or National Standards.
5. On receipt of new equipment check that where relevant it bears compliance markings.
6. Involve workers in using this procedure based on these considerations.
7. Explain these arrangements to our workers. Ensure they are understood.
8. Provide training where required and information for workers nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time, making changes identified as necessary or beneficial.

Information and advice can be found in Guidance Note 1-9 Purchasing.

## NEW AND EXPECTANT MOTHERS

We have a duty to protect the health of new and expectant mothers from hazards that might be present within our educational setting. We also have a duty to assess the risks to women of child bearing age from our activities and inform them of any potential risks that might affect a pregnancy.

We do this by:

- Nominating senior staff members to identify and assess the hazards which pose risk to new and expectant mothers.

- Developing and implementing systems and procedures that will protect all women of child bearing age from risks to unborn children.

- Developing and implementing systems and procedures that will protect new and expectant mothers and their children from hazards and risks in our educational setting or risks from the work activity.

- Considering the personal needs of each new and expectant mother.

- Ensuring that the assessments are sensitively carried out by competent, trained personnel.

- Implementing the findings of each assessment.

- New and expectant mothers and other staff following agreed procedures and control measures.

- Recording our assessments and agreed plans.

- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage potential risks to new and expectant mothers.

The personnel responsible are identified in the Responsibility Table of our Health and Safety Policy.

## NEW AND EXPECTANT MOTHERS

### Action Plan

To protect the health of new and expectant mothers and women of childbearing age we should;

1. Assess the risks that our practice activities may have on women of childbearing age and any potential foetus.
2. Inform the employees of those risks.
3. Reduce those risks so far as is reasonably practicable.
4. Assess the risks to any worker who notifies us that they are pregnant or are returning to work after having given birth.
5. Consider factors such as;
  1. Substances to which they might be exposed.
  2. The size and shape of their workstation.
  3. Posture.
  4. Vibrations.
  5. Environmental factors.
  6. Ability to stand or sit for long periods.
  7. Night working.
  8. Lifting and carrying.
  9. Noise levels.
  10. Welfare arrangements.
6. Discuss the results of the risk assessment with the worker.
7. Consider how to reduce risks.
8. Find alternative work for the worker if it is not possible to reduce risks in her current job to an acceptable level. Alternatively give her paid absence from work.
9. Implement our decisions.
10. Make sure all managers and other employees are aware and understand the measures to be taken.
11. Review the risk assessment as pregnancy develops or as the pregnant worker makes any concerns or problems known.

Advice and guidance on managing the health and safety of new and expectant mothers can be found in Guidance Note 1-11.

## EMPLOYING CHILDREN AND YOUNG PERSONS

When we employ children and young persons or give them work experience we have particular duties to protect their safety, health and welfare whilst at work.

We do this by:

- Nominating senior staff members to be responsible for the young people and to identify the hazards which pose risk to young persons.
- Developing and implementing young person risk assessments, procedures, Safe Systems of Work and control measures.
- Ensuring that any young person assessments are particularly thorough and undertaken by competent, trained personnel.
- Explaining these assessments to the young people and their Supervisors.
- Ensuring that young persons are closely managed and supervised.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for re-assessment.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to young people whilst they are working for us.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

## EMPLOYING CHILDREN AND YOUNG PERSONS

### Action Plan

To protect children and young people who work for us or with us on work experience schemes we need to;

1. Appoint the Registered Manager and leadership team to oversee the employment of children and young persons.
2. Assess the risks to children and young persons from our activities and the work we give them to do.
3. Consider;
  1. The jobs they do.
  2. The substances that they might come into contact with.
  3. Machinery and equipment they might be asked to use.
  4. Their lack of experience.
  5. Their lack of appreciation of industrial risks.
  6. Their attention span.
  7. Their immaturity.
  8. Exposure to toxic, carcinogenic, mutagenic and teratogenic substances.
  9. Physical and environmental hazards.
  10. Close supervision is required.
  11. Are their hours of work within the legal limits?
  12. Is health surveillance required? If yes, at what level?
4. Develop arrangements and procedures based on these considerations – involve the workforce.
5. Explain these arrangements and procedures to the young workers and their parents. 6. Explain the arrangements to our workforce. Ensure they are understood, especially by those who will be working alongside the young workers and provide further training where necessary.
7. Keep a written record of the risk assessment, the control measures and systems of work adopted. Record details of training given.
8. Make sure that the Registered Manager and senior staff understand the procedures and arrangements. Consider whether they need any training.
9. Implement the arrangements and procedures and ensure they are followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any incident causing injury or with the potential to cause injury to a young worker.
11. Make any changes to our procedures and arrangements identified as necessary.

Guidance on the employment of children and young workers, including a template for young worker risk assessments, can be found in Guidance Note 1-12.

## LONE WORKING

Our educational setting has a duty to ensure the safety, health and welfare of our staff whilst at work and the health, safety and welfare of children, students, pupils and others affected by our activities. That duty extends to staff who work by themselves without direct or close supervision..

We do this by:

- Nominating senior staff members to consider the health, safety and welfare of lone working staff.

- Identifying situations where lone working is required which affect our staff members.

- Assessing the risks to members of staff who are or may become lone workers. Developing and implementing control measures and procedures to ensure their health and safety whilst at work.

- Providing sufficient funding support to enable the development and implementation of procedures, risk assessments and control measures.

- Ensuring that procedures and control measures are in place for lone working situations.

- Ensuring that identified equipment needs are met and training on their use is given.

- Ensuring that the procedures and risk assessments are always available to staff.

- Providing and recording training.

- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lone working.

The personnel responsible for the above measures are identified in the Responsibility Table of our Health and Safety Policy.



## LONE WORKING

### Action Plan

To protect the health, safety and welfare of our workers who work alone, whether it is because they are a mobile worker, because they work away from our core operating site or for other reasons, we will;

1. Identify who among our workforce is or is potentially a lone worker.
2. Assess the risks to those identified as lone workers.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider, as part of our assessment, issues such as;
  1. Where they work.
  2. Are they at risk because they work at remote locations?
  3. Are they at greater risk in the winter months?
  4. Are they likely to cut corners because they are not under direct supervision?
  5. Are they at risk from a violent child or one of their family?
  6. Are they at risk because of health issues?
  7. Are they at risk because they work exceptional hours?
  8. Are they at risk because they do not have access to welfare or first aid facilities?
  9. Are they at risk because a significant part of their day is spent driving?
  10. Mobile phone signals.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and whenever an employee reports an accident or case of ill health attributable to working alone, make changes to the procedure identified as necessary or beneficial.

