New Way Tuition LTD

Health & Safety Policy & Procedures

This page is intentionally blank.

Contents

Contents 3
Introduction 5
Contents in this document 6
Safety Policy 6
Organisation and Responsibilities 6
Safety Arrangements 6
Health & Safety General Policy Statement . 6
Positive Health and Safety Culture 7
Related Policies 8
Organisation 8
Health and Safety Management Structure . 8
Competent Health and Safety Leadership 9
Health and Safety Management Responsibilities 9
General 9
Occupational Health and Safety 9
Accidents, Incidents and First Aid 10
RIDDOR Reporting 10
Fire and Emergency Arrangements 10
Risk Assessments 10
Premises 11
Equipment 11
Substances 11
Managers and supervisors 11
Employee and workers' responsibilities 11
Monitoring 12
Continuous Improvement 12
Responsibility Table 13
Relevant Legislation 15
Safety Arrangements Table 17
Managing Safety and Health at Work 18
Action Plan 18
Accident, incident, Ill-Health Reporting and Investigation 19
Action Plan 19
Workplace Health and Safety Consultation .. 20
Action Plan 20
Risk Assessment and Hazard Reporting 22
Action Plan 22
Substance and Alcohol Abuse 23
Action Plan 23
Purchasing 24
Action Plan 25
New and Expectant Mothers 25
Action Plan 26
Lone Working 26
Action Plan 27
Health and Safety Training 28
Action Plan 28
Health and Safety of Visitors 29
Action Plan 29
Home Working 30
Action Plan 31
Safe Systems of Work 31
Action Plan 32
Action on Enforcing Authority Reports 32
Action Plan 32
Equality and Disability Discrimination Compliance 33
Action Plan 33
Health and Safety Information for Employees 33
Action Plan 34
Fire Safety – Arrangements and Procedures 34
Action Plan 35
First Aid 36

Action Plan 36
Welfare, Staff Amenities, Rest Rooms and the Working Environment 37
Action Plan 38
Housekeeping and Cleaning 38
Action Plan 39
Control of Hazardous and Non-Hazardous waste 40
Action Plan 40
Access, Egress, Stairs and Floors 41
Action Plan 41
Windows, Glass and Glazing in the Workplace 42
Action Plan 42
Workplace Signs 43
Action Plan 43
Water Temperature Control 44
Action Plan 44
Premises 45
Action Plan 45
Electrical Safety 46
Action Plan 47
The Provision, Use and Maintenance Work Equipment 47
Action Plan 48
Office Equipment 49
Action Plan 49
Storage of Chemical Substances and Agents 50
Action Plan 50
Slips, Trips and Falls 51
Action Plan 51
The Provision and Use of Machinery 52
Action Plan 53
The Safe Use of Machinery 53
Action Plan 54
Occupational Road Safety 55
Action Plan 55
WRULD (Work Related Upper Limb Disorders) 56
Action Plan 56
Manual Handling 57
Action Plan 58
Display Screen Equipment 58
Action Plan 59
Use of Chemical Agents and Substances 60
Action Plan 60
Asbestos at Work – Survey, No ACMs, No off-site Risk 61
Action Plan 61
Stress on the Workplace 62
Action Plan 62
Aggression and Violence 63
Action Plan 63
Drugs and Medication (Healthcare) 64
Action Plan 65
Gym Equipment 65
Action Plan 66
Work with Children 66
Action Plan 67
Educational Visits 67
Action Plan 68
Schools and Nurseries 69
Action Plan 69
Contractor Control and Management 70
Action Plan 70

Introduction

New Way Tuition Ltd was founded by Mandy Ward, who has over 25 years' experience working with young people and children and understands the challenges both children and young people facing exclusion struggle with, and those of their schools, parents and LAs.

We have excellent outcomes for all children we work with under the SEN umbrella and with children that have missed education or are school refusers with no diagnosis or EHCP but just need that extra help to stay on the positive pathway to education and life.

We offer 121 face-to-face tuitions for children at risk of exclusion from school or permanently excluded either at home, in the local library or community centre, or even in school and we are putting interventions in place and helping schools too, to avoid permanent exclusions.

We also offer live learning and education programmes online where our tutors take 121 live lessons or works with several children of the same age in different locations online to build their social and life skills.

Whether we're face-to-face or online, we also offer, life skills interventions, gardening, cooking, shopping, sports, arts and so on, to help unpick some of the issues our children or young people face to both get to the root of the problem and remove the barriers affecting a happy life and good education. From there, we begin to build up our pupils, to either get them back into mainstream school or other educations or specialist provision and give them the right support to stop them falling through the net.

The Managing Director has ultimate responsibility for health and safety. Day to day management responsibilities is delegated to the Business Manager and Vibe Manager. The Business operates with all staff on a self-employed basis and employs approximately 90 personnel. The business operates term time from approximately 08:30 to 16:00 (Office), the Education Centre from 08:30 to 15:00, and the remote tutoring from 08:00 to 15:00. We provide education for approximately 160 learners.

The Managing Director 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 planned 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 in this document

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

New Way Tuition 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.

Positive Health and Safety Culture

New Way Tuition is committed to developing and maintaining a positive health and safety culture in which everyone understands their responsibilities and actively contributes to maintaining a safe learning and working environment.

Health and safety is embedded within everyday practice through effective communication, staff training, consultation, regular monitoring, risk assessment and continuous improvement. Learners, staff, contractors and visitors are encouraged to report hazards, near misses and health and safety concerns promptly so that appropriate action can be taken.

Our policy, procedures and arrangements will be reviewed annually.

Signature ..... Date .....

Position.....

Related Policies

This Health and Safety Policy should be read alongside the following policies and procedures:

- Child Protection and Safeguarding Policy
- First Aid Policy
- Fire Safety Procedures
- Risk Assessment Procedures
- Educational Visits Policy
- Relationships and Behaviour Policy
- Lone Working Policy
- Emergency Lockdown Procedure (if you have one)
- Business Continuity Plan (if you have one)

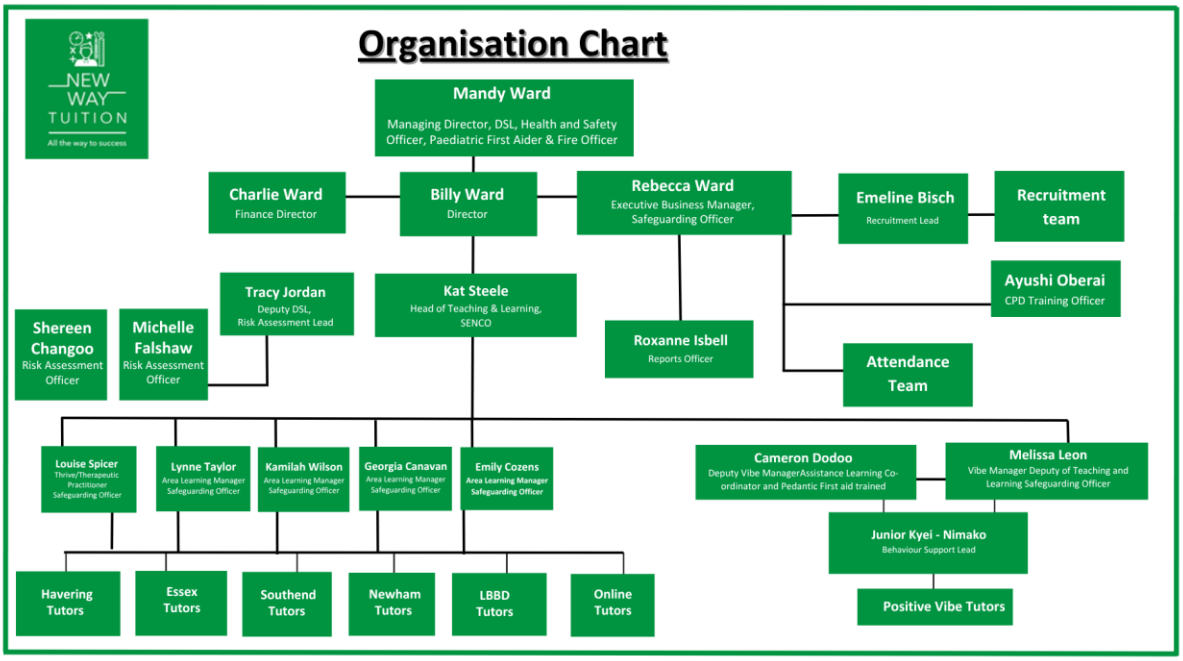
These documents work together to support New Way Tuition's commitment to providing a safe, healthy and secure environment for learners, staff, visitors and contractors.

