

## HEALTH & SAFETY POLICY

### STATEMENT OF INTENT

1. This is the written policy statement of SkillForce with regard to health, safety and welfare at work, as required under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other applicable legislation and guidance.
2. It is relevant to all company employees in all areas where the company undertakes its operational and contractual business commitments.
3. The organisation fully recognises that it is the essential and paramount objective of SkillForce, to ensure that every reasonable practicable measure is taken in order to ensure the health, safety and welfare of all of its employees, volunteers, persons under instruction and members of the public who may be affected by its work activities.
4. The organisation recognises its duties and responsibilities, with regard to the following:
  - Ensuring systems are in place for effective planning, organising, implementing reviewing and monitoring of health and safety arrangements.
  - Identifying all foreseeable risks or hazards at the earliest possible time and compiling a fully detailed general and specific task risk register, ensuring effective risk assessment and management regard of any new risks or hazards that may become apparent.
  - Eliminating, wherever it is reasonably practicable to do so, all identified risks or hazards that will affect its employees.
  - In the event of this not being reasonably practicably to control all risks and hazards arising from its work activities that will affect both its employees and non-employees the organisation will ensure detailed information, instruction, training, supervision and “safe systems of work” and “safe working practices” at all material times.
  - Ensure that sufficient resources are available to ensure the organisation can effectively manage health and safety within the organisation.
  - Ensure that competent advice is available to appropriately manage risks and appropriate consultation and cooperation with external professional bodies and regulators in order to maintain a safe working environment
  - Fully encourage consultation and co-operation between employees and management with regard to all aspects of health, safety and welfare and to ensure that all employees are fully aware of their responsibilities under Section 7 of the Health and Safety at Work Act 1974.
  - To endeavour to prevent Incidents accidents and ill health arising out of the organisations work activities. Where they do occur ensure all persons are supported, that the incident is fully investigated to determine the root cause, ensure lessons are learnt and any additional risks identified are suitably controlled to prevent a recurrence.
5. The Senior Leadership of the organisation acknowledge their responsibilities and accountabilities in law for Company health and safety.

Signed



CEO

05/11/2018

## HEALTH & SAFETY POLICY

### HEALTH & SAFETY MANAGEMENT SYSTEMS ADOPTED BY THE ORGANISATION

#### HSE HSG 65 Model



#### BENCHMARKING STANDARDS

##### PLAN

- Ensuring the strategic control of health and safety compliance is established.
- Developing a strategic health and safety plan.
- Ensuring there are defined responsibilities for health and safety within the organisation.
- Ensuring appropriate levels of consultation and co-operation and communication at all levels within the organisation.
- Using relevant and up to date information and legislation set standards for benchmarking to ensure best practice and methods of measuring performance.
- Evaluating and monitoring emergency arrangements.
- Ensuring robust and up to date policies and procedures are in place.

##### DO

- Profiling the risks within the organisation and ensure local and national risk registers are in place and maintained and risks controlled appropriately.
- Ensuring all staff have the relevant health and safety competencies required for their role.
- Ensuring continuous professional development to keep up to date with changing legislation and guidance.
- Ensuring relevant and comprehensive training content with regards safety.
- Ensuring suitable management, audit and monitoring systems are in place to ensure compliance.
- Ensuring suitable and sufficient arrangements are in place for emergencies and adverse events.
- Developing positive attitudes and behaviours towards health and safety to ensure a positive culture and safe working environment.
- Liaising with internal and external customers and stakeholders on matters of health and safety

##### CHECK

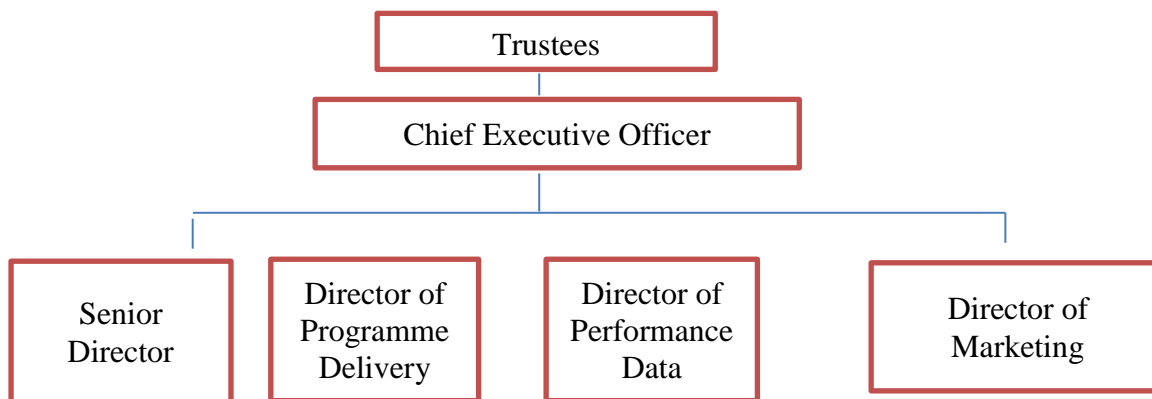
- Measuring health and safety performance through, risk assessments, systems audits, and inspections and by the analysis of accident and incident and ill health data.
- Investigating accidents, incidents, near misses to determine the immediate underlying and root cause and ensure lessons are learnt to prevent a reoccurrence.

