

**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN  
ARDEN MULTI-ACADEMY TRUST**

<b>Name of Policy</b>	<b>Health &amp; Safety Policy</b>	
<b>Lead</b>	Alex Smith, Facilities Manager	
<b>Governor Committee</b>	Audit & Risk Committee	
<b>Policy Status</b>	Based on Southalls H&S Policy	
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	A Smith – February 2020	



**REVIEW DATA**

Initial production  
Change history

**HEALTH AND SAFETY POLICY**

Statement of intent

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Overall and final responsibility for health and safety  
Responsibilities of the trustees(s)  
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## Statement of intent

It is the firm policy of Arden Multi-Academy Trust (herein after referred to as the Trust) to take all reasonable steps to ensure the safety, health and welfare at work of all its employees and any others who may be affected by its undertaking, in accordance with current legislation.

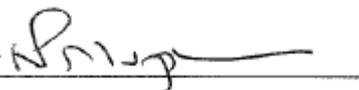
The Trust will provide such information, instruction and training as is necessary to ensure that all its employees are aware of their own duties and responsibilities under relevant legislation and to ensure implementation of this policy.

Risks assessments will be undertaken/reviewed on a regular basis to ensure the identification of all significant hazards and corrective action required to reduce the risk to an acceptable level.

Sufficient resources will be provided to meet the requirements of health and safety legislation.

Our general intentions are:

- To provide adequate control of the health and safety risks to employees and others arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe premises, plant and work equipment;
- To ensure safe handling and use of substances;
- To provide adequate information, instruction, training and/or supervision for employees;
- To conduct regular safety audits to measure performance and identify areas for improvement.
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

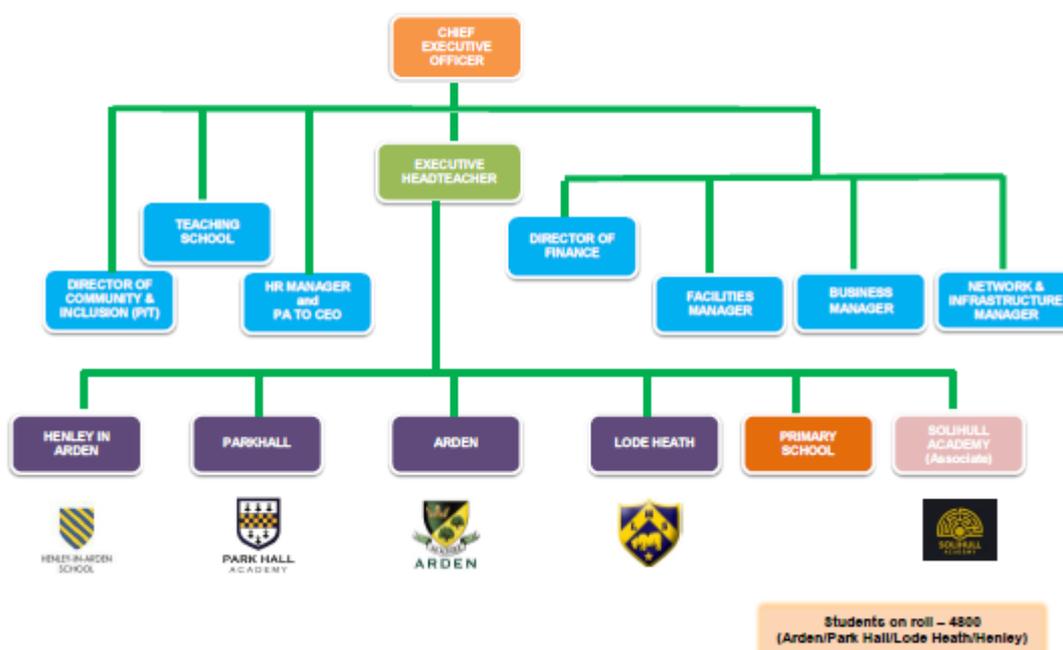
Sign   
Print MARTIN PURPHY  
Title CEO  
Date 8/10/2019

## ORGANISATIONAL/INDIVIDUAL RESPONSIBILITIES

### Operating Structure



#### Arden Multi Academy Trust Senior Team September 2019



### Overall and final responsibility for health and safety

Mr Martin Murphy, CEO

### **Responsibilities of the trustee(s)**

- To ensure that the Health and Safety Policy is implemented across the Trust.
- To ensure adequate resources are provided to allow the Trust safety policy and risk assessments to be effective.
- To appoint competent persons to assist in enabling the Trust to meet the requirements of health and safety law, as defined by the Management of Health and Safety at Work Regulations 1999.
- To appoint competent manager(s) who are responsible for the day-to-day management of health and safety at individual sites.
- To positively promote health and safety in all activities undertaken by the Trust.
- To actively engage in the assessment of risk in the work activities being undertaken and to understand, initiate and monitor the effectiveness of the implementation of the control measures.
- To ensure that all proposed changes to plant, equipment or premises are fully assessed for health and safety impact prior to change or purchase.
- To make available to staff, health and safety information within the health and safety file.
- To monitor accidents and near misses, to investigate and implement appropriate and timely control measures and report accidents to their management.
- Take appropriate action when statutory and/or Trust standards are breached.