Advice on managing the risks from lone working can be found in Guidance Note 1-13.

## HEALTH AND SAFETY TRAINING

We have a duty to protect the health, safety and welfare of our staff whilst they are at work as well as the health, safety and welfare of children, students, pupils and others affected by our activities. Among other specific arrangements we need to be sure that our staff are trained to recognise hazards and risks and what they need to do to eliminate, reduce and avoid risk.

We do this by:

- Nominating a senior manager to oversee Health and Safety training.

- Assessing the risks to our workforce and others from an inadequately trained workforce.

- Developing and implementing training policies, programmes and arrangements. Ensuring that the policy, programmes and arrangements are managed by competent, trained personnel.

- Managing our activities to ensure that employees are adequately trained for the variety of tasks which they may be asked to do.

- Providing and recording relevant training.

- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage our Health and Safety training programmes.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## HEALTH AND SAFETY TRAINING

### Action Plan

In developing and implementing training policies, programmes and arrangements we need to

1. Assess our work activity to identify where and when workers or the public may be exposed to hazards and risks.
2. Where we identify hazards we need to consider the associated risks and the ability of staff to control them and then to identify whether their knowledge of and training about control measures is adequate.
3. Identify any jobs that require workers to have received specific health and safety training.
4. Identify the systems already in place to provide training and any additional measures that may be required.
5. Consider procedures and practices including
  1. Infection Control
  2. Chemicals used to clean and disinfect
  3. Works transport.
  4. Working at height.
  5. Lifting equipment
  6. Use of plant and equipment.
  7. Manual handling.
  8. Electrical safety.
  9. Mundane work.
  10. Occasional work activities.
  11. Training needs analysis for individuals.
6. Involve the workforce in making these assessments of our needs.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Explain these arrangements to the workforce, their managers and supervisors. Ensure they are understood and provide further training where necessary.
9. Implement the procedures and ensure that they are followed in practice.
10. Monitor and review this procedure from time to time making changes identified as necessary or beneficial.

Information, advice and guidance on the provision of Health and Safety Training can be found in Guidance Note 1-14.

## HEALTH AND SAFETY OF VISITORS

We have a duty to ensure the health and safety of visitors who come onto our premises.

We do this by:

- Nominating senior managers to identify and risk assess the workplace hazards to which visitors could be exposed.

- Assessing risks to visitors.

- Providing a visitors' book to track visitors.

- Develop and implement visitor procedures and control measures.

- Ensuring all site visitors are accompanied unless induction has been carried out.

- Ensuring that risk assessments are undertaken by competent, trained personnel.

- Regularly inspecting the premises to identify hazards that could put visitors at risk.

- Ensuring workers and others adhere to the contents of procedures, control measures and safe systems of work.

- Providing relevant information and training.

- DBS checks as necessary.

- Monitoring and reviewing our systems; using our experience of these arrangements we aim to make improvements to the way we manage the risks to visitors.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## HEALTH AND SAFETY OF VISITORS

### Action Plan

To protect visitors to our workplace we will

1. Assess our work and premises to identify where and when the public may be exposed to hazards.
2. Identify the risks that visitors might face when at our workplace.
3. Where risks to the health and safety of visitors are identified or reported, assess those risks to identify where control measures are required.
4. Identify control measures already in place and any additional measures that may be required.
5. Consider among other issues
  1. Where do visitors go, when and why, and what do they do when they get there?
  2. Floor coverings.
  3. Slippery floors and uneven surfaces.
  4. Condition of stairs.
  5. Chemical hazards.
  6. Electrical hazards.
  7. Machinery hazards.
  8. Environmental hazards.
  9. Aggression and violence.
  10. Site security.
6. Involve the workforce in making these assessments; use their experience.
7. Develop procedures, programmes and practices for ensuring visitor safety specific to our premises.
8. Explain these arrangements to the workforce, their supervisors and managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review operation of this procedure from time to time and whenever a visitor suffers a work-related injury, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the Health and Safety of visitors is in Guidance Note 1-15.

## PERSONAL PROTECTIVE EQUIPMENT

Where the protection of the health, safety and welfare of our workforce and others who may be affected by our business activity can only be achieved by the issue of personal protective equipment we have a duty to provide such equipment as is necessary without charge.

We do this by:

Nominating senior managers to manage work-related health and safety issues. Reviewing our arrangements and procedures for managing hazards and risks to identify where existing controls are not sufficient to protect workers or others from the risk of ill health. Identifying where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection.

Assessing the suitability and adequacy of the PPE supplied for use.

Explaining the need for and the correct use of PPE to our workforce.

Making sure that managers and supervisors know why and when PPE is required.

Managers and supervisors ensure employees and others wear PPE in designated areas.

Providing facilities for storage, cleaning, maintenance and replacement of PPE. Providing and recording relevant training.

Monitoring and reviewing the policy and procedures; using experience we aim to continuously improve and reduce the incidence of work-related ill health.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## PERSONAL PROTECTIVE EQUIPMENT

### Action Plan

To protect the health, safety and welfare of our workforce and others who may need to use personal protective equipment we will

1. Assess our activities to identify where and they may be exposed to risks to health that are not adequately controlled at source.
2. Where such risks are identified - carry out a comprehensive risk of the risks to their health.
3. Involve our workforce in these assessments.
4. Identify the control measures already in place and any additional measures that may be required before the use of PPE is adopted. Refer to official guidance, manufacturer and trade guidance and British Standards.
5. Remember that the issue of PPE should only be considered when we are unable to control the hazard and risk by other reasonably practicable means.
6. Consider among other issues
  1. Elimination of the hazard.
  2. Control of the hazard, extraction, dilution, dampening etc.
  3. Adequacy of PPE.
  4. Fitting of PPE to the individual user.
  5. Face fit testing where Respiratory Protective Equipment is used.
  6. Storage facilities.
  7. Arrangements for cleaning, repair and replacement.
  8. Training supervisors and users for correct use, cleaning etc.
  9. Supervising use.
  10. Signs for areas where the use of PPE is required.
  11. Records of training, issue and replacement.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health caused by inadequate or failure to use PPE, making changes to the procedure identified as necessary or beneficial.

