

Inclusion is at the
heart of our trust



Health and Safety Policy



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1. Statement Of Intent

As an employer, Oak Learning Partnership fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are totally committed to achieving the highest possible standards within our workplace.

We will ensure that our employees, service users, visitors, contractors or any other persons, are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable working environment and will ensure that health and welfare requirements are fully considered.

To meet these objectives, we will:

- Identify hazards and provide adequate control measures including monitoring and regular reviews for the health and safety risks arising from our work activities.
- Provide sufficient resources to implement this Health and Safety Policy.
- Commit to recruiting and appointing personnel who have the skills, abilities and competence matched with their role and level of responsibility.
- Provide and maintain safe plant and systems of work.
- Ensure safe handling and storage of substances.
- Provide suitable information, instruction, training and supervision for all employees.
- Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- Consult with all our employees on any matters that affect their health and safety.
- Ensure that all work equipment, including vehicles, are suitable for its intended purpose and maintained in a safe condition.
- Ensure members, visitors and contractors receive the necessary information to ensure their health and safety during their visit.
- Ensure that any contractors we appoint co-operate with others and are competent to carry out their duties and receive the necessary information.

At Oak Learning Partnership we acknowledge the successful implementation of this policy is dependent on the participation and co-operation of our employees. Employees have a legal duty to:

- Exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the trust in meeting this policy's obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety, and welfare.

This policy will be reviewed annually or subject to additional reviews if changes occur that affect the trust's activities.

Copies of this Health and Safety Policy will be made available to all employees.

All employees, external consultants and contractors employed by Oak Learning Partnership will be expected to comply with this Health and Safety Policy.



2. Organisation – Duties, Roles and Responsibilities

2.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. associates, volunteers, learners and members of the public.

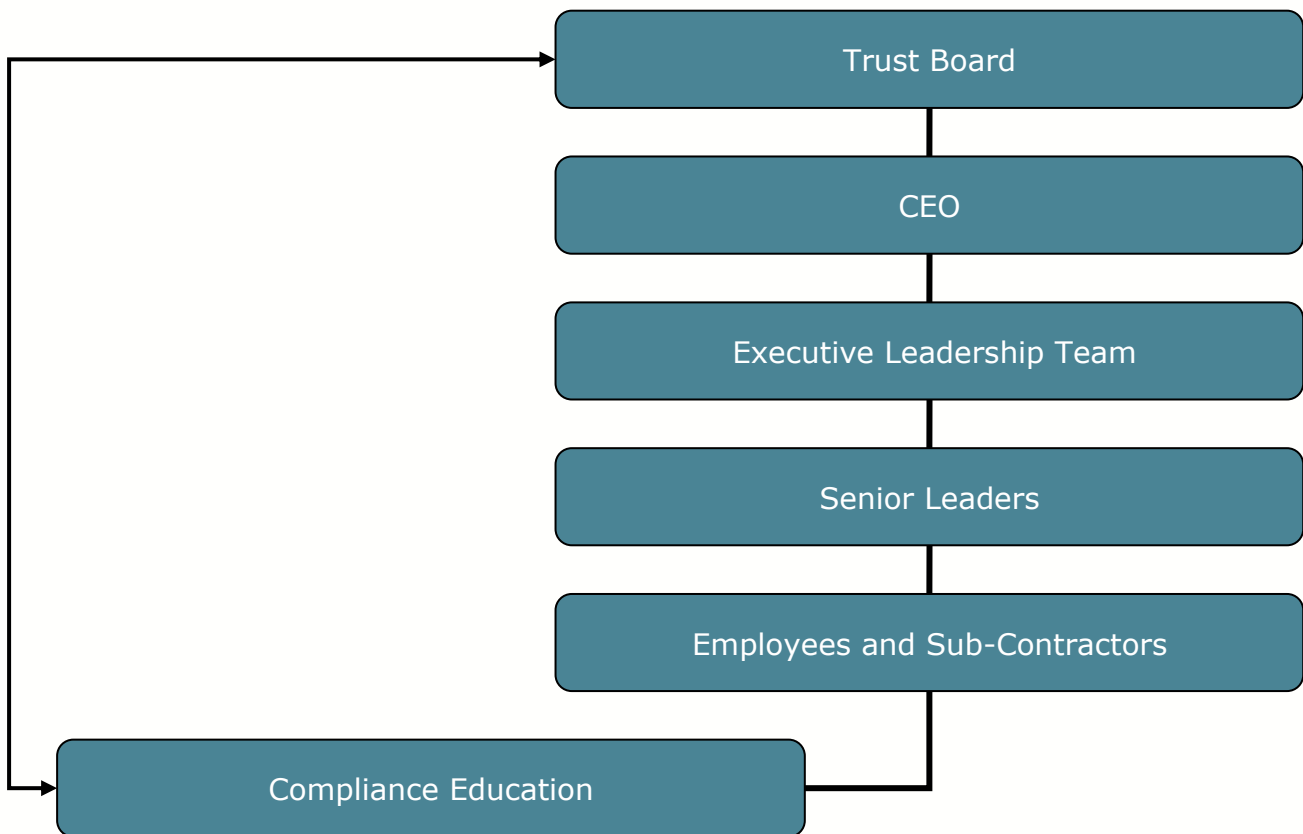
2.2 The trust board have overall responsibility for health and safety.

