



**PARBOLD DOUGLAS  
C OF E ACADEMY**

**HEALTH AND SAFETY  
GENERAL POLICY**

## OVERVIEW

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Our health and safety management system provides us with the means to manage health and safety in an efficient and effective way. The system is contained in two folders:

Health and Safety General Policy (for use by the management team)

Safety Handbook (made available for employees to read)

These documents contain our plans, policies, organisation, arrangements and risk management tools.

### **General Policy, General Arrangements and Implementation of Policy**

In this section we state our objectives for, and commitment to, managing health and safety. We also describe our general health and safety arrangements and indicate how the policy will be implemented.

### **Organisation and Responsibilities**

To ensure that we are all aware of the duties that we have to create and maintain a safe working environment, this section outlines our organisational structure for managing health and safety. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described.

### **Arrangements**

In this section we outline the arrangements that we will use to implement statutory requirements and to achieve the objectives of our policies.

### **Monitoring, Checking and Recording**

The master documents for monitoring and checking are found at the back of the folder.

We have records for our fire precaution checks and training and other master documents and completed forms required by our policies and procedures. These and the other completed records are our proof that we have been diligent in carrying out our policy and complying with legal requirements.

### **Document Control**

The issue status of pages in our documents is identified in the bottom left hand corner of each page. When updates or changes are required, only the pages requiring amendment will be changed with the issue status being increased by one. Each change is recorded in the Amendment Record found at the front of each manual.

The date on the Policy Statement reflects the date the policy was last reviewed.

# PARBOLD DOUGLAS C OF E ACADEMY HEALTH AND SAFETY GENERAL POLICY

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## AMENDMENT RECORD

| Amendment Reference | Section | Page No | Amendment Details        | Amendment Date | Requested By |
|---------------------|---------|---------|--------------------------|----------------|--------------|
| HS/0/0911           | All     |         | New Policy               |                | TR           |
| HS/1/1013           | C       | 36      | Remove page              | 10/13          | TR           |
| HS/1/1013           | C       | 41      | Amend number and address | 10/13          | TR           |
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**SECTION A:**  
**GENERAL POLICY, GENERAL**  
**ARRANGEMENTS AND**  
**IMPLEMENTATION**

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## GENERAL POLICY STATEMENT

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At our organisation it is our policy to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. We are looking for your cooperation to enable us to fulfil our legal duties and the objectives of this policy. To promote co-operation, procedures for consulting you are built into the policy. It is your duty to follow the standards and procedures laid down by us.

Where applicable, equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. If you are required to operate any equipment you will be provided with appropriate training. Any other training and instruction necessary to ensure that you know how to work safely will also be provided. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given.

Any materials or equipment kept on site will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect all users of the premises. Suitable facilities for your welfare at work will be provided and maintained, as will arrangements to enable you to obtain first aid.

The signatory below has ultimate responsibility for health and safety within our organisation and will, if applicable, nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant procedures.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and associated procedures will be amended. Any amendments will be brought to the attention of all persons that need to know.

### Policy Holder:

Signed: ..... Chair of Governors and Head Teachers

Date: .....

Review Date: .....



## GENERAL ARRANGEMENTS

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What to do **IN THE EVENT OF FIRE** is covered by separate instructions, copies of which are posted throughout the premises, (see Fire Safety Arrangements in Section C).

You must report **ALL INCIDENTS**. Where necessary, incidents will be investigated to determine causes and identify actions to prevent recurrence, (see Incident Reporting Arrangements in Section C).

**FIRST AID**. The location of first aid boxes and the names of first aiders are displayed on notice boards.

We are responsible for the **INSTRUCTION** of employees in safe working methods and for ensuring that these methods are used. We are also responsible for initiating any steps necessary to improve unsafe conditions.

We will arrange for you to receive any **TRAINING** that you will need in order to work safely and avoid work-related ill health. This will include training in the operation of emergency procedures.

**GOOD HOUSEKEEPING** is an essential part of our safety programme and you must co-operate with us in maintaining suitable standards. A housekeeping campaign will be introduced with areas prioritised to achieve a gradual overall improvement which should be maintained. Where possible, waste removal should form part of the operators normal duties.

We are responsible for the **MAINTENANCE** of equipment, especially where there is a risk to your health and/or safety. All defective equipment will be withdrawn from use until faults are rectified; all maintenance work will be undertaken by competent persons.

Regular **SAFETY INSPECTIONS** of all areas will be undertaken in accordance with an agreed timetable, (see Section E – Monitoring). Where the need is identified for action to be taken to rectify unsafe conditions, this will be carried out, if it is reasonably practicable to do so.

Where a risk assessment identifies that you need to use **PERSONAL PROTECTIVE EQUIPMENT (PPE)** to ensure your health and/or safety, we will provide suitable equipment. Wherever possible you will be consulted when equipment is being selected.

Safety procedures and rules for **CONTRACTORS** are outlined in Section B.

**RISK ASSESSMENTS** will be carried out as required under the current edition of the Management of Health and Safety at Work Regulations. They will be monitored and reviewed as necessary.

## IMPLEMENTATION OF POLICY

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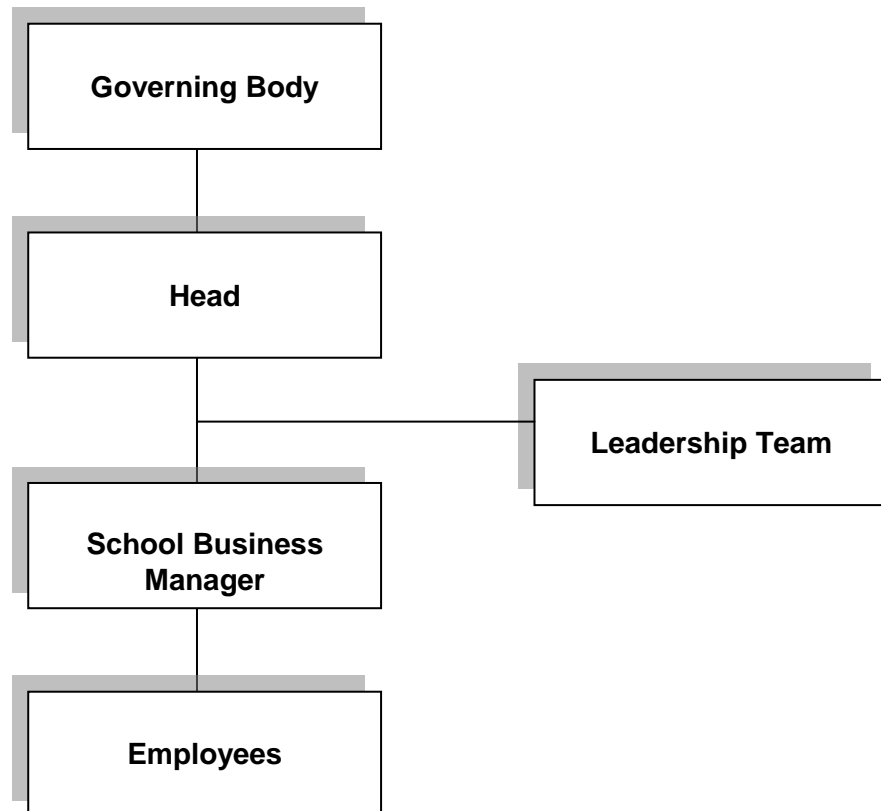
Our policies will be implemented by:

- taking health and safety into account when planning all business activities;
- providing and maintaining equipment and systems of work that are carefully designed and monitored;
- ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
- ensuring that employees are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- ensuring that high standards of housekeeping are maintained throughout all our premises and in premises where we are working and that means of access and egress are safe;
- ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used;
- ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them;
- ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- ensuring that all employees and subcontractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- maintaining a system for the recording and investigation of all incidents;
- ensuring that the responsibilities of employees and subcontractors with regard to health and safety are specified clearly in writing.

# **SECTION B:**

## **ORGANISATION AND RESPONSIBILITIES**

## HEALTH AND SAFETY MANAGEMENT STRUCTURE



## INDIVIDUAL RESPONSIBILITIES

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### GENERAL RESPONSIBILITIES OF ALL EMPLOYEES

The organisation takes seriously the health, safety and welfare of all our employees and anyone that could be affected by our work activities. We have set high standards which are described in our policies, procedures and safe systems of work. These standards will not be achieved easily but we are committed to providing the resources necessary to do so. Achieving the standards we have set for ourselves also requires the co-operation of all employees.