### **Responsibilities of supervisors (H&S Manager)**

The supervisor is normally in charge of all on site operations, working with contractors and sub-contractors and ensuring the building contracts run to schedule. They control all aspects of the site including the planning work, arranging delivery of materials to managing subcontractors.

Responsibilities of supervisors are:

- To ensure they lead and that they positively promote health and safety in their own undertaking and in all activities undertaken within the Trust;
- To actively engage in the assessment of risk in the work activities being undertaken and ensure staff implement the control measures identified by risk assessments;
- To ensure that they maintain responsibility for health and safety and welfare of employees, customers and visitors on a day-to-day basis through supervision;
- To conduct routine site safety audits;
- To ensure that all employees receive adequate information and instruction;
- To ensure that all health and safety risks arising from the work activity or within the Trust are investigated and actioned ensuring that appropriate action is taken to rectify unsafe systems or actions;
- To make health and safety information within the health and safety file available to staff and any information of risks to which they are exposed;
- To monitor incidents and near misses within their area of control, to investigate and implement appropriate and timely control measures and to report incidents to their management;
- To ensure the provision of suitable safety equipment and PPE;

- To ensure that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions;
- To ensure that tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions;
- To ensure first aid, fire-fighting and any other relevant emergency equipment is provided and readily available and to ensure a sufficient number of suitable individuals are nominated and trained to deal with emergencies;
- To liaise with the nominated competent health and safety advisor as required and to ensure that any suggestions made to improve health and safety are considered and implemented or reported where appropriate.

### **Responsibilities of employees and labour-only contractors**

To achieve and maintain high standards of health and safety within the Trust, all employees shall, in accordance with sections 7 and 8 of the Health and Safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work 1999:

- Take reasonable care of their own health and safety and that of others and observe fully any safety rules and abide by the safety policy at all times;
- Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks;
- Not operate machinery that they are not competent or authorised to use and to ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided;
- Keep tools and equipment in good condition;
- Co-operate with management on matters of health and safety;
- Report all accidents, incidents or dangerous occurrences to their manager whether injury sustained or not;
- Attend any training designed to further health and safety;
- Be aware of any fire or emergency procedures;
- Work to the highest possible standards of safety with regard to service users;
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use;
- Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks.

Non-compliance with Health and Safety Policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

### **Responsibility of contractors**

All contractors will be expected to comply with this Health and Safety Policy, and must submit their own Health and Safety Policy to the Trust for verification.

All contractors have a responsibility to:

- Ensure that work is carried out in accordance with relevant statutory provisions and take into account the safety of others;

- Ensure that plant and equipment brought into a work area is in a safe and good working condition, fitted with guards and safety devices with any certificated available for checking. All employees must be adequately trained in the use of such equipment and where appropriate have available certificates of competence;
- Ensure that any injury sustained or damage caused by contractor's employees is reported immediately to the Trust's supervisor;
- Ensure that welfare facilities are provided at all sites as well as fire extinguishers and first aid personnel by the arrangements with contractors. In many situations there will be co-operation and co-ordination of activities with the principle contractor who will make suitable provisions;
- Provide suitable fire extinguishers are in place when undertaking hot works.

### **Competent person**

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the Trust engages the services of Southall Associates Ltd.

Southall Associates Ltd provide the following services:

- Assist the Trust in formulating the policy and procedures required to comply with the Act.
- Assist the Trust to identify the risks and hazards which are associated with the Trust's work activities.
- Assist the Trust to produce the appropriate risk assessments and safe systems of work required as a result of the Trust's work activities.
- Monitor the effectiveness of the Trust's health and safety management systems by:
  - Site audits
  - Monitoring accident and incident statistics & investigating accidents and incidents

## ARRANGEMENTS FOR IMPLEMENTATION

### Employer's Liability Insurance

The CEO and trustees are responsible for insuring the activities of the organisation. The Trust will at all times, have a valid employer's liability insurance policy for at least £5million.

Insurance certificates shall either be displayed at the office in an area where it can be read by employees, or, it may be made available electronically to employees through the Safety Cloud system.

There is no legal requirement to keep copies of out-of-date certificates, however, as far as is possible, a complete record of the Trust's employer's liability insurance will be kept.

### Safety Cloud

Safety Cloud is a web based system that provides a modern approach to health and safety. Safety Cloud is a well-honed system, designed to record and store accident information and, to produce hold and manage, risk assessments, clear due diligence trails and policy documentation.

Safety Cloud monitors all work equipment and advises of impending checks.

All employee training can be managed through Safety Cloud including the provision of e-learning tutorials.

### Risk assessment

In line with the duty placed upon them by the Management of Health and Safety at Work Regulations 1999, the Trust will ensure that risk assessments are carried out for all work activities which pose a risk to employees and others. The principle 5 steps to risk assessment will be followed.

#### Five steps to risk assessment.

1. **Step 1:** Identify the hazards
2. **Step 2:** Decide who might be harmed and how
3. **Step 3:** Evaluate the **risks** and decide on precautions
4. **Step 4:** Record your findings and implement them
5. **Step 5:** Review your **risk assessment** and update if necessary

Risk assessments will be periodically reviewed to ensure that they remain effective and relevant to our work activities. All risk assessments relating to the Trust activities are held on the Safety Cloud. We recognise that health and safety standards are moving targets and we aim to continually improve.