Information and advice on the issue and use of PPE can be found in Guidance Note 1-17.

## HOME WORKING

We have a duty to protect our employees from the hazards and risks which may arise when employees work from home.

We do this by:

Nominating senior managers to manage and reduce the risks posed from home working.  
Assessing the risks arising to individual workers and others from home working. Developing and implementing control measures, policies and safe systems of work. Ensuring that the policy, procedures, safe systems of work and control measures relating to home working are managed by competent, trained personnel.

Managing our business to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.

Providing and recording relevant training.

Monitoring and reviewing our systems; using experience we will make improvements to the way we manage the risks posed from home working.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.



## HOME WORKING

### Action Plan

To protect workers from the risks associated with home working we will:

1. Assess the suitability of their work and home environment for 'home working' using 'Form HWVC' whenever home working is being considered.
2. We will consider
  1. Is the designated home working area clear from obstructions and tripping hazards.
  2. Is the equipment (chair, desk, keyboard) suitable for the user while they are at work.
  3. In each case, is the equipment ergonomically sound.
  4. Are sufficient storage facilities available.
  5. Is the lighting of the working area adequate?
  6. Is the temperature in the work area comfortable?
  7. Is the area well ventilated?
  8. Are all cables and plugs in use in good repair and visually acceptable?
  9. Are all items of electrical equipment in good repair and working correctly?
  10. Has the home worker had basic manual handling and ergonomics training?
  11. Fire safety.
  12. First Aid arrangements
3. Ensure workers have an area in the home designated strictly to their work to help them separate their working area from their leisure activities and home life.
4. Provide suitable IT equipment. Some laptops and portable computers may not be suitable for home use.
5. Make sure homeworkers are properly managed.
6. Encourage home workers to report all accidents and incidents whilst working from home to their supervisor as soon as practicable. Supervisors should ensure that the accident and incident report form is completed.

Guidance on the health and safety of home workers is in Guidance Note 1-18.

## EMPLOYING AGENCY AND TEMPORARY STAFF

We have a duty to ensure the health, safety and welfare of supply teachers, agency teachers, agency and other temporary staff who are employed on our premises.

We do this by:

- Nominating senior managers to liaise with recruitment agencies and coordinate the selection process of suitable, competent agency staff and temps.

- Identifying any specific risks to these temporary or agency staff whilst they are employed by us.

- Developing and implementing procedures and control measures necessary to protect the health and safety of temporary and agency to effectively control the risk posed. Assessing the abilities and health and safety of agency or temporary staff at work in the job for which we employ them.

- Ensuring that they are adequately trained for the tasks they are to do.

- Ensuring that any assessment of these people is carried out by competent, trained personnel.

- Ensuring that all workers including the agency or temporary workers are aware of the emergency arrangements and procedures.

- Ensuring that agency staff and temporary workers follow our specific business and site rules.

- Monitoring and reviewing our systems; using experience of these arrangements to improve the way we manage the risks to agency and temporary workers.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## EMPLOYING AGENCY AND TEMPORARY STAFF

### Action Plan

To protect the health, safety and welfare of agency and temporary staff which we employ we will

1. Liaise with the agency and set out our specific requirements including the nature of the work for which agency workers are required and any specific training requirements or qualifications for agency workers.
2. Assess our work activity to identify where and when agency or temporary workers may be at risk.
3. Where risks are identified make an assessment of those risks identifying control measures that should be in place.
4. Identify the control measures already in place and the additional measures that may be required.
5. Consider among other issues
  1. Detailed job descriptions for the employment agencies.
  2. Skill levels required.
  3. Language issues.
  4. Cultural differences.
  5. Training (job specific and induction).
  6. Supervision
  7. Provision of personal protective equipment.
6. Involve the workforce in making these assessments.
7. Develop procedures, programmes and practices tailored to our business.
8. Explain these arrangements to the workforce, their supervisors and managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and whenever an agency or temporary worker suffers injury or work-related ill-health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the health and safety at work of agency and temporary staff can be found in Guidance Note 1-19.

## SAFE SYSTEMS OF WORK

We have a duty to ensure our workforce are provided with clear instructions and training when undertaking potentially hazardous tasks that pose significant risks.

We do this by:

- Nominating senior staff members to oversee and implement safe systems of work. Identifying where safe systems of work are required.
- Developing safe systems of work to effectively control the work activities within our work premises or on site.
- Communicating the safe systems of work to applicable employees.
- Ensuring that safe systems of work are created by competent, trained personnel.
- Providing training on the safe system to the workforce.
- Regular checks to ensure that the systems are being followed.
- Reviewing our systems.

The personnel responsible for these measures are shown in the Responsibility Table of our Health and Safety Policy.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

## SAFE SYSTEMS OF WORK

### Action Plan

To ensure that adequate safe systems of work are in place for employees to follow we will;

1. Appoint and train sufficient numbers of staff in the creation of the Safe System of Work.
2. Systematically identify the areas where a Safe System of Work may be required.
3. Assess the task and identify the hazards.
4. Define the safe method of undertaking the task.
5. Document the safe system of work and ideally display it at the work site where the work takes place.
6. Implement the system and ensure employees understand it. Provide training where necessary.
7. When developing and implementing safe systems of work we should involve managers and workers in the task being assessed.
8. Review safe systems of work on a regular basis or when situations change. Advice and

guidance on safe systems of work is in Guidance Note 1-20 Safe Systems of Work.

## ACTION ON ENFORCING AUTHORITY REPORTS

We recognise that we will need to take early action on receipt of reports from the Enforcement Authority and plan to deal with them as a high priority.

We have done this by

- Nominating our most senior manager to coordinate the actions required.

- Providing adequate resources, financial and human, to meet these requirements.

- Routinely reviewing progress.

- Having access to competent health and safety advice.

Using to guide and support us in meeting enforcing authority requirements. The person responsible is shown in the Responsibility Table of our Health and Safety Policy.

## ACTION ON ENFORCING AUTHORITY REPORTS

### Action Plan

To meet our legal obligations and act on enforcing authority reports we will

1. Identify a responsible manager to coordinate the action required.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority and resources necessary for them to fulfil their role.
5. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their managers.
6. Review our arrangements from time to time to ensure that they are fully understood and are working correctly.