Employees who authorise work to be carried out must ensure that those that will be doing the work are sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, you will need to provide supervision, particularly in the case of young and inexperienced workers. If you have specific monitoring responsibilities, these are described in Section E. In addition to any specific responsibilities, you should regularly carry out safety inspections of the working environment under your control in order to maintain standards.

All employees must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and working and using any personal protective equipment (PPE) you have been instructed to use. If you have any concerns about health and safety matters, you should tell your supervisor or use the consultation procedure described in Section C.

We may want you to be involved in our risk assessment programme. If so, we would ask you to co-operate with those leading the process.

We would remind you that employees have duties under Sections 7 and 8 of the current edition of the Health and Safety at Work Act to:-

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable them to comply with their statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.

Failure to comply with your legal duties could result in the enforcing authority taking action against you.

## SPECIFIC RESPONSIBILITIES

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### GOVERNING BODY/ HEAD

Responsibilities include:-

- initiating our Policy for the prevention of injury, damage and wastage;
- carrying out an annual review of the Policy;
- appointing a senior manager to administer and implement our Policy;
- arranging funds and facilities to meet requirements of the Policy;
- ensuring that any inspection, testing and certification is carried out to comply with relevant Regulations applicable to our operation;
- ensuring that appropriate insurance cover that embraces both statutory and general requirements is met and maintained;
- ensuring that suitable risk assessments are carried out by competent personnel and that suitable records are maintained;
- carrying out risk assessments to identify all hazardous activities and the risks associated with such activities;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensuring that risk assessments are reviewed regularly, particularly in respect to any new or proposed activities or processes;
- ensuring that all levels of staff receive adequate and appropriate training;
- ensuring that disciplinary procedures are adequate to act against those who breach safety Policy or safe practices;
- ensuring that any testing or examination is carried out on any article to comply with any Regulations;
- making reasonable enquiries to ensure that subcontractors engaged to work on our behalf and contractors engaged to work on our premises are competent to do so;
- setting a personal example.

## SUMMARY OF RESPONSIBILITIES

### OVERALL RESPONSIBILITY

The Policy Holder has overall and final responsibility for health and safety within our operations and will ensure we have effective policies for health and safety and will delegate specific responsibilities to ensure that all requirements of current legislation are satisfied.

### SPECIFIC RESPONSIBILITIES

| Responsibility                                    | Name                 |
|---|----------------------|
| <u>Policy Implementation</u>                      |                      |
| Review:   | Governor and Head    |
| Health and Safety Budget/Funding:                 | Governor and Head    |
| Insurance Provision:                              | Governor and Head    |
| Instruction in Safe Working Practices:            | Head and Deputy Head |
| Training:   | Head and Deputy Head |
| Health and Safety Inspections and Monitoring:     | Site Supervisor      |
| Person responsible for Safety Consultation:       | Governors and Head   |
| Office Safety Inspections:                        | Manager              |
| Person responsible for Disciplinary Procedures:   | Governors and Head   |
| Person responsible for issue of PPE:              | Manager              |
| <u>Equipment Maintenance and Inspection</u>       |                      |
| Outside Services:                                 | Site supervisor      |
| First Aid Provision:                              | Manager              |
| <u>Fire</u>                                       |                      |
| Equipment:  | External             |
| Evacuations:                                      | Head                 |
| Computer Equipment:                               | Manager              |
| Housekeeping:                                     | All staff            |
| Collection/Delivery Procedures:                   | Manager              |
| Accident Reporting and Recording:                 | Manager              |
| Accident Investigation:                           | Head and Governors   |
| Person responsible for dealing with Civil Claims: | Governors            |
| Visitors (inc. Sub-contractors):                  | Manager              |
| <u>Risk Assessments</u>                           |                      |
| General:  | Leadership team      |
| Hazardous Substances:                             | Leadership team      |
| Manual Handling:                                  | Leadership team      |
| PPE:  | Leadership team      |
| DSE:  | Leadership team      |
| Asbestos:   | Leadership team      |

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| <b>Responsibility</b>               | <b>Name</b>     |
|-------------------------------------|-----------------|
| Food Hygiene:                       | Leadership Team |
| Working at Heights:                 | Leadership Team |
| Lone Working:                       | Leadership Team |
| Pregnant Workers:                   | Leadership Team |
| Young Persons:                      | Leadership Team |
| <u>Services</u>                     |                 |
| Gas & Gas Equipment:                | Leadership Team |
| Electricity & Electrical Equipment: | Leadership Team |
| Water Supply (Legionellosis):       | Site Supervisor |
| Waste (inc. Clinical Waste):        | Site Supervisor |



## RESPONSIBILITIES OF CONTRACTORS

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The responsibilities described below apply to all contractors engaged to work on our premises.

Contractors are responsible for ensuring that all persons under their control are aware of the following:-

- fire procedures;
- first aid arrangements;
- welfare arrangements;
- the requirements of any risk assessments and Method Statements or Safe Systems of Work they are required to comply with;
- areas where personal protective equipment (PPE) must be used;
- any permit to work systems.

It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. Persons engaging contractors are responsible for providing this information.

It is the responsibility of a contractor to provide us with Risk Assessments and Method Statements or Safe Systems of Work, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.

Persons engaging contractors are responsible for obtaining contractors' Risk Assessments and Safe Systems of Work prior to the commencement of the work. They are also responsible for inspecting work areas to ensure that they are complied with. We reserve the right to submit contractors' Risk Assessments and Method Statements to our external consultants for evaluation.

A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair. Persons engaging contractors are responsible for checking equipment brought onto our premises before the commencement of work and at regular intervals during the period of work.

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer.

Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30ms.

Contractors will be required to provide evidence that any portable electrical appliances brought onto our premises have been tested by a competent person in the last 3 months.

We reserve the right to order off site any contractor not complying with the Safety Policy and/or Safe Systems of Work.

# RULES FOR VISITORS

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## INTRODUCTION

The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who was in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.

Any person receiving a visitor should ensure that:-

- where applicable, the visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure;
- the visitor remains in the reception area until they are collected by their host;
- any incident involving a visitor must be reported without delay. Injuries should be recorded in the Accident Book;
- the visitor reads and complies with the Fire Procedures.

## PARKING

You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

## RECEPTION AREA

Please remain in the reception area until you are collected by your host.

You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

## SECURITY

You must not remove anything from the premises without permission.

## HEALTH AND SAFETY

Do not enter any area until you have received the permission of an authorised representative.

Where indicated by your host or by the signs displayed, please use the protective clothing and equipment provided.

You must report any accident, injury or dangerous occurrence to your host immediately. You will be required to enter the details of any injury in our Accident Book.

## **FIRE**

Please follow the Fire Procedure and Instructions.

If you are working unaccompanied, please familiarise yourself with the locations of the fire exits and call points.

## **SMOKING**

In order to comply with legal requirements, you are not allowed to smoke in any of our buildings.

# **SECTION C:**

## **PROCEDURES**

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## ACCIDENT/INCIDENT REPORTING PROCEDURE

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We accept our duty under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated (we have access to guidance on RIDDOR via ES Gateway).

### INCIDENT RECORDING

Any person injured during the course of their work should record the injury in our Accident Book. The completed page of the book should then be removed and given to the person who is responsible for ensuring that completed reports are kept secure. The injured person may take a copy of the page from the Accident Book if they wish.

### ACCIDENT INVESTIGATION

The person responsible will investigate all accidents and incidents. Incidents will be investigated by completing a copy of the Accident/Incident Report Form and measures necessary to prevent recurrence will be identified and implemented.

### REPORTS TO THE ENFORCING AUTHORITY

The person nominated for investigating accidents/incidents is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR. If the person is not sure whether an incident should be reported NorthgateArinso Employer Services Advice Line can be contacted.

### INCIDENT CONTACT CENTRE

|   |
|---|
| Incident Contact Centre<br>Caerphilly Business Park<br>Caerphilly<br>CF83 3GG |
|---|

|           |  |
|-----------|--|
| Tel:      | 0845 300 9923  |
| Fax:      | 0845 300 9924  |
| Internet: | <a href="http://www.riddor.gov.uk">www.riddor.gov.uk</a> |

It is our policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed to the Policy Holder in writing who will make our official response. This statement relates to both reportable and non-reportable accidents/ incidents.

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## CIVIL CLAIMS

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We acknowledge that employees and others (contractors, visitors and members of the public) who may be affected by our activities have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on our behalf by our Employers' and Public Liability insurer.