All projects will be subject to a specific risk assessment and method statement (RAMS) pack.

Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk assessment will be reported to the CEO.

### **Abrasive wheels**

Employees who use abrasive wheels should be aware of the possible hazards that are associated with such equipment including: breakage or bursting of the wheel; flying particles; cuts and abrasions from contact with running wheels; entanglement of loose clothing; dust; noise; vibration and electric shock.

- Ensure the disc or wheel is mounted correctly. This must only be done by a competent appointed person.
- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection must be worn when using abrasive wheels.
- Avoid wearing loose clothing, especially ties, sleeves, scarves etc.
- Hearing protection should be worn where necessary.
- All machines should be inspected regularly to ensure they are in good condition.
- Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and also of people who may be affected by such sparks.

You must not work on abrasive wheels unless you have received the required training or are supervised by a trained person.

### **Accident and injury reporting procedures**

The Trust, through the implementation of this policy, is committed to preventing accidents and incidents of ill-health to all persons affected by its undertaking. Although every effort will be made to prevent accidents at work, procedures are in place for the recording, reporting and investigation of any such occurrences.

All accidents, incidents and near misses that occur during the Trust's activities will be reported/recorded on the Safety Cloud System by the relevant first aider or manager, by completing the relevant accident or near miss form in the accidents and ill health module. This should be completed as soon as is reasonably practical after the incident.

Upon completion of the form Southalls will receive an email notifying them of the accident. They will then advise the Trust on any further action required, for example, if an accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The Trust is committed to investigating all accidents and incidents, and believes that this forms a fundamental part of improving safe working practices and raising awareness. Southalls will aid with major accident investigations and recommend remedial action where required.

Southalls report reportable accidents/occurrences on our behalf once we have notified them.

### **Alcohol and drugs**

Consumption of alcohol or non-medically prescribed drugs is not permitted on the premises, nor must employees be under their influence when reporting for work because of the adverse effects that they can have on conduct and machinery/equipment operation.

Personnel who have been prescribed drugs or have any other medical condition that may affect their ability to work safely must inform their manager immediately.

Any employees thought to be under the influence of alcohol or drugs will be removed from the premises and may face disciplinary action.

## **Asbestos**

No work should be carried out which is likely to expose employees to asbestos. To meet the requirements of the Control of Asbestos Regulations 2012 and manage the risk from asbestos the Trust will:

- Find out, during the planning phase, if there is asbestos present in buildings or work area, the amount and condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Assess the risk from the material;
- If it is suspected that a material being worked on, or found on site, is likely to be asbestos, work should stop and the supervisor informed immediately;
- If asbestos materials are discovered, the Trust will ensure that the work area is protected to prevent disturbance of the material and subsequently to prevent damage to any asbestos which may result in the release of fibres;
- The Trust will arrange (or pass to the principal contractor to arrange) a competent person/specialist analysis to assess the material to confirm if it is asbestos, confirming the material and condition and whether it requires removal or it can be left undisturbed;
- If the materials remain undisturbed, then there is a requirement of the management to introduce a system of management of the identified asbestos. A log will then be kept for the site of the type and location which is recorded and provided for contractors. This information should be communicated to all employees.

No installation, maintenance or repair work will be undertaken until it has been established that Asbestos materials are not present.

Supervisors working on other sites will:

- Ensure they have access to information about the location and condition of asbestos on sites;
- Ensure that no work is undertaken in the vicinity of damaged asbestos containing materials.

Furthermore, if an employee does identify any material which they believe has the potential to contain asbestos they will adopt the following procedure:

- Cease work immediately.
- Identify the material found to their manager.
- Under no circumstances attempt to remove the material.

Once the above procedures have been executed, management will seek professional advice as to whether the material may contain asbestos/consult the asbestos register. If further suspicion remains, work will not resume in the area until a survey has been conducted by a qualified asbestos surveyor and the area deemed safe to continue work. Any removal of asbestos will always be undertaken following the relevant HSE guidance.

## **Construction design and management**

It is the overarching aim, of the Trust, to comply with the requirements of the Construction (Design and Management) Regulations 2015. Depending on the role, that we play, we will have various duties. Sometimes we fulfil more than one role during a project.

CDM contractor duties:

When acting as a contractor, the Trust will:

- Check that the clients are aware of their duties (e.g. submitting F10, providing welfare facilities, etc.);
- Satisfy that all employees and anyone who works under our control are competent (e.g. through CSCS cards) and adequately resourced;
- Plan manage and monitor our own work to make sure that workers under our control are working safely;
- Provide workers, under our control (whether employed or self-employed), with any necessary information, including information about other contractors work, site inductions (where not prepared by a principal contractor), information on working safely, where to report in the event of an emergency;
- Co-operate with others and co-ordinate our work with others working on the project;
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high risk work.