2.3 The responsibility for ensuring that the policy is put into practice is delegated to the CEO, supported by Compliance Education Ltd.

2.4 It is the responsibilities of all employees to:

- Co-operate with their managers on health, safety and environmental matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person, as detailed in the organisation structure.

Organisation Chart



3. Responsibilities

The trust

3.1 The trust, in addition to the Statement of Intent, shall be responsible for:

- Observing the requirements of the Health & Safety at Work Act (1974) and all other relevant Legislation, Codes of Practice, Health & Safety Executive Guidance Notes and recommendations of H.S.E. including, consultants, Inspectors and Environmental Providing a Trust statement on any issue of health and safety that requires a formal statement.
- Providing risk assessments and other assessments as necessary to further prepare and develop safe systems of work.
- Preventing accidents and cases of work-related ill health.
- Maintaining safe working conditions.
- Reviewing and revising this policy as necessary at regular intervals.
- Providing suitable personal protective equipment free of charge to employees.
- Providing adequate first aid facilities as required by the relevant statutory provisions.
- Preventing injury or damage to any person and/or property.
- Bringing into effect proper procedures to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and to include, wherever appropriate, the investigation and reporting of the same.
- Ensuring, so far as reasonably practicable, that all subcontractors comply with the relevant health and safety requirements.
- Co-operating with Local Authority and Fire Prevention recommendations and ensuring that requirements under the Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.
- Ensuring as far as is possible that it will not allow employees, subcontractors and others engaged to carry out work whilst under the influence of alcohol or controlled substances (drugs). Managers are required to report all cases of suspected alcohol or drug abuse, allergies, or medication likely to affect the employee's health and safety.

CEO

3.2 The CEO has ultimate responsibility for ensuring that the trust fulfils its legal responsibilities. They ensure policy objectives are achieved and that effective management is in place for the implementation and achievement of the policies concerned with health and safety, welfare and environmental protection. They will also ensure that trust policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

Executive Leadership Team and Senior Leaders

3.3 The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the trust in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties.

3.4 CEO and Executive Leadership Team and Senior Leaders, assisted by delegated H&S representatives on sites and H&S Representatives responsibilities include:

- Ensuring the effective operation of this policy at all levels for which they are responsible and liaise with Compliance Education Ltd advisors to ensure that all requirements are complied with.
- Liaise with employees and the health and safety advisors when identifying training needs of personnel.
- Releasing designated personnel as necessary for safety training.
- Ensuring that risk assessments are carried out, risks are identified and adequately controlled and regularly reviewed.
- Ensuring specific risk assessments covering Young Persons at Work, Asbestos at Work, Manual Handling, Control of Substances Hazardous to Health (COSHH), Workplace (Health Safety & Welfare) Regulations, The Regulatory Reform (Fire Safety) Order 2005 are recorded.
- Ensuring that Personal Protective Equipment (PPE) is only used when there are no other methods of reducing the risk.
- Ensuring there is an adequate supply of PPE and that employees are trained in the safe storage and use of the PPE.
- Ensuring fire risk assessments have been carried out and reviewed.
- Ensuring there are sufficient and appropriate fire extinguishers on site and that employees are trained in their use.
- Ensuring that employees are aware of the fire evacuation procedure at each site.
- Ensuring adequate welfare facilities are provided and maintained.
- Establishing and maintaining adequate first aid and accident reporting systems in compliance with current legislation.
- Ensuring that first aiders are available as required and that injuries are notified where required by regulations and details entered in the accident book.
- Ensuring that suitable tools and equipment are supplied to all employees and safe systems of work are implemented and suitable training provided.
- Ensuring that all electrical equipment supplied is inspected and tested as required and that all electrical work undertaken is carried out by suitably trained and authorised personnel.
- To liaise with the management team during investigation and reporting of accidents, incidents, fires and dangerous occurrences within their area of control.
- Ensuring that health and safety matters are regularly discussed with employees, within their departments.
- Maintaining a good working relationship with any appointed safety representative or safety team members.
- Take appropriate disciplinary action, where necessary, in the event of non-compliance with the policy.
- To accompany any visiting Inspectors during their tour of inspection.
- At all times set a personal example in health and safety awareness.

Health and Safety Advisor – Compliance Education Ltd

3.5 The trust has appointed Compliance Education Ltd as their Competent Person and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

3.6 The Health and Safety Advisor advises the trust's Senior Management Team and Management Team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

3.7 The Health and Safety Advisor has the responsibility for the following:

- Ensuring the trust is aware of statutory obligations and recommended Codes of Practice.
- Advising the trust management of their responsibilities for accident prevention and avoidance of Health and Safety hazards.