## HEALTH & SAFETY POLICY

### ACT

- Regularly revisit plans, policy documents training content and risk assessments to ensure they remain appropriate and proportionate to manage risk and ensure compliance.
- Ensuring lessons learnt from accidents and incidents have been communicated and controls remain effective.
- Ensuring the Senior Leadership Team receive reports on the level of compliance within the company and of any significant safety concerns to ensure appropriate resources and prioritisation of actions to address risks and to maintain strategic risk management.

### ORGANISATIONAL RESPONSIBILITIES EXECUTIVE BOARD



### TRUSTEES

6. The Trustees have the overall strategic responsibility across the organisation for setting the framework and monitoring implementation as well as supporting the CEO and his team in achieving realistic health and safety solutions.

### EXECUTIVE BOARD (EB)

7. To ensure Health and Safety compliance the EB will:
  - Maintain a health and safety framework that guides and supports each and every staff member in fulfilling their responsibilities for health and safety.
  - Detail the responsibilities and arrangements for fulfilling our health and safety obligations
  - Provide sufficient resources to enable this policy to be achieved
  - Appoint a competent person to provide advice, guidance and support
  - Ensure regular risk reviews to determine levels of compliance and to address any shortfalls in systems and processes.
  - Establish priorities for risk control
  - Promote a positive culture to Health & safety within the organization.
  - Consult with staff on matters affecting their health and safety.
  - Provide and maintain safe premises and equipment.
  - Check that staff, volunteers and third parties are suitable and competent for the tasks we require them to carry out
  - Provide adequate supervision to manage health and safety

## HEALTH & SAFETY POLICY

- Review and revise policies at regular intervals (at least annually or more frequently if significant changes occur)

### SPECIFIC LEADERSHIP RESPONSIBILITIES

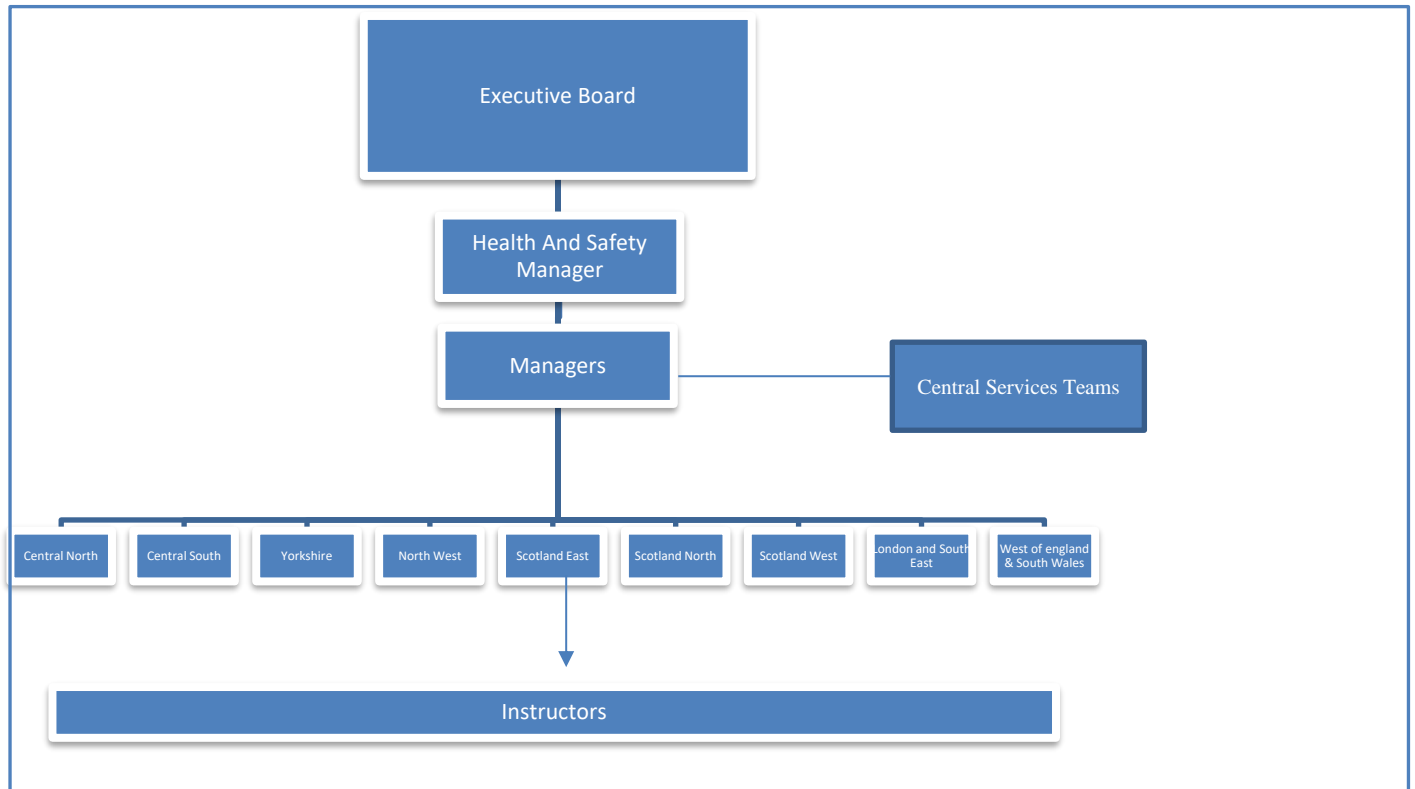
8. **The CEO** has been given overall operational responsibility for ensuring that the organisation maintains strategic control of health and safety and ensures compliance with legislation relevant to both the host country within the UK and where applicable the European Union.
9. **The Senior Director** works within the Senior Leadership Team to ensure the resources made available for ongoing safe operation are managed effectively, in terms of payment for contract services, along with the supply and servicing of equipment, as well as for staff support, to include training
10. **The Health and Safety Manager** has responsibility for ensuring compliance and governance on matters of health and safety by all employees. They will also ensure:
  - That health and safety information is available to all staff.
  - Responsible for monitoring RIDDOR, accident trends and liaise with our external competent Health & Safety Adviser.
  - Are responsible for audit and inspections and to ensure implementation of action plans.
  - Policy reviews and updates and communication to staff.
  - Arrangements for training, monitoring to ensure training is up to date
  - To ensure signage and guidance literature are up to date and comply with current legislation.
11. **Payroll Manager and HR Advisor** has responsibility for ensuring safe recruitment procedures are followed, that personnel files are complete and meet with legislator and regulatory requirements.