Advice and guidance can be found in Guidance Note 1-21 Action on Enforcement Authority Reports.

## EQUALITY AND DISABILITY DISCRIMINATION COMPLIANCE

We recognise the benefits that accrue from planned and carefully considered arrangements for the equal treatment of all people with regard to health, safety and welfare issues. To obtain these benefits we have taken steps that will help to avoid discrimination within our setting.

We have done this by:

- Nominating an individual member of senior management to coordinate action to meet the needs of disadvantaged and vulnerable persons.

- Providing adequate resources, financial and human, to make reasonable adjustments to our workplace(s).

- Allowing employees to nominate safety representatives who will represent their colleagues in respect of health, safety and welfare matters.

- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.

- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.

- Providing and recording relevant training.

- Routinely reviewing the operation of our reporting system.

- Having access to competent health and safety advice.

The person responsible is shown in the Responsibility Table of our Health and Safety Policy.



## EQUALITY AND DISABILITY DISCRIMINATION COMPLIANCE

### Action Plan

To meet our legal obligations to avoid discrimination to employees we need to:

1. Have a manager to coordinate the actions required and enable us to treat all people equally.
2. Ensure that they understand their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority and the resources necessary to fulfill their role.
5. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

Advice and guidance is in Guidance Note 1–22 Equality, Disability Discrimination and Compliance.

## HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

We recognise the benefits that accrue from the provision of effective information about health, safety and welfare activities to our employees. To obtain these benefits we need an effective management system and have taken steps to provide adequate information to employees and others.

We have done this by;

- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.

- Providing adequate resources.

- Providing health and safety information, instruction, training and supervision for all workers as necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.

- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.

- Providing and recording relevant training.

- Routinely reviewing the operation of our reporting system.

- Having access to competent health and safety advice.

The personnel responsible are identified within the Responsibility Table of our Health and Safety Policy.

## HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

### Action Plan

To meet our legal obligations to provide adequate health and safety information to employees we need to

1. Identify a person to take responsibility for ensuring that adequate information is provided to employees.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resources necessary for them to fulfil their role.
5. Identify the most effective methods for providing information to employees.
6. Display the statutory health and safety 'What you should know' poster and complete the information on the poster
7. Provide information to our employees about their responsibilities and essential safety rules.
8. Explain to our workers, managers and supervisors the nature of our arrangements for managing health, safety and welfare.
9. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their managers.
10. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1-23 Health and Safety Information for Employees.

## WORKING ABROAD

We have a duty to ensure the safety, health and welfare of our workforce whilst at work. The duty extends to employees who travel in the course of their work and work abroad.

We do this by:

- Nominating senior staff members to consider the health, safety and welfare of staff working abroad.

- Assessing the risks to members of our workforce who are or may work overseas.

- Developing and implementing control measures and procedures to ensure their health and safety whilst at work.

- Providing sufficient funding support to enable the development and implementation of procedures, risk assessments and control measures.

- Ensuring that procedures and control measures are in place to reduce the risks to staff working abroad.

- Ensuring that identified precautions, vaccination and equipment needs are met and training on their use is given.

- Ensuring that the content of the procedures and risk assessments are made available to all staff.

- Providing and recording training.

- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks when staff need to work abroad.

The personnel responsible for these measures are identified in the Responsibility Table of our Health and Safety Policy.

## WORKING ABROAD

### Action Plan

To protect the health, safety and welfare of our workers who work abroad, we need to;

1. Consider the hazards and risks that might face an employee who might be required to work abroad.
2. Identify any control measures already in place and any additional measures that may be required for a particular assignment.
3. Consider, as part of our assessment, issues such as
  1. The destination, where they will stay and where they will work.
  2. The political climate of the place they are visiting.
  3. Cultural issues at their destination.
  4. Travel advice from the Foreign Office.
  5. Are they at risk because they work at a remote or hazardous location?
  6. Are they at greater risk because they are working abroad?
  7. Are they at greater risk in the winter months?
  8. Are they likely to cut corners because they are not under direct supervision?
  9. Are they at risk because of health issues?
  10. Are they at risk because a significant part of their day is spent driving?
  11. Are they at risk because they will work exceptional hours?
  12. Are they at risk because they do not have access to welfare or first aid facilities?
  13. Communications, daily contacts, mobile phone signals.
  14. Emergency contacts, repatriation.
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Make sure that the person travelling understands the procedures and arrangements made.
6. Implement the procedure and ensure that it is followed in practice.
7. Debrief employees after each assignment and monitor the operation of this procedure, making changes to the procedure identified as necessary or beneficial.

Advice on managing the risks from lone working can be found in Guidance Note 1-13 and in Guidance Note 1-24 where people work abroad.

## FIRE SAFETY - ARRANGEMENTS AND PROCEDURES

We must implement and maintain a fire safety programme, to control the risk of fire, and to provide fire warning systems, firefighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures. We have made arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements are:

- Nominating a 'responsible person' to coordinate fire and emergency arrangements and take responsibility for maintaining an up-to-date Fire Risk Assessment.
- Identifying fire risks on our premises, potential emergency situations and who may be affected.
- Assessing the level of risk and recording the information in the Fire Risk Assessment and emergency plan.
- Implementing procedures and control measures to mitigate the risks.
- Liaising with the emergency services, informing them of any workplace or process hazards that have the potential to create fire or emergency situations.
- Developing safe systems of work to reduce the potential for fire and emergency situations.
- Adequate provision of tested and inspected firefighting and warning equipment. Practicing and recording fire evacuation procedures.
- Delivering training on the emergency plan, the fire risk assessment and on the use of firefighting equipment.
- Reviewing our system. We use experience to improve our fire safety management arrangements.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## FIRE SAFETY - ARRANGEMENTS AND PROCEDURES