Following the Woolf report, there is now a 'fast track' procedure that allows for small claims to be settled quickly. This procedure requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt and providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure', the following procedures must be followed:-

- all incidents must be recorded, investigated and, where necessary, under RIDDOR, reported to the enforcing authorities as described in the Incident Reporting Procedure contained in this Policy;
- any person receiving a letter from a solicitor must forward this immediately to the person responsible for dealing with civil claims;
- this person will, unless instructing someone else to act on their behalf, forward the solicitor's letter to our insurer along with any evidence in our defence;
- direct correspondence with the claimant and/or his/her solicitor is strictly forbidden, as this may prejudice our defence;
- all correspondence relating to the claim must be forwarded to the person responsible for dealing with civil claims immediately following receipt.

It is our responsibility to provide evidence in defence. Therefore we will collate an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is foreseeable. We may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents, but this is not an exhaustive list:-

- entry in the Accident Book;
- statements from the injured person(s), witnesses, supervisors and first aider. These should be signed and dated and contain only statements of fact not supposition;
- copy of the accident/incident investigation report, with any photographs and diagrams;
- pre and post accident risk assessments;
- a copy of any written safety instructions given to the injured person(s);
- a record of any personal protective equipment issued to the injured person(s);

- copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident;
- any disciplinary evidence relating to the occurrence;
- copy of any statutory reporting document forwarded to the Enforcing Authority (F2508 or F2508A);
- copy of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to our insurers without the permission of the person responsible for dealing with civil claims.

A claim may be brought by an employee whether or not the accident has been recorded in the Accident Book or whether he/she has taken time off work as a result.



## ASBESTOS

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A survey of our premises has been undertaken. Please refer to the survey for areas that may contain asbestos-containing materials (ACM). There are no health risks to people working in the premises, so long as these presumed ACM remain in good condition and are not disturbed. However, if the materials are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and there will be risks to anybody exposed. To ensure that risks from work on presumed ACM are reduced to the lowest reasonably practicable level we will operate the following procedures:-

- an Asbestos Register listing the locations and conditions of all known and presumed ACMs will be maintained;
- the Asbestos Register will be brought to the attention of any person who needs to disturb or work on or near to a known or presumed ACM;
- before any work on or near to a known or presumed ACM is allowed to commence a risk assessment will be carried out and a method statement written. The risk assessment and method statement will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for a sample of the ACM to be taken and analysed;
- we will not allow work on an ACM to start until the controls described in the risk assessment and method statement have been implemented;
- the persons who will be doing the work will receive suitable training. They will be informed about the hazards and the precautions they need to take to ensure their health and safety;
- an emergency procedure for dealing with accidental damage to ACMs will be written and brought to the attention of the persons that will be handling the damaged materials;
- we will check the condition of all ACMs regularly. Where necessary, the Asbestos Register will be amended.

Any employee observing damage to any ACM's should report this to the Policy Holder immediately.

## ASBESTOS MANAGEMENT

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We recognise that breathing in air containing asbestos dust can lead to asbestos-related diseases. These are mainly cancers of the chest and lungs.

It is our policy to:-

- take reasonable steps to locate materials that are likely to contain asbestos;
- assume that any material contains asbestos unless there is evidence that it does not;
- keep an up-to-date written record on the location of these materials;
- where appropriate identify materials containing asbestos by suitable means;
- monitor the condition of these materials;
- assess the risk of exposure from asbestos and presumed-asbestos materials;
- prepare and implement a management plan to control these risks;
- ensure the written record on the location of asbestos materials is brought to the attention of persons who need to know e.g. building maintenance workers, contractors etc;
- only allow work on asbestos, including its removal to be carried out by suitably trained and equipped persons;
- only allow work on asbestos insulation, asbestos coating and insulating board, including sealing and removal to be done only by a contractor licensed by HSE;
- ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and urgent assessment is undertaken of the extent of the contamination and the potential exposure to employees, and appropriate corrective actions including decontamination, removal and if required health surveillance are taken.

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# CHILD PROTECTION AND PROCEDURES

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## CHILD PROTECTION AND PROCEDURES

We believe that a child's welfare, development and protection are paramount and should be upheld at all times within any activity.

We are working towards national and local objectives and targets which are aimed at increasing opportunities, equality and access to services and resources which will support the overall well-being and growth of children of all ages and their families.

Our overall aim is to support the all round development of children which enables each individual child to reach their own potential and thereby make the most of their educational opportunities which will shape their future learning into adulthood.

### VISION

"To support the local community so that families and carers give a sure start to the healthy development of all their children through play, care and education".

Whilst it may be our responsibility to undertake statutory child protection responsibilities, access and use of our activities, services and resources is by parental choice. However we do have a responsibility to help uphold the safety and well being of all children we are in contact with.

Our programme will protect children from harm and we have adopted the Child Protection Procedures produced by the Local Authority Child Protection Committee. This is the multi-agency body established under the guidance of the Department of Health Document current edition of "Working Together to Safeguard Children" to promote co-ordinated action to deal with child abuse.

The current edition of the Department of Health Document "Working Together to Safeguard Children" sets out how all agencies and professionals should work together to promote children's welfare and protect them from abuse and neglect.

The document states:

"All agencies and professionals should:-

- be alert to potential indicators of abuse or neglect;
- be alert to the risks which individual abusers, or potential abusers, may pose to children;
- share and help to analyse information so that an informed assessment can be made of the child's needs and circumstances;
- contribute to whatever actions are needed to safeguard the child and promote his/her welfare;

- regularly review the outcomes for the child against specific shared objectives; and
- work co-operatively with parents unless this is inconsistent with the need to ensure the child's safety.

The body responsible for co-ordinating child protection requirements is the Local Safeguarding Children Board.

All team members (team members includes secondment posts in all aspects of our child protection policy and procedures), and volunteers who are involved in any way with us will be subject to strict vetting procedures. Police checks (CRB) will be undertaken for any individual having access to children.

Personal and professional employment references will be obtained from present and previous employers for employees and volunteers. They will also have to sign a declaration that they have no criminal convictions which may disqualify them from working with young people.

We will ensure that all team members and volunteers are familiar with the procedures and have access to induction training and that policies are regularly reviewed. Team members and volunteers will have access to Child Protection training before directly working with children.

Child safety and well-being will be given priority, with support and guidance being integral to induction, training and supervision; this will include individual responsibilities following any referral made to Social Services.

External service providers will be subject to service level agreements which will outline our child protection responsibilities and the service provider together and, if appropriate, individually.

We will develop information sharing protocols with partner agencies which will link into our child protection policy and procedures. Information sharing will form part of induction, training and supervision processes.

## **DEFINITIONS**

### **General**

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as Factitious Illness by Proxy (FIBP) or Munchausen's by Proxy Syndrome (MBPS).

(‘Where the nature of the injury is not consistent with the account of how it occurred’ - apply our Procedures).

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not a child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

*Working Together to Safeguard Children  
Department of Health - April 2006*

### **DO YOU HAVE A CONCERN ABOUT A CHILD’S SAFETY AND WELL BEING?**

**You should always bear in mind that it is not your job to investigate an allegation.**

**A copy of our Child Protection Procedures is available for you to read and you share a responsibility to ensure you are familiar with this guidance.**

**You will receive training and support in respect of child protection, you must also take responsibility to discuss with your supervisor where you feel you require further support, training and awareness raising helping to identify gaps in your own knowledge and experiences.**

**If you suspect that a child may be at risk of harm or you begin to have concerns about what you are hearing and seeing, then you should progress as follows:**

- Do not ever put yourself at risk.
- If you feel it is appropriate, ask the parent/carer about what you have seen and heard. (If you feel threatened in any way then discuss immediately with a management team member and arrangements will be made to process discussion with the parent/carer).
- If you are satisfied with the explanation, make a brief record of your discussion and inform the parent/carer you have done so in the same way accidents or unusual behaviour/upsets which occur during an activity is recorded and information shared with the parent/carer, no further action is required.
- If you continue to be concerned tell the family you are required to discuss this with your Manager.
- With parental knowledge this information/concern may also be shared with partners if the family has been referred by another agency and / or supported by other agencies.
- If your manager/supervisor assesses it is appropriate, he/she will then report the concerns to Social Services.
- You must ensure your observations have been recorded in a factually accurate manner as they may be required at a later date.
- Remember the child's welfare is always the first priority.
- You must always inform a member of the management team at the first opportunity in relation to any concerns you have.

In the event of a disclosure of sexual abuse from a child, then the following procedure must be undertaken. Parents/carers must not be informed of the allegation to ensure maximum protection of the child.

Listen attentively to the child.

Don't ask questions and don't promise to keep secrets.

Reassure the child.

Record details immediately, sign and date.

