

Health and Safety Policy and Procedure	
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The Ruskin Mill Trust Group operates schools and colleges, children's homes and care homes in Birmingham, Horsley (Gloucestershire), Pembrokeshire, Sheffield, Clent, Stourbridge and Darlington. The Trust provides innovative and experiential education and care for children, young people and adults with special learning needs, developed out of the inspiration of Rudolf Steiner, William Morris and John Ruskin.

POLICY AND PROCEDURES

1. SCOPE

The Health & Safety at Work etc. Act 1974 [section 2 (3)] requires all employers with 5 or more employees to provide a written statement on the general policy regarding health and safety at work and the organisation and arrangements for carrying out that policy.

As employer the Board of Trustees must discharge this responsibility.

This Policy therefore forms part of the health and safety system and is specific to all colleges, schools and other provisions within Ruskin Mill Trust Limited e.g. Transform Residential Ltd, Brantwood Specialist School, Sunfield Children's Home and Clervaux Trust Ltd which come under the Ruskin Mill Trust group. It also directly applies to Lantern Trading Limited and Glasshouse Trading Limited.

The health and safety system will be integrated within the daily management of the colleges, Schools and other provisions within Ruskin Mill Trust Limited, Transform Residential Ltd, Brantwood Specialist School, Sunfield Children's Home, Clervaux Trust Ltd, Lantern Trading Limited and Glasshouse Trading Limited and will be continuously

developed, maintained and implemented via a comprehensive series of documents which will include:-

- The Statement of Policy
- Organisation
- Arrangements for Implementation
- Working Policy Documents
- Subject Specific Guidance Periodically Issued by the Health and Safety Executive (HSE)

The Policy recognises the legal duties and responsibilities owed to all users of the provisions within Ruskin Mill Trust Limited, Clervaux Trust Limited, Brantwood Specialist School Limited, Sunfield Children's Home, Lantern Trading Limited, Glasshouse Trading Limited and Transform Residential Ltd's premises and seeks to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the Trust by reducing accidents, injuries and ill health.

2. OBJECTIVES

It is the responsibility of the Board of Trustees via the Executive Team and managerial staff to ensure that systems are in place which will deliver a safe, healthy and supportive environment for employees, students and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Board of Trustees expects each employee to take reasonable care of their own safety and that of others either under supervision or who may be affected by their actions. The main objectives of this Policy will apply as far as reasonably practicable and are as follows:-

- i. to establish and maintain a safe and healthy environment throughout the provisions within Ruskin Mill Trust, Brantwood Specialist School, Sunfield Childrens' Home Limited, Clervaux Trust Limited, Lantern Trading Limited, Glasshouse Trading Limited associated community learning centres and Transform Residential Ltd;
- ii. to establish and maintain safe working procedures among staff and students;
- iii. to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances;
- iv. to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work;
- v. to maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable;
- vi. to ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible;
- vii. to formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation on all of the premises;
- viii. to lay down procedures to be followed in case of accident;
- ix. to provide and maintain suitable and sufficient welfare facilities e.g. canteen, toilets etc.
- x. to develop a training plan to ensure that employees are trained to an appropriate level to fulfil their health and safety responsibilities;

- xii. to ensure that staff are aware of the importance attached to health and safety and that management may invoke the Trust's disciplinary policy, which has been adopted by the subsidiary companies in the event

3. ORGANISATION

3.1. The Board of Trustees

The Board of Trustees will ensure that the Executive Team fulfils all statutory Health and Safety responsibilities.