CDM principal contractor duties:

Where the Trust has been appointed as principal contractor we will:

- Satisfy ourselves that our clients are aware of their duties (e.g. submitting F10, providing welfare facilities, etc.);
- Prepare the construction phase plan;
- Ensure competence to address health and safety issues likely to be involved in the management of the construction phase;
- Ensure the construction phase is properly planned, managed and monitored with adequately resourced competent site management appropriate to the risk and activity;
- Ensure all contractors are provided with the information about the project they need to enable them to carry out their work safely and without risk to health. This includes site indications and a continual communication throughout the project;
- Ensure safe working, coordination, and cooperation between contractors;
- Ensure that a suitable construction phase plan is prepared before construction work begins, developed in discussion with and communicated to Contractors affected by it. We will ensure that it is implemented and kept up to date as the project progresses.

CDM designer/principal designer

When acting as CDM designer we will:

- Take into account any pre-construction information that we are provided;
- Eliminate (where possible) foreseeable health and safety risks to anybody involved with the project;
- Where risks cannot be eliminated, reduce or control them;
- Provide information to any principal designer, client and (principle) contractor to help them comply with their duties;
- Communicate, cooperate, and coordinate with any other designers and all contractors;

When acting as a principal designer we will:

- Plan, manage, monitor and coordinate health and safety during the pre-construction phase. We will consult any existing, relevant, information;
- Provide information to any other designer(s), client and (principal) contractor to help them comply with their duties;
- Work with other designers to eliminate, or if this is not possible, reduce or control the risks to anybody involved with the project;
- Liaise with the principal contractor to keep them informed of any risks that will need to be managed during construction.

### **Compressed air equipment**

Compressed air lines are used to power a range of tools. These tools are subject to daily visual examination by operatives and routine maintenance. The system is thoroughly examined in accordance with its written scheme and serviced periodically.

### **Consultation with employees**

In accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 it is the intention of the Trust to promote a culture whereby employees are encouraged to bring to the attention of their manager and ultimately the trustee(s) any issues relating to safety. Should employees wish to form a safety committee this would be facilitated.

We acknowledge that employee involvement is a vital element in ensuring that all hazards are identified and concerns addressed. All staff will have access to read this and other policy's via the Safety Cloud website and can raise concerns at any time with their manager.

### **Dangerous substances and explosive atmospheres**

The Trust will undertake a risk assessment where a dangerous substance is present in the workplace. The risk assessment will take into account the hazardous properties of the substance from information on the supplier's safety data sheet.

The Trust will provide employees with information, instruction and training on precautions required to use the substance safely as well as the significant findings of the risk assessment and what to do in the event of an accident, incident or emergency.

### **Data protection and record keeping**

It is the Trust's policy to maintain a record keeping system, regardless of description that provides protection for the privacy of all employees, where personal data is stored.

### **Disciplinary procedure**

Where there are issues of non-compliance of health and safety rules or unsafe practice, the Trust will investigate them. The CEO will collate any information. This will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and the employees are made aware of any situations which are causing concern. If the problems persist, the Trust will apply further measures to ensure the health, safety and welfare of employees and others who may be affected by the actions of those who are not complying with the health and safety rules.

The employee's attention will be drawn to a situation, which is causing concern in order to give an employee the opportunity to explain and to improve a position. If subsequently, the problems persists then further, more stringent, measures may be necessary.

Where the Trust is dissatisfied with an employee or contractors performance on health and safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade representative. After considering the details, an appropriate action, verbal warning, written warning, suspension or dismissal will be taken. Records of disciplinary actions will be maintained by the Trust and made available for any appeals or legal actions arising from the issues of non-compliance with health and safety legislation) - see Disciplinary Policy.

The following contraventions will result in the offending individual being suspended from work pending an inquiry, which will be overseen by the CEO.

- Failure by supervisors to notify and explain to operatives over whom they have charge, the controls in force for projects and associated risks and the procedures established for their protection and safety.
- Working in a manner where safety management controls and requirements are disregarded, to such an extent that the activity or action is considered life threatening to the individual, colleagues or third parties.
- Malicious misuse of or damage to any items which have been provided to assist in maintaining health, safety or welfare standards including personal protective equipment, first aid provisions and facilities; welfare facilities; safety notices, instruction or signs; consumption of or being under the influence of, alcohol or other substance during the course of employment.

### **Display of statutory information**

All statutory notices, provided by the Trust, will be displayed in a proper manner in places that are appropriate and easily accessible to all employees concerned.

### **Display screen equipment**

The Trust will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training/instruction regarding ergonomics and safe working practices provided on Safety Cloud.

Employees classified as habitual display screen equipment users are entitled to free eye tests, and vision correction appliances where these are needed for work with display screen equipment.

### **Driving on Trust business**

Driving is restricted to employees with a valid current driving license for the category of vehicle to be driven. Validity of employee driving licenses will be checked by the Trust on a periodic basis.

Drivers complete health questionnaires prior to driving vehicles on Trust business to ascertain medical fitness.

Drivers are responsible for conducting daily vehicle pre-use safety checks and ensuring maximum safe working or permitted loads are not exceeded and that loads are adequately secured.

Drivers are responsible for ensuring that any vehicle that is used for work purposes is taxed, appropriately insured, serviced and maintained in a road worthy condition.

An AMAT Drivers Policy & handbook is available for all staff to read to ensure compliance whilst driving at work for the Trust.

### **Electrical safety**

The Trust will comply with the Electricity at Work Regulations 1989, with regard to electric shock, socket outlets and plug tops, switches, conduits and cables etc.