Organisation

Health and Safety Management Structure

Although the Managing Director 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.



Competent Health and Safety Leadership

The Managing Director is the appointed **competent person** with overall responsibility for health and safety across New Way Tuition and is accountable for ensuring compliance with health and safety legislation.

Day-to-day operational responsibility is delegated to the Business Manager and other senior leaders identified within this policy. Those with delegated responsibilities are responsible for monitoring compliance within their areas, ensuring suitable risk assessments are completed and reviewed, investigating incidents where appropriate and implementing any necessary control measures.

All staff, tutors, contractors and volunteers are expected to take reasonable care of their own health and safety and that of others, report hazards, accidents and near misses promptly, and work in accordance with the arrangements set out within this policy.

Health and Safety Management Responsibilities

The Managing Director has overall accountability for health and safety and is the appointed competent person for New Way Tuition. Day-to-day responsibilities are delegated to managers and staff as outlined below. All staff are expected to contribute to maintaining a safe and healthy working and learning environment by fulfilling the responsibilities described in this section.

General

- Provide and resource an effective health and safety management system.
- Plan 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 and Safety

- 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, in early years provision, 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, Estyn or the Independent Schools Association as applicable.
- First aid boxes are checked regularly and replenished as required. Qualified first aiders are identified to staff and learners, and arrangements are reviewed regularly to ensure sufficient cover during operational hours, educational visits and off-site activities.

RIDDOR Reporting

- Where an accident, injury, disease or dangerous occurrence meets the reporting criteria under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, the Managing Director or nominated competent person will ensure that the incident is reported to the Health and Safety Executive (HSE) within the required statutory timescales.
- All reportable incidents will be fully investigated, appropriate records will be retained, and any lessons learned will be used to review risk assessments and improve health and safety arrangements where necessary.

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 and recorded.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.
- Emergency evacuation procedures are displayed throughout the premises and communicated to staff, learners and visitors during induction. Personal Emergency Evacuation Plans (PEEPs) will be completed where required to support individuals who may need additional assistance during an emergency evacuation.

Risk Assessments

- 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.

Risk assessments will be:

- completed by competent members of staff;
- reviewed annually as a minimum;
- reviewed immediately following any significant incident, accident or near miss;
- reviewed whenever there is a significant change to activities, premises or individual learner needs;
- shared with all relevant staff responsible for implementing control measures.

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.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

- All 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 always followed.
- 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 or other person named in the site protocol.

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 by using periodic workplace checklists. The Managing Director 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.

Monitoring activities include health and safety inspections, audits, accident trend analysis, review of risk assessments, fire safety checks, training records and incident investigations. Findings will be reported to senior leaders and used to improve health and safety arrangements across New Way Tuition.

Continuous Improvement

New Way Tuition is committed to continually improving its health and safety arrangements through:

- annual policy review;
- regular audits;
- consultation with staff;
- accident and near miss analysis;
- review of risk assessments;
- updates following changes to legislation or guidance.

Responsibility Table

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

- MD - Managing Director
- BM - Business Manager
- HTL - Head of Teaching & Learning
- VM - Vibe Manager
- VDM - Vibe Deputy Manager

Safety arrangements	MD	BM	HTL	VM	VDM
Managing Safety and Health at Work	✓	✓	✓	✓	✓
Accident, Incident, Ill-Health Reporting and Investigation		✓	✓	✓	✓
Workplace Health and Safety Consultation		✓	✓	✓	
Risk Assessment and Hazard Reporting		✓	✓	✓	
Substance and Alcohol Abuse		✓	✓	✓	
Purchasing	✓				
New and Expectant Mothers		✓	✓	✓	
Lone Working		✓	✓		
Health and Safety Training		✓	✓	✓	
Health and Safety Of Visitors		✓	✓	✓	
Home Working		✓	✓	✓	
Safe Systems of Work		✓	✓	✓	
Action on Enforcing Authority Reports	✓				
Equality and Disability Discrimination Compliance		✓	✓	✓	
Health and Safety Information for Employees		✓	✓	✓	
Fire Safety - Arrangements and Procedures	✓	✓		✓	✓
First Aid				✓	
Welfare, Staff Amenities, Rest Rooms and The Working Environment		✓		✓	
Housekeeping And Cleaning		✓		✓	
Control Of Hazardous and Non-Hazardous Waste		✓		✓	
Access, Egress, Stairs and Floors		✓		✓	
Windows, Glass and Glazing in The Workplace		✓		✓	
Workplace Signs		✓		✓	
Water Temperature Control	✓	✓		✓	
Premises	✓	✓		✓	
Electrical Safety	✓	✓		✓	
The Provision, Use and Maintenance of Work Equipment	✓	✓		✓	
Office Equipment		✓		✓	
Storage Of Chemical Substances and Agents		✓		✓	
Slips, Trips and Falls		✓		✓	
The Provision and Use of Machinery		✓		✓	

The Safe Use of Machinery		✓		✓	
Occupational Road Safety		✓		✓	
Wruld (Work Related Upper Limb Disorders)		✓		✓	
Manual Handling		✓		✓	
Display Screen Equipment		✓		✓	
Use Of Chemical Agents and Substances		✓		✓	
Asbestos At Work - Survey, No Acms, No Off-Site Risk	✓				
Stress In the Workplace		✓		✓	
Aggression And Violence		✓		✓	
Drugs And Medication (Healthcare)				✓	✓
Gym Equipment				✓	✓
Work With Children			✓	✓	✓
Educational Visits			✓	✓	✓
Schools And Nurseries			✓	✓	✓
Contractor Control and Management	✓	✓	✓	✓	

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
- The Gas Safety (Management) (Amendment) Regulations 2023
- 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)
- New Roads and Street Works Act 1991
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992 Personal Protective
- Equipment at Work Regulations 2002
- 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

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
SA1-8	Substance And Alcohol Abuse
SA1-9	Purchasing
SA1-11	New And Expectant Mothers
SA1-13	Lone Working
SA1-14	Health And Safety Training
SA1-15	Health And Safety of Visitors
SA1-18	Home Working
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
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
SA3-6	Control Of Hazardous and Non-Hazardous Waste
SA3-9	Access, Egress, Stairs and Floors
SA3-10	Windows, Glass and Glazing in The Workplace
SA3-11	Workplace Signs
SA3-14	Water Temperature Control
SA3-15	Premises
SA4-1	Electrical Safety
SA4-2	The Provision, Use and Maintenance of Work Equipment
SA4-4	Office Equipment
SA4-5	Storage Of Chemical Substances and Agents
SA4-8	Slips, Trips and Falls
SA4-10	The Provision and Use of Machinery
SA4-11	The Safe Use of Machinery
SA4-31	Occupational Road Safety
SA5-6	Wruld (Work Related Upper Limb Disorders)
SA5-9	Manual Handling
SA5-11	Display Screen Equipment
SA5-14	Use Of Chemical Agents and Substances
SA5-16F	Asbestos At Work - Survey, No Acms, No Off-Site Risk
SA5-18	Stress In the Workplace
SA5-19	Aggression And Violence
SA6-3A	Drugs And Medication (Healthcare)
SA6-6	Gym Equipment
SA6-14	Work With Children
SA6-15	Educational Visits
SA6-16	Schools And Nurseries
SA7-2	Contractor Control and Management

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.

Action Plan

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. Given them the authority required and the resource 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.

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, include 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 plan 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.

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.

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 co-ordinating risk assessment.
3. Appoint and train enough staff 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.