3.2 The Executive Team is responsible for:

- Ensuring that Ruskin Mill Trust Limited, Clervaux Trust Limited, Brantwood Specialist School, Sunfield Children's Home Limited, Lantern Trading Limited, Glasshouse Trading Limited and Transform Residential Ltd have a clear written health and safety policy including; a policy statement, the organisational responsibilities and the arrangements for ensuring that the policy is implemented;
- Ensuring that the Health and Safety Policy is implemented and monitored within Ruskin Mill Trust Limited, Clervaux Trust Limited, Sunfield Children's Home, Lantern Trading Limited and Glasshouse Trading Limited, Brantwood Specialist School and Transform Residential Ltd;
- Ensuring that Ruskin Mill Trust Limited, Clervaux Trust Limited, Brantwood Specialist School, Sunfield Children's Home, Lantern Trading Limited and Glasshouse Trading Limited and Transform Residential Ltd have considered its health and safety obligations and has made provision for meeting these obligations by making health and safety an integral part of each provisions / sites development plan and associated risk register;
- Receiving health and safety guidance and information distributed by the Enforcing Authority (HSE) and ensuring that proper arrangements are made within Ruskin Mill Trust, Clervaux Trust Limited, Sunfield Children's Home Limited, Lantern Trading Limited, Glasshouse Trading Limited, Brantwood Specialist School and Transform Residential Ltd for complying with the guidance;
- Ensuring that the College Principals, Head Teachers or other provision leader responsible for each provision fulfils their responsibilities with regard to health and safety legislation;
- Ensuring that appropriate facilities and opportunities are provided for consultation between management and employees on health and safety matters;
- Ensuring that health and safety issues concerning Ruskin Mill Trust, Clervaux Trust Limited, Sunfield Childrens Home Limited, Lantern Trading Limited, Glasshouse Trading Limited, Brantwood Specialist School and Transform

Residential Ltd are identified, decisions taken and effective action carried through and that adequate finance is made available;

- Ensuring that all reasonable inspection facilities and information are provided on request to officers of the HSE;
- Ensuring that conformity to safety standards for goods purchased and equipment installed form part of Ruskin Mill Trust, Clervaux Trust Limited, Sunfield Children's Home, Lantern Trading Limited, Glasshouse Trading Limited, Brantwood Specialist School and Transform Residential Ltd's financial policy;
- Ensuring that procedures exist for checking that any items offered for use within Ruskin Mill Trust Limited, Clervaux Trust, Sunfield Children's Home, Lantern Trading Limited, Glasshouse Trading Limited, Brantwood Specialist School and Transform Residential Ltd are safe.
- Ensuring that an induction and training plan is developed which enables appropriate induction and training to be provided to employees so that they can fulfil their health and safety responsibilities.

4. RESPONSIBILITIES

4.1 The Responsibilities of College Principals, Head Teachers or other Provision Leaders

The overall responsibility for all Trust health, safety and welfare organisation and activity rests with the provision leader, who will:

- Work in conjunction with the Executive Team to revise and update the Health and Safety Policy on an annual basis;
- Co-ordinate the implementation of health, safety and welfare procedures in the provision;
- Make clear any duties in respect of health and safety which are delegated to members of staff and ensure these duties are adequately discharged;
- Ensure that suitable and sufficient resources are allocated to enable the aims of the Health and Safety Policy to be met;
- Ensure compliance with all health and safety legislation.

4.2 Responsibilities of the Deputy and/or Assistants

- Liaise with and report directly to the Provisions leader on all matters of health and safety;
- Ensure the day to day implementation of the Policy including the maintenance of appropriate risk assessments for on-site and off-site activities and seek the approval of the Provision leader for meeting the financial implications of identified control measures;

- Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that the Provision leader is kept informed of accidents and hazardous situations;
- Arrange an annual review of the working documents and systems which support the Policy and make appropriate recommendations to the Provision;
- Ensure that a health and safety training plan for all employees is developed and delivered;
- Ensure that the day to day operational requirements of the Health and Safety Policy are implemented in all areas under their management;
- Ensure that risk assessments are carried out in their areas of responsibility and monitor them regularly;
- Notify the Provision Leader and the Health and Safety Lead of any immediate health and safety concerns;
- Ensure the health and safety of all students in their care as far as is reasonably practicable.