Electrical equipment used on site will be 110V centre tapped to earth. This equipment will be portable appliance tested at three-monthly intervals (as recommended by HSE guidance).

240V equipment is not permitted unless a risk assessment has been produced for its usage, residual circuit devices are fitted and portable appliance testing is undertaken on a monthly basis.

All employees must complete a visual inspection of electrical equipment before use. Employees shall not attempt to repair or modify any electrical item except with prior written approval. Where faults occur they shall be reported for action to be taken.

Trust management will ensure that there is adequate supervision of the requirements of the electrical equipment and will keep records of maintenance and testing results.

Only trained or qualified staff are permitted to work with electrical equipment. Work on electrical equipment will not be allowed before the equipment has been properly isolated and disconnected from the source of supply.

### **Employees at special rRisk**

The Trust recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. All employees must advise their manager if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

As an equal opportunities employer the Trust will ensure that they make reasonable adjustments of their employment arrangements or premises, in order not to place disabled people at a substantial disadvantage compared with non-disabled people.

### **Environmental**

It is the Trust's policy to help to protect the environment. The management will seek, so far as is reasonably practicable, to minimise the Trust's effects on the environment by:

- Taking environmental issues into account when planning and conducting business activities;
- Complying with regulatory requirements and working with regulatory bodies;
- Providing environmentally-friendly products where possible and informing customers and suppliers of our policy and aims;
- Seeking to control and reduce energy consumption, water usage, waste, noise, dust, light emissions and traffic movement;
- Seeking to continually improve the Trust's performance in the above areas.

### **Fencing and barriers**

During construction works, where the Trust is principal contractor, we will provide a suitable fence or barrier to a minimum of two meters to prevent unauthorised access and protect the public.

When other works are left incomplete and from a hazard, e.g. trench works are left open, a safety barrier of a type and size suitable for the area shall be installed: level steel bridging plates (of adequate strength ) covering the entire area shall be put in place or a combination of both will be provided.

Where any site is left unattended, even for short periods, the area will be left in a safe condition with plant and equipment isolated.

### **Fire safety**

The Trust will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Premises, and sites, are equipped with appropriate fire-fighting equipment, fire detection and fire warning systems that are suitable and sufficient for the features of the premises, the activity carried out and the hazards present. Emergency routes and exits are maintained in good working order and unobstructed.

The Trust will ensure that arrangements are in place to ensure that all fire-fighting equipment is regularly maintained. Suitable records of such maintenance should be kept and uploaded to the Safety Cloud.

Managers are responsible for checking fire safety hardware during monthly site safety audits.

The Trust has a fire and lockdown emergency plan to follow in the event of fire or sounding of the alarm, each plan is specific to each site.

Managers are responsible for giving new employees a basic fire safety induction, covering the risk of fire, control measures in place to protect them and location of the fire assembly point. Further training on fire awareness will be provided for employees via the fire awareness e-learning module on Safety Cloud.

### **Fire and emergency evacuation procedure**

In the event of fire or sounding of the alarm, or in any other emergency situation (such as a bomb threat), all employees should stop what they are doing and walk to the nearest safe exit leaving all personal belongings behind. All employees should then assemble at the designated assembly point.

Practice fire drills will be conducted on a frequent basis to ensure employee familiarity with emergency evacuation procedures.

### **First aid arrangements**

The Trust acknowledges that first aid can save lives and prevent minor injuries becoming major ones. First aid provision will be assessed during the planning phase. As a minimum all sites will have the provision of a suitable stocked first aid container, there will be an appointed person to take charge of first aid arrangements and information will be provided for employees on the first aid arrangements at their location.

Where a risk assessment determines it as necessary, the above minimum provisions will be supplemented by additional provisions.

Managers are responsible for informing employees about accident reporting procedures, introducing them to first aiders and advising them on the location of first aid kits, and eye wash stations, during their initial induction. In the event of an accident a nominated trained first aider will be contacted to administer treatment. If it is deemed necessary an ambulance will be called.

### **Hand tools**

The safe use of hand tools is the responsibility of both the employer, for the supply of the safe tools and the employee for the safe use and maintenance. All tools should be inspected before use on each occasion to check for faults and damage. Any damaged tools should not be used and will be replaced.

### **Health surveillance**

Personnel exposed to known hazardous activities will be subjected to suitable health surveillance in accordance with the associated risk assessments.

### **Hot works**

Hot works refers to work which involved or produced a naked flame, sparks or similar, and which could be a source of ignition if hydrocarbon vapours or flammable substances are present. It includes (but is not restricted to):

- The use of abrasive cutting discs when used on either metal or concrete (consideration should be given to the cutting off any natural stone that may contain ferrous metals.
- Burning or grinding
- Blow lamps
- Hot air guns
- Propane torches

While hot works are being undertaken in a hazardous area, a fire extinguisher and fire watch may be posted. A fire extinguisher will be directly to hand throughout the operation as a minimum requirement. A hot works permit should be used where required.