- Interpreting and keeping the trust management team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the trust.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of health and safety performance.
- Identifying health and safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

Employees

3.8 All employees are responsible to the Executive Leadership Team and Senior Leaders as detailed in the Organisation Chart. It is the responsibility of all employees to read, understand role and implement this policy into your practice on a day-to-day basis.

3.9 All employees of the trust will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the trust in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their line manager.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their line manager.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their line manager verbally, by telephone or e-mail.
- During their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the trust.
 - Provided by the Client or Contractor with specific authorisation that they may be used by employees of the trust.
 - Provided for unrestricted use by members of the public.
- Ensure that all portable electrical equipment meets British standards (CE markings) and have undergone a visual inspection before use if less than 12 months old. If items are older than 12 months PAT or authorisation MUST be in place before use. No personal portable electrical equipment to be brought on site without meeting this requirement.
- Always take an ergonomic approach when manually lifting objects and always use the mechanical aids for lifting that are provided.
- Employees must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.
- Liaise and discuss with their manager any Health and Safety issues or matters that are not fully understood or require addressing by you.
- Always fully co-operate with any health & safety investigation that is conducted by your manager, to prevent a reoccurrence.

3.10 Please remember.

It is a criminal offence under the Health and Safety at Work etc Act 1974 to intentionally or recklessly interfere or misuse standards set out by this policy. You are accountable and responsible for the role undertaken by Oak Learning Partnership. We will provide the support, training and information to help you fulfil your role and personal potential in this trust.

Contractor / Consultant

3.11 The trust may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities that employees are unable to undertake. All Contractors/Consultants appointed by the trust must be able to provide evidence of their competency.

3.12 A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a Contractor/Consultant is bringing 10 persons or more onto the trust premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the trust management team and/or Compliance Education to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the trust's Health and Safety Policy.
- Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- They must ensure that the trust is provided with any information available that may affect Health and Safety on site. If applicable a Safety Engineering & Technical Review which includes a) process of work and required conditions, b) Operating methods, c) Engineering methods, d) Safety risk assessments or RAMS, e) Environmental conditions and RA, f) Engineering hardware and design.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the trust prior to commencing work.
- All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained, and tested as required. Copies of all necessary certificates and registers must be available for review by the trust. Where weekly inspections are required, copies of documentation must be provided to the trust.
- Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the trust with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the trust in order to ensure that adequate steps are taken to reduce exposure to employees.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the trust and that they co-operate fully with the trust's management team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the trust that this has taken place.

Subcontractor

3.13 It is the responsibility of the Executive Leadership Team and Senior Leaders to assess the suitability, with regard to Health & Safety of Subcontracted Personnel.

3.14 This may cover agency workers.

- a) Before entrusting work tasks to sub-contractors, consider their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried out of any hazardous activity.
- b) Complete and review sub-contractor Safety Assessment questionnaire.
- c) Ensure that information, regarding Health and Safety is passed to sub-contractors.
- d) Ensure compliance to this health & safety policy is signed and logged.
- e) Ensure action is taken when sub-contractors performance shows deficiencies or sub-standard activities of work.

3.15 All sub-contractors will ensure that:

- They are fully conversant with Oak Learning Partnership Health and Safety Policy.
- They co-operate with the trust in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported verbally to their manager.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to their manager.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their manager either verbally, by telephone or e-mail.
- During their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the trust.
 - Provided by the Principal Contractor(s) with specific authorisation that they may be used by employees of the trust.
 - Provided for unrestricted use by members of the public.

Visitors and Others

3.16 The trust will ensure all visitors and others are informed of Oak Learning Partnership rules and regulations whilst visiting the premises and accessing the services. This includes fire procedures, exit routes and assembly points.

3.17 It is the responsibility of the visitors and others to comply with the rules and regulations set out and not to interfere with equipment, carryout an unsafe act or introduce a hazard that may harm themselves or others.

Designated Responsibility Summary.

Topic	Responsible Department
Health and Safety Policy review	CFO with support from Compliance Education (Management and Employees implement)
Health and Safety administration	Assigned Employees (Overseen by Management)
Facility administration	Facility Management / Assigned Employee (Overseen by Management)
Health and Safety training	Executive Leaders Supported by Compliance Education
Premises risk assessments	Compliance Education. Management & Employees implement.
Work activity risk assessments	Compliance Education. Management & Employees implement
Display screen equipment assessments	Compliance Education. Management & Employees implement
Manual handling assessments	Compliance Education. Management & Employees implement
COSHH assessments	Compliance Education. Management & Employees implement
Fire risk assessments	Compliance Education. Management & Employees implement
Expectant/New mother risk assessments	Compliance Education. Management & Employees implement
Young Person risk assessments	Compliance Education. Management & Employees implement
First Aid	Management Supported by Compliance Education
Emergency Planning	CFO and Management Supported by Compliance Education
Vetting Contractor/Consultants	Management Supported by Compliance Education
Monitoring of Health and Safety in the workplace	Management & Employees
Site inspections	Compliance Education and Management
Audits	Compliance Education and Management
Accident, Incident and Near Miss investigations	CFO, School Management & Compliance Education

4. Management Arrangements

Please note that dates from legislations are stated when they are formed. Legislation, Regulations and Codes of Practice are updated continually. Latest versions of UK law for the workplace can be found on The Health and Safety Executive (HSE) website. Below is a summary of how we meet our duty and responsibilities as a trust to ensure our employees, visitors, contractors and general public stay safe.