Substance and Alcohol Abuse

We have a duty to protect the safety, health and welfare of our employees and others from the hazards that may arise because of workers abusing alcohol and other substances.

We do this by:

- Nominating senior staff members to coordinate and manage our substance and alcohol abuse policy and provision.
- Implementing strategies, policies and procedures.
- Explaining our policies and procedures to employees.
- Employees and others following our procedures and policies.
- Providing and recording relevant information and training.
- Providing competent accredited trained personnel to provide support and counselling services.
- Ensuring managers and supervisors know what to look for when employees or contractors arrive on site.
- Monitoring and reviewing our systems; using experience to improve the way we manage the risks from substance abuse.

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

Action Plan

To protect workers and others from the risks of working with people who abuse substances and alcohol we will-

1. Use this policy for dealing with workers whose abuse of substances and alcohol put other people at work at risk.

2. Consider.

    a. The problem should be treated as an illness.
    b. The problem can be successfully treated.
    c. Disciplinary action is a last resort.
    d. Sufferers may find it difficult to admit to a problem.
    e. It is easier to take action in the early stages of the condition.
    f. Staff should be able to identify early signs of problems.
    g. Advice is available from many organisations

3. Review this procedure based on these considerations.
4. Explain these arrangements to our workforce. Ensure they are understood.
5. Provide training and information, where required, for staff nominated with responsibility so that they can identify workers with substance abuse problems.
6. Implement the procedure, identify who is to provide support and counselling services and ensure that it is followed in practice.
7. Ensure that staff, particularly managers and supervisors, remains aware of our procedure although we hope and expect it will not be required in practice.
8. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.

Information and advice on this subject can be found in Guidance Note 1-8 Substance and Alcohol Abuse.

Purchasing

To protect workers and others from the risks of working with people who abuse substances and alcohol we will-

1. Use this policy for dealing with workers whose abuse of substances and alcohol put other people at work at risk.
2. Consider.
    a. The problem should be treated as an illness.
    b. The problem can be successfully treated.
    c. Disciplinary action is a last resort.
    d. Sufferers may find it difficult to admit to a problem.
    e. It is easier to act in the early stages of the condition.
    f. Staff should be able to identify early signs of problems.
    g. Advice is available from many organisations
3. Review this procedure based on these considerations.
4. Explain these arrangements to our workforce. Ensure they are understood.
5. Provide training and information, where required, for staff nominated with responsibility so that they can identify workers with substance abuse problems.
6. Implement the procedure, identify who is to provide support and counselling services and ensure that it is followed in practice.
7. Ensure that staff, particularly managers and supervisors, remains aware of our procedure although we hope and expect it will not be required in practice.
8. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.
9. Information and advice on this subject can be found in Guidance Note 1-8 Substance and Alcohol Abuse.

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 childbearing 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 childbearing 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.

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.
    a. Substances to which they might be exposed.
    b. The size and shape of their workstation.
    c. Posture.
    d. Vibrations.
    e. Environmental factors.
    f. Ability to stand or sit for long periods.
    g. Night working.
    h. Lifting and carrying.
    i. Noise levels.
    j. 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.

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.

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;
    a. Where they work.
    b. Are they at risk because they are work at remote locations?
    c. Are they at greater risk in the winter months?
    d. Are they likely to cut corners because they are not under direct supervision?
    e. Are they at risk from a violent child or one of their family?
    f. Are they at risk because of health issues?
    g. Are they at risk because they work exceptional hours?
    h. Are they at risk because they do not have access to welfare or first aid facilities?
    i. Are they at risk because a significant part of their day is spent driving?
    j. 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 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.

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-
    a. Infection Control
    b. Chemicals used to clean and disinfect
    c. Works transport.
    d. Working at height.

    e. Lifting equipment
    f. Use of plant and equipment.
    g. Manual handling.
    h. Electrical safety.
    i. Mundane work.
    j. Occasional work activities.
    k. Training needs analyses 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.

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-
    a. Where do visitors go, when and why, and what do they do when they get there?
    b. Floor coverings.
    c. Slippery floors and uneven surfaces.
    d. Condition of stairs.
    e. Chemical hazards.
    f. Electrical hazards.
    g. Machinery hazards.
    h. Environmental hazards.
    i. Aggression and violence.
    j. 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.

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.

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-
    a. Is the designated home working area clear from obstructions and tripping hazards.
    b. Is the equipment (chair, desk, keyboard) suitable for the user while they are at work.
    c. In each case, is the equipment ergonomically sound.
    d. Are sufficient storage facilities available.
    e. Is lighting of the working area adequate.
    f. Is the temperature in the work area comfortable?
    g. Is the area well ventilated?
    h. Are all cables and plugs in use in good repair and visually acceptable?
    i. Are all items of electrical equipment in good repair and working correctly?
    j. Has the home worker had basic manual handling and ergonomics training?
    k. Fire safety.
    l. 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 laptop 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.

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.

Action Plan

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

1. Appoint and train enough 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 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 resource 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 about 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.

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 resource necessary to fulfil 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.

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 resource 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.

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.

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-
    a. Fire prevention. Storage of flammables, waste disposal, open flames etc.
    b. Potential sources of ignition including use of flammable substances and process related fire hazards.
    c. Maintenance of fire alarms, smoke detectors, automatic door closers.
    d. Maintenance of fire doors and escape routes.
    e. Emergency procedures – fire wardens, fire and evacuation drills and safe assembly points.
    f. Maintenance of fire extinguishers and firefighting equipment.
    g. Liaison with fire service and assisting the fire service in the event of a fire.
    h. Providing and maintaining fire safety signs and notices.
    i. Record keeping.
    j. Safe means of shutting down electric, gas and fuel supplies
    k. 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.

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-
    a. The severity of foreseeable work-related accidents.
    b. The number of people likely to be present at any one time.
    c. The nature of health and safety risks at our setting.
    d. The location and accessibility of the workplace.

    e. Whether the need is for trained first aiders or appointed persons.
    f. The need for paediatric first aid training in early years provision.
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 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 organisations Premises Regulations must also be considered.

We must 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.

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-
    a. Our worksite, the condition of the buildings.
    b. Temperature, ventilation and lighting in the workplace.
    c. The use of chemical and biological and substances.
    d. The condition of floors, walls and ceilings.
    e. Traffic routes.
    f. Sanitary and washing facilities.
    g. Clothing accommodation, changing rooms and rest rooms.
    h. Drinking water and the means for making hot drinks and heating food.
    i. Arrangements to support workers away from fixed facilities, e.g. during in field pick and pack working.
    j. The needs of nursing mothers.
    k. The heating and cleaning of rest rooms 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.

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-
    a. Floors, stairs, toilets, rest and catering areas, outside paths, roadways and storage areas, etc.
    b. The contaminant and the most appropriate method for cleaning. Vacuum cleaning is always better than sweeping.
    c. Dry cleaning or wet cleaning. Wet cleaning may leave slippery floors.
    d. The source of the contaminant - can it be contained other than by cleaning?
    e. The frequency of and best time of day for cleaning.
    f. Waste handling and disposal – offensive, unhygienic, infected, chemical, process etc.
    g. Warning signs.
    h. Hazards associated with chemical cleaners.
    i. Cleaning around potentially hazardous equipment.
    j. 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.

Control of Hazardous and Non-Hazardous waste

We have a duty to ensure that we effectively and safely dispose of waste materials and products and control the methods of disposal used so that our staff, children, students 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 disposal of waste, both hazardous and non-hazardous wastes, from our premises and to minimise risk.
- Assessing the risks to our workers from the handling and disposal of waste. Developing and implementing policies, procedures, safe systems of work and control measures relevant to the control of waste including any necessary to comply with environmental legislation.
- Ensuring that waste disposal is by competent, approved personnel, using the correct personal protective equipment.
- Ensuring that the safest means of disposal is used 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 waste, hazardous and non-hazardous, without risks to health or safety.