### COMPETENT ADVICE

12. **External Health and Safety Support.** JP Services (Chesterfield) Ltd. are the appointed health and safety advisors. They provide expert guidance and work with the Senior Leadership Team to ensure that the standards required by the relevant regulators, insurers and the Trustees are met.

## HEALTH & SAFETY POLICY

### AREA MANAGEMENT AND OPERATIONAL TEAMS



### MANAGERS

13. The Managers are crucial to our effectiveness of Health and Safety management. Each is required to set a positive example and provide support and guidance to the people under their control to enable them to maintain good standards of health and safety. To liaise with the EB and cooperate with policy reviews, inspections and audits and to ensure that instruction and/or information is communicated to instructors and support staff as well as ensuring all information and changes are understood and carried out by those responsible.

### INSTRUCTORS AND SUPPORT STAFF

14. It is the duty of every employee to:

- Take reasonable care for the health and safety of his/herself, students and of other persons who may be affected by his/her acts, or omissions at work.
- Report promptly all hazards, potential hazards, defects in equipment and any shortcomings in work systems or procedures that could adversely affect safety.
- Inform an appropriate manager if anything affects their ability to carry out their role in a safe way. For example medical conditions or medication that would affect their level of alertness.
- Co-operate with SkillForce on matters of health and Safety and comply with our policies and procedures applicable to their work

## HEALTH & SAFETY POLICY

- To wear and use all personal protective equipment /clothing, that has been issued, free of charge, to enable any specific duty to be undertaken safely, and without risk to him/her, or to others.
- To report, any accident on IRON, that may occur, using the organisations in line with the organisations Accident & Incident Reporting Procedure.
- Attend training and refresher training which is provided for the health and safety of themselves and others
- Not carry out any health and safety tasks for which they have not been trained, but to seek advice and support from their line manager.
- Not misuse equipment provided, nor interfere with arrangements made in the interests of fire and health and safety.
- Ensure students under their supervision have appropriate supervision and instructions for the safe use of any equipment provided and do not pose a risk to others.
- To take all reasonable steps to ensure that the students under their supervision behave and participate in all activities in a safe and appropriate manner and do not pose a risk to others.
- Ensure the students under their supervision use/ wear all personal protective equipment/clothing issued to them to enable them to participate in an activity safely.
- Ensure that the classroom/workplace is organised so that the flow of students around the room does not cause risk, exit routes are kept clear and no dangerous or unsafe items are left out or accessible to students.