4.1 Building

4.1.1 The Workplace (Health, Safety & Welfare) Regulations 1992

The workplace Health & Safety Regulation covers a wide range of basic Health & Safety issues. The trust will ensure that workplaces meet the health & safety welfare needs of all its employees, contractors, public and people with disabilities. Before starting work, managers will consider and introduce measures to ensure the working environment is adequate in respect of working height, ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, and general welfare, toilets, washing facilities drinking water, changing rooms and eating facilities. The CEO and Managers supported by Compliance Education Ltd will ensure that the requirements outlined in the regulations are satisfactorily met.

4.1.2 Maintaining Our Premises: Health & Safety at Work Act 1974

The Health and Safety at Work Act 1974 (HASAWA) is an important piece of legislation for workplaces in the UK. It covers many aspects including the physical workplace to ensure that premises are up to standard.

The CEO and Managers supported by Compliance Education Ltd will ensure that the requirements outlined in the regulations are satisfactorily met to preserve the safety of the trust's building for users. We will produce regular methodical inspection checks for damage to the exterior and interior fabrication of the building, doors, windows etc.

When necessary external structural professionals will be appointed to complete a professional survey or carry out remedial repairs in compliance with UK legislations.

4.1.3 Water Management

Under general health and safety law, Management will ensure it takes suitable precautions to prevent or control the risk of exposure to legionella.

The trust employs the services of an external contractor to provide Oak Learning Partnership with comprehensive testing programme which regularly includes water system assessments, water sampling, monthly temperature monitoring and thermos-static mixing valve testing and inspections.

The trust provides appointed personnel to ensures that the flushing procedures are followed for all little used outlet(s) and that these are recorded on the facilities management system.

4.1.4 Drainage

Under the Department for Environment Food and Rural Affairs (Defra) surface water flooding is a growing challenge with climate change bringing more frequent heavy storms.

Therefore, as a forward-thinking trust we endeavour to play our part by ensuring:

- Our water drains are kept clear of debris to prevent blockages.
- All gullies and guttering are inspected regularly and cleared out when necessary.
- All blockages are dealt with.

4.1.5 Noise Control: The Control of Noise at Work Regulations 2005

The Control of Noise at Work Regulations 2005 place a duty on employers within Great Britain to reduce the risk to their staff and visitors' health by controlling the noise they are exposed to whilst at work (on-site or off-site work).

As a trust we continually assess noise levels and ensure they are within the regulations or assessed for correct measures to be put in place. This is monitored by the CEO and Managers. The CEO and Managers will also ensure that correct and fitted PPE is freely available. It is the trust policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

4.1.6 Fire Prevention (The Regulatory Reform (Fire Safety) Order 2005) together with Building Regulations 2010 (update 2022)

The trust with the support of Compliance Education Ltd will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by Management to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The trust will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Management Team, assisted by the Health and Safety Advisor, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all staff, visitors, contractors, etc. of the emergency evacuation procedure.

The Fire Evacuation Procedure will be under the control of the Management Team, assisted by the Health and Safety Advisor and seen at all exit routes and on notice boards, as well as in other designated locations. Personnel must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.

4.1.7 Electrical Equipment: Electricity at Work Regulations 1989 and The Provision and Use of Work Equipment Regulations 1998

The trust will ensure that suitable equipment is provided, and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of the trust tools and equipment will be suitably trained in their use. The management team ensures that all relevant information and instructions on the use of work equipment is readily available to all staff for review.

All tools and equipment purchased, and used by staff, will have suitable control measures to protect staff against risks associated with dangerous parts of machinery.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches, and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the trust. Staff are required to liaise with their management team if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The trust is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the management team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the trust may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all staff are suitably trained in the use of the equipment.

The trust will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe.

Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If staff are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

Portable Appliance Testing (PAT): Under the Electricity at Work Regulations 1989 requires that all electrical equipment that is classified as "portable" is deemed safe for use.

All our portable electrical equipment is inspected by a qualified contractor 'competent' person who has obtained certification and has relevant experience to perform this task.

No portable items are allowed to be brought in to work without P.A.T or authorisation. Portable charges must comply with British standards (eg CE mark).