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

Action Plan

To ensure our staff, children, students and any others who might be affected are not at risk to their health, safety or welfare from the way we dispose of hazardous and non-hazardous waste materials and products we need to:

1. Identify where we create waste and rubbish.
2. Assess the hazards from the waste materials and the risks create.
3. Identify hazardous and controlled wastes.
4. Consider issues relevant to our workplace including-
    a. Is the waste particularly hazardous because it is a classified chemical substance?
    b. Is the waste hazardous because it is or contains biological agents?
    c. Whether the waste is hazardous because it is sharp, heavy or flammable.
    d. How is it stored on our premises or land?
    e. How is it moved around?
    f. If stored outside, is it secure? Can the public gain access?
    g. Is the way we store waste an invitation to an arsonist?
    h. How can we make the process easier and safer for our workers?
    i. Consider how environmental legislation and requirements might impact on procedures and the way waste is disposed of.
5. Involve workers in developing a procedure based on these considerations.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain our system and 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.

Advice and guidance on the control of hazardous and non-hazardous waste can be found in Guidance Note 3-6.

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.

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-
    a. Steep stairs, handrails.
    b. Ramps.
    c. Changes in floor levels.
    d. Potholes in floors and yard areas.
    e. Blind corners.
    f. Wet and slippery floors.

    g. Highly polished floors.
    h. Trailing cables.
    i. 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.

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-
    a. What type of glazing is installed?
    b. Is there a risk of contact with the glazing?
    c. Does the glass or glazing material meet current standards for that application?
    d. Is all the glazing obvious – will glass walls or doors always be noticed by a passer-by?
    e. 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.

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.
    a. Where cautionary signs should be used.
    b. Where signs requiring positive action should be used.
    c. Where signs are required to indicate a mandatory action.
    d. Whether signs are made, coloured and displayed according to legal requirements.
    e. 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.

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 to 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.

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-
    a. Who has access to the outlet?

    b. Can a thermostatic reducing valve be used at that location to reduce the temperature of the water supplied?
    c. Where high temperature outlets are required make sure they are sited away from or out of the reach of children and learners.
    d. Use of warning signs.
    e. Maintenance of temperature reducing valves.
    f. 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.

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-
    a. Workspace –can people go about their tasks without obstruction?
    b. Sanitary conveniences and washing facilities – must be available and determined by the number of employees.

c. Windows and doors – ensuring these do not create an obstruction or vision problem.
d. Rest areas - provision for employees to be able to eat and drink away from working areas.
e. The need for a fire risk assessment.
f. Routine testing of the fire alarm system and emergency lighting; ensuring that this is recorded.
g. Identification of any asbestos present in the premises. Maintain an asbestos register; seek remediation treatment where necessary.
h. Whether all our insurance liability policies are current and suitable for the premises.
i. Glazing in high-risk areas is of a safety material or protected against breakage.
j. Pedestrian segregation from vehicles, with clearly identified walkways to ensure pedestrian safety.
k. 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.

Electrical Safety

We have a duty to protect our employees, children, students and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances.

We do this by:

- Nominating a senior staff member to ensure the safety of our electrical installations, equipment and portable appliances.
- Assessing the risks from electrical installations, fixed equipment and portable appliances.
- Assessing the service users' personal portable electrical items.
- Developing and implementing procedures, control measures, policies and safe systems of work.
- Ensuring that any work carried out on our electrical installation, equipment and appliances is carried out by competent, accredited electrical engineers.
- Providing and using personal protective equipment where appropriate.
- Regular inspection by competent accredited electrical engineers.
- 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 relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.

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

Action Plan

To protect staff, children, students and others from the risks from using fixed and portable electrical equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from fixed or portable electrical equipment.
2. Assess the risks from that exposure to fixed and portable electrical equipment, identifying control measures in place and any additional measure that may be required to avoid risk
3. such as testing service users' electrical equipment.
4. Consider relevant issues including:
    a. The competence of employees or contractors who install or maintain electrical equipment.
    b. Inspection of fixed electrical installations as prescribed by the IET Wiring Regulations (18th edition) BS 7671.
    c. The maintenance of electrical installations between inspections.
    d. The maintenance and inspection of portable electrical equipment.
    e. Using battery powered hand tools.
    f. Residual current devices.
    g. Whether hydraulic or pneumatic tools might be safer
    h. Equipment used by mobile workers.
    i. Use of trailing cables.
5. Purchase robust equipment suitable for the environment in which it is to be used.
6. Arrange for the routine testing and inspection of portable electrical equipment.
7. Develop a procedure based on these considerations.
8. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
9. Make sure that our managers and senior staff understand the procedures and arrangements. Consider whether they need any training.
10. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
11. Implement the procedure and ensure that it is followed in practice.

Guidance Note 4-1 has information and advice about the use of fixed and portable electrical equipment.

The Provision, Use and Maintenance Work Equipment

We have a duty to protect our employees, children, learners and other people who use our premises from the health and safety risks associated with the provision and use of work equipment.

We do this by:

- Nominating senior staff members to consider the health and safety issues surrounding any new equipment that we obtain and the equipment that we use during our business.
- Assessing the risks from work equipment when in use and during its maintenance.
- Developing and implementing procedures, control measures, policies and safe systems of work.

- Ensuring that any work carried out on work equipment is carried out by competent workers or competent contractors.
- Providing and using personal protective equipment where appropriate.
- Regular maintenance and servicing.
- Statutory inspections by competent accredited engineers and surveyors where required.
- 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 relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the provision and use of work equipment.

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

Action Plan

To protect staff, children, learners and others from the risks from work equipment we need to:

1. Consider our activities and identify where and when they might be exposed to risks to their health and safety from our use of existing equipment.
2. Consider the implications for the health and safety of our staff when purchasing or looking to purchase new equipment.
3. Assess the risks from any such exposure to work equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
4. Consider relevant issues including:
    a. What risks to health and safety might be created?
    b. Do any parts look dangerous?
    c. Do the guards adequately protect against the risk? Do they conform to the current BS or EN standard and any official guidance?
    d. Is it excessively noisy?
    e. Is there excessive vibration?
    f. Are there any special maintenance requirements?
    g. Are parts that need maintenance easily accessible?
    h. Does any part get very hot or cold?
    i. Are there any live electrical parts exposed?
    j. Are the manufacturer's operating and maintenance instructions clear and comprehensive?
5. Arrange for work equipment to be routinely serviced and maintained and for statutory inspections where required.
6. Keep a written record of significant risk assessments and the control measures and any systems of work or procedures adopted.
7. Implement the procedures and arrangements making sure that the senior management team and line managers understand them. Consider whether they need any training.
8. Explain our procedures and arrangements to our staff. Ensure they are understood and followed in practice. Provide training where necessary.
9. Monitor and review the operation of this procedure from time to time and after any incident, making changes identified as beneficial or necessary.

Further information and advice can be found in Guidance Note 4-2 The Provision, Use and Maintenance of Work Equipment.

Office Equipment

We have a duty to protect our staff and other people who use our premises from the risks associated with the use of office equipment.

We do this by:

- Nominating a senior manager to consider the safety implications in the use of office equipment.
- Assessing the risks from using office equipment.
- Developing and implementing procedures, control measures, policies and safe systems of work.
- Ensuring that office equipment is properly maintained.
- 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 relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of office equipment.

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

Action Plan

To protect workers and others from the risks of using office equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety by using office equipment.
2. Assess the risks from the use of office equipment, identifying control measures already in place and any additional measures required to avoid risk.
3. Consider relevant issues including:
    a. The competence and training of workers who use office equipment.
    b. Who does what when the equipment goes wrong?
    c. Are any young workers likely to use office equipment? Are any special precautions needed?
    d. Are manufacturers' instructions followed?
    e. The maintenance of office equipment.
    f. The location of office equipment.
4. Purchase robust equipment suitable for the work and environment in which it will be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide 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 after any accident or incident, making changes identified as beneficial or necessary.

Information and advice can be found in Guidance Note 4-4 Office Equipment.

Storage of Chemical Substances and Agents

We have a duty to protect our staff, children, learners and others from the potential hazards and risks present because of the storage of chemical substances at our educational setting.