### ARRANGEMENTS FOR HEALTH AND SAFETY

#### Introduction

15. We require all members of staff and volunteers to work safely. Failure to comply with the organisations policies and procedures may jeopardise the safety of themselves and other people, and may lead to formal action.
16. If you do not understand what is expected of you, or if you are unsure about any aspect of these rules, speak to your supervisor or a member of the senior management team.

#### Competency

17. All staff will undergo a process of learning needs analysis to ensure they receive suitable and sufficient training and refresher training appropriate to their role.
18. All new staff will receive a company and local induction and be given access to policies and procedures relating to Health and safety.
19. In buildings all staff will be given a safety induction to the building highlighting fire evacuation procedures, welfare facilities and potential high risk areas.
20. Staff will be given information on security within their buildings.
21. Staff will ensure their training is updated on Cascade and attend any training they are required to do so to ensure they are competent in role.

## HEALTH & SAFETY POLICY

22. Where it is identified that staff have specific learning needs, or English is not their first language provision will be made to ensure they have received the information by the most appropriate method.
23. External training providers must only be used on the approval of the Director of Operations and Compliance following the appropriate vetting processes.
24. Staff will have a personal development plan which will be written and agreed

### Consultation

25. SkillForce has in place a strategic Compliance Committee with appropriate terms of reference. SkillForce will ensure that all areas of the business and the workforce have suitable representation on committee meetings.
26. Managers will ensure that they hold meetings at least every term and that health and safety is a minuted agenda item. In addition, the supervision and appraisal process also provides an opportunity to raise concerns and issues and put forward new ideas.

### Cooperation

27. SkillForce will ensure appropriate co-operation with landlords of multi-occupied office buildings of which they are a tenant or hold a lease. They will ensure that appropriate joint arrangements are in place for health and safety and fire safety.
28. Where SkillForce employees are working on other organisations premises they will familiarise themselves with the policies and emergency procedures in place.

### Accidents and work related illness

- All injuries, accidents, near misses, dangerous occurrences and cases of work related illness, must be reported and investigated
- RIDDOR requires certain adverse events are reported. It should be noted that reporting procedures are country specific. NI for example retains the 3 days reporting requirement.

See policy: Accident & Emergency Policy

Ref :HS 1

Location Policies folder on Cascade. Hardcopy has also been issued to all Managers.

See Additional Guidance: <http://www.hse.gov.uk/riddor/>  
Also for schools: <http://www.hse.gov.uk/pubns/edis1.pdf>

## HEALTH & SAFETY POLICY

### Asbestos

29. The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4). It applies to the owners and occupiers of commercial premises (such as shops, offices, industrial units etc) who have responsibility for maintenance and repair activities. In addition to these responsibilities, they also have a duty to assess the presence and condition of any asbestos-containing materials. If asbestos is present, or is presumed to be present, then it must be managed appropriately.
30. All premises built before the year 2000 could potential contain Asbestos within the fabric of the buildings. Where SkillForce rent or lease premises responsibilities to manage asbestos containing materials needs to be established to prevent harmful exposure by ensuring:
- All staff should be aware of the location of all asbestos or suspected asbestos in their work areas.
  - That those who have duties under legislation have an action plan in place to manage the potential risks from any asbestos or suspected asbestos
  - The location of any known asbestos is identified by signage
  - There is an up to date written record (Register) on its type, location, and condition and that regular checks are undertaken to ensure any asbestos containing materials do not present a hazard to health.
  - Where work is to be undertaken which could disturb asbestos and present a hazard to SkillForce employees and visitors suitable consultation and safety arrangements must be in place/ agreed in advance to prevent exposure.
  - Any contractor carrying out work on or near locations known or suspected to contain asbestos, will also be informed, so that an appropriate risk assessment for the task can be completed.
  - Only suitably competent contractors will be engaged to carry out work where asbestos material is known or be suspected to be located, in case of disturbance potential
  - The duty holder will ensure that risk assessments method statements and permit to work schemes will be checked before any work on asbestos commences & appropriate notifications to and approval from the HSE will be sought where required
  - The duty holder will ensure waste disposal certificates for asbestos waste will be kept on file

See Additional Guidance: <http://www.hse.gov.uk/asbestos/>

### Electrical safety

31. Electrical equipment can not only pose a danger of electric injury and shock if not maintained in safe condition, overloaded sockets and extension leads can also pose a fire and explosion risk.
32. In offices and buildings rented or leased by SkillForce the maintenance responsibilities need to be established to ensure the electrical installation is maintained in safe condition.
33. Mains electrical equipment must only be worked on by competent electrical contractors, operating to 17<sup>th</sup> edition IEE regulations.
34. Staff should ensure that they:
- Do not carry out repairs on electrical equipment and devices unless you are competent to do so