### Action Plan

To protect workers and others from the risk of fire we need to

1. Nominate and train a senior manager to be our competent and responsible person for fire safety matters.
2. Prepare and maintain an up-to-date fire risk assessment. If we have hazards which make our premises high risk we will need to get assistance from experts.
3. Provide and maintain (keep records) suitable fire alarm systems, means of escape, firefighting equipment, emergency lighting and emergency signs.
4. Develop procedures for the safe and speedy evacuation to a place of relative safety of workers and others in a fire or other emergency.
5. Where appropriate consult with the Fire Service in making these provisions and in developing our site-specific arrangements and procedures.
6. Consider
  1. Fire prevention. Storage of flammables, waste disposal, open flames etc.
  2. Potential sources of ignition including use of flammable substances and process related fire hazards.
  3. Maintenance of fire alarms, smoke detectors, automatic door closers.
  4. Maintenance of fire doors and escape routes.
  5. Emergency procedures – fire wardens, fire and evacuation drills and safe assembly points.
  6. Maintenance of fire extinguishers and firefighting equipment.
  7. Liaison with fire service and assisting the fire service in the event of a fire.
  8. Providing and maintaining fire safety signs and notices.
  9. Record keeping.
  10. Safe means of shutting down electric, gas and fuel supplies
  11. Always purchase robust equipment suitable for our intended use
7. Explain the fire safety programme, arrangements and procedures to our managers, supervisors, workforce and any other people who need to know, including; landlords and neighbours. Ensure they are understood. Provide training where required and information for staff nominated with responsibilities.
8. Implement the programme and ensure that it is followed in practice.
9. Carry out fire alarm and evacuation drills to check that the programme works in practice.
10. Monitor and review the operation of all aspects of the Fire Safety Programme at least twice a year and whenever a fire related incident happens, making changes to the fire risk assessment, arrangements and procedures identified as necessary or beneficial.

Advice and guidance on the development of a Fire Safety Programme can be found in Guidance Note 2-1 Fire Safety - Arrangements and Procedures.

## FIRST AID

We have a duty to provide suitable first aid arrangements for our staff, learners, visitors and others who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement.

We do this by:

- Nominating a senior manager to identify our needs and ensure continuing arrangements for first aid provision.

- Assessing the reasonable level of first aid provision required for our educational setting.

- Recruiting sufficient members of staff to undertake first aid training as a first aider or appointed person, as appropriate.

- Arranging approved training for those people and keeping records of their training.

- Providing adequate numbers of trained personnel to be always available during business hours.

- Providing and maintaining enough first aid equipment and consumables.

- Displaying names and locations of first aid trained personnel or appointed persons in prominent positions throughout the premises.

- Routinely reviewing our first aid arrangements for suitability and ensuring that where we have trained first aiders qualifications are up to date.

The personnel responsible for these measures are identified in the Responsibility Table of our Health and Safety Policy.



## FIRST AID

### Action Plan

To ensure that we meet our obligations to provide suitable first aid arrangements for our staff, learners and others who may be affected by our activities we need to take the following action

1. Assess our business activity to identify the level of first aid provision that will be necessary.
2. Consider issues including
  1. The severity of foreseeable work-related accidents.
  2. The number of people likely to be present at any one time.
  3. The nature of health and safety risks at our setting.
  4. The location and accessibility of the workplace.
  5. Whether the need is for trained first aiders or appointed persons.
  6. Whether paediatric first aid training is necessary.
3. Keep a written record of our assessment and conclusions.
4. Explain our assessment and conclusions to our workforce and service users.
5. Identify workers to be trained and take responsibility for administering first aid.
6. Provide approved training for appointed first aiders.
7. Keep records of this training and ensure qualifications are kept up to date.
8. Make sure our arrangements are understood and the responsible people are known to all employees, supervisors and managers.
9. Provide suitable facilities and consumables for delivering first aid at our workplace
10. Monitor and review from time to time the operation of this procedure in the light of experience making changes to our system identified as necessary or beneficial.

Information and advice on First Aid provision can be found in Guidance Note 3-1 First Aid.

## WELFARE, STAFF AMENITIES, REST ROOMS AND THE WORKING ENVIRONMENT

We are obliged to make and maintain arrangements for welfare and the provision of a safe and healthy working environment for our staff whilst they are at work. Staff must be provided with suitable and sufficient rest facilities at readily accessible places. Suitable rest facilities must be provided for pregnant women and nursing mothers at work and suitable and sufficient facilities must be provided for persons at work to eat meals where necessary. The School Premises Regulations must also be taken into account.

We have to make and maintain arrangements for welfare and the provision of a safe and healthy working environment. This includes a duty to provide restrooms where work is arduous or conducted in a hostile environment and portable facilities where there is a need.

We do this by-;

- Nominating senior managers to oversee our provision and maintenance of welfare facilities and a safe working environment.

- Maintaining our workplace including buildings, sheds and fixtures in good order and according to required standards.

- Providing welfare facilities that are fit for purpose and include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for meal breaks, sufficient light, heat and ventilation.

- Implementing housekeeping, cleaning and maintenance regimes.

- Providing and recording relevant instruction and training.

- Regular monitoring and review of our arrangements and facilities to ensure that they remain sufficient and are adequately maintained.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## WELFARE, STAFF AMENITIES, REST ROOMS AND THE WORKING ENVIRONMENT

### Action Plan

To ensure that we make the proper and necessary arrangements for welfare and to provide a safe working environment we will-;

1. Consider the arrangements we have in place to provide for the welfare of our workforce whilst at work and to provide a safe working environment.
2. Assess the specific welfare arrangements, including rest rooms and catering areas that we have provided against both minimum legal requirements and what might reasonably be expected by law; particularly where work may be arduous or in a hostile environment.
3. Consider among other relevant issues
  1. Our worksite, the condition of the buildings.
  2. Temperature, ventilation and lighting in the workplace.
  3. The use of chemical and biological substances.
  4. The condition of floors, walls and ceilings.
  5. Traffic routes.
  6. Sanitary and washing facilities.
  7. Clothing accommodation, changing rooms and rest rooms.
  8. Drinking water and the means for making hot drinks and heating food.
  9. Arrangements to support workers away from fixed facilities, e.g. during in field pick and pack working.
  10. The needs of nursing mothers.
  11. The heating and cleaning of restrooms and welfare facilities.
4. Involve workers in these considerations and in the development and maintenance of facilities and arrangements based on these considerations.
5. Keep a written record of significant assessments, actions identified and taken.
6. Provide information and any necessary training to employees, managers and any staff nominated with responsibility to ensure that our arrangements and provisions are understood.
7. Monitor welfare arrangements and facilities to ensure that they remain sufficient, are maintained in a good clean condition and are fit for purpose.