4.3 Responsibilities of the Health and Safety Leads

- Liaise with and report directly to the Provision leader on all matters of health and safety.
- Work with the Maintenance Coordinator/Manager, Deputy and/or other nominated representative to ensure the day to day implementation of the policy including the maintenance of appropriate risk assessments for on-site and off site activities and seek the approval of the Provision leader for meeting the financial implications of identified control measures.
- Work with the Maintenance Coordinator/Manager, Deputy and/or nominated representative to ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis and ensure that the Provision leader is kept informed of accidents and hazardous situations.
- Arrange an annual review of the working documents and systems, which support the policy and make appropriate recommendations to the Provision leader.
- Work with the local Hiram Education and Research Team and in conjunction with the Deputy and/or Assistant to ensure that a health and safety training plan for all employees is developed and delivered.

4.4 Responsibilities of the Maintenance Coordinator/Manager

- Will ensure that all premises are maintained to provide a safe environment for staff, students and visitors;

- Will select suitable and competent contractors and monitor their work to ensure that students, staff and visitors are not exposed to hazards;
- To liaise with the local Health and Safety Lead and when necessary the Trust Health and Safety Lead to ensure that all health and safety issues are considered;
- To report to the provision leader, health and safety lead or line manager on issues of immediate concern with regard to health and safety.

4.5 Responsibility of Registered Managers in the Trust's residential care homes and children's homes

Responsibilities of the Heads of Residential and Heads of Care

- Liaise with and report directly to the Provision lead on all matters of health and safety and comply with relevant regulatory bodies: Care Quality Commission (CQC) Guidance Procedures in England, Care Inspection Wales (CIW) in Wales and Ofsted Social Care
- Ensure the day to day implementation of the Policy including the maintenance of appropriate risk assessments for on-site and off-site activities and seek the approval of the Provision Lead for meeting the financial implications of identified control measures;
- Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that the Provision Lead is kept informed of accidents and hazardous situations;
- Arrange an annual review of the working documents and systems which support the Policy and make appropriate recommendations to the Provision Lead;
- Develop a health and safety training plan for all employees;

4.6 Responsibilities of House Managers and other Residential Managers

- Will be responsible for ensuring that the day to day operational requirements of the Health and Safety Policy are implemented in all areas under their management;
- Will ensure that risk assessments are carried out in their areas of responsibility and monitor them regularly;

- Will notify their line manager and the Health and Safety lead of any immediate health and safety concerns;
- Will ensure the health and safety of all students and other service users in their care as far as is reasonably practicable.

4.7 Responsibilities of the Residential Carers (including Shared Lives Providers)

- Check that the residential premises are safe and suitable for students and residential staff
- Check equipment is safe before use and inform appropriate person if not;
- Ensure safe procedures are followed;
- Give clear instruction and warnings to students, as often as necessary;
- Report defects in equipment or any health and safety concerns to their line manager and the Health and Safety lead;
- Avoid introducing personal items of equipment (electrical/mechanical) into household without authorisation from their line manager or Health and Safety lead;
- Set an example by personally following safe working procedures;
- Ensure the health and safety of all students in their care as far as is reasonably practicable
- Follow risk assessments to maintain the health and safety of all students.

4.8 Responsibilities of general staff

All staff must ensure that they are aware of the health and safety policy and procedures and that they follow safe working practices and report any health and safety issues to their line manager.

4.9 Visitors and other users of the sites

Visitors and other users of the premises of the Trust and its subsidiaries will be required to observe the health, safety and welfare rules of the provision/site. In particular parents/carers and other volunteers helping out on the sites will be made aware of the Health and Safety Procedures applicable to them by the manager to whom they are assigned

4.10 Responsibilities of the students

The good conduct and discipline of students is crucial to the success of any College School or social enterprise, particularly in any activity where there is an element of inherent risk. All students attending the Trust's colleges, schools or other provision including social enterprise have a responsibility to ensure their own safety and the safety of others who may be affected by their actions. Students will follow the instructions of their tutors on all safety issues, including the use of machinery and equipment, the wearing of personal protective equipment and the use of hazardous substances. Behaviour Contracts for students or other service users should be complied with.

5. ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY

This part gives details of local implementation under specific subject headings and wherever possible gives references to detailed relevant Approved Codes of Practice, guidance and advice issued by the HSE, etc. which are to be considered in conjunction with supporting policies.

5.1 Distribution of Health and Safety Information

- i) A copy of the RMT health and safety policy will be kept in the main administration office on all provisions and residential sites. This will be made available to any staff member wishing to see it;
- ii) Managers will ensure that all staff under their management are aware of the policy and its contents;
- iii) All staff will receive a handbook on induction which states the general policy of the Trust.

5.2 Accidents, Dangerous Occurrences and Near Misses

- i) Immediate First Aid
The provision will ensure that there is an adequate number of staff trained in First Aid.

Accidents involving injury or ill health effects will be notified immediately to the nearest First Aider to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital. The First Aider will report the incident to their line manager, college nurse (if applicable) and Health and Safety Lead within one working day.

- ii) Completion of the Accident Book
Staff should ensure that all accidents involving injury or ill health effects are notified to the Health and Safety Lead or duty manager and that an accident report form is completed as soon as is reasonable practicable.

If the accident involves a major injury or dangerous occurrence the Health and Safety Lead will inform the Health and Safety Executive by means of the F2508 report form as soon as is reasonably practicable.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

- iii) Internal Investigation
The manager involved and the Health and Safety Lead, in liaison with the provision lead, will carry out an accident investigation and implement any changes required to prevent recurrence.
- iv) Reporting to HSE, DCELLS & CQC
All accidents reportable under RIDDOR regulations will be reported to HSE, DCELLS & CQC using RMT's Incident and Concern Reporting Policy and Procedure within the timescales set by the regulatory body.

5.3 Asbestos

- i) It is the policy of the Trust that no work of any kind shall be undertaken by any staff employed at the Trust or any contractor on any material, which either contains or may contain asbestos.
- ii) The Control of Asbestos at Work Regulations requires that all materials containing or having the potential to contain asbestos will be identified and their location marked. An asbestos management plan will be developed for each provision in accordance with the legislation. This will be overseen by the Trust's Head of Maintenance. A copy of the results of any asbestos survey will be kept by the relevant manager at the relevant provision. All contractors and maintenance staff must check available information in the Asbestos management plan before commencing any work on site which involves the structure of the building.
- iii) In premises where asbestos surveys have not been undertaken all of the individual buildings will be presumed to contain asbestos and if any structural work is undertaken samples will be taken from the areas affected and analysis undertaken. Additionally all staff who may come across asbestos as part of their work i.e. maintenance staff will receive training in asbestos awareness.

5.4 Contractors

All contractors carrying out work on buildings in use at any of the RMT provisions will:-

- i) report to the Maintenance Coordinator/Manager and sign in at the office if necessary. Work must not commence until authorisation has been obtained;
- ii) ensure that they are aware of all relevant policy and procedure documentation regarding their work for the Trust and have been signed accordingly;
- iii) examine the Asbestos Register prior to commencing any work on any of the Trust premises;
- iv) observe their own health and safety policies and procedures;
- v) comply with the general requirements of the RMT Health and Safety Policy particularly in relation to emergency procedures.

5.5 COSHH - Control of Substances Hazardous to Health Regulations

- i) Risk assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by someone who has the knowledge and experience to make decisions about the risks and actions needed. The assessments and required actions will follow the guidance set out in the Approved Code of Practice.
- ii) In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Classification, Labelling and Packaging Regulations (CLP). These Regulations also require the supplier to provide a safety data sheet.
- iii) COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations, pesticides and substances.
- iv) Copies of COSHH risk assessments including actions required will be kept in the relevant departments.
- v) As a general principle, it is the policy of the Trust that wherever possible safer alternatives be considered when purchasing hazardous substances.
- vi) Local exhaust ventilation systems which remove hazardous substances will be tested every 14 months in accordance with Section 9 of the COSHH regulations

5.6 Display Screen Equipment (DSE)

- i) The Health and Safety (Display Screen Equipment) Regulations require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
- ii) Workstation risk assessments will be carried out by competent persons on all stations in accordance with the Guidance on Regulations issued by the HSE.
- iii) Eye tests should be facilitated for those staff falling within the regulations.
- iv) Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet Working with VDUs.