Tell a member of the management team or if unavailable refer directly to Social Services.

If you have serious concerns and you are unable to contact a member of the Management team, then you should contact Social Services and/or police without delay for advice / guidance:-

- Social Services Duty Team    Tel:
- Emergency Duty Team        Tel:
- Police Contact                 Tel:

If you need to follow up a concern please ensure you make a written record to include as follows:

- Name of the child.
- Parent/carer details.
- Child's Address.
- What is said to have happened or what was said.
- When it occurred.
- Who else was there?
- What was said by those involved?
- Whether there is actual evidence - bruises, bleeding, marked changes in behaviour.
- Who has been told about it?
- Who was concerned?
- Whether the child was able to say what happened.
- Whether parents have been advised. This should always be the case except in case of suspected sexual abuse or where doing so will place either the child or yourself in danger.
- **Please remember to sign and date this information.**

### **CONFIDENTIALITY**

You may **not** share information about a family with **anyone** other than as follows:

- Our Management team/Board, other identified and agreed personnel.
- In the event of child protection concerns - contact Social Services and/or the Police.

- In the event of a child protection issue being raised which if information is not passed on would put another agency/individual in danger.
- With parental consent – partners who are also working with the family.
- If you are unsure consult a member of the management team.

**The Manager must be consulted at the earliest opportunity and kept informed. The Manager, with the appropriate team leader, will ensure appropriate team members are identified to progress any required involvement once a referral has been made to Social Services, including requirements for reports, meeting attendance etc. No team member or volunteer will be expected to undertake any child protection requirements alone.**



# CLINICAL WASTE DISPOSAL

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## **POLICY STATEMENT**

We are committed to ensuring the health, safety and welfare of our employees and of others who may be affected by the clinical waste materials that result from our work.

Our Policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

The waste disposal arrangements will be regularly reviewed.

The Policy Holder is responsible for the implementation of this Policy.

## **ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS**

### **Containers**

Suitable receptacles for the collection of waste are provided in strategic positions throughout the premises. Clinical waste must only be placed into those receptacles that have been allocated for that purpose. Containers must be adequate to prevent the escape of waste.

Clinical waste must be double bagged, sealed and identified as to its source.

Waste containers are emptied regularly and are removed by an authorised person. If additional disposal facilities are required these may be obtained by request from the Management.

Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

## **DISPOSAL**

Suitable arrangements will be made for the disposal of clinical waste that is generated as a result of our work activities. The correct pre-notification and documentation procedure will be followed for clinical waste.

Liquid waste, other than normal effluent, must not be poured into the sewers. We will ensure that adequate arrangements for disposal of liquid waste are made.

Employees will be supplied with any personal protective equipment necessary for the safe handling of waste materials.

## **USE OF WASTE DISPOSAL EQUIPMENT**

Equipment provided for the preparation of waste must only be used by fully trained and competent personnel who have been authorised to carry out the work. Examples of waste preparation equipment include compactors, bailers, shredders and sluices. Licences will be obtained where required.

## **MANAGEMENT RESPONSIBILITY**

The Management will ensure that this Policy is adhered to within their area of authority. Special arrangements regarding disposal of waste products must be organised in association with the Waste Regulation Authority or a competent and licensed contractor.

## **YOUR RESPONSIBILITY**

You must ensure that you dispose of clinical waste products in receptacles specifically provided for that purpose taking note of any segregation requirements. If an appropriate container is not available, this must be reported to the Management who will make suitable arrangements.

The use of personal protective equipment may be necessary during the handling of some wastes. Any requirement must be established before the waste handling activity commences.

You should be aware of your responsibilities under the Duty of Care. You must report any problems which arise regarding waste disposal to the Management so that corrective action can be taken.

## **INFORMATION AND TRAINING**

Suitable and sufficient information and training will be provided, as necessary, to ensure that this Policy is fully understood and adhered to and that no person is put at risk by the inappropriate disposal of clinical waste.

## **SAFE SYSTEM OF WORK**

This system of work has been designed to ensure that disposal of clinical waste is carried out safely and in accordance with the law.

Use only designated receptacles for holding clinical waste products. Do not put waste materials in receptacles that have not been allocated for that specific purpose. Take note of any segregation requirements, e.g. for sharps.

Do not discard clinical waste carelessly into receptacles; place it properly inside the unit.

Do not overfill waste containers. Containers must not be filled to more than 3/4 of their capacity. Inform the Management when additional resources are likely to be required.

Report any leakage or overflow of waste from a waste container to the Management.

Ensure that any spillage of substances is cleared in an approved manner and that any materials used for clearing are properly disposed of.

Make a note of any special arrangements or precautions that will have to be taken by the authorised waste remover.

Do not use disposal preparation equipment and machinery unless you are trained and authorised to do so.

Wear any personal protective equipment that is required for the safe handling of waste products.

## CONSULTATION WITH EMPLOYEES

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We accept our duty under the current edition of the Health and Safety (Consultation with Employees) Regulations to consult you on health and safety matters, particularly with regard to:

- any measures that may substantially affect your health and safety;
- our arrangements for obtaining the assistance of a competent person to help us manage health and safety;
- information about risks to your health and safety and preventative measures;
- the planning and organisation of any health and safety training that you will need in order to work safely;
- the health and safety consequences of the introduction of new technologies into the workplace.

We will be consulting you through Representatives of Employee Safety (RES). The names of your RES can be found on the following page and will be displayed on the notice board.

The RES will be provided with:-

- any training they need in order to understand and fulfil their duties as described in the regulations;
- time off, with pay, to fulfil their duties as described in the regulations;
- any information they need in order to fulfil their duties under the regulations;
- copies of correspondence from enforcing authorities and copies of any records that we are required by the current edition of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to keep.

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If you would like to raise a matter for discussion you should bring this to the attention of your RES.

## DISPLAY SCREEN EQUIPMENT (DSE)

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The term 'display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

We accept that we have a duty under the current edition of Display Screen Equipment Regulations, as amended, to assess the risks to the health and safety of our employees from the use of DSE. We have chosen to fulfil this duty by requiring all persons who use DSE, for however short a period, to complete a DSE Self-Assessment Questionnaire. The person responsible for DSE will evaluate the Self-Assessment Questionnaires and appropriate action will be taken.

Any employee that works with DSE for more than two hours per day, when averaged over a four week period, will be classed as a "DSE User". All "DSE Users" will be provided with an eyesight test by a competent person, free of charge.

Where an eyesight test identifies that a "DSE User" requires special corrective appliances to work with DSE, we will contribute to the cost of providing such appliances. If this applies to you, you should advise the person responsible for DSE of your requirements.

We recommend that if you use DSE for long periods, you break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use.

If you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of the person responsible for DSE immediately.

We have access to guidance on setting up workstations and to blank copies of the Self-Assessment Questionnaire via the ES Gateway service provided by NorthgateArinso Employer Services.

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## ELECTRICAL SAFETY

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Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocutation can also cause burns and shorting of conductors can cause fire or explosion.

We acknowledge that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted.

### **Fixed (Permanent Installation)**

Any modifications or extensions to the fixed electrical installations in our premises will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing any electrical equipment are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Regs.

### **LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.**

Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

### **Portable Electrical Appliances**

For the purpose of this procedure a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

All portable electrical appliances will be identified with a unique number and will be listed in a Portable Electrical Appliances Register.

All persons using hand held electrical appliances are responsible for inspecting plugs and lead before use.

Any person finding an item of damaged equipment should bring this to the person responsible for Electrical attention immediately. Portable electrical appliances will be inspected and tested at the recommended frequency as stipulated by current guidelines.

## FIRE SAFETY

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We recognise that a fire in our premises is a significant risk to the health and safety of anyone using the premises and to fire fighters and others outside. We are committed to doing all that it is reasonably practicable to do to prevent fire. Suitable fire precautions will be provided and maintained and employees will be instructed in fire procedures, including the actions to be taken in the event of fire.

We will:-

- assess the risks from fire at our premises and implement appropriate control measures;
- ensure that where we have a visitors book, all visitors sign the book on arrival, and again on departure;
- ensure good housekeeping to minimise the risk of fire;
- provide means of detection and giving warning in case of fire;
- inspect and/or test fire safety equipment at appropriate intervals;
- provide and maintain safe means of escape in the event of a fire;
- maintain all fire detection, fire fighting equipment and installations;
- implement a procedure for the action to be taken in the event of a fire;
- train and instruct staff in fire safety, including the carrying out of fire drills;
- keep records of all fire safety matters;
- ensure that all visitors are made aware of the fire precautions and emergency arrangements;
- comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005;
- identify people with any disability or impairment who may require assistance in the event of a fire;
- where applicable, consult with other occupiers of the building on fire safety matters;
- identify and control high fire risk activities;
- appoint and train fire marshals;

- assess any functions or special events for increased fire risk;
- display the fire procedures in prominent positions;
- designate a fire assembly point.