### **Housekeeping**

The Trust will ensure that standards of cleanliness are maintained in all areas of its premises, and all sites. All floors and traffic routes will be maintained in good repair so as to reduce the health and safety risk to staff, customers and visitors. Traffic routes and fire escapes will be kept clear of obstructions. It is the responsibility of all staff to ensure the following:

- Materials and equipment must be stored safely and tidily at all times
- Walkways and walking areas and exits must be kept clear and free from obstructions at all times
- If water is spilt on the floor it should be wiped immediately to avoid slipping
- Trailing cables should not be left in any walking area
- Where objects are stored in or around a walking area, care must be taken to ensure that no long or sharp edges jut out into the walking area

Any concerns regarding cleanliness and hygiene should be reported to the manager.

### **Information, instruction, training and supervision**

The Trust will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely. A staff health and safety handbook will contain important information for employees regarding any workplace hazards they may be exposed to, and the safe working procedures and control measures they should follow in order to remain safe.

Written records of training will be maintained (on Safety Cloud), with all new starters given induction training relevant to their duties. Training will include instruction on the safe use of any equipment provided and other information that is relevant to their specific role and responsibilities. Specific training sessions will be arranged if there is a change to health and safety procedures, if it is agreed as part of a member of staff's training and development plan or to inform staff of a specific health and safety concern. Any training and development needs should be reported to the relevant manager.

All staff, who are involved in construction, will receive site inductions.

Staff members have personal logins to Safety Cloud which enables them to view risk assessments relevant to their work and are instructed on any reviews that are relevant to their work area.

Note to employees - If you are required to undertake a task which you feel you are not competent and where your health and safety might be put at undue risk you are required to stop work and report this immediately so that appropriate remedial steps can be taken.

### **Lifting operations and lifting equipment**

Lifting operations will be undertaken under the control of a competent person.

All lifting equipment which is hired by the Trust must be up to date with all thorough examinations and certification.

Staff are only permitted to use the lifting equipment where they have been trained and authorised to use it by the Trust. Refresher training is provided if deemed necessary after observation of poor practices.

### **Lone working**

Lone working should only be undertaken if absolutely necessary. Prior to working alone it is the Trust's policy that a third party be informed of the fact that you are working alone. Monitoring of the individual is to be established through effective form of communication.

If employees are working alone on site after normal working hours they must:

- Inform someone where they are and what time they intend to leave;
- Ensure that entrances are securely shut and ensure that they can get out of another door in case of an emergency without using a key;
- Always be alert when leaving the building and ensure that the door through which they leave is securely locked behind them;
- Phone the police if they are suspicious about someone attempting to enter the building.

Persons working alone must not enter any confined space or undertake hazardous tasks.

### **Managing contractors**

The competency of contractors is checked before services engaged. This includes qualifications, insurance, membership of professional bodies, and previous experience.

Prior to appointment, contractors undertaking high risk works (e.g. work at height, steel erection, demolition) will be requested to provide a method statement for any work they intend to undertake at the premises. This should include information on:

- Hazards involved in the work;
- Assessment of the risks arising from the hazards identified;
- How the risks will be controlled.

It is the supervisor's responsibility to ensure that work is carried out in accordance with the method statement.

Employees and contractors will be advised of risks they may be exposed to (e.g. asbestos, live electrics etc) and all site rules they must follow prior to commencing work.

The Trust will undertake regular checks on the contractor's mode of operation and stop any work suspected to pose a risk to either our staff or the contractor.

### **Manual handling and lifting**

The Trust will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible we are committed to undertaking a suitable risk assessment to identify practical controls that will reduce the risk of injury.

Where employees are required to undertake manual handling duties, training will be provided to cover:

- The principles of good lifting and handling
- Understanding of how to assess the risks posed by manual handling
- How to use any mechanical aids provided

Precautions:

Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.

The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.

When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.

The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

Employees should not attempt to lift or move a load which is too heavy to manage comfortably.

Where team lifting or moving is necessary one person should act as co-coordinator, giving commands to lift, lower etc.

When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

### **Migrant workers**

The Trust ensures compliance with the requirements of the UK's Immigration laws, and is committed to providing a safe working environment for employees and contractors whose first language is not English.

In order to comply with its legal duties the Trust will check relevant identification documents, and:

- Check passport and cross-check photographs;
- Check that expiry dates of limited leave to enter or remain in the UK have not passed;
- Be satisfied that the documents are genuine and have not been tampered with;
- Ensure that photocopies of the above documentation will be taken and stored on the individual's personnel file.

The Trust will ensure the health and safety of migrant workers under their responsibilities by:

- Providing information, instruction, training and supervision and making sure workers can understand it.
- Ensuring workers have the necessary knowledge and skills to do the work for which they have been employed.
- Ensuring that workers understand that the Trust has responsibilities for their health and safety.

### **Monitoring and inspection**

We will undertake regular inspections and checks to monitor health and safety standards and ensure a healthy and safe workplace. Southalls will undertake bi-annual site safety audits.

Responsibility for carrying out monthly health and safety inspections will be delegated to the designated manager at each site or department. The manager will conduct this check on the Safety Cloud system and should report findings of the inspections to the [person with day-to-day responsibility] as required. The manager or other senior members of the management team will also do occasional health and safety spot checks.

This policy will be reviewed to reflect changes in best practice guidance, techniques and legislation as required and as a minimum annually.

### **Noise**

Where it is suspected that the noise level emitted from machinery, averaged over the course of the working day or working week, exceeds the lower or higher action value levels (80dBA or 85dBA) a noise assessment will be undertaken and any necessary protective measures put in place to reduce the risk of hearing damage.