## HEALTH & SAFETY POLICY

- Visually check electrical equipment and sockets that are to be used for any defects or signs of damage prior to use and immediately report any concerns and remove the item from use until it has been checked by a competent person.
- Do not use electrical equipment in wet or damp atmospheres, unless the equipment is specifically designed for use in these areas, i.e. with weather proof external sockets.
- Do not overload electrical sockets or electrical extensions (see reverse of extension bar for maximum load).
- Do not use multi-plugs.
- Ensure coiled extensions are fully unwound prior to use
- Do not run wires under carpets or rugs to prevent them becoming damaged
- Switch off electrical appliances when not in use

35. Portable electrical items used in the course of their work have been checked prior to use and have had appropriate appliance checks.

See Additional Guidance: <http://www.hse.gov.uk/electricity/>

### Events and Fundraising activities

36. Events will be planned, managed, with risk assessments in place as required, with liaison between the organisers and the centres.
37. Event manager, with liaison with the relevant centre staff, will ensure that overall Fire, Health, Safety and Welfare arrangements are being maintained.
38. A post event analysis is carried out to learn any lessons and to inform risk assessment

### EDUCATIONAL VISITS AND OFF SITE ACTIVITIES WITH STUDENTS

39. The operational team ensures that all off site activities are approved by the client school and with Central Services for SkillForce at least two weeks prior to a visit taking place.
40. All third party activity providers are pre-checked and required to provide a safety declaration, evidence of qualifications/professional competence, and insurance details at least two weeks prior to the visit.
41. The use of third party premises are checked/inspected to ensure appropriate and adequate welfare provision and are legally compliant under the Fire, Health & Safety regulations.
42. The visit and all associated activities are managed with appropriate risk assessments, and inspection checks.
43. Consents forms carrying student information and any special requirements are obtained for all participants.
44. Where SkillForce is responsible for transport, the minibus/or other is inspected prior to any travel taking place and the driver is required to declare him/herself fit to drive.

## HEALTH & SAFETY POLICY

45. Staff are responsible for familiarising themselves with all emergency procedures and contact information. A copy of which is carried by a nominated person.
46. Regular roll calls are carried out to ensure the safety of participating students.
47. Students are not left unattended or without appropriate supervision at any time.
48. A post trip evaluation is carried out to assess any lessons learnt and to inform future risk assessments.

See : Education Visit and Residential Policy

Located - Cascade and Area Managers have been issued with a hard copy

Also see HSE-

<http://webcommunities.hse.gov.uk/connect.ti/adventureactivitiesnetwork/view?objectId=33203&exp=e1#Q8>

### FIRE SAFETY

49. Fires need three things to start - a source of ignition (heat), a source of fuel (something that burns) and oxygen:
  - sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc), and anything else that can get very hot or cause sparks
  - sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture
  - sources of oxygen include the air around us
50. Staff should ensure that they:
  - Are aware of the fire safety arrangements on all venues and sites used in connection with SkillForce work activities.
  - Attend fire training and ensure you are aware of the evacuation procedures and Personal Emergency Evacuation Plans of any persons who require support to evacuate in a fire who are in their care.
  - Familiarise themselves with the layout of the building, the position of appliances and the fire evacuation route and exits
  - Provide safety information for the pupils in their care.
  - Always follow the evacuation procedure when the fire alarm is raised
  - Do not prop open fire doors
  - Do not damage or misuse firefighting equipment and if you observe that extinguishers seals are damaged report them for repair
  - Do not obstruct walkways and exit routes & ensure that fire exit doors can be opened

All locations will ensure that they have a copy of the Fire Risk assessment in place. (This is a landlord responsibility). In the case of a school location they should verify that there is one in place.

Additional Information : <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

## HEALTH & SAFETY POLICY

### FIRST AID AND ACCIDENT REPORTING

51. The provision of first aid assistance available is determined by risk assessment and ensures that sufficient cover is provided for staff, volunteers, guests and visitors. First aid kits are checked and replenished regularly.
52. All accidents and incidents are reported using the IRON reporting system in place. These reports are reviewed at the monthly Compliance Committee Meeting.

See Additional Guidance: <http://www.hse.gov.uk/firstaid/>  
And <http://www.hse.gov.uk/pubns/priced/l74.pdf#page=9>

### FOOD SAFETY

53. Staff who are required to prepare food have had an appropriate level of training
54. Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines
55. Hygiene audits are carried out at regular intervals
56. Food contact surfaces are in sound condition, clean and easy to disinfect
57. All kitchen equipment and machinery is robust and in a good state of repair
58. All food stuffs are stored and labelled appropriately
59. PPE & appropriate hand wash facilities are provided
60. Appropriate pest prevention and control measures are in place to prevent food contamination
61. Only authorised persons are allowed to enter food preparation areas
62. Information is shared on special dietary requirements and allergen information is provided and alternative meals are provided to ensure adequate nutrition
63. Food for activities is sourced from proven sources and in line with any specialist dietary needs.
64. Food that may contain allergens is kept separate to prevent cross contamination.