4.1.8 Use of Chemicals: The Control of Substances Hazardous to Health Regulations 2002

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the management team, assisted by the Health and Safety Advisor.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. Management will brief employees on any hazard or substance precautions, with written records being held at the trust premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

To comply with the legislative requirements placed upon it, the trust will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
 - *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
 - *Consider all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
 - *Control exposure by utilising measures proportionate to the health risk.*
 - *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*

- *Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.*
- *Check and review regularly all elements of control measures for their continuing effectiveness.*
- *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
- *Ensure that the introduction of control measures does not increase the overall risk to health and safety.*
- Ensuring that the workplace exposure limit is not exceeded.
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

4.2 Procedural

4.2.1 Business Continuity Plan/Critical Incident Plan

This plan is for an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures, and which is likely to have emotional and organisational consequences.

Within the trust's plan are details of immediate place of safety and who should be contacted in an emergency. This plan will be reviewed annually by the CFO.

4.2.2 Risk Assessments (Management of Health and Safety at Work Regulations 1999)

With the assistance of Compliance Education Ltd together with HSE Legislations, Regulations and Codes of Practices, all identified hazards are evaluated by the trust Management Team and a set of controls are put in place to protect people from harm as far as 'reasonably practicable'.

For each hazard identified the level of risk must be evaluated High, Medium, and Low. This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established the person completing the risk assessment will consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

When controlling risks, the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether.
- Substitution by something less hazardous or risky
- Prevent access to the hazard e.g., by guarding.
- Organise work to reduce exposure to the hazard e.g., putting barriers between pedestrians and traffic.
- Create safe methods of work and safe systems of work designed to reduce the risk.
- Issue personal protective equipment e.g., clothing, footwear, goggles etc
- Provide welfare facilities e.g., first aid and washing facilities for removal of contamination.
- Provide suitable information, instruction and training.
- Ensure appropriate supervision.

4.2.3 Review

Once a risk assessment is created it is imperative that it is reviewed, finalised and read by all relevant staff, contractors, personnel involved with the business.

Thereafter, selected staff are responsible for ensuring the risk assessments 'Live Documents' are:

- Regularly reviewed,
- The effectiveness of the control measures is monitored,
- Physical control measures are used and followed by staff, contractors.

- Kept up to date by informing the relevant people of any changes so, amendments and risk re-assessments can be carried out.

Examples that would activate a risk assessment review:

- At regular intervals throughout the year.
- Following a significant change and/or if there is reason to suspect it is no longer valid e.g. after an accident, ill-health incident, violent incidence or malfunction has occurred.
- Reviewed yearly.

4.2.4 First Aid Provision (The Health and Safety (First Aid) Regulations 1981)

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities, and personnel to ensure their staff receive immediate attention if they are injured or taken ill at work.

While the regulations do not require the trust to provide first aid for anyone other than their own staff. We consider it our 'duty of care' to ensure all visitors are considered when carrying out a first aid provision needs assessment which will cover staff whilst they are the trust premises and whilst off-site.

On completion of our 'First Aid Provision Needs Assessment' which will be carried out by the trust supported by Compliance Education Ltd as a collective we will ensure all nominated staff receive appropriate training (First Aid at Work, Emergency First Aid, Emergency Paediatric First Aid as required). So, that first aid can be administered without delay, and will therefore consider the size and layout of the trust, the age of staff & visitors, the location areas, ratios and absences.

4.2.5 First Aid Box

The number and content of our first aid boxes will be identified as part of our 'First Aid Provision Needs Assessment'. As a minimum we will provide one fully stocked first aid container, with additional smaller first aid containers strategically placed around the trust.

Even though there is no mandatory list of items that need to be included in a first aid box we adopt the HSE recommendation to hold the following items within our main first aid container and all other smaller first aid kits will hold items likely to be needed to deal with an injury in accordance with its location.

- a leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves

4.2.6 Lifting Equipment: The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

The trust will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e., the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing, or supporting the equipment. A wide range of equipment is covered by these regulations including passenger/mobility lifts, portable/fixed patient/disability hoists and climbing wall lifting and supporting equipment. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

4.2.7 Work Equipment: The Provision and use of Work Equipment Regulations (PUWER) 1998

It is the responsibility of The CEO and Senior Leaders, supported by Compliance Education Ltd to ensure compliance with the Regulation to provide suitability of equipment - assessment of risk, provision of protection and preventative measures and ensure that all users of trust tools and equipment are trained in their use. Tools will be checked prior to use and will be maintained in good working order by an approved service provider.

On occasions the trust may need to hire in equipment due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

4.2.8 Accident reporting and investigation

An appropriate investigation of any accident, incident or near miss will be carried out by a staff member of the trust, assisted by the appointed Health & Safety Advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the trust to instigate additional control measures to prevent re-occurrence.

The trust recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents by the quickest means possible.

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

The trust has a responsibility to maintain records of over-three day-injuries. The accident book and/or accident report forms will be used as the mechanism for capturing this data.

Employee's This applies to all employees on our premises. *Employees in law are those that are instructed by the trust to carry out tasks under our name (volunteers, part-time, full-time apprenticeships etc)*

- deaths.
- specified injuries.
- over-7-day injuries – where the person is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- non-fatal accidents to non-workers (e.g. members of the public)
- certain occupational diseases.
- dangerous occurrences – where something happens that does not result in an injury but could have done.