5.7 Electricity at Work

The Electricity at Work Regulations requires that electrical installations be maintained to prevent danger.

- i) Fixed installations will be inspected and tested by an approved electrical contractor at 5 yearly intervals and in the event of a fault developing.
- ii) Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet 'Maintaining portable equipment in offices and other low risk environments'.
- iii) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Maintenance Coordinator.

5.8 Emergency Procedures

1. Evacuation

- i) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- ii) In the event of a suspected fire the alarms will be operated, but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- iii) In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in Fire and Emergency Procedures.
- iv) The Provision lead and/or the Health and Safety Lead, and when necessary a Fire Officer, will determine when it is safe to reoccupy the buildings.

2. Fire

- i) All fire-fighting equipment will be checked at least annually by specialist maintenance personnel.
- ii) All fire stop doors must be free swinging at all times so that they are normally closed (unless on an electro-magnet device). Fire exit doors must be unlocked, easily accessible and operable from within the building.
- iii) The fire alarm system, fire detection systems and emergency lighting will be tested by a competent person at least once every six months and recorded.
- iv) Fire Drills will be held once per term and the Health and Safety Lead or nominated person will record the evacuation time and the general performance of the drill.
- v) Appropriate members of staff will receive fire training.
- vi) Clear instructions must be issued to staff regarding the nearest fire alarm call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.
- vii) The provision will ensure that fire risk assessments, as required by The Regulatory Reform (Fire Safety) Order, are carried out and reviewed annually. They will be reviewed more frequently if there is a change in circumstances, which increases the risk.

3. First Aid

- i) First aid boxes will be maintained at all sites in use at each of the Trust's provisions.
- ii) It is the policy of the Trust that there will be sufficient numbers of trained First Aiders on site at all times. Those with current certification are listed at each provision.
- iii) The College Nurse (where applicable), Health and Safety Lead is the 'Appointed Person' for the purposes of the First Aid at Work Regulations and they, or other designated person, will ensure that first aid box contents are replenished.
- iv) A record of treatment given must be maintained by the qualified First Aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident. All such records will be maintained by the Health and Safety Lead.

- v) Contractors will maintain their own first aid boxes and provide their own trained First Aiders, although they will be allowed to use the provisions first aid boxes in an emergency.
- vi) The Approved Code of Practice and Guidance will be followed where applicable.

5.9 Glass and Glazing

- i) Doors which can be pushed open from either side should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- ii) Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.
- iii) The HSE guidance on glazing in workplaces which can be found in Workplace Health and Safety: Glazing will be followed where appropriate.

5.10 Inspections, Monitoring and Audit and Review of Performance

1) Inspection

- i) General inspections are carried out once per term by the Health and Safety Lead with the assistance of other managers or an external Health and Safety Consultant as necessary and in consultation with other staff as necessary.
- ii) In addition, staff in supervisory roles will carry out regular checks on their area of operation and report any problems to the Health and Safety Lead.

2) Monitoring

- i) The Health and Safety Lead will meet periodically with the provision lead and usually following the termly inspection so that any issues found can be addressed.
- ii) The Provision lead will monitor the provision's performance on Health and Safety issues and will follow the Trust Health and Safety Reporting protocol.
- iii) The Health and Safety Leads will meet at least annually with the Trust Health and Safety Lead, but will communicate periodically to ensure that there is a uniform approach to health and safety throughout the Trust.

3) Audit and Review of Performance

- i) There will be an annual audit of all aspects of health and safety carried out by the external health and safety consultant. Findings will be reported to the provision lead.

5.11 Lifting Operations and Lifting Equipment

- i) Passenger or goods lifts on-site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations (LOLER) and the Approved Code of Practice issued by the HSE, which will be complied with.
- ii) The Health and Safety Lead will ensure that the statutory inspections take place when due.
- iii) All staff using the equipment must be familiar with the health and safety requirements regarding its use.