Hearing protection is issued and provided for those at risk and is subjective dependent on working practice i.e. machinery tools or defined by mandatory hearing protection zones defined with signage.

Workers will be instructed in the risks of noise exposure, the controls in place, hearing protection provided and safe working practices.

Health surveillance (hearing checks) is provided for those at risk with results used to review controls and further protect individuals.

These arrangements will be reviewed whenever there is a substantial change in work practice, equipment or exposure e.g. purchase of new machinery, increased use of machinery etc.

### **Permits to work**

The Trust may be required to undertake operations of a hazardous nature. On these occasions it is a requisite that they be undertaken in accordance with a permit to work system. The Trust will highlight during the tendering process to these preparing and considering health and safety requirements, that a permit will be required to undertake the works. Should a permit be required it will be issued by a person nominated as being competent by a director. This person is to ensure that all requisites of the permit have been considered and controls implemented before work commence before the permit is authorised. Once works are complete the nominated person is to 'sign off' the permit as a confirmation that the area is safe.

### **Pressure systems**

All pressure systems shall be regularly maintained.

A periodic inspection and test shall be undertaken of all pressure systems in accordance with the insurance schedule and relevant regulations. Written schemes of examination and records of inspection shall be maintained on Safety Cloud.

The Trust will provide sufficient information, instruction and training to all those involved in the operation of pressure systems.

### **Personal Protective Equipment (PPE)**

PPE includes safety equipment such as protective footwear, gloves, high visibility vests/jackets and hard hats. The Trust acknowledges that PPE forms the last level of protection within the hierarchy of controls, and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such the Trust will:

- Assess the risks and the PPE to be issued to ensure it is suitable;
- Maintain, clean and replace PPE as required;
- Provide storage for PPE when it is not being used;
- Give training and instruction to personnel on its use and how to look after it;
- Monitor use and condition of PPE.

Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage. All employees sign a record of issue upon receipt of their PPE. All PPE is provided free of charge.

### **Provision and use of work equipment**

It is the Trust's policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. We will endeavor to ensure that all equipment and plant is used in the workplace is safe and suitable for the purpose for which it is used. New or second-hand equipment must be checked, before it is purchased, to ensure that it meets health and safety standards.

All workers will be provided with adequate information and training to enable them to safely use work equipment specific to their job role. The use of any work equipment which could pose a risk to the well-being of persons in or around the workplace will be restricted to authorised persons.

It is the responsibility of all employees to ensure that any device or equipment they use is in a good and safe condition. Any device or equipment that is defective must be reported to the manager.

No device or equipment should be used outside of the manufacturer's guidance. Employees are prohibited from using any device or piece of equipment for any purpose other than its intended purpose.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

All devices and equipment must be properly and safely stored when not in use.

The [person with day-to-day responsibility] shall be the point of reference for queries regarding equipment maintenance and testing. They will also identify all equipment that requires testing and to ensure that appropriate servicing/maintenance of equipment is carried out, to record the maintenance checks.

### **Safety signs**

Where required, suitable and sufficient safety signs shall be posted in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996. Signs will be positioned to provide a suitable warning of the work activity being undertaken.

All safety signs shall be maintained in a clean and clearly visibly condition.

Safety signs shall be removed when they are no longer required.

### **Site traffic management**

One of the most common causes of fatalities and serious injuries at work involve the operation of vehicles, including lorries and fork lift trucks.

The companies may attend sites which are sometimes unfamiliar. To this end, the Trust will take all reasonable steps to speak to site supervisor to determine site traffic routes, authorised contractor area such as parking, loading/unloading and consciously segregate the risk of vehicle – pedestrian collision.

Drivers are aware of pedestrian presence on shared sites and this is reinforced through the staff health and safety handbook.

### **Smoking**

Smoking is not permitted anywhere inside Trust premises or vehicles. Employees, who smoke, should check where smoking is permitted. This information will usually be provided during site inductions. See No Smoking Policy.

### **Use of Safety Knives**

Wherever possible employees use a safety knife instead of an open blade knife. The use of knives is controlled through the risk assessment process.

## **Vibration**

The use of certain tools, and plant, poses a risk of hand-arm vibration (HAV), or whole-body vibration (WBV) related diseases. The risk is reduced by using vibrating tools, or plant, for a limited period of time, wearing warm clothing to increase circulation and completing annual health surveillance questionnaires to detect early signs of vibration related diseases (e.g vibration white finger).

Hand arm vibration:

The Trust recognises that a common cause of hand arm vibration is the prolonged use of rotating hand tools, together with progressive hand tools used for riveting, grinding, hammering and drilling. The Trust shall ensure that the tools and equipment are selected or allocated is suitable for tasks. The information provided by the manufacturers on vibration values for some types of work equipment will be used where possible to calculate the hand-arm vibration exposure. A hand-arm vibration calculation will be completed for employees and risk assessed against the tasks they perform. Where it has been confirmed that the employees are being exposed to excessive hand-arm vibration, the Trust will ensure that affected employees are placed on health surveillance.