We do this by:

- Nominating senior staff members to identify the chemical substances used and their storage requirements.
- Developing and implementing risk assessments, procedures, safe systems of work and control measures to minimise risk within our work premises.
- Implementing the procedures, safe systems of work and control measures.
- Ensuring that the storage, containment and exhaust ventilation arrangements are adequate for their purpose, as defined in prescribed legislation.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to chemical substances are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- 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 stored chemical substances.

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

Action Plan

To protect our staff, children, learners and others from the potential hazards and risks present as a result of the storage of chemical agents at our educational setting we need to;

1. Make an inventory of every chemical substance, including its location and the maximum quantities expected, stored on our premises.
2. Assess the potential risks from the storage of each of those substances and identify those which are hazardous and those which are not.
3. Assess the hazardous chemical substances for the risks that they pose to health and safety because of the quantities that we store and or the way that they are stored.
4. Identify the control measures that we should adopt.
5. Consider matters including.
    a. What hazardous chemical substances do we store?
    b. In what quantity?
    c. Where?

    d. Are they stored in accordance with Safety Data Sheet (SDS) recommendations and published guidance?
    e. Are the storage arrangements suitable?
    f. Have we identified and separated incompatible chemical agents? How can we improve our storage arrangements?
    g. Is our workforce aware of hazards and risks?
6. Record details of our assessments, the results and any controls subsequently introduced.
7. Prepare a detailed statement of how we control the risks.
8. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and 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 whenever hazardous substances give rise to incident, injury or ill health, making changes to the procedure identified as necessary or beneficial.

Advice on storing chemical substances is available in Guidance Note 4-5.

Slips, Trips and Falls

We have a duty to protect our staff, children, students and others visiting our educational setting from the risks of slipping, tripping and falling.

We do this by:

- Nominating a senior manager to monitor, improve and reduce the risk of slips, trips and falls.
- Identifying all the potential causes of slips, trips and falls and assessing the risk.
- Developing and implementing procedures and control measures.
- Ensuring that pedestrian routes are fit for purpose, that they are routinely maintained and checked.
- Ensuring that competent and trained personnel complete risk assessments and safety inspections.
- Providing wherever possible segregated traffic routes and adequate signage.
- Providing and recording relevant training.
- Regular monitoring and review of compliance with our arrangements to ensure that they are followed in practice and continue to control potential risks.

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

Action Plan

To protect our staff, children, students and others who visit our educational setting from the risk of accidents caused by slips, trips and falls we need to;

1. Identify where there are potential areas for slips, trips or falls accidents on our premises.
2. Assess the hazards in each of those areas and the risks that people may face.
3. List existing controls and any other measures that we should be taking.
4. Consider issues including-

    a. Floor surfaces.
    b. The environment.
    c. The weather.
    d. Footwear
    e. Contamination
    f. Obstacles and obstructions.
    g. Cleaning regimes.
    h. People - human factors
5. Involve workers in developing a procedure or arrangements based on these considerations.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to our 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 making changes identified as necessary or beneficial. The arrangements will also be reviewed after any report of a dangerous incident or of a person suffering injury or due to slipping or tripping

The Provision and Use of Machinery

We have a duty to ensure that machinery used during our teaching is safe and without risk to our staff, children, students and others when in use.

We have a duty to ensure that machinery used during business is safe for use and properly maintained.

We do this by:

- Nominating senior managers to manage the health and safety issues relating to our use of machinery.
- Assessing the risks to our workforce and others during the use and maintenance of machinery.
- Developing and implementing control measures, policies and safe systems of work for machines currently in use and policies for the purchase of new machinery.
- Ensuring that the management of these policies, procedures, safe systems of work and control measures is by competent, trained personnel.
- Ensuring that machinery is suitably safeguarded and regular, planned inspections are carried to meet statutory requirements and confirm their suitability for continued safe use.
- Supplying and using personal protective equipment for staff, children and students where it is necessary.
- 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 experience to improve our management of the risks from machinery.

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

Action Plan

To protect staff, children, students and others from the hazards and risks involved in the use of machinery we need to:

1. Assess our teaching practices to identify where and when staff, children, students or others may be exposed to machinery hazards and risks.
2. Assess the risks identified and the control measures required.
3. Involve staff in making these assessments of our needs.
4. Identify existing control measures and any additional measures required.
5. Consider among other issues;
    a. Risks to users including children, students and others.
    b. Ease of setting.
    c. Ejection of work pieces.
    d. Fumes.
    e. Oil mist and bacterial contamination of oils.
    f. Pneumatic and hydraulic receivers.
    g. Handling work and teaching pieces.
    h. Newer safer machines 9. Training.
6. Develop procedures, programmes and practices tailored to our educational setting.
7. Make sure that the senior management team and line managers understand the procedures and arrangements. Consider whether they need any training.
8. Explain these arrangements to the staff. 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 anyone is injured or suffers ill health because of using a machine, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the control of the provision and use of machinery can be found in Guidance Note 4-10.

The Safe Use of Machinery

We have a duty to ensure the health, safety and welfare of staff, children, students and others during the use and maintenance of machinery.

We do this by:

- Nominating senior managers to identify the hazards created by the use and maintenance of machinery.
- Assessing the risks to our workforce and others during the use and maintenance of machinery.
- Developing and implementing policies, procedures, safe systems of work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel.

- Ensuring that machinery is suitably safeguarded and regular, planned inspections are carried out on to meet statutory requirements for their continued use.
- Ensuring employees and others adhere to procedures, control measures and safe systems of work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we will improve our management of risk from machinery.

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

Action Plan

To protect the health, safety and welfare of staff, children, students and others during the use and maintenance of machinery we will-

1. Identify where and when staff, children, students or others may be exposed to risk during the use, repair and maintenance of machinery.
2. Assess the risks identified and the control measures required.
3. Identify existing control measures and additional measures required.
4. Involve the workforce in making these assessments of our needs.
5. Consider issues including-
    a. Are dangerous parts of machinery suitably guarded or protected?
    b. Is the integrity of the protection maintained when different tasks are done on the machine?
    c. Which parts of the machine need access for maintenance?
    d. What is the nature of the intervention?
    e. What do they do and how?
    f. Isolation and lock off procedures.
    g. Stored energy.
    h. Lifting heavy parts.
    i. Chemical, oil etc., contamination.
    j. Have staff been formally trained to use and operation of the machines.
    k. Are learners being suitably supervised as they learn?
    l. Is manufacturers' advice or instructions being followed?
    m. Ease of setting.
    n. Handling work pieces.
    o. Newer safer machines.
6. Develop procedures, programmes and practices tailored to our syllabus and teaching plans.
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.

Advice and guidance on the control of the provision and use of machinery can be found in Guidance Note 4-10.

Occupational Road Safety

We have a duty to manage, so far as we can, the health, safety and welfare of our staff, children, students and others during travel away from our educational setting.

We do this by:

- Nominating senior staff members to manage the potential hazards to our staff, children, students and others when driving on our business setting.
- Assessing the risks to our staff from occupational road risks.
- Developing and implementing policies and procedures.
- Ensuring that the vehicles are suitable and sufficient for their intended use and that they are maintained at their specified service intervals or when faults are identified.
- Ensuring that all vehicles are properly insured, taxed and MoT tested, prior to road use.
- Ensuring that competent and trained personnel undertake the risk assessments.
- Employees and line managers following our policies and procedures.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience we improve our management of the risks associated with occupational road use.

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

Action Plan

To ensure the safety of our employees, children, students and others whilst travelling by road (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety we need to-

1. Identify where and when staff, children, students and others may be exposed to hazards and risks on account of occupational road use.
2. Assess specific occupational road use risks to our staff.
3. Involve the staff in these assessments and in the identification of control measures.
4. Identify the control measures already in place and any other measures that may be required. Refer to government and road safety organisations' published guidance.
5. Consider among other issues-
    a. The positioning and security of loads – in cars and minibuses.
    b. Weather conditions.
    c. Advanced driver training.
    d. Suitability of vehicles.
    e. Vehicle maintenance.
6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that the senior management team and line managers understand the procedures and arrangements and explain them to the staff. Consider whether they need any training.
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 following any incident or injury related to occupational road use, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on occupational road safety can be found in Guidance Note 4-31.