4.2.9 Visitors

All fatal and major injuries on the trust premises during educational instruction hours should be reported in the same way as those to employees. However, injuries during free time arising from collisions, slips and falls need not be reported unless they are attributable to the condition of the premises, plant/equipment on site or lack of supervision.

- the visitor required First Aid
- the injured person has been taken straight from the trust to the hospital.

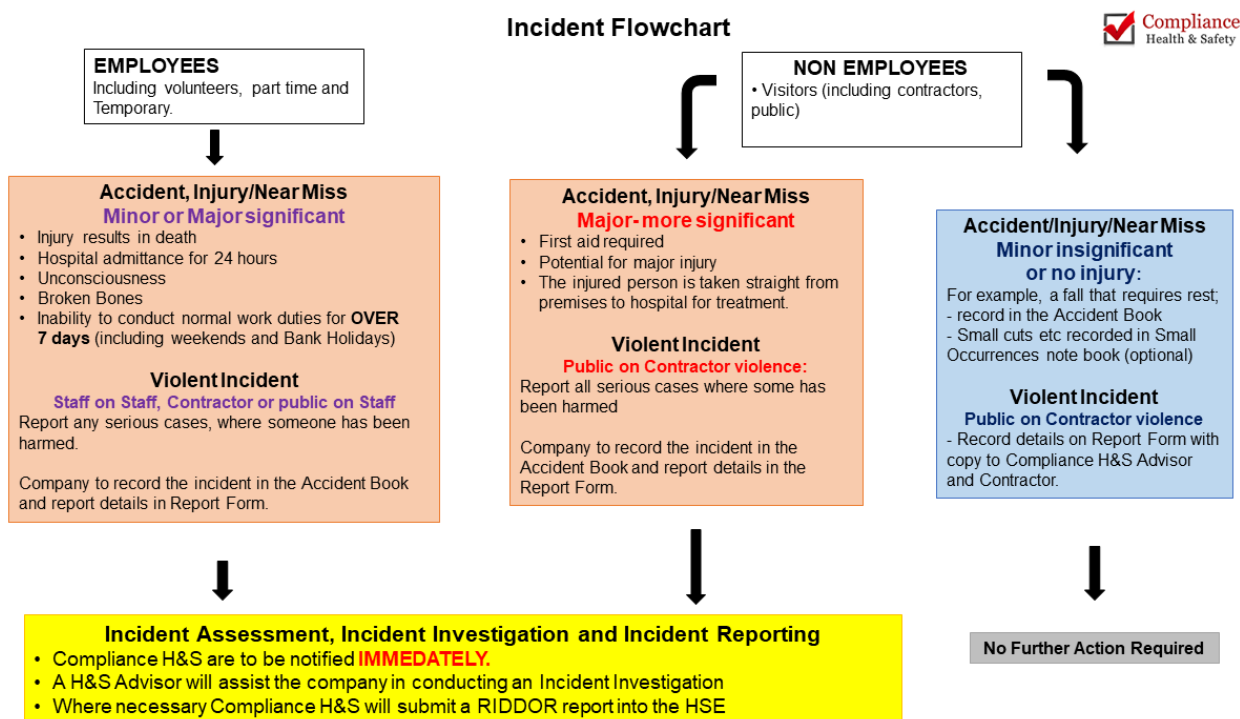
If an accident has occurred in a work situation, then a member of the Management Team will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

4.2.10 Reporting certain accidents to HSE: The Management of Health and Safety at Work Regulations 1999 and The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The trust will make appropriate arrangements for effective preventative or protective measures identified because of risk assessments. Management, assisted by the Health and Safety Advisor, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation.
 - Change in control measures.
 - Significant change in work carried out.
 - Transfer to new technology.
 - Original assessment is no longer valid.
- Assessments are recorded and copies held at the trust premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

The trust will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

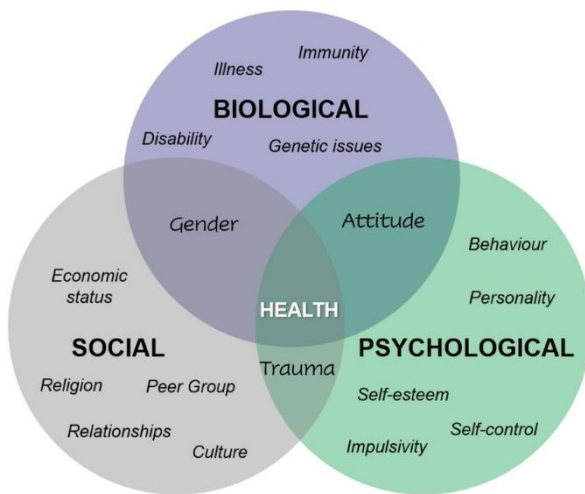


4.2.11 The Equality Act 2010

As a trust we aim to promote as far as reasonable practicably, a fair, equal culture that protects individuals from unfair treatment and encourages potential as an individual to grow in their working environment through support, trust and communication.