For further information and advice see Guidance Notes 3-2 Welfare and the Working Environment and 3-8 Staff Amenities and Rest Rooms.

## HOUSEKEEPING AND CLEANING

We have a duty to ensure the safety, health and welfare of our employees, children, students, vulnerable adults and others who enter our premises by keeping it in a clean, tidy and sanitary condition.

We do this by:

- Nominating a senior manager to oversee the provision and management of housekeeping facilities and arrangements.

- Assessing the risks to our workforce and others from housekeeping activities.

- Developing and implementing cleaning procedures and associated safe systems of work where required.

- Ensuring that competent, trained personnel manage cleaning regimes and control measures.

- Carrying out regular housekeeping audits.

- Providing and using personal protective equipment where necessary.

- Managing our workforce to ensure that they use the control measures provided and follow policies and procedures.

- Providing instruction and where necessary training which is recorded.

- Regular monitoring and review of arrangements; to ensure that the workplace is kept clean and our cleaning arrangements are adequate.

- Employees and others following procedures and safe systems of work.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## HOUSEKEEPING AND CLEANING

### Action Plan

To ensure that we keep our workplace tidy and in a clean, sanitary condition we need to

1. Assess all areas of the workplace and work activities to determine the cleaning requirements for each area.
2. Devise and implement cleaning plans and schedules for each area, specifying and recording them.
3. In devising these plans consider issues including
  1. Floors, stairs, toilets, rest and catering areas, outside paths, roadways and storage areas, etc.
  2. The contaminant and the most appropriate method for cleaning. Vacuum cleaning is always better than sweeping.
  3. Dry cleaning or wet cleaning. Wet cleaning may leave slippery floors.
  4. The source of the contaminant - can it be contained other than by cleaning?
  5. The frequency of and best time of day for cleaning.
  6. Waste handling and disposal – offensive, unhygienic, infected, chemical, process etc.
  7. Warning signs.
  8. Hazards associated with chemical cleaners.
  9. Cleaning around potentially hazardous equipment.
  10. Procedures for cleaning hazardous equipment.
4. Involve the workforce in making these assessments of our needs.
5. Explain these arrangements to the cleaning team, the workforce and their supervisors and managers. Ensure they are understood. Provide and record training where necessary.
6. Make sure managers understand the requirements.
7. Monitor the implementation and effectiveness of our procedures to ensure that the workplace is being cleaned properly and adequately.
8. Amend systems and procedures as necessary in the light of operational experience.

For advice and information on Housekeeping refer to Guidance Notes 3-3 Cleaning and 3-12 Housekeeping.

## PEST CONTROL

We have a duty to protect the safety, health and welfare of our employees, pupils and others who enter our educational setting from the hazards and risks that arise because of pest infestations on our premises and pest control measures.

We do this by:

- Nominating senior managers to control the incidence of pests within our work premises and site, to minimise the risk posed by pests.

- Identifying and implementing control measures, developing procedures and safe systems of work.

- Ensuring that 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 that inspections carried out by competent accredited persons to determine the levels of pests affecting our premises and pest control work is subject to safe systems of work and suitable control measures.

- Requiring workers and others to follow procedures, control measures and safe systems of work.

- Providing and recording relevant training.

- Monitoring and reviewing our systems; using experience we improve the way we manage risk from pest control.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## PEST CONTROL

### Action Plan

To protect the health, safety and welfare of people using our premises from the risks that arise because of pest infestations and pest control measures we will

1. Assess the specific hazards and risks to the health, safety and welfare of those at work.
2. Consider the arrangements we have made to protect the health, safety and welfare of workers exposed to pest infestations and involved in pest control measures.
3. Consider among other relevant issues
  1. The nature of the pest problem.
  2. Hazards from the pest.
  3. Why is there a problem?
  4. Potential food sources.
  5. Potential sources of bedding and nesting material.
  6. Physical controls.
  7. Use of d-i-y pesticides.
  8. Pesticide contractors.
  9. Placement of pesticides.
4. Involve workers in developing a procedure based on these considerations.
5. Explain these arrangements to our workforce and ensure they are understood.
6. Provide training where required.
7. Provide information and any necessary training for workers nominated with responsibility.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review, from time-to-time, the operation of this procedure and after any report of an incident, injury or ill health due to pest infestations or pest control, making changes identified as necessary or beneficial.

Advice and guidance on pest control can be found in Guidance Note 3-4.

## BUILDING SERVICES

We have a duty to protect our employees, children, students and others from the risks of injury if adequate controls are not in place and maintained for basic building services such as gas, electricity, oil, telephones, clean and waste water.

We do this by:

- Nominating a senior manager to minimise the risks posed by the services.

- Assessing the risks from the services to our workforce and others.

- Developing and implementing sufficient control measures to identify all the major services in the workplace e.g., gas, electricity, water etc

- Ensuring that the management of the control measures relating to services are undertaken by competent, trained personnel.

- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.

- Providing and recording relevant training.

- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from building services.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.



## BUILDING SERVICES

### Action Plan

To protect staff, children, students etc. from risks posed from building services we should have:

1. Identified where and when workers, service users or the public may be exposed to the risks from building services.
2. Identified the control measures already in place and any additional measures that may be required.
3. Consider issues including
  1. The identification of all major services.
  2. A suitable and sufficient safe system of isolation.
  3. The presentation of this information (a simple plan located alongside any emergency alarm evacuation control zone panel etc.).
  4. Ensuring the emergency services can be made aware of this information.
  5. Is all gas equipment routinely maintained and serviced by a Gas Safe registered engineer?
  6. Is all electrical equipment and the fixed electrical system routinely condition checked, serviced and maintained by a competent person, with membership of a recognised electrical trades association?
  7. Do all fittings comply with local Water Supply Regulations and Byelaws?
4. Develop systems to manage these services and ensure their safety.
5. Make sure managers and supervisors understand the procedures and arrangements.
6. Consider whether they need any training.
7. Explained our system and arrangements to the workforce. Ensured they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitored and reviewed the operation of this procedure from time to time and made changes to the procedure identified as necessary or beneficial.

Information and advice about building services is in Guidance Note 3-5 Building Services.

## ACCESS, EGRESS, STAIRS AND FLOORS

We have a duty to protect the health, safety and welfare of our staff, children, students, while at work and also others who come onto our premises from the risk of injury due to badly maintained access and exit routes, stairs and floors.