5.12 Management of Health and Safety

- i) The Management of Health and Safety at Work Regulations and the Approved Code of Practice and Guidance will form the basis of the health and safety system. In addition the principles contained in HSE publication 'Managing for Health and Safety' (HSG65).
- ii) Risk assessments and safe systems of work will be developed and implemented in each section by Tutors and other responsible staff with the assistance of the Health and Safety Lead or other nominated person where necessary. These will be available to all employees. Training will be given where necessary in accordance with the Health and Safety Training Plan, which will be revised annually.
- iii) The Executive Team intends to ensure that health and safety becomes an integral part of the daily operation of the provision and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work etc. Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. Staff will be expected to follow advice and training given to report to their immediate line manager any hazards, incidents or near misses.

5.13 Manual Handling

- i) It is the policy of the Trust that management and staff will comply with the requirements of the Manual Handling Operations Regulations and the Guidance on Regulations issued by the HSE.
- ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii) Training, where necessary, will be a key part of reducing the risks for those staff and students involved in manual handling.

5.14 New Plant, Machinery and Equipment

- i) The relevant requirements are contained in the Provision and Use of Work Equipment Regulations (PUWER) and the Approved Code of Practice. It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article

may be used safely. This information will then be given to employees during instruction on safe use.

- ii) Second hand articles or those belonging to staff, which may create a safety risk, will not be allowed to be used on site without the express permission of the Provision Lead. The Provision Lead will seek the advice of the Health and Safety Lead, or the Trust Health and Safety Lead if necessary

5.15 Noise at Work

- i) The Control of Noise at Work Regulations 2005 requires employers to assess and minimise the risks associated with exposure to high levels of noise. There is an Approved Code of Practice on the implementation of these regulations issued by the HSE.
- ii) In the college, school or social enterprise environment, the circumstances where these regulations may apply are very limited. Where necessary assessments will be made on the noises and activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment and grounds maintenance equipment.
- iii) As a general rule, the regulations will not apply where noise levels are below 80dBA.

5.16 Occupational Health

1) Access to Occupational Health Services

- i) Arrangements will be made to provide access to Occupational Health Services via the Human Resources Department, which can provide confidential assistance on a wide range of matters affecting personal health.
- ii) Staff wishing to access this service should initially discuss the problems with their line manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the Human Resources Department who will respect the privacy of the individual concerned.
- iii) Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with the Provision lead.

2) Bullying

- i) Bullying of any employee or learner will not be tolerated and will be regarded by the Trust as a disciplinary issue. Please refer to the Trust's Anti-bullying policies and Code of Conduct as part of its Student Protection Policies

3) Drugs and Alcohol Policy

- i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of others the matter will be

dealt with in accordance with the Drugs and Alcohol Policy.

- ii) Managers have the option of involving Occupational Health Services (via the Human Resources Department) for any staff, following discussions with the individual concerned in an attempt to provide constructive assistance. In serious cases, managers may invoke disciplinary procedures.
- 4) Health Surveillance
- i) It is not considered that any employees on site are subjected to continued exposure to any substances, which are so hazardous as to require their health to be monitored.
- 5) Legionnaires Disease
- i) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems which when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice has been issued by the HSE. The Trust will follow the HSE advice.
- 6) New and Expectant Mothers
- i) The guidance issued by the HSE in 'New and expectant mothers at work - A guide for health employers' will be followed.
- 7) Smoking on provision sites
- i) The Trust complies with legislation on smoking in public places introduced in July 2007. Smoking will not be allowed in any building owned or rented by the provision or Trust to ensure there is no risk of others being affected by passive smoking. This includes any vehicles used on Trust business
- 8) Stress at Work
- i) Stress is treated very seriously at RMT and staff will receive appropriate support through Human Resources Department.
 - ii) The HSE has issued guidance on 'Tackling work-related stress: A manager's guide to improving and maintaining employee health and well-being', It has also issued, in conjunction with the Education Service Advisory Committee, a guidance document entitled 'Managing work-related stress: A guide for managers and teachers'. It is the policy of the Trust that this guidance is followed.
 - iii) Other useful publications from HSE that employees can refer to are 'Work Related Stress - A short guide' and 'Tracking work-related stress - A guide for employees'.
- 9) Violence at Work
- i) Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSE Education Service Advisory Committee will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

- ii) The Trust has a behaviour support, sanctions and physical interventions policy and procedure
- iii) A separate incident reporting procedure is in place.