See Additional Guidance <http://www.food.gov.uk/>

### GAS SAFETY

65. All gas appliances and pipe work are installed and maintained only by a competent person, Gas Safe trained. The Gas Safe engineer attending must have the correct qualifications for the type of

## HEALTH & SAFETY POLICY

appliances they are working on. There are different qualifications for domestic industrial and commercial equipment.

66. All staff must be aware that it is a criminal offence to use a gas appliance that is suspected or deemed to be unsafe.

67. All staff should ensure where appropriate that they:

- Familiarise themselves with any emergency gas shut off valves in their specific work area
- In the event of a suspected gas leak:
- Turn the gas off at the emergency stop button on appliances etc.
- Open doors and windows that are safe to open
- Avoid the use of any naked flames or electrical switches
- Inform the relevant persons on site.
- Call the National Gas Emergency Service -0800 111 999

68. The operator will require the following information:

- The address/location of the suspected gas escape or gas emergency
- How many people are at the property and their level of vulnerability
- Where the smell is most noticeable
- How long the smell has been noticeable
- Is the smell coming from the cellar/basement
- Are any neighbours affected?
- Your name and phone number
- Any special circumstances or access information

69. Ensure that they move persons to a safe distance as required.

See Additional Information: <http://www.hse.gov.uk/toolbox/gas.htm>

### LIQUID PETROLEUM GAS-(LPG)

70. This is the type of gas that comes in cylinders and cartridges. It differs from mains gas in that it is heavier than air and can travel long distances on the ground. Gas cylinders should be stored (and used) outside at least 3 meters away from doors, drains and vents. There should be no smoking signs in the area and it should be away from sources of ignition and impact dangers.

71. The person who is responsible for using any gas BBQ must ensure pre use checks are made.

72. Prior to any Gas BBQ being used:

- Check that the appliance is in good order, undamaged and that hoses are properly attached and undamaged. If in doubt get the hoses replaced or don't use it
- Make sure the gas taps are turned off before changing the gas cylinder and do it in the open air
- Don't over-tighten joints
- When you have finished cooking, turn off the gas cylinder before you turn off the BBQ controls - this means any gas in the pipeline will be used up

## HEALTH & SAFETY POLICY

- Read the manufacturer's instructions about how to check for gas escapes from hoses or pipework, e.g. brushing leak detection solution around all joints and looking for bubbles
- Never take a gas stove, light or heater into tented areas.

73. LPG is also commonly used as a propellant in aerosol cans. Aerosols are liable to explode if involved in a fire, causing spread and intensification of fire and possibly damaging doors so that they fail to function in restricting the spread of fire and smoke.

74. These potential consequences should be taken into account and appropriate use, storage and disposal arrangements put into place for aerosols, taking into account the quantities involved. Storage should be away from escape routes and no storage should be allowed in boiler houses or other areas containing fixed sources of ignition such as electrical distribution boards in cupboards. They should not be stored or placed in damp areas (such as under sinks) where the container might corrode. Aerosol cans can overheat and rupture in direct sunlight therefore avoid placing aerosol cans containing LPG/flammable liquid propellant on window ledges. They should also be kept away from heated appliances.

See Additional Guidance: <https://www.gassaferegister.co.uk/help-and-advice/seasonal-advice/bbq-safety/>

And for aerosols- <http://www.bama.co.uk/safety/>

### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

75. Staff should be aware of the risks associated with any harmful substance prior to its use.

76. Managers should have sourced the Material Safety Data Sheet for any substances used and have completed a suitable and sufficient COSHH Risk Assessment.

77. All staff should ensure that:

- They know how to handle, use, store, and dispose of any substance marked as hazardous or harmful. If they are not sure they should seek advice and information.
- They know what PPE is needed and how to use it.
- Do not transfer a harmful substance into a container if it is not correctly labelled and approved by the manufacturer.
- They return harmful substances to their designated storage area and that access to unauthorised persons or vulnerable children is prevented.
- All items stored are compatible with one another.

78. Staff should not:

- Mix products
- Taste or smell products
- Spray them in the presence of food.
- Leave them unattended where there is a risk of harm.