WRULD (Work Related Upper Limb Disorders)

We have a duty to protect our workforce from the risk of Work-Related Upper Limb Disorders (WRULD) which could arise from our work activities.

We do this by:

- Nominating senior staff members to coordinate the way we deal with the risk of WRULDs.
- Developing and implementing control measures, strategies and procedures etc. Ensuring that the development of our control measures, procedures and strategies is undertaken by competent, trained personnel.
- Providing and using mechanical aids where appropriate.
- Employees and others adhering to our procedures and arrangements and using any control measures provided.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating to these arrangements we aim to make improvements to the way we manage the risks of work-related upper limb disorders.

The personnel responsible for these measures are shown in the Responsibility Table.

Action Plan

To protect the health, safety and welfare of our workforce from the risk of work-related upper limb disorders we need to-

1. Consider the arrangements we have in place to protect the health, safety and welfare of workers who perform repetitive tasks.
2. Assess the specific hazards and risks to the health, safety and welfare of workers performing repetitive tasks.
3. Identify any workers with health issues that make them particularly susceptible to WRULD.
4. Identify any control measures in place and any other measures that may be needed. 5. Consider among other relevant issues- 1. The job
    a. Mechanical aids that are readily available
    b. Repetitive bending, twisting, reaching movements, repetitive hand and wrist movements.
    c. Postural matters
    d. Temperature and drafts
    e. Workstation layout, tools and jigs, ergonomic design
    f. Physical attributes of the worker
    g. Seating
    h. Job rotation
    i. Rest breaks away from the workstation.
5. Involve workers in developing procedures based on these considerations.
6. Keep a written record of significant risk assessments, the control measures and systems of work adopted.
7. Make sure that managers and supervisors understand the procedures. Consider whether they need any training.

8. Explain these arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Report any incidence of medically diagnosed work related upper limb disorder to the Enforcing Authority.
11. Monitor and review the operation of this procedure from time to time and after any report of a worker developing or suffering from a WRULD, making changes identified as necessary or beneficial.

Information and advice on the control of Work-Related Upper Limb Disorder can be found in Guidance Note 5-6.

Manual Handling

We have a duty to ensure the safety, health and welfare of our employees, children, students and others who enter our educational setting from the risks present in manual handling activities.

We do this by-

- Nominating a senior manager to identify and manage heavy loads or lifting hazards.
- Assessing the risks from manual handing to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations.
- Ensuring that manual handling risk assessments are carried out by competent, trained personnel.
- Nominating senior staff members to manage and identify load or lifting hazards.
- Assessing the risks from manual handing to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations at work.
- Ensuring that any manual handling risk assessments are completed by competent, trained personnel.
- Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
- Regularly inspecting the premises to identify any new processes, personnel or changes to building structures which would trigger the need for reassessment.
- Providing and recording job-based training for workers with manual handling tasks.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Employees and others adhering to the contents of procedures, control measures and safe systems of work.
- Providing and recording job-based training for employees with manual handling tasks.
- 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 manual handling.

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

Action Plan

To protect our staff, children, students and others from the risk of injury while manual handling loads we need to-

1. Assess the risks to our workforce from handling loads. This includes lifting and carrying as well as pushing and pulling loaded containers.
2. Have a nominated manager to lead the process.
3. Consider-
    a. What we need to move - its size and shape.
    b. The weight.
    c. The frequency.
    d. Who is involved? Do some handle loads more frequently than others?
    e. Can we reduce the need for movement? Are there mechanical aids we could use? Can we use them?
    f. Can we adapt our processes to reduce the risk?
    g. Has our workforce been trained in manual handling techniques for the products and goods that they handle in the course of their work?
    h. Where team lifting is employed have the workers been trained in the same system?
    i. Are the floors suitable and maintained for the work that goes on?
    j. Are there extremes of temperature?
    k. Are any groups or individual workers at particular risk?
    l. Is health surveillance required? If yes at what level?
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Involve workers in developing a procedure based on these considerations.
6. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain and implement these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
8. Monitor and review the operation of this procedure from time to time and after any ill health or back injury, making changes identified as necessary.
9. Where employees are injured in an accident involving manual handling or are diagnosed with ill-health due to manual handling at work report any that are reportable to the enforcing authorities.

Information and advice, including a template for Manual Handling Risk Assessments, can be found in Guidance Note 5-9 Manual Handling.

Display Screen Equipment

We have a duty to protect the safety, health and welfare of our workforce from the risk involved in the use of display screen equipment (DSE).

We do this by:

- Nominating senior staff members to identify and reduce risks from the use of display screen equipment.

- Assessing the risks from display screen equipment to each member of our workforce who uses them.
- 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 the use of display screen equipment 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 display screen equipment.

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

Action Plan

To protect staff from the risks from display screen equipment we need to:

1. Appoint a member or members of staff and train them to become competent to assess display screen equipment.
2. Assess our work activity to identify where and when workers use display screen equipment.
3. Ensure all display screen users complete a Self-Assessment Questionnaire which can be found in Guidance Note 5-11.
4. Identify any workers with health issues that make them particularly susceptible to problems in using display screen equipment.
5. Identify the control measures already in place and any additional measures that may be required.
6. Consider the issues, including.
    a. Furniture
    b. Screen size
    c. Lighting; reflections and glare
    d. Eyesight tests
    e. Home and off-site users of display screen equipment 6. Self-assessments and follow-up.
7. Keep a written record of all risk assessments, whether self-assessments or assessments by trained assessors and the control measures and systems of work adopted.
8. Make sure that the senior management team and line managers understand the procedures and arrangements. Consider whether they need any training.
9. Explain our system and arrangements to the staff. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Report any incidence of reportable ill health caused by the use of display screen equipment to the Enforcing Authorities.
12. Monitor and review the operation of this procedure from time to time and whenever an employee develops a display screen equipment related illness, making changes to the procedure as necessary or of benefit.

Advice and guidance on health, safety and welfare in the use of display screen equipment can be found in Guidance Note 5-11.

Use of Chemical Agents and Substances

We have a duty to ensure the safety, health and welfare of our employees, children, students and others who may be affected by exposure to hazardous substances used in the course of work.

We do this by:

- Nominating senior staff members to identify hazardous substances encountered at work and the hazards posed by them.
- Developing and implementing risk assessments, procedures or safe systems of work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel.
- Employees and others adhering to the contents of the developed procedures, control measures and safe systems of work.
- Providing safe equipment for use with hazardous substances.
- Providing sufficient personal protective equipment.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience to improve the way we manage the risks from hazardous substances.

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

Action Plan

To protect our employees, children, students and others who may be affected by exposure to the hazardous substances used in our business we need to-

1. Make an inventory of every hazardous substance used and any that could be generated as a by-product of our business processes.
2. Assess those substances for the risks that they pose to health and safety because of the quantities to which people are exposed or the way that we use them.
3. Assess or measure the levels of hazardous substances to which our workforce is exposed.
4. Identify the control measures that we should adopt.
5. Consider relevant matters including-
    a. What hazardous substances do we use?
    b. Are any hazardous substances created by the work we do?
    c. Who might be exposed?
    d. Where and when?
    e. What are the levels they are exposed to?
    f. How does this compare with the Workplace Exposure Limits and the requirement to minimise exposures?
    g. Can we eliminate the risk entirely?
    h. How do we reduce exposure?
    i. What control measures are appropriate?
6. Record details of our assessments, measurements and any controls subsequently introduced.

7. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Inform, instruct and train workers about the hazardous substances in use, the risks, exposure levels and use of control measures.
9. Implement the procedure and ensure that it is followed in practice.
10. Report every case of a reportable disease to the Enforcing Authorities.
11. From time-to-time check that the control measures are still working and that exposure levels are being controlled below the Workplace Exposure Limit.
12. Monitor and review the operation of this procedure from time to time and whenever hazardous substances give rise to incident, injury or ill-health, making changes as necessary.

Advice and guidance on the control of exposure to chemical substances can be found in Guidance Note 5-14.