5.17 Educational Visits and Off-Site Activities

- i) All visits must be approved by the relevant manager in advance.
- ii) Any member of staff wishing to participate in an off-site visit must follow the Trust policy. Risk assessments will be undertaken in accordance with the Trust policy.

5.18 Personal Protective Equipment

- i) The requirements of the Personal Protective Equipment at Work Regulations and the Guidance on Regulations issued by the HSE will be followed.
- ii) Where protective equipment is necessary it will be supplied by the Trust free of charge to staff. Employees must ensure that they and students use the relevant PPE at all appropriate times.

5.19 Risk Assessment

The Trust recognises its obligations to carry out risk assessments under the Management of Health and Safety at Work Regulations and The Regulatory Reform (Fire Safety) Order and all subordinate legislation where risk assessment is a fundamental requirement.

The Trust will make a suitable and sufficient assessment of:

- iv) The risks to the health and safety of employees to which they are exposed whilst they are at work; and
- v) The risks to the health and safety of persons not in employment arising out of or in connection with the conduct by the employer of its undertaking.

5.20 Safety Consultation

- i) The Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations require employers to consult with trade union representatives or directly with non-union employees. Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989. The Trust will fulfil these obligations, through the Provision lead, who will involve all staff including representatives in the development of health and safety.
- ii) Health and safety issues can be raised by any member of staff or students through team meetings or student forums.
- iii) Additionally, issues can be brought to the attention of any of the Health and Safety Lead or the Provision lead at any time by any member of staff or student.

5.21 Site Safety and Security

- i) Separation of Vehicular and Pedestrian movement

- a) The Provision lead will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians.
 - b) The Maintenance Manager/Coordinator will ensure that when contractors are on site their activities and vehicular movements do not compromise the safety of pedestrians.
 - c) Where necessary separate access will be delineated for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.
- ii) Visitors and Contractors
- a) Official visitors must sign in at reception and will be issued with a visitor's badge which must be returned on leaving the site.
 - b) Reception staff should be informed in advance of visitors including their name/organisation, date and time of the visit.
 - c) Contractors must be authorised by the Maintenance Coordinator/Manager prior to commencing work.

5.22 Statutory Inspections and Examinations

Statutory inspections and examination of boilers, gas appliances, pressure vessels, lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held by the Health and Safety Lead who will confirm that arrangements for inspection and examination are made by the due dates.

5.23 Supervision of Students

- i) The Provision lead shall take all reasonable steps to ensure that appropriate staff supervision is provided for students during teaching periods, in residential settings and during off-site activities.
- ii) All staff will share the responsibility for ensuring that students adhere to the guidance in the student handbook in terms of their behaviour when on site, at residential settings or on off site visits.
- iii) Staff supervising students in all college, school or social enterprise activities will be responsible for ensuring that students' behaviour is appropriate and in accordance with the staff/student handbook.

5.24 Supporting Students with Medical Needs

- i) A policy has been developed to support students with medical needs so that they can maximise their involvement in normal College or school activities. It will be in accordance with the Trust Equality and Diversity Policy.

5.25 Visitors

- i) Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.
- ii) In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in the provision Fire and

Emergency Procedures.

5.26 Work Experience/Placements

- i) The Provision lead will ensure that all students who are on a work experience placement are not subjected to any unnecessary risk of injury or harm.
- ii) All places of employment utilised for placements or work experience for students will be assessed and approved by appropriate staff from the college, school or residential provision.
- iii) Where students who are resident at the provision arrange their own work including voluntary work this will be treated exactly the same as a work placement and the placement will be inspected by the appropriate staff.
- iv) Staff undertaking placement inspections will be trained to an appropriate level.