The Equality Act 2010 covers - age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity. These are called '**protected characteristics**' within the Act.

At Oak Learning Partnership we advocate the Bio-psychosocial model incorporating The Equality Act 2010 when working with people in meeting the needs of individuals for equality in the workplace. The bio-psychosocial model is a framework that interacts between biological, psychological, and social factors determining positive change in development. It is the interplay between people's genetic makeup (biology), mental health and behaviour (psychology), and socio-cultural environment (social world) that determine their level of fulfilment, wellbeing and health. It is our intention that 'work' does not affect your health.



4.2.12 Manual Handling: The Manual Handling Operations Regulations 1992

The trust is aware of the requirements placed upon it by the regulations. To meet these legislative requirements and to protect those employees who may be affected by manual handling activities, The trust will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by Management, assisted by the Health and Safety Advisor, and will consider:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of the trust are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.
- Co-operate with the trust on health and safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

4.2.13 Work at Height: The Work at Height Regulations 2005 (amended 2007)

It is the policy of the trust to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person

could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, The trust will:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the below must be followed:

- If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

Display Screen Equipment: The Health and Safety (Display Screen Equipment) Regulations 1992

Employees who use display screen equipment, e.g., PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by Management, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

The trust will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE.

The trust ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

4.2.14 Personal Protective Equipment (PPE): The Personal Protective Equipment at Work Regulations 1992

The trust recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The trust will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.

All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The Management, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

4.2.15 Control of Noise at work regulations 2005

The trust will continually assure noise levels within its industry. The CEO and Executive Directors and Senior Leaders will decide if a noise assessment is required and their first aim will be to reduce noise at source. The CEO and Management Team will also ensure that ear protection is freely available. It is the trust policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

4.2.16 Control of Substances Hazardous to Health (COSHH) Regulations 2002

Assessments and all Data Sheets of substances used are kept at each location. It is the CEO and Executive Directors and Senior Leaders responsibility supported by Compliance Education Ltd to ensure risk assessments are carried out and regularly reviewed. From the risk assessments the management will first attempt to replace the substance with a safer alternative, if no alternative is possible then management will change the process or activity and control the substance at source, the Supervisor should also consider minimising the use of the substance and as a last resort supply personal protective equipment. No employee can introduce any substance without the consent of the Management Team. If you come across any substance that you suspect as being harmful/hazardous you must stop work immediately and report to your Line Manager.

4.2.17 Employees, and Non-Employees (General Public, Visitors and Contractors)

General Public and The Health and Safety at Work etc. Act 1974

Section 3 of the Health and Safety at Work Act places general duties on employers and the self-employed towards people other than their employees. Therefore, the trust will ensure management of safety, welfare and health issues that are not regulated by occupational health and safety law but are affected by the trust on trust premises.

Management will exercise their autonomy in line with the trust's policies, procedures and standards.

Getting health and safety Management right is about managing risk sensibly. Therefore, we will:

- Ensure that we follow the health and safety policy with effective arrangements for managing the real health and safety risks at the trust.
- Maintain effective communications with employers, contractors, clients, service users and workforce, giving clear information regarding the significant risks on site.
- Ensure staff have appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with safety representatives.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

4.2.18 Visitors

Access to the premises

In accordance with the general health and safety arrangements, safe and adequate access and egress will be always maintained when the premises are occupied. Specific consideration will be given to those who are less able. Means of escape will be checked on a regular basis to ensure availability. It is the duty of all on site to ensure that means of escape are always maintained.

The trust premises.

Visitors to the trust premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Provide proof of identification and purpose of visit.
- Be made aware of the trust's requirements and rules for visitors.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises

Any visitors to work locations that are under the control of the trust may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from the trust to work in assigned area.
- Comply with the site rules that are communicated on arrival.

- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

4.2.19 Security

Security arrangements are monitored and reviewed regularly by the trust. Security arrangements currently in place include:

- Intruder Alarm System (contractor maintained 24/7).
- Site personnel lock building up at night.
- Keeping access to building restricted with sign in process and supervision.
- Ensuring all visitors sign-in upon arrival, and sign-out when they depart, with the time recorded.
- Ensuring all visitors show identification upon arrival if unknown to the trust.
- Keeping all gates and boundaries in good repair and checked regularly.
- Maintaining a list of key emergency contacts for staff held centrally.
- Emergency Evacuation processes onsite and offsite reviewed regularly for Fire, Accident, Incidents.
- Providing suitable data protection for personnel information etc. to satisfy data protection, confidentiality and fire risk requirements.

4.2.20 Contractors to the trust

To continually meet our standards at work we expect contractors working on our behalf to meet our high standards of H&S. This may include providing their registration of trade, RAMS, qualifications, quality registrations (ISO 9000). There is a contractors verification process in place that is required before work or access to the premises is approved.