We do this by:

- Nominating senior managers to monitor and reduce incidents involving access and egress, including stairs and floors etc.

- Assessing the risks of incidents involving access and egress facilities, including stairs and floors etc.

- Developing and implementing control measures, policies and safe systems of work.

- Ensuring that the policy, procedures, safe systems of work and control measures relating to slips, trips and falls are managed by competent, trained personnel.

- Managing our activities to ensure that employees and others use the control measures provided and follow the procedures and safe systems of work.

- Providing and recording relevant training.

- Monitoring and reviewing our systems; using experience we aim to improve the way we manage these risks.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## ACCESS, EGRESS, STAIRS AND FLOORS

### Action Plan

To protect the health, safety and welfare of our workforce and other people using our premises from the risk of injury due to slips, trips and falls we need to

1. Consider the nature of our premises and the way we work.
2. Identify areas where badly designed or maintained access and exit routes, stairs and floors could create access and egress problems or otherwise obstruct movement leading to employees and others slipping, tripping or falling.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider issues including
  1. Steep stairs, handrails.
  2. Ramps.
  3. Changes in floor levels.
  4. Potholes in floors and yard areas.
  5. Blind corners.
  6. Wet and slippery floors.
  7. Highly polished floors.
  8. Trailing cables.
  9. Rubbish.
5. Keep a written record of significant risk assessments, control measures and systems of work adopted.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and after any incident involving access, egress, stairs or floors, making changes to the procedure identified as necessary or beneficial.

Advice and guidance about access, egress, stairs and floors can be found in Guidance Note 3-9.

## WINDOWS, GLASS AND GLAZING IN THE WORKPLACE

We have a duty to ensure the safety, health and welfare of our employees, children, students and everyone else who enters our premises from the risks posed by glass and glazing.

We do this by:

- Nominating senior managers to reduce the risks from glass and glazing systems.
- Assessing the risks from glass and glazing systems to our workforce and others.
- Developing and implementing control measures, policies and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to glass and glazing systems are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems to improve the way we manage the risks from glass and glazing systems.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## WINDOWS, GLASS AND GLAZING IN THE WORKPLACE

### Action Plan

To ensure the safety, health and welfare of our employees, children, students and everyone else who enters our premises from the risks to their safety from inappropriate glass or glazing systems we need to;

1. Identify glass and glazing which, because of its use and position, could present a risk to the safety of building users.
2. Assess the risks to our workforce and others from the glass or glazing systems at our workplace.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider
  1. What type of glazing is installed?
  2. Is there a risk of contact with the glazing?
  3. Does the glass or glazing material meet current standards for that application?
  4. Is all the glazing obvious – will glass walls or doors always be noticed by a passer-by?
  5. Are window restrictors required?
5. Explain these arrangements to the workforce, their supervisors and managers.
6. Ensure they are understood and provide further training where necessary.
7. Implement the procedure and ensure that it is followed in practice.
8. Monitor and review the operation of this procedure from time to time and whenever there is an incident involving glass and glazing systems, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of windows, glass and glazing systems can be found in Guidance Note 3-10.

## WORKPLACE SIGNS

Where appropriate we have a legal duty to display safety signs to warn our staff, children, students, and others of hazards that may be present in our workplace.

We do this by:

- Nominating senior managers to identify where safety signs are needed.
- Creating a procedure for the purchase and installation of signs.
- Ensuring that signs are adequate for their purpose and maintained.
- Ensuring that assessments are made by competent, trained personnel.
- Ensuring that workplace signs are observed.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve the way we manage and use of safety signs.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

## WORKPLACE SIGNS

### Action Plan

To protect the health, safety and welfare of our staff, children, students and others we need to use safety signs as a way of warning people where there are hazards. We need to

1. Identify where there are hazards that need to be marked with warning signs.
2. Identify signs already in place and any additional signs that may be required.
3. Consider, as part of our assessment, issues such as
  1. Where prohibition signs should be used.
  2. Where cautionary signs should be used.
  3. Where signs requiring positive action should be used.
  4. Where signs are required to indicate a mandatory action.
  5. Whether signs are made, coloured and displayed according to legal requirements.
6. Replacement of damaged signs – now and in the future.
4. Involve our workforce in developing these arrangements and systems.
5. Keep a written record of assessments and decisions made.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain decisions to the workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure and the provision of signs from time to time.

Advice on safety signs can be found in Guidance Note 3-11.

## WORKING IN THE OPEN AIR, WORKING IN THE SUN

We have a duty to protect our workers from the health hazards and risks of working in the open air and in the sun.

We do this by:

- Nominating senior managers to manage the risks from working in the open air and in the sun. Assessing the risks to our workers from working outside

- Developing and implementing control measures, policies and Safe Systems of Work.

- Ensuring that the policy, procedures, Safe Systems of Work and control measures for working outside are overseen by competent, trained personnel.

- Providing and using personal protective equipment.

- Managing activities to ensure that employees use the control measures provided and follow our policies, procedures and Safe Systems of Work.

- Providing and recording relevant training.

- Monitoring and reviewing our systems; using experience we will improve the way we manage the risks facing our workforce.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.



## WORKING IN THE OPEN AIR, WORKING IN THE SUN

### Action Plan

To protect workers from the risks posed from working in the open air and in the sun we need to:-

1. Assess our work to identify where and when workers may be exposed to harm from working in the open air and in the sun.
2. Identify any workers with health issues that make them particularly susceptible to injury from working outdoors.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider
  1. Excessive exposure to sunlight – provide sunscreen, sun block, water supply, regular breaks, covering exposed parts of the body.
  2. Watercourse hazards – fall arrest equipment, inflatable life jackets, two-man working.
  3. Lack of available light to work safely (e.g. during the winter months or at night) – provide appropriate artificial lighting and spare bulbs.
  4. Exposure to dust and microorganisms (resulting in sensitization or asthma) – is health surveillance or respiratory protective equipment required?
  5. Life-threatening reactions from bites and stings - availability of antidotes, first aid provision, medical assistance, individual specific risk assessments.
  6. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workers. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Report any incidence of a reportable injury or disease to the Enforcing Authorities.
10. Monitor and review the operation of this procedure from time to time and whenever a worker is harmed as a result of working in the open air, making changes to the procedure identified as necessary or beneficial.