Whole body vibration:

Exposure to whole-body vibration (WBV) particularly to large shocks and jolts, and risk of back pain for Trust employees who drive mobile machines over poor surfaces as the main part of their job. The Control of Vibration Regulations 2005 requires the health risks from exposure to WBV to be controlled and sets out the maximum daily exposure limits an employee should be exposed to on a single day and the daily action value being the level of exposure to vibration above which the Trust is required to take actions to reduce exposure. The Trust will endeavor to reduce exposure as low as possible, reducing the time and frequency in which employees spend on specific machinery each day, spreading particular tasks over more days or between more employees where necessary.

## **Violence and aggression**

Any employee who feels that they may be at risk from verbal abuse, threats or actual violence should report this to their manager immediately.

In the event of a member of public/visitor/contractor becoming aggressive, they will be asked to leave the site in a calm and non-threatening way. If the person refuses to leave the police would be called. Staff should not try to physically remove the person or engage in arguments.

Basic skills in identifying the warning signs of violence and aggression and conflict resolution training are provided in the Health and Safety handbook, which, are of particular importance to those who work off site. Employees are not to engage in situations which made risk their own or someone else's safety - see Code of Employee Conduct Policy.

## **Wood dust**

Due to the risk of occupational asthma associated with certain wood dusts, only personnel who are medically fit in all respects are permitted to operate the machinery. The health of individuals using wood working machinery will be monitored using health surveillance questionnaires to detect any early signs of work related ill health and to protect the health of individual employees.

Local exhaust ventilation (LEV) fitted to woodworking machinery is operated for effective wood dust extraction. Such extraction is tested for efficiency at a minimum of fourteen-monthly intervals.

Staff are provided with dust masks (to standard EN149 FFP3) to wear when changing the LEV dust collection bag. Dry sweeping creates more airborne dust and so is prohibited. A wood dust vacuum will be used for cleaning operations if required.

## Woodworking equipment

### Basic job training

It is the Trust's policy that all machine operators will be trained in correct use of machinery. Employees are required to use machinery correctly and in accordance with their training and to report any faults to management for repair.

### Guards and interlocks

Appropriate guards on machines and push sticks are provided in order to make all operations as safe as possible.

### Employees will not:

- Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard;
- Attempt to operate any machinery or equipment without the guards or other required safety devices in place;
- Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or taken out of use.

Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

Managers are responsible for visually checking the safety features of machinery during monthly site safety audits. Southall Associates undertake six-monthly site safety audits which also includes visual checks on machinery safety.

## Working at height

The Work at Height Regulations 2005 require:

- Work at height to be avoided as far as reasonably practicable;
- Where work at height cannot be avoided, provide suitable and sufficient measures to prevent persons falling a distance liable to cause injury;
- Where a risk of falls remains, use work equipment and other measures to minimise the distance and consequences of a fall.

Employees are responsible for using work equipment provided for working at height in the correct manner and to report any safety hazard, fault or deficiency in the equipment promptly to their supervisor.

### Mezzanines

The edge of the mezzanine floor is guarded with perimeter rails to prevent persons falling from height. Toe-boards, fencing, netting, etc. are provided where necessary to prevent goods falling from height. Any opening in the rails for stock transfer is fully risk assessed and safe working procedures put in place. A fixed means of access with handrail is provided for safe pedestrian access.

### Ladders and step ladders

All work at height is risk assessed. This includes routine use of ladders. Safety rules for use of ladders are provided for staff to follow within the staff handbook. Aeroplane style steps with upper guard rails and hand rails or A-frame ladders are always used in preference to single section ladders.

Ladders and stepladders should be regularly inspected to ensure they are in good repair and safe condition. This check will be recorded and the ladder marked to indicate the next date after which the ladders should not be used. Defective ladders are labelled and removed from use.

#### Scaffolds and platforms

Fixed scaffolding (where applicable) must not be altered by anyone other than a competent site scaffolder. If alterations are required the project manager/site agent or supervisor must be notified and a new scaffold safety certificate issued if necessary.

Trestles and batten, tower or mobile platforms (where applicable) must be erected by a competent person with suitable guardrails and stability bracings fitted to all tower scaffolds. No operative shall be permitted to stay on any mobile or tower scaffold whilst it is being moved.

#### **Working hours**

The Trust complies with the EU Working Time Directive by keeping a record of hours worked by our employees.

#### **Workplace facilities and welfare**

In line with the Workplace (Health, Safety and Welfare) Regulations 1992 the Trust is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees.

It is the client's responsibility to provide welfare facilities. We will, where we act as principal contractor, or contractor, help the client to meet their duties. The Construction Phase Plan will detail welfare facilities for each specific site. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a potable water supply.

#### **Workplace stress**

The Health and Safety Executive define stress as the adverse reaction people have to excessive pressure or other types of demand placed on them. The Trust recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The hazard of workplace stress has been included within the Trust's risk assessments. This risk assessment has identified key workplace stressors and controls to eliminate stress or control the risks from stress.

The Trust ensures that employees are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that employees are not overloaded. Bullying and harassment is not tolerated in the workplace and the Trust can, where necessary, provide confidential counselling for employees affected by stress caused by either work or external factors - see Stress Management Policy.

**Young workers**

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work. Factors considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties. The assessment also takes into account their inexperience and lack of awareness.

Induction training is provided, and clear instructions on the tasks young people should not be involved in. At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.