## **FIRE AND EMERGENCY EVACUATION PROCEDURE**

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### **ON DISCOVERING A FIRE**

1. Any person discovering a fire should sound the alarm or shout “**FIRE: Get Out**”.
2. The person discovering the fire will telephone the emergency services by dialling 9 999.
3. When the exchange operator answers, ask for FIRE SERVICE and give the telephone number: 01257 462007.
4. When connected to the Fire Service state:-

This is: Parbold Douglas C of E Academy

Address: Lancaster Lane  
Parbold  
Wigan  
WN8 7HS

Repeat the Telephone Number: 01257 462007 and state “**We have a fire**”.

5. Do not replace the receiver until this information has been correctly acknowledged.

### **ON HEARING THE ALARM**

6. Evacuate the building by the nearest available exit and proceed to the evacuation assembly point as indicated on the Fire Action Notice.
7. If safe to do so, close doors and windows behind you as you leave.
8. On arrival at the assembly point, give your name to the person taking the roll call.
9. If applicable, the Person nominated for Fire Evacuations will collect the Visitors Book on the way out if it is safe to do so, and hand it to the person taking the roll call.
10. **DO NOT** re-enter the building until told it is safe to do so by the Senior Fire Officer.

**WALK - DO NOT RUN  
DO NOT STOP TO COLLECT PERSONAL BELONGINGS  
DO NOT TAKE RISKS**

## **FIRE INSPECTION AND MAINTENANCE PROCEDURES**

We recognise that if employees do not know what to do in the event of a fire and/or if warning systems were to fail then lives could be put at risk. The following inspections and tests will be carried out to ensure that the warning system and equipment will function when required to.

### **ON INDUCTION**

Ensure that all employees have been made aware of the fire procedure, including how to raise the alarm.

### **DAILY**

Check that the "Power On" indicator on the Fire Alarm Control Panel is showing.

Check that the fault indicator is not showing or sounder operating.

Immediately notify any faults to a competent electrician and inform the senior person present.

### **WEEKLY**

Each week choose a different call point and operate the fire alarm using the key provided.

Check that the sounders operate and that the appropriate zone is indicated on the Control Panel. This will require two persons.

Notify any fault immediately to a competent electrician and inform the senior person present.

### **MONTHLY**

Check that the red indicators on emergency lights are showing.

Check that all fire exits open easily without the use of a key.

Check that fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

### **QUARTERLY**

Test emergency lighting by switching off electrical power. All emergency lights should come on.

Remove mains supply to the Fire Alarm Control Panel and check that the battery is capable of supplying the alarm sounders.

Immediately notify any fault to a competent electrician.

**TWICE YEARLY**

Servicing and preventative maintenance will be carried out by a competent person with specialised knowledge of fire warning and automatic detection systems.

Conduct an unannounced practice Fire Drill by setting off the alarm.

Check and record the time taken for all persons present to reach the fire assembly point (this should be less than 2 minutes).

After the drill, hold briefing sessions with employees to discuss any lessons learned during the drill or any faults found.

**ANNUALLY**

We will arrange for competent persons to:-

- clean the smoke detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning smoke detectors);
- service all fire extinguishers;
- carry out emergency lighting and fire alarm battery discharge tests;
- we will record all inspections and tests on the Fire Log.

## FIRST AID

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We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating.

We are responsible for assessing our first aid requirements and for ensuring that we employ sufficient trained First Aiders and/or Appointed Persons.

Signs stating the names of the First Aiders/ Appointed Persons and the locations of the first aid boxes will be displayed. The First Aiders/ Appointed Persons are responsible for ensuring that the contents of first aid boxes are checked regularly and topped up as required.

### **Advice for First Aiders on Blood-Borne Viruses (BBV)**

There are many blood-borne viruses (BBV), all of which should be considered as risks to human health. However, they are a risk only if a virus enters the blood stream of the recipient. BBV are transmitted from one person to another via unprotected sexual intercourse; blood-to-blood contact (e.g. injecting drug use); mother-to-baby transmission. BBV are not spread through the air or by touch, nor is there any danger from handling objects that have been used by an infected person, or from sharing an office or washroom.

AIDS (Acquired Immune Deficiency Syndrome) can occur in individuals following infection by a virus known as Human Immunodeficiency Virus (HIV). As a result of this infection the body's normal defences against illness may break down. Where this happens an individual is open to infections which otherwise would not have occurred. Not all individuals who become infected with the virus will necessarily develop AIDS.

Hepatitis B virus (HBV) and Hepatitis C (HBC) virus are BBV. They cause liver disease. Symptoms range from flu-like in mild cases through to severe liver damage.

BBV can be transmitted where there is direct contact with blood or other bodily fluids (e.g. saliva, urine, stools, vomit, all of which have been visibly contaminated with blood) of infected individuals particularly where the blood or bodily fluids can enter through an open wound. The use by First Aiders of the simple precautions listed below eliminates the risk of transmission.

- Cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing.
- When giving first aid wear disposable sterile surgical gloves.
- Wear disposable gloves when cleaning up spillages of blood or other bodily fluids with paper towels.
- Do not use teeth when putting on/removing gloves.
- Pull off gloves so that they are inside out.

- Where practicable gloves and towels must be disposed of in a clinical waste bag and sent for incineration by a registered waste carrier.
- Hands must be washed with soap before and after applying dressings.
- Hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves.
- When spillages of blood or other bodily fluids (with the exception of urine) occur these must be cleaned up immediately using paper towels using a solution of one part bleach to ten parts water. **DO NOT** use bleach on urine spillages. Use soap and water.
- If lips, eyes, mouth, tongue or broken skin are in contact with blood or other bodily fluids they must be washed with clean cold water and medical advice sought.

## **OBTAINING FIRST AID**

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**In the event of an injury always obtain first aid.**

### **FIRST AIDERS**

### **APPOINTED PERSONS**

### **FIRST AID BOXES**

**All injuries, however minor, should be recorded in the Accident Book.**

## **GAS SAFETY**

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Gas leaks have a high potential for fire and/or explosion and gas accumulating in a confined space can cause asphyxiation. Also, poorly maintained gas appliances can produce carbon monoxide, which is toxic.

We accept our duties under the current edition of the Gas Safety (Installation and Use) Regulations to ensure the health and safety of our employees and others when gas is used. In order to fulfil these duties, we will follow, so far as it is reasonably practicable to do so, the Approved Code of Practice (ACoP) and Guidance to the regulations.

In particular we will ensure that:-

- any person engaged to work on our gas installation is registered with the Gas Safe Register™ and qualified to the appropriate part of the ACoP;
- rooms where gas appliances are used will be provided with adequate ventilation;
- a Register of all gas appliances on our premises will be maintained;
- all gas appliances on our premises will be serviced and tested annually by a Gas Safe Register™ registered gas fitter.

Any person engaging a contractor to work on our gas installation and/or appliances should carry out checks to ensure that the contractor is Gas Safe Register™ registered and that individual gas fitters are carrying a Gas Safe Register™ identification card or working under the direct supervision of a person carrying the appropriate card.

### **ACTION IN THE EVENT OF AN EMERGENCY**

**If you think you smell gas:**

**DON'T turn electric appliances or switches on or off.**

**DON'T smoke.**

**DON'T use naked flames.**

**DO turn off the gas supply to the meter.**

**DO open doors and windows to get rid of the gas.**

**CALL the emergency number 0800 111 999.**

**IF IN DOUBT, EVACUATE**

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## HAZARDOUS SUBSTANCES

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A hazardous substance is any substance, natural or man made, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health.

We accept that we have a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

We will:-

- maintain an up-to-date inventory of substances purchased for use by employees;
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory;
- identify work activities that produce hazardous substances;
- assess the likelihood, type and severity of the health risks associated with the substances identified above, before any person is exposed to them (i.e. record COSHH assessments);
- review our COSHH assessments every 2 years, or sooner if substances or activities change significantly;
- provide suitable precautions to eliminate or reduce the risks to exposed persons;
- provide employees with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means;
- ensure that local exhaust ventilation (LEV) provided to control exposure to hazardous substances is examined every 14 months by a competent person, with records kept;
- give adequate information, instruction and training to employees likely to be exposed to hazardous substances to enable them to use any controls (including PPE) correctly and use substances safely.