4.2.21 Violence and Aggression

The trust will not tolerate harassment and violence of any kind. This stance is followed throughout the trust and includes the relationships between colleagues and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the trust and may result in the accuser facing disciplinary action.

The trust will provide support, via the Management, to anyone who has been subjected to harassment/violence.

The trust will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The trust will conduct risk assessments for their work activities and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, The trust will develop a procedure which will clearly define the trust's views and their stance on zero tolerance towards violence and aggression in the workplace.

4.2.22 Drugs

When we refer to 'drugs' within this policy, this also includes alcohol, tobacco (including vaping and e-cigarettes), medicines, volatile substances (aerosols, solvents, glue, or petrol) and new psychoactive substances ('legal highs').

- **Medicines**

Medications are to be declared on employee's health report to safeguard contradictions in emergency situations.

- **Alcohol**

No alcohol to be brought on to the trust premises. Employees under the influence of alcohol when at work, working machinery or representing work will be subject to the trust's disciplinary procedure.

- **Tobacco**

Employees are not permitted to smoke or vape anywhere on the trust's premises or grounds including car parks.

- **Solvents**

The trust will ensure that all potentially hazardous substances are stored safely and used correctly in accordance with

- The Control of Substances Hazardous to Health Regulations 2002

- **Illegal drugs**

No illegal drugs are permitted on trust premises.

No illegal drugs are permitted to be used on trust premises by any member of the trust (Including visitors)

4.2.23 Protection of Young Persons on Work related placement.

The trust will ensure that young persons working within the trust (between 16-18 years of age) are protected from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

4.2.24 Lone Working

The trust endeavours to avoid lone working whenever possible. However, the Management are aware that employees may be required to work alone at either the trust premises or when visiting/working off site. The trust recognises and accepts that it is essential that employees always remain safe whilst working on its behalf.

All employees must:

- Ensure they have read and understood any specific risk assessments and policies that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.

If a member of staff is not returning to their place of work (trust base or school) at the end of the last visit, notify their appointed member of the Management Team to inform them that they have left their client/location and they are okay (or otherwise)

4.2.25 New and Expectant Mothers

The trust is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the trust stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the management team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the management team, assisted by the Health and Safety Advisor, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the trust will take action to remove, reduce or control the risk. If the risk cannot be removed, the trust will take the following actions:

Action 1 - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:

Action 2 - Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible:

Action 3 - Suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

4.2.26 Occupational Health

The trust will arrange to conduct pre-employment medical assessments appropriate to the job requirements when necessary.

Health risks are included within the trust risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

On-going monitoring of Occupational Health is completed at appropriate intervals if required and includes the use of a health questionnaire (completion is required for each employee)

4.2.27 Public Health (Control of Disease) Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020

The trust recognises that staff will suffer from various types of illness and infections. However, no-one knows exactly when the trust will be faced with having to deal with a potentially contagious illness amongst its community and therefore, will work closely with H&S specialist providing evidence-based professional, scientific and delivery of advice and support.

To maintain a clean and hygienic environment the following health and safety arrangements are in place.

- The cleaning of all areas within the trust premises.
- The cleaning of machinery and equipment.
- Competent staff to clean the premises.
- Competent staff to clean machinery and equipment.
- The provision of PPE.
- Hand washing facilities.

- Cleaning products (COSHH stored correctly).
- First aid hygienic and safe materials for emergencies.
- Clean toilets and rest areas.
- The trust office holds COSHH records and safety data sheets for all products used and held on site.

4.2.28 Sharing Information: The Health and Safety (Consultation with Employees) Regulations 1996

The Management Team recognise that having, and maintaining, a mechanism for communicating relevant health and safety information is important in establishing an on-going positive health and safety culture. To this end, the trust will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the trust competent person with regards to health and safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for health and safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The trust encourages all employees to enter the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the management team for opinion and rectification where necessary. Any action taken because of the information given by an employee will be communicated directly to them.

The trust fully involves or will involve employees where English is their second language, including labour only. The management team, assisted by the appointed Health and Safety Advisors, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

4.2.29 Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the trust. Competent employees are valuable and that providing Health and Safety information and training helps:

- Ensure trust employees are not injured or made ill by the work they carry out.
- Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how health and safety could be managed better.
- Meet legislative requirements.

Trust management undergo training to enable them to undertake the health and safety responsibilities that have been allocated to them. Members of the management team will be responsible for ensuring that The trust and all its employees maintain the ethos of continual improvement in health and safety standards and culture.

A work-based competency matrix will be established for all employees of the trust. This matrix will provide the management team with sufficient information to create a rolling Employee Training and Development plan. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, as a minimum, by a nominated member of the management team, assisted if required, by the appointed Health and Safety Advisor.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

4.2.30 Stopping Work on the Grounds of Health and Safety

The trust will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The trust will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the trust will always exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:

If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct manager so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues are.
- If a member of the trust management team cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the trust management team does not support the concern, a second opinion is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the trust.