5.27 Workplace Safety

- i) The Workplace (Health, Safety & Welfare) Regulations and the Approved Code of Practice and Guidance cover a wide range of basic health, safety and welfare issues. They set out what is required in relation to ventilation, temperature, lighting, cleanliness, space, traffic routes, drinking water, sanitary conveniences, changing and rest facilities and other matters relating to the workplace. The Trust will adhere to the approved code of practice.

5.28 Workplace Facilities (external premises) used by the Trust

The Trust and the provisions will ensure so far as is reasonably practicable the safety of staff and students using premises and facilities, which are external to the provision. This will include premises leased or hired by the provision. The provision will identify hazards and assess the risks to staff and students. Where necessary control measures will be introduced to ensure that, the risk is eliminated or reduced.

CROSS REFERENCE TO OTHER POLICIES

- Student Protection Policies
- Drugs and Alcohol Policy

TRAINING:

1. Training

- i) All employees shall be instructed as to possible hazards, which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual training plan, which will be approved, by the Education and Training Committee.
- ii) The Training Plan will cover:
 - a) Induction Training

Every effort must be made to ensure that all new staff receive appropriate induction training, which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an understanding of the safety policy. Human Resources will provide a copy of the staff handbook, which includes safety guidance to each new employee.

- b) Management Training
The Trust recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they have responsibility.
- c) Specialist Training
The Hiram Education and Research Team at the request of the Trust Health and Safety Lead will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.
- d) Fire Training
All members of staff shall receive training on actions to be taken in the event of fire, and advice on fire precautions. Key staff will be given additional training in fire prevention and control where necessary
- e) Student Training
Students will receive health and safety induction training and ongoing safety training where necessary.

USEFUL REFERENCES: related legislation/ policies/procedures/protocols

RELATED DOCUMENTATION:	Found at:
Tackling work-related stress: A manager's guide to improving and maintaining employee health and well-being'	http://www.mindfulemployer.net/files/9313/7415/9769/Tackling_Work-Related_Stress_-_a_Guide_for_Employees.pdf
Tackling work related stress	http://www.hse.gov.uk/pubns/indg430.pdf
Managing work related stress: A guide for managers and teachers	http://www.mindfulemployer.net/files/2113/7415/9538/Work-Related_Stress.pdf
Work related stress: A short guide	http://www.mindfulemployer.net/files/2113/7415/9538/Work-Related_Stress.pdf
Tracking work related stress: A guide for employees	http://www.hse.gov.uk/pubns/indg424.pdf

IMPACT MEASUREMENTS AND TOOLS OF EFFECTIVENESS:

- Annual health and safety checks and independent monitoring visits periodically.
- Responding to and identifying area of weakness and follow up by the provision leads with their health and safety leads on a monthly basis and then trust wide at a Trustees meeting.

IMPACT OF NON-COMPLIANCE FOR:

Staff & Students
Legislation &
Organisation

Breach of Health and Safety regulations is a criminal offence

Failure to comply with these requirements can have serious consequences - for both organisations and individuals.

Sanctions include fines, imprisonment and disqualification or dismissal.

Those found guilty are liable for fines and imprisonment. In addition, the Company Directors Disqualification Act 1986, section 2(1), empowers the court to disqualify an individual convicted of an offence in connection with the management of a company. This includes health and safety offences. This power is exercised at the discretion of the court; it requires no additional investigation or evidence.

For offences committed between the 16th January 2009 and before the 12th March 2015, the offence carries a maximum fine on conviction in the magistrates' court of £20,000 or imprisonment for a term not exceeding 6 months or both. The maximum penalty in the Crown Court is an unlimited fine or imprisonment not exceeding two year or both.

For offences committed on and after the 12th March 2015 the maximum penalty in the magistrates' court is an unlimited fine or imprisonment for a term not exceeding 6 months or both. In the Crown Court, the maximum penalty is an unlimited fine or imprisonment not exceeding two years or both.