Responsibilities for undertaking COSHH assessments are identified in the organisation and responsibilities section of this Policy.

Persons engaging contractors to work on our premises are responsible for obtaining from them MSDS and COSHH assessments for any substances to be used.

You are responsible for using the controls identified in the COSHH assessments for substances you use or are exposed to. If you consider that the controls identified in a COSHH assessment are not sufficient to reduce the risks to your health you should inform us immediately.



Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a “Risk Assessment and Reference Manual” containing guidance on carrying out COSHH assessments.

## LADDERS

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It is the policy of the Company that only employees trained in the use of ladders and steps are allowed to use them, and that all ladders and steps are regularly inspected.

All ladders and steps in use or belonging to the Company will be inspected for safety on an annual basis, (normally in January), and those steps and ladders that are safe to use will be painted with a band of colour on the side, in the 'colour code' for that year. Any equipment that does not meet the standard required to maintain safety is to be either repaired and tested or destroyed.

### **The colour coding is as follows:-**

- Year 2011 - Red
- Year 2012 - Black
- Year 2013 - Green
- Year 2014 - Brown
- Year 2015 - Blue

### **Training and Use**

Training and supervision will be given by Managers/Supervisors and records of this training and supervision will be maintained. Only steps and ladders that have the current year's colour band are to be used. Ladders and steps without the correct colour band are to be quarantined until they can be examined for safety and colour coded correctly.

### **Training**

The training will include a demonstration of correct use of ladders and steps and cover the following points:-

- use of the correct type and height of ladder or steps;
- colour banded and rejection/reporting of unsafe or incorrectly banded ladders and steps;
- placement of the ladder or steps on a safe, non-slip and level base and for ladders with the upper part of the ladder resting against a firm surface;
- rungs/steps should be in good condition, clean and strong enough to bear the weight;
- type of suitable footwear, which should be worn;
- when to ask for assistance to 'foot' or hold the ladder or steps;
- storage and handling: ladders and steps should be stored securely to avoid them falling on people or obstructing walkways or exits.

## **Employees**

Before you use steps or ladders you must inform us if you have:-

- any problems or worries that you may have about using either steps or ladders;
- any medical problems or conditions that may affect your safe use of steps or ladders;
- any past history of accidents when using steps or ladders;
- any doubts that you have regarding the condition or use of steps or ladders.

## LONE WORKING

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We will ensure, so far as is reasonably practicable, that you and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. Our intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

### ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:-

- the remoteness or isolation of workplaces;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

### INFORMATION AND TRAINING

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. You will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. You are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

### SAFE SYSTEMS OF WORK

Rules and instructions will be developed, if necessary in writing, to cover the following:-

**Required ability of employees, e.g:-**

- professional training;
- qualifications and experience;
- medical fitness.

**Suitability of equipment, e.g:-**

- quality of hand tools;
- level of personal protective equipment supplied by us;
- insulation of portable lighting and other electrical appliances.

**Means of communication, e.g:-**

- two-way radio;
- telephone;
- remote manual or automatic alarm system;
- regular visits by competent person.

**Provision for treatment of injuries, e.g:-**

- portable first aid kit;
- availability of first-aider.

**Emergency and accident procedures, e.g:-**

- means of summoning help;
- means of raising alarm;
- rescue plans and equipment;
- fire fighting equipment.

**Training, e.g:-**

- for safe use of specialised equipment and processes, etc.

**Supervision, e.g:-**

- for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is relaxed to the level of occasional visits.

**DEFINED WORKING LIMITS**

We will establish clear procedures to set limits of what can and what cannot be done while working alone.

**PERMITS TO WORK**

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity may not take place. Copies of permits will normally be issued to everyone directly involved with the activity, e.g. the solitary worker, the closest supervisor and the relevant manager.

Where time limits are a consideration, e.g. to control exposure to heat, fatigue or to ensure essential supplies such as breathing gases are not exhausted, the permit would state required starting and finishing times or maximum duration of the task.

## MANUAL HANDLING

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Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such tasks have the potential to cause injuries. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, tasks will be assessed, equipment such as sack trucks, trolleys and wheelbarrows will be provided to reduce risks and employees will be provided with training in handling techniques.

Responsibilities for undertaking manual handling assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

You are responsible for using equipment provided to reduce risks from manual handling tasks. You will not be required to carry out a manual handling task that you consider is beyond your capability.

Any person who considers that a manual handling task is beyond their capacity should bring this to the attention of their Line Manager.

Persons engaging contractors to work on our premises are responsible for obtaining from them copies of risk assessments for any manual handling tasks.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out manual handling assessments.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

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Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not reasonably practicable to control exposure to hazards by any other means, we will provide you with suitable PPE free of charge.

We will determine where, when and what PPE needs to be used when we conduct risk assessments. We will also identify any standards that apply to the PPE that you will need to use.

Items of PPE will be selected to be compatible and, wherever possible, you will be consulted during the selection process.

If you are required to use PPE, we will ensure that you are instructed in its use, maintenance and storage and, where necessary, that you are provided with written information. You will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge. You will be charged for equipment damaged through negligence or loss.

Areas where PPE must be used will be identified with the appropriate warning sign.

You are responsible for using PPE as directed.

Managers/supervisors are responsible for enforcing the use of PPE in areas under their control.

We will issue appropriate PPE and you will be required to sign to acknowledge receipt.

All PPE remains our property and must be returned on leaving.

If you experience problems using PPE you should bring this to our attention immediately.

**Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered as gross misconduct, which could lead to summary dismissal.**

Contractors are responsible for identifying in their risk assessments the need for PPE to be used. They are also responsible for providing their employees with any PPE they need and for enforcing its use.

We reserve the right to exclude from our premises any person not using the PPE needed to ensure their health and safety.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out risk assessments for the use of PPE.

## PREVENTION OF WORK-RELATED VIOLENCE

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We accept the Health and Safety Executive's definition of work-related violence i.e. a violent incident is:

*“any incident in which a person is abused, threatened or assaulted in circumstances relating to work.”*

We consider that work-related violence is unacceptable and our aim is to reduce to the lowest reasonably practicable level, the likelihood of you being exposed to violence and aggression while at work.

We will identify all activities where there is the potential for work-related violence and will ensure that the risk assessments for these activities consider the hazards of violence and aggression. This will include activities involving direct contact with members of the public or involving the handling of money and/or desirable goods.

Where you may be exposed to risks of work-related violence, we will inform you of the findings of the relevant risk assessments and we will seek to reduce these risks to the lowest reasonably practicable levels by implementing engineered and procedural control measures. Where we identify that training and instruction will help to reduce risks, you will be provided with such training. This will include, but will not be limited to:-

- how to identify potential incidents of violence before they happen;
- how to prevent incidents from developing;
- appropriate behaviour for providing non-confrontational services to public;
- actions to take in the event of a violent incident.

If you feel that you are losing control of a situation or that the other person is becoming aggressive, you should try to withdraw and obtain assistance. The type of assistance provided will depend on the situation.

If a Line Manager considers that it is the best way to calm a situation, an aggressive person will be asked to leave the premises.

If it is believed that an aggressor is in possession of an offensive weapon then the police will be called immediately (preferably unknown to the aggressor). You should not attempt to disarm an assailant unless personal injury is imminent. You should not pick up an object to use as a weapon except in self-defence.

Your safety and that of members of the public are paramount and entirely outweigh the value of any money or property that could be stolen. You are not expected to foil a raid or to try to prevent theft, if doing so would put any person's life in danger.

All incidents involving work-related violence or aggression must be recorded on a “Violent Incident Report Form”. This applies to incidents where there are no injuries as well as to those where injuries occur.



Where injuries occur as a result of work-related violence, these must also be recorded as described in the Accident/Incident Reporting Procedure, which will include the reporting of any injuries covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Where work-related violence involves physical assault, the police will be informed. However, it is acknowledged that there may be circumstances in which an injured person does not wish to press charges or make a statement against another person.

All incidents of work-related violence or aggression will be investigated by the Policy Holder and a report produced. As part of the investigation procedure, relevant risk assessments will be reviewed. If a review identifies that changes to existing controls and/or additional controls are needed to prevent recurrence, these will be implemented with any changes being brought to the attention of all persons that need to know.

We appreciate that being abused or assaulted can be very distressing and we will support you as much as we are able to. As soon as you feel able to, we will discuss the incident to see if there are lessons that we can learn. We will provide you with information on victim support schemes and, if appropriate, you will be offered confidential counselling. If you remain away from work following a violent incident, we will keep in regular contact and offer any support that we can.