See: COSHH Policy

See Additional Guidance: <http://www.hse.gov.uk/coshh/basics.htm>

## HEALTH & SAFETY POLICY

### LEGIONELLA

79. Legionnaires' disease is normally contracted by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria
80. Where SkillForce rents or leases premises then responsibilities for the prevention of Legionella prevention and Management need to be established. The Landlord or persons in control of the premises must ensure that a suitable and sufficient risk assessment is in place which highlights responsibilities, key assets on the water system schematic drawings and remedial actions and has a duty to ensure:
- Persons required to undertake monitoring have had suitable legionella awareness training and have the appropriate equipment
  - A combination of temperature control (Hot water stored above 60 degrees Celsius, ), physical checks and disinfection are in place to manage the risk of legionella from our water systems
  - Any infrequently used outlets such as showers or taps are regularly cleaned and flushed through
81. Records are maintained of management and monitoring systems. (5 years records on site)

See Additional Guidance: <http://www.hse.gov.uk/legionnaires/what-you-must-do.htm>

### LONE WORKING

82. There are some situations where staff may be alone in a building or at a site.

Staff should:

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present.
- Ensure that someone knows where you are when they are working alone and that agreed safety controls are implemented. (examples may be; welfare checks, buddy systems, informing persons of location, routes and return times, ensuring you have emergency contact numbers and a method of communication)
- Raise concerns about lone working situations with their line manager

See Policy Lone working Policy

Location - Cascade

Also see Additional Guidance: <http://www.hse.gov.uk/pubns/indg73.htm>

### MACHINERY AND EQUIPMENT SAFETY

83. All machinery and equipment must be maintained in a safe condition and have appropriate pre use checks.
84. Staff should ensure that they:
- Follow specific operating guidelines/instructions for the use of machinery and equipment.
  - Do not undertake repairs and maintenance on machinery and equipment unless they are competent and authorised to do so.
  - Do not use machinery or equipment that is damaged, nor allow others to do so

## HEALTH & SAFETY POLICY

- Are familiar with any emergency stop controls

See Additional Information: <http://www.hse.gov.uk/work-equipment-machinery/>

### MANUAL HANDLING

85. Staff should:

- Where required attend training and refresher training provided for your safety and the safety of others (e learning - Virtual; college)
- Avoid unnecessary manual handling tasks
- Ensure there are suitable risk assessments and appropriate controls in place and the controls communicated to the staff group.
- Carry out all pre use checks on lifting equipment and vehicle platforms.
- Do not underestimate the risk of injury from manual handling tasks
- Never lift, move or carry anything unless you are confident you can do so safely
- Make sure you know how to lift, move and carry correctly and that you are physically able to take the weight
- Always seek assistance when you can
- Use lifting aids provided
- Reduce the weight of the load to be carried whenever possible

See Additional Guidance and tools : <http://www.hse.gov.uk/msd/manualhandling.htm>

### NEW AND EXPECTANT MOTHERS

86. A detailed risk assessment regarding any workplace hazards is carried out with the member of staff who informs us that they are an expectant mother
87. The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made us aware
88. The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs
89. Following risk assessments and reviews appropriate controls are put in place where necessary. These may include changing shift patterns, work involving only very low risk tasks, or paid leave

See Policy Maternity Policy  
Location Cascade

See Additional Guidance : <http://www.hse.gov.uk/mothers/faqs.htm#q3>

## HEALTH & SAFETY POLICY

### OCCUPATIONAL HEALTH

90. If you are unable to attend work follow sickness absence follow reporting procedures that are in place
91. Immediately inform your supervisor if you suffering from any aches or pains as result of any repetitive tasks that you are required to carry out
92. Report any medical condition that you may have that is not work related to your supervisor if it is likely to be made worse by the repetitive nature of the tasks that you carry out
93. Stress Management is recognised as forming part of an effective Occupational Health programme for staff; therefore we recognise the requirement, via training and support for both managers and staff to recognise the signs of stress, as well as effective systems that can be put into place to deal with a range of potential causes and effects on both the individual and the team. A staff Assist programme is in place to support staff.

**See Policy: Sickness and Absence policy**  
**Location Cascade**

Office and similar areas

94. Accommodation is provided with suitable lighting, ventilation, heating and space
95. Use of Display Screen Equipment (DSE) procedures are followed - staff who work on computers for continual periods of 1 hour on a daily basis have completed workstation assessments and been informed of their entitlement to eye tests
96. Room layout is suitable for the number of staff and for ease of access and egress
97. Any cables or other trailing leads are managed to prevent tripping hazards
98. Shelving is strong and secure and suitable for the materials stored on it and staff are advised on storage of items according to weight
99. Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over.
100. Steps, hop-ups or stepladders are provided to gain access to high level storage

**See Additional Guidance:** <http://www.hse.gov.uk/office/>

### PROTECTIVE CLOTHING AND EQUIPMENT

101. All PPE required for work activities will be provided for staff free of charge.
102. Staff should:
  - Ensure you use the correct personal protective equipment for the task
  - Ensure that it fits correctly and you know how to put it on and take it off in the correct manner