Asbestos at Work – Survey, No ACMs, No off-site Risk

We have a duty to ensure that the presence of Asbestos Containing Materials (ACMs) in our buildings is known and that they are managed so that users of the buildings and contractors working on the buildings are not exposed to the health risks associated with asbestos. We also need to be able to identify, manage and control exposure to ACMs when we work at customers' worksites.

An asbestos survey carried out on our behalf has shown that ACMs are not present in the structure of our premises.

Due to the nature of our business our workforce is unlikely to come into contact with any asbestos or ACMs when working at customer sites.

We have therefore made no specific arrangements to manage exposure to asbestos or ACMs in the course of work.

We record this as a fact but have nominated a senior manager to consider, by annual review, that this remains the case. The person responsible is shown in the Responsibility Table of our Health and Safety Policy.

Action Plan

This is deliberately blank

Stress on the Workplace

Education is consistently one of the top three occupations that exhibit the highest number of persons affected by work related stress.

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress.

We do this by-

- Nominating senior staff members to consider and manage the issue of work-related stress.
- Developing and implementing a policy for identifying and managing work related stress.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training managers and supervisors to recognise symptoms of work-related stress.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are suffering from stress.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using experience to make improvements to the way we manage ill health caused by work related stress.

The personnel responsible for monitoring and implementing this policy are shown in the Responsibility Table of our Health and Safety Policy.

Action Plan

To protect our workforce from ill health caused by work related stress we need to-

1. Assess our activities to identify where and when workers or others may experience unacceptable levels of work-related stress.
2. Prepare a stress policy and plan of action when a worker is identified as suffering ill health on account of work-related stress.
3. Involve the workforce in developing the policy and plan of action.
4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published sector guidance and advice.
5. Consider among another issues- 1. The outward signs of stress
    a. Fatigue, anxiety, poor motivation in general.
    b. Making mistakes, having accidents.
    c. Deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism, excessive smoking or drinking, overeating etc.
    d. Physiological, Increased complaints about health - headaches, dizziness etc.
    e. Stress risks assessments.
    f. Support to an employee who is experiencing stress whether work related or not e.g.
    g. following a bereavement or separation.
    h. The effect of new or changed roles without adequate training.
    i. The effect of poor communication during times of change
    j. Excessive workloads, long working hours, unsocial hours.
    k. Working alone
    l. Employees having to cover for the poor performance or attendance of colleagues.
    m. Do employees have developmental opportunities.

n. Bullying and harassment by managers, supervisors and colleagues.

6. Develop procedures, programmes and practices tailored to our workplace.
7. Make sure that managers and supervisors understand the policy and procedure. 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 policy and procedure and ensure that it is followed in practice.
10. Monitor and review the operation of the policy and procedure from time to time and following any case of ill health caused by work related stress, making changes to the procedure identified as necessary or beneficial.

Further advice and information on work related stress can be found in Guidance Note 5-18.

Aggression and Violence

We recognise that we have a duty to take action to reduce so far as is reasonably practicable the risk of aggression and violence to our staff whilst at work which arise from staff, parents, children, students and others.

We do this by:

- Nominating senior staff members to consider and manage the issue of aggression and violence at work.
- Developing and implementing a policy for identifying and managing work where there are risks of aggression and violence.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training all managers and supervisors to recognise work activities and locations where there are higher than normal risks of work-related violence and aggression.
- Ensuring that the policy is adopted and followed.
- Ensuring workers know what to do if they suspect they, or a colleague, are under threat of violence or aggression at work.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using experience to make improvements to the way we manage workplace violence and aggression.

The personnel responsible for monitoring and implementing this policy are shown in the Responsibility Table of our Health and Safety Policy.

Action Plan

To protect our staff from injury or ill health caused by violence and aggression at work we need

to.

1. Assess our work activities to identify where staff may be subjected to violence or aggression from clients or other people when at work.
2. Prepare a policy and plan of action to deal with aggression and violence at work.
3. Involve the workforce in developing the policy and plan of action.

4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published sector guidance and advice. Take advice from the Police.
5. Consider among other issues-
    a. Recognising where and why workers may be at risk.
    b. Systems to allow the reporting of aggression and threats of violence at work.
    c. Handling incidents – calling the police.
    d. Premises security and alarms.
    e. Premises layout – make it difficult for aggressors to reach workers.
    f. Lone working and security for workers off site.
    g. Training workers to identify the early signs of aggressive behaviours and in conflict management techniques.
    h. Counselling
    i. Special arrangements for dealing with clients and people known to be aggressive or a risk to workers.
6. Develop procedures, programmes and practices tailored to our premises.
7. Record details of our assessment, the controls in force and additional measures planned.
8. Make sure that managers, practice manager and supervisors understand the policy and procedure. Consider whether they need any training.
9. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
10. Implement the policy and procedures and ensure that it is followed in practice.
11. Monitor and review the operation of the policy and procedure from time to time and following any case of injury or ill health caused by aggression or violence at work, making changes identified as necessary or beneficial.

Further advice and information on work related aggression and violence can be found in Guidance Note 5-19 Aggression and Violence.

Drugs and Medication (Healthcare)

We have a duty to ensure the health and safety of our employees, children, students and others from the way that we store and administer medicines and drugs within our educational setting.

We do this by-

- Nominating a senior manager or a Medical Needs Co-ordinator to consider and manage the safe provision, use and storage of drugs.
- Assessing the risk to our workforce and others generally and more specifically to individual clients.
- Developing and implementing control measures, procedures and safe systems of work.
- Ensuring that the dispensing of drugs is adequately controlled and in accordance with any more specific legislation.
- Providing secure storage facilities for drugs and medication.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Employees and others adhering to procedures, control measures and safe systems of work.
- Providing and recording relevant training.

- Monitoring and reviewing our systems; using experience to improve our management of the risks.

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

Action Plan

To ensure the safety of our employees, service users and others from the hazards and risks from administering and storing medication and drugs we need to-

1. Consider 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 the identification of appropriate control measures.
4. Identify control measures already in place and any other measures required. Refer to professional, National Health Service and Department for Education guidance.
5. Procedures for the receipt, recording, storage, handling, administration and disposal of medicines,
    a. Storing medicines in a lockable cupboard, access restricted to designated employees.
    b. Medicines not in secure storage should not be left unattended.
    c. Maintaining records of all medicines received, dispensed and leaving the premises.
    d. Consider amongst other issues-
6. ▪ Medicines administered only by appropriately trained and qualified staff.
7. ▪ Administration and disposal of Controlled Drugs recorded in a controlled drugs register.
8. Develop procedures, programmes and practices tailored to our workplace.
9. Make sure that managers, supervisors and staff fully understand the procedures and arrangements. Consider whether they need any training.
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 involving drugs or medication, making changes to the procedure identified as necessary or beneficial.

Guidance Note 6-3 provides health and safety information and advice about drugs and medication.

Gym Equipment

We have a duty to protect our staff, children, students and others from the risks created by the provision and use of gymnasium and playing field equipment.

We do this by:

- Nominating a senior manager to oversee and reduce the risks from gymnasium and playing field equipment.
- Assessing the risks to our workforce and users of gymnasium and playing field equipment.
- Developing and implementing control measures, policies, and safe systems of work. Ensuring that the policies, procedures, safe systems of work and control measures relating to safe equipment are managed by competent, trained personnel.
- Managing 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 experience we improve our management of the risks from gymnasium and playing field equipment.

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

Action Plan

To protect staff, children, students and others from the risks created by the provision and use of gymnasium and playing field equipment we need to.

1. Assess the risks to our workforce and others from the use of the equipment, identifying control measures in place and any additional measures that may be required to avoid risk. Refer to manufacturers', sector and official guidance, British and European Standards.
2. Consider:
    a. The position and layout of equipment.
    b. Access to equipment.
    c. Secure racks for weights and accessories.
    d. Purchasing standards.
    e. Ventilation and air conditioning systems.
    f. Providing access to a drinking water supply.
    g. Slips and trips on wet floors in showers and changing rooms.
    h. Assessment of user fitness levels.
    i. New user induction.
    j. Warning and information signs.
    k. Inspection and maintenance of equipment.
3. Keep a written record of significant risk assessments, control measures and systems of work adopted.
4. Make sure that managers and supervisors understand the procedures and arrangements. Consider whether they need any training.
5. Explain our system and arrangements to our workforce. Ensure they are understood and provide further training where necessary.
6. Ensure there are adequate numbers of staff trained in use of the equipment.
7. Implement the procedure and ensure that it is followed in practice.
8. Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary.