Via ES Gateway, an Internet service provided by NorthgateArinso Employer Services, we have access to Guidance Notes providing advice on preventing work-related violence and recognising signs of aggression (see further guidance section of this Policy).

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## PROTECTION FROM BLOOD-BORNE VIRUSES

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Our aim is to prevent or control the risks to employees from blood-borne viruses (BBV's) that they may encounter during the course of their work. The main viruses of concern being human immunodeficiency virus (HIV, which causes AIDS), Hepatitis B and Hepatitis C.

BBV's are carried in the blood of infected people (it is possible for a person to be infected but be unaware of it). They are also carried in other body fluids such as semen, vaginal secretions and breast milk. Body fluids such as saliva and urine may contain one or more of the viruses but are unlikely to be an infection risk unless they contain visible blood.

Tasks where employees could be exposed to BBV's will be assessed and controls introduced to eliminate or reduce the risks to the lowest reasonably practicable level. The findings of these risk assessments will be communicated to the employees concerned and training in the use of the control measures will be provided. The procedures that should be followed if an employee is exposed to blood that may contain a BBV will also be explained.

Employees identified as being particularly at risk from Hepatitis B virus will be vaccinated.

Where risks from BBV's cannot be reduced to acceptable levels by other means, employees will be provided with suitable personal protective equipment and trained in its use.

All potentially infected materials and equipment (e.g. clinical waste, soiled clothes, syringes and needles) will be identified and arrangements made for them to be handled and disposed of safely.

All needlestick injuries, puncture wounds and incidents involving exposure to blood or bodily fluids will be investigated by Management and the relevant risk assessments reviewed and, if necessary amended.

Responsibilities for carrying out risk assessments of tasks where employees may be exposed to BBV's are identified in the organisation and responsibilities section of this Policy. From these risk assessments safe systems of work will, where appropriate, be developed. Managers are responsible for bringing the significant findings of the risk assessments to the attention of persons concerned.

You are responsible for using the controls described in the risk assessments for tasks that you carry out.

Where there is a risk of exposure to blood or bodily fluids or equipment or materials contaminated with these, the following precautions must be adopted:-

- cover all cuts, sores, chapped skin or other open wounds with a waterproof dressing;
- when collecting abandoned sharps always wear anti-syringe gloves, used in accordance with the manufacturer's instructions;
- wherever possible, use litter tongs to pick up rubbish and abandoned sharps;
- when litter picking, wear safety boots;

- place discarded sharps in a yellow sharps box. When three-quarters full, sharps boxes must be disposed of as contaminated waste by a licensed waste carrier. Boxes must be sealed and marked to identify their origin;
- do not use teeth when putting on/removing gloves or when removing needle sheaths;
- wear disposable sterile surgical gloves when administering first aid;
- pull off sterile gloves so that they are inside out;
- hands must be washed with soap before and after applying dressings;
- hands and other parts of the body must be washed immediately with soap and water after contact with blood, other bodily fluids and after removing gloves;
- blood and bodily fluids (except urine) should be cleaned up by using absorbent materials and a solution of one part bleach to ten parts water; N.B. **DO NOT** use bleach on urine spillages - use soap and water;
- when handling needles and other sharp equipment take care to avoid accidentally cutting or piercing the skin. Used needles must be placed immediately into a sharps container and disposed of by incineration;
- if a needle stick injury or puncture wound occurs or you come into contact with blood or bodily fluids that may contain a BBV, obtain first aid.

## **INCIDENT PROCEDURE**

If a needle stick injury or puncture wound occurs or you come into contact with blood or bodily fluids, the procedure below should be followed:

- Encourage cuts and wounds to bleed.
- Wash the affected area thoroughly with soap and water.
- If available, clean the affected are with Mediswabs or Hibisol handwash.
- If mucous membrane or eyes are affected, wash the affected area with copious quantities of running water.
- Attend the nearest hospital Accident and Emergency Department immediately and advise the following information:-
  - the date, time and location of the incident;
  - a description of the incident.
- As soon as possible report the incident to the Management.
- Record the incident in the Accident Book (See Accident/Incident Reporting Procedure).

A Guidance Note, containing further advice about blood-borne viruses, is available on ES Gateway, an Internet service provided by NorthgateArinso Employer Services.

## RISK ASSESSMENT

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We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all work activities. We recognise that the purpose of risk assessment is to identify significant hazards in order to ensure that risks are eliminated or reduced to the lowest reasonably practicable level.

Our aim is to:-

- identify significant hazards to health and safety;
- identify all persons at risk from the hazards identified;
- ensure that controls are sufficient to reduce risks to acceptable levels;
- where necessary to ensure that risks are controlled adequately, action further controls;
- review risk assessments every 12 months or sooner if there is any reason to suspect that an assessment is no longer valid;
- record an individual risk assessment for each young person, (16-18years of age) employed;
- record an individual risk assessment for any employee that informs us that she is pregnant. An initial assessment will be recorded when we are informed. This will be reviewed monthly throughout the pregnancy and any period while she is breast feeding after return to work.

All areas and work activities will be risk assessed.

Responsibilities for undertaking risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed. Line Managers are responsible for bringing the significant findings of risk assessments to the attention of persons concerned.

You are responsible for using the controls described in the risk assessments for tasks that you carry out.

Via ES Gateway, an internet service provided by NorthgateArinso Employer Services, we have access to a "Risk Assessment and Reference Manual" containing guidance on carrying out risk assessments.

## SCHOOL MAINTENANCE

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The school does not directly employ any maintenance staff as such, and so maintenance issues are all contracted out to appropriately qualified engineers. Maintenance intervals are dictated by manufacturers or, where equipment is damaged or otherwise found faulty in service, as and when needed. The maintenance list includes the following items:

- **Central Heating Equipment:** This oil-fired equipment is maintained under a contract with a competent engineer. The oil storage unit is designed, sited and maintained in accordance with statutes, manufacturer's instructions and good health and safety principles.
- **Fixed Electrical wiring** is inspected 5-yearly to NICEIC standards by a competent, qualified engineer.
- **Portable Electrical Equipment** is regularly inspected by users, and is checked for electrical safety and integrity by a qualified electrical engineer, under contract to the School, every 12 months.
- **Water Supply Systems** are maintained annually by qualified contract engineers working according to the manufacturer's directions.
- **Work equipment** (such as gardening machinery etc.) is maintained off-site according to the manufacturers' recommendations by qualified engineers contracted to the School.
- **Kitchen equipment** is inspected before each use, then thoroughly cleaned and inspected after each use. Where necessary it is replaced, and may be replaced once out of warranty in any event.

## SHARPS

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### SHARPS

Sharps include, injection and suture needles, scalpel blades, razor blades, “Stanley” knife blades, stitch cutters, autojet needles, blood lancets, ampoules and broken glass.

### GUIDELINES FOR GOOD PRACTICE

Careful handling and disposal of sharp instruments, needles and glass will avoid injury.

A container used for the disposal of sharps should meet the British Standard for Sharps Containers (BS 7320:1990) and should therefore:-

- have a carrying handle;
- be resistant to penetration and leakage;
- show the hazard/danger sign;
- be kept out of the way of children;
- made of good quality plastic.

The person using a sharp is responsible for its safe use and disposal. The following precautions should be adopted:

- sharps should be carried on a tray to the area where they will be used;
- unguarded sharps should not be carried around by hand;
- needles, sheathed or unsheathed, should not be carried in pockets;
- do not re-sheath needles – dispose of the needle and syringe as a unit;
- sharps containers should be kept as near to the point of use as possible. They must not be stored above eye level but must be out of reach;
- place sharps in the sharps container immediately after use. Do not leave them lying around, or placed with other objects or materials so that sorting out is required before disposal;
- always carry a sharps box by its handle and do not “hug” it;
- do not over fill a sharps container;
- do not force items into the bin;

- when a sharps container is three quarters full, close, lock and/or seal the lid, apply a label with site of origin and place the container in the designated area, ready for collection.

For further guidance on disposing of sharps, refer to Clinical Waste Disposal.

### **ACTION REQUIRED IF AN INCIDENT OCCURS**

For needle-stick injuries, cuts or open wounds: -

1. Encourage bleeding.
2. Wash the affected area thoroughly with soap and water.
3. Treat with alcohol, e.g. Mediswabs or Hibisol hand rub.

For mucous membrane or conjunctival exposure, rinse the affected area with copious quantities of running water.

Report the incident as soon as possible.

Contact the Accident and Emergency Department of the nearest hospital IMMEDIATELY, who will advise you if further treatment is required.