## HEALTH & SAFETY POLICY

- Protective clothing and equipment provided for your safety must be used where indicated
- Keep your protective clothing and equipment in good condition
- Report immediately any unsuitable, defective or lost item

See Additional Guidance: <http://www.hse.gov.uk/toolbox/ppe.htm>

### SECURITY

103. Personal safety is risk assessed
104. Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced.
105. The personal safety of staff and visitors is taken into account when planning changes to buildings, events and activities.
106. There is controlled entry to the building and visitors books
107. All deliveries are checked and controlled
108. All documentation is kept secure
109. The use of flash drives is restricted and all drives are password protected.
110. Secure archiving and document destruction procedures are followed.
111. Clear desk policies are operated at the end of shifts to ensure protected information is not left in view.
112. The use of post it notes and notelets is controlled to prevent identifiable data being thrown in the bin.
113. Information passed over the telephone is controlled to ensure data protection
114. Information shared outside of SkillForce using agreed formats and on secure systems and on a need to know basis

### SLIPS, TRIPS AND FALLS

115. Slips trips and falls are some of the highest reported and recorded accidents and incidents.
116. It is important that staff:
  - Keep their work area clear from obstructions and slip/trip hazards
  - Never allow cables trailing across a floor to be a tripping hazard
  - Do not take short cuts across unmade or slippery surfaces and keep to the paths, corridors and walkways provided
  - Use handrails on flights of steps and staircases

## HEALTH & SAFETY POLICY

- Ensure lighting on staircases is appropriate
- Clean up any spillage immediately or, if you are unable to do so place a warning sign in the area and report the hazard to colleagues in that area
- Wear suitable footwear
- Do not stand on chairs, desks or tables; use a 'hop up' or a ladder or step ladder
- Do not use a ladder or stepladder unless it is stable and safe to use

See Additional Information: <http://www.hse.gov.uk/slips/index.htm>

### SMOKING

117. With the exception of the designated smoking area SkillForce operates a no smoking policy in the buildings and grounds.

### MINIBUS SAFETY

118. Staff must ensure they

- Always check the vehicle to ensure it is road worthy and free from defects prior to use
- Do not drive or operate a vehicle if you are not authorised to do so
- Do not drive a vehicle for which you do not hold the appropriate licence
- Inform their line Manager of any changes in your medical condition or to your driving licence that affect your ability to drive.
- Always be aware of, and give way to pedestrians when on internal roads.
- Follow signed traffic routes around premises
- Do not park in designated restricted areas on premises
- Keep to the speed limit
- Be aware of traffic calming measures
- Do not use mobile phones for calls or texting, or be otherwise distracted whilst driving on site roads or main carriageways,
- Record date, start and end mileage
- Do not drive if you feel fatigued
- Do not drive under the influence of substances or alcohol
- Do not smoke in company vehicles or vehicles used for business purposes.
- Ensure Safety belts are used.
- Ensure you have has an initial induction to the vehicle and are familiar with all its controls
- When escorting pupils ensure you have all the relevant information
- Ensure appropriate arrangements are in place for breakdown and recovery
- Ensure you are aware of procedures to be followed in the event of a road traffic accident
- Ensure resources are available to obtain fuel

**Ref Educational and Residential Visits Policy.**  
**Location Central Services and with Area Managers**

## HEALTH & SAFETY POLICY

### WORKING AT HEIGHT

Staff must:

- Always ensure work at height is properly risk assessed, planned and organised and undertaken by competent persons.
- Take into account weather conditions that could endanger health and safety
- Ensure those who work at height are trained and competent
- Ensure place where work at height is carried out is safe and has safe access and egress
- Regularly inspect work at height equipment used - keeping a record of inspection
- Ensure risks from falling objects are properly controlled
- Ensure suitable communications with staff and cordons are in place
- Where work at height involves work in confined spaces ensure suitable environmental risk assessments are consulted and appropriate PPE is worn.

See Additional Guidance: <http://www.hse.gov.uk/work-at-height/key-messages.htm>

### PROACTIVE MONITORING HEALTH AND SAFETY

119. A number of different checks are done on buildings and equipment to ensure the health and safety of our staff, guests and visitors. In addition we also:

- Premises inspections
- Vehicle and equipment checklists
- Review risk assessments for all work areas, activities and equipment
- Questionnaires and workshops
- Documentation and systems audits.
- Stakeholder feedback
- Training records
- Committee and team meeting minutes
- Management checks of specialist environmental registers and logbooks to ensure compliance.

### REACTIVE MONITORING HEALTH AND SAFETY

- Investigations into fire and health and safety issues or hazards brought to our attention
- Investigation of accidents and near misses and carry out pattern analysis to ensure governance
- Review of data on ill health and sickness relating to work activities
- Financial loss data
- Complaints and compliments
- Machinery and equipment failure and breakdown logs to ensure systems are being adequately maintained.