Guidance Note 6-6 has information and advice on the provision and use of gymnasium and playing field equipment.

Work with Children

We have a duty to protect our staff, children and others from the hazards of our business.

We do this by-

- Nominating senior staff members to identify hazards and risks and manage work with children safety.
- Assessing the risks created by work with children.

- Developing and implementing control measures, procedures and safe systems of work. Ensuring that the management of the policy, procedures, safe systems of work and control measures relating to work with children are undertaken by competent, trained personnel.
- Providing and using safe play equipment and where required personal protective equipment.
- Ensuring that risk assessments are completed by competent, trained personnel.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience to improve our management of the risks associated with work with children.

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

Action Plan

To protect children and staff we need to-

1. Assess the work involved and identify areas where children and others could be harmed.
2. Identify the control measures already in place and any additional measures that may be required.
3. Consider-
    1. Play equipment – is it suitable and regularly maintained?
    2. Premises and facilities (toilets etc.) – are they safe, clean and well-maintained?
    3. Infection control. Biological hazards from contact with bodily fluids or children with infectious conditions.
    4. Accidents and illness in children – procedures for dealing with this, contacting parents or guardians, emergency assistance etc.
    5. Any food consumed – is it safely stored?
    6. Potential for verbal or physical abuse from parents and guardians and children.
    7. Preparation of food – is it carried out safely to current food hygiene standards?
    8. Hazards involved in maintenance and cleaning.
    9. Safeguarding.
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Make sure that relevant senior management team and line managers understand the procedures and arrangements. Consider whether they need any training.
6. Implement the procedure and ensure it is followed in practice.
7. Monitor and review the operation of this procedure from time to time and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Information and advice on the control of risks from work with children can be found in Guidance Note 6-14.

Educational Visits

We have a duty to protect our staff, children, students and others from the risks created when we go on educational visits.

We do this by.

- Nominating senior staff members to identify hazards and risks and manage the safety of educational visits.
- Appoint an Educational Visit Coordinator (EVC).

- Assessing the risks created by educational visits.
- Developing and implementing control measures, procedures and safe systems of work.
- Ensuring that the management of the policy, procedures, safe systems of work and control measures is undertaken by competent, trained personnel.
- Ensuring any educational and play equipment on sites visited is safe to use.
- Ensuring that risk assessments are completed by competent, trained personnel.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using experience to improve the way we manage risks associated with educational visits.

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

Action Plan

To protect children, students, our staff and others from the hazards of educational visits we need to-

1. Assess the proposed visit and identify areas where staff, children and others could be harmed.
2. Identify the control measures already in place and any additional measures that may be required.
3. Consider-
    a. Issues regarding parental permission and approval of the visit from the Local Education Authority (as applicable).
    b. Safety rules for children to adhere to on visit site (agreed in liaison with site staff).
    c. Safety of travel arrangements to and from the proposed site.
    d. Number of accompanying staff in ratio to number of children attending – are staff numbers sufficient?
    e. Possibility of contracting infectious diseases on proposed site.
    f. Ground and weather conditions which may possibly be encountered. Plan B in the event of poor weather or other issues on the day.
    g. Risks of water-based activities.
    h. Possibility of contact with electrical equipment and different forms of machinery.
    i. Possibility of contact with hazardous substances, e.g. pesticides and animals.
    j. Welfare facilities, hygiene.
    k. Overseas visits will require more in-depth consideration.
    l. Approval by the EVC.
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Make sure that relevant senior members of staff understand the procedures and arrangements. Consider whether they need any training.
6. Implement the procedure and ensure it is followed in practice.
7. Monitor and review the operation of this procedure from time to time and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Information and advice on the control of risks from educational visits can be found in Guidance Note 6-15.

Schools and Nurseries

We have a duty to protect our workforce and others from the risks encountered in working in schools, nurseries and other educational settings.

We do this by;

- Nominating senior staff members to identify hazards and risks and manage schools, nurseries and other educational settings safety.
- Assessing the risks created by work in schools, nurseries and other educational settings.
- Developing and implementing control measures, procedures and safe systems of work. Ensuring that the management of the policy, procedures, safe systems of work and control measures for work in schools, nurseries and other educational settings is undertaken by competent, trained personnel.
- Providing and using safe learning equipment for children, students, volunteers and staff and where required, personal protective equipment.
- Ensuring that risk assessments are completed by competent, trained personnel.
- Providing and recording relevant training.
- Monitoring and reviewing our systems to improve the way we manage the risks associated in the operation of our business.

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

Action Plan

To protect children and our workers from the hazards encountered in schools, nurseries and other educational settings we need to-

1. Assess the work involved and identify areas where children or students and others could be harmed.
2. Identify the control measures already in place and any additional measures that may be required.
3. Consider-
    a. Security of premises, CCTV, access and egress, pick-up and drop-off arrangements, etc.
    b. Facilities used – are they clean, safe and well-maintained?
    c. Possibility of verbal and physical abuse from children, students, carers and parents.
    d. Equipment used, computers, play equipment, furniture, sports equipment etc, is it maintained, safe and regularly tested where necessary?
    e. Contact with hazardous substances such as cleaning materials, chemicals in scientific lessons etc.
    f. Hazards regarding exposure to contagious illnesses suffered by children or students.
    g. Accident and injury procedures. Contacting parents, carers, emergency services etc.
    h. Biological hazards societal and from bodily fluid contact, e.g., during an accident.
    i. Paediatric first aid arrangements.
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Make sure relevant senior members of staff understand the procedures and arrangements.
6. Consider whether they need any training.

7. Implement the procedure and ensure it is followed in practice.
8. Monitor and review the operation of this procedure from time to time and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Information and advice on the control of risks from work in schools and nurseries can be found in Guidance Note 6-16.

Contractor Control and Management

To ensure the safety of our employees, children, students and others, when we have contractors working on our premises, we need to be sure of their ability to control of health and safety from their work.

We do this by-

- Nominating a senior manager to coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Requesting and reviewing the suitability and adequacy of the health and safety documentation submitted by the contractor or subcontractor. Checking the competence of contractors and subcontractors.
- Requesting a 'method statement' for the work.
- Ensuring that contractors and subcontractors adhere to their method statement and safety documentation.
- Ensuring that the contractors or subcontractors are aware of the procedures and risk assessments for any of our work processes that may affect them.
- Ensuring that contractors and subcontractors comply with our site-specific company rules).
- Ensuring that any equipment used is inspected and tested at frequencies defined within current legislation and evidence of this can be supplied.
- Reviewing our own and contractors' systems.

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

Action Plan

To ensure the safety of our employees, children, students and others, when we have contractors working on our premises, we need to be sure of their ability to control of health and safety from their work.

We need to-

1. Assess the hazards and risks to our workforce created by contractors working on our premises.
2. Assess the hazards and risks to the contractors from their presence on our premises.
3. Involve our workforce and the contractors 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, sector guidance, published standards, etc.
5. Consider among other issues-
    a. What will the contractor be doing? Where will they be doing it and when?

b. Does this put any of our staff at risk? Will our processes put contractors at risk?
c. Should the contractor work only when our workforce is not present?
d. What knowledge do we have of the contractor's ability to manage health and safety?
e. Do we need them to complete a pre-contract questionnaire or method statements?
f. Will they provide their own equipment - do they expect to use any of ours?
g. Will any plant they bring on site create risk to our workforce?
h. Does the place where the contractors will be working need to be fenced off to protect them from our work activities or vice versa?
i. Are their workers trained and competent? How will they be managed on our site?
j. Will the contractor's workers understand our rules, instructions and signs?

6. Develop procedures, programmes and practices for when contractors are working on our premises.
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, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety during contract work can be found in Guidance Note