Information and advice on health and safety whilst working out of doors can be found in Guidance Note 3-13.

## WATER TEMPERATURE CONTROL

We have a duty to protect our staff, children, students and others who may be affected by our activities from the risk of contact with high water temperatures which could give rise to burns.

We do this by:

- Nominating senior staff members to risk manage, identify and minimise the risks created by hot water.

- Assessing the risk of burns from hot water systems.

- Developing and implementing control measures, procedures and safe systems of work. Ensuring that water temperatures are maintained and checked at appropriate intervals. Providing thermostatic mixing valves, to control water temperatures.

- Ensuring that our actions are carried out by competent and trained personnel.

- Following our procedures, control measures and safe systems of work.

- Providing and recording relevant training.

- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to continuously improve the way we manage health and safety risks associated with our business.

The personnel responsible for the above measures are shown in the Responsibility Table of our Health and Safety Policy.

## WATER TEMPERATURE CONTROL

### Action Plan

To ensure the safety of our employees, children, students and others from the risk of being burnt or scalded by high temperature hot water we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to the hazard.
2. Where hazards are identified carry out an assessment of the risks to our workers and others.
3. Involve the workforce in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or other standards etc.
5. Consider among other issues
  1. Who has access to the outlet?
  2. Can a thermostatic reducing valve be used at that location to reduce the temperature of the water supplied?
  3. Where high temperature outlets are required make sure they are sited away from or out of the reach of children and learners.
  4. Use of warning signs.
  5. Maintenance of temperature reducing valves.
  6. Insulation of high temperature pipes.
6. Develop procedures, programmes and practices tailored to our educational setting..
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and following any incident, or injury caused by high water temperatures, making changes to the procedure identified as necessary or beneficial.

Information and advice about water temperature control is in Guidance Note 3-14.

## PREMISES

We have a duty to protect our workers and everyone else from risks present in our premises and to ensure that they are maintained.

We do this by:

- Nominating a senior manager to reduce the risks posed by work in or by use of our facilities.
- Assessing the risks arising from working on our premises to our workforce and others.
- Developing and implementing control measures, policies and safe systems of work. Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to our premises are completed by competent, trained personnel. Managing our activities to ensure that workers and others use the control measures provided and follow our policies, procedures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks posed.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-15

## PREMISES

### Action Plan

To protect workers and everyone else from the risks associated with our premises we must

1. Complete a general risk assessment of the premises, identifying any hazards that are present
2. Consider
  1. Workspace –can people go about their tasks without obstruction?
  2. Sanitary conveniences and washing facilities – must be available and determined by the number of employees.
  3. Windows and doors – ensuring these do not create an obstruction or vision problem.
  4. Rest areas - provision for employees to be able to eat and drink away from working areas.
  5. The need for a fire risk assessment.
  6. Routine testing of the fire alarm system and emergency lighting; ensuring that this is recorded.

7. Identification of any asbestos present in the premises. Maintain an asbestos register; seek remediation treatment where necessary.
8. Whether all our insurance liability policies are current and suitable for the premises.
9. Glazing in high-risk areas is of a safety material or protected against breakage.
10. Pedestrian segregation from vehicles, with clearly identified walkways to ensure pedestrian safety.
11. A suitable housekeeping regime that reduces the likelihood of slip, trip and fall hazards occurring on our premises.

Advice and guidance on the control of premises hazards can be found in Guidance Note 3-15.

Safety Arrangement 3-18

## THE CONTROL AND MANAGEMENT OF HEALTHCARE WASTE

We have a duty to ensure that we effectively and safely control and manage waste generated in our business. We must consider how the waste is created, handled and disposed of so that our workforce and any others who might be affected are not at risk to their health, safety or welfare.

We do this by:

Nominating senior managers to control the way healthcare waste is managed and handled on a day-to-day basis whilst on our premises.

Nominating senior staff members to arrange for and control the disposal of healthcare and other waste from our premises to minimise risk and in accordance with environmental legislation.

Assessing the risks to our workers from the handling and disposal of healthcare waste.

Developing and implementing policies, procedures, safe systems of work and control measures relevant to the control of healthcare waste including measures necessary to ensure compliance with environmental legislation.

Ensuring that healthcare waste disposal is done by competent approved personnel, using the correct personal protective equipment.

Using the safest means of disposal to protect the environment.

Employees and others adhering to procedures, control measures and safe systems of work.  
Providing and recording relevant training.  
Regular monitoring and review of our arrangements and facilities to ensure that we continue to manage and dispose of healthcare waste without risks to health or safety.

The personnel responsible are shown in the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 3-18

## THE CONTROL AND MANAGEMENT OF HEALTHCARE WASTE

### Action Plan

To ensure our workforce, service users and any others who might be affected are not at risk to their health, safety or welfare from the way we manage and dispose of healthcare waste we need to

1. Identify where we create healthcare waste.
2. Assess the hazard that healthcare waste may present to people at work and others and the risks they face from it.
3. Consider relevant issues, including
  1. Whether the waste is particularly hazardous because it contains chemical or pharmaceutical products.
  2. Whether the waste is hazardous because it is or contains infectious biological agents.
  3. Whether the waste contains sharps or is flammable.
  4. Can any of the waste be treated as offensive rather than healthcare waste? 5. How is it stored in the workplace? Are containers colour coded appropriately? 6. How is it moved about the workplace?
  7. How is it stored outside the premises? Is it secure? Can the public gain access?

8. Is the way we store waste an invitation to trouble?
  9. Have we considered waste generated during community care?
  10. How can we make the process easier and safer for our workers?
  11. Whether any of our workers should be immunised?
4. Consider how environmental legislation and requirements might impact on health and safety procedures.
  5. Involve workers in developing a healthcare waste control policy and procedures based on these considerations and around their professional training.
  6. Keep a written record of policies, significant risk assessments, the control measures and systems of work adopted.
  7. Make sure that the managers and supervisors understand the procedures and arrangements. Consider whether they need any specific instruction or training.
  8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
  9. Implement procedures and ensure that they are followed in practice.
  10. Monitor and review the operation of our procedures in consultation with the workforce from time to time, making changes identified as necessary or beneficial.

Guidance Note 3-18 contains information and advice on the control of healthcare waste.