Ensure that an Accident Form is completed.

## STRESS

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We recognise that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and on performance at work. We are committed to promoting good health at work; and are therefore concerned to recognise any negative effects that stress may have on individual members of staff, and to provide suitable support mechanisms for members of staff suffering from the negative effects of stress.

Through the risk assessment process, we will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

### ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

We acknowledge that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:-

- job design and lack of control of workload;
- working environment;
- relationships with others at work;
- communication arrangements.

We also recognise that there may be problems outside the workplace that will cause an individual member of staff to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation undue negative stress may occur as a result of work-related and non work-related factors.

We will:-

- ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors;
- provide suitable support mechanisms for members of staff suffering from the negative effects of stress;
- encourage a working environment where members of staff who feel they are suffering from the negative effects of stress can approach their Line Managers in confidence, in order that necessary support mechanisms can be put in place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;
- ensure adequate rehabilitation of employees returning to work after periods of absence;
- provide suitable training and guidance for Line Managers to enable them to recognise symptoms of negative stress in their staff and themselves;



- provide suitable training and guidance to line managers to enable them to undertake the necessary risk assessments in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate;
- provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations;
- undertake general health promotion activities within the workplace.

Where members of staff are suffering from excessive stress, we will provide the necessary mechanisms to promote a return to full health as quickly as possible. Members of staff are encouraged to refer themselves to any one of the following, where appropriate:

- line manager;
- senior manager;
- occupational health service;
- the independent Employee Counselling Service.

All referrals will be dealt with in complete confidence. Members of staff will be offered any relevant counselling, help with stress reduction techniques and a full appraisal of their work situation.

## TRAINING

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We recognise that as well as being a legal requirement, the provision of suitable and sufficient training and instruction is an essential part of ensuring that you know how to work safely and avoid risks to your health. The purpose of this procedure is to outline the arrangements we operate to ensure that you are provided with such training.

Our arrangements for the selection and recruitment of employees are described in our Employment Procedures Manual.

All new starters will receive Induction on their first day. This will cover, but will not be limited to, the following:-

- fire and emergency procedures;
- first aid arrangements;
- welfare arrangements;
- arrangements for consulting employees on health and safety;
- arrangements for raising health and safety concerns;
- accident and incident reporting;
- our Health and Safety Rules.

Following Induction, you will receive instruction about the tasks that you will be required to perform. At this stage a skills evaluation will be carried out and, where appropriate, training needs identified. Where training needs are identified a training programme will be agreed.

Line Managers are responsible for ensuring that all persons under their control are suitably trained. Any training needs should be brought to their attention so that suitable training can be arranged.

We are responsible for ensuring that suitable training records are kept.

## WORK EQUIPMENT

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For the purpose of this procedure work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by us or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment that you use is suitable for its intended purpose and will not put your health and safety at risk.

We will select work equipment taking into account the conditions under which it will be used and the risks to which it may expose the operator of the equipment and anyone that may be affected by the way in which it is used. The selection of work equipment will take account of the following:-

- the purpose for which it is to be used;
- its suitability for the intended purpose;
- any statutory requirements for the type of equipment;
- the location where it is to be used;
- the persons that will be required to operate it;
- maintenance requirements;
- hazards associated with its use and maintenance.

Where specific hazards are identified, use of equipment will be restricted to those employees given the task of using it. You will be provided with any information, instruction and training that you need to use work equipment safely.

We are responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved supplier.

We are responsible for ensuring that machines and equipment are operated only by persons who have been authorised to do so and who are sufficiently trained and competent in the use of the equipment. We are also responsible for withdrawing damaged equipment from use until it has been repaired or replaced.

If any equipment is obtained on hire, the person hiring it is responsible for obtaining operating instructions from the hire company and for ensuring that the equipment is presented for maintenance as directed by the hire company.

You are responsible for using machines and equipment in accordance with your training.

Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

You must not use damaged equipment. If you find damaged equipment do not use it and inform us immediately.

Specific requirements regarding the use of portable electrical appliances can be found in the arrangements for "Electrical Safety".



# **SECTION D:**

## **FURTHER GUIDANCE**

## GUIDANCE NOTES

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The current edition of the Health and Safety at Work Act requires us to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. These systems must take account of:-

- our organisation for safety;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- methods to be used; and,
- general conditions of work.

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carry out risk assessments to identify hazards, evaluate risks and implement suitable control measures.

NorthgateArinso Employer Services, our health and safety consultants have provided us with access to Guidance Notes that will assist us in the preparation of safe systems of work. If you would like to consult the Guidance Notes, you should contact the Policy Holder.

### **Acknowledgement by NorthgateArinso Employer Services**

Some of our Guidance Notes contain information reproduced with the kind permission of the Health and Safety Executive (HSE) and the Food Standards Agency (FSA).

### **Warning from NorthgateArinso Employer Services**

**Some of our Guidance Notes contain references to BS/EN numbers. These numbers change when a standard to which they refer is updated or replaced. Therefore, if you will be relying on compliance with a BS/EN standard as a means of fulfilling your health and safety duties, we recommend that you check with BSI ([www.bsi-global.com](http://www.bsi-global.com)) that the BS/EN numbers quoted are still current.**

# **SECTION E:**

## **MONITORING**



## MONITORING PROCEDURES

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We recognise the need for regular safety inspections and will ensure that these are undertaken and recorded.

The following will ensure that areas under their control are inspected at the frequency shown:

| <b>Name</b>     | <b>Area/Activity</b> | <b>Frequency</b> |
|-----------------|----------------------|------------------|
| Leadership Team | All                  | Annually         |

## MONITORING - YEAR PLANNER

|           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|-----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| January   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| February  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| March     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| April     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| May       |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| June      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| July      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| August    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| September |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| October   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| November  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| December  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

- Fire Extinguishers Serviced
- Fire Drills
- Fire Alarm Tests
- Emergency Lighting Tests
- Fire Alarm and Emergency Lighting Battery Tests
- Annual Review of Safety Policy
- Review Risk Assessments
- Portable appliance Testing

- Gas Appliances Servicing
- Statutory Examinations of Lifting Equipment
- Statutory Examinations of Air Receivers etc
- Racking Examinations
- Monitoring Inspections (as per H & S General Policy)
- Review of Training Needs and Records
- Employer's Liability Insurance
- First Aid Provision

## MONITORING CHECKLIST

NAME:

TITLE: LEADERSHIP TEAM

DATE:

|                                |   | YES / NO |
|--------------------------------|---|----------|
| 1.                             | Has the Health and Safety Policy been reviewed in the last 12 months?   |          |
| 2.                             | Are all liabilities insured adequately?   |          |
| 3.                             | Are sufficient funds available for health and safety purposes?  |          |
| 4.                             | Has the enforcing authority visited in the last 12 months?  |          |
| 5.                             | If yes to 4, have all requirements made by the enforcing authority been complied with?                          |          |
| 6.                             | Are there any proposed changes to the business that have implications for health and safety?                    |          |
| 7.                             | Have there been any changes in personnel that require health and safety responsibilities to be reassigned?      |          |
| 8.                             | Are you satisfied with our performance with regard to health and safety?  |          |
| 9.                             | Are all risk assessments current?   |          |
| 10.                            | Has suitable and sufficient training been undertaken as per risk assessments?                                   |          |
| <b>ASSESSMENTS</b>             |   |          |
| 1.                             | Are there any hazards that are not controlled?  |          |
| 2.                             | Have risk assessments been completed for all work activities?   |          |
| 3.                             | Is there an Inventory of substances used?   |          |
| 4.                             | Is the Substance Inventory up-to-date?  |          |
| 5.                             | Have Material Safety Data Sheets (MSDS) been obtained for all substances on your Inventory?                     |          |
| 6.                             | Have assessments been recorded for all substances?  |          |
| 7.                             | Are the procedures for dealing with spillages written down?   |          |
| 8.                             | Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented? |          |
| 9.                             | Are employees wearing the protective equipment correctly?   |          |
| 10.                            | Are there any changes, which need to be considered as part of the assessments?                                  |          |
| <b>INSPECTIONS : ELECTRICS</b> |   |          |
| 1.                             | Are all isolators, control boxes, electrical switchgear clearly identified as to the circuitry they control?    |          |
| 2.                             | Have all portable electrical appliances been inspected and are the records up to date?                          |          |
| 3.                             | Is all defective equipment and appliances taken out of service until repaired?                                  |          |
| 4.                             | Are all leads and cables in good condition?   |          |
| 5.                             | Have you visually inspected the plugs and cables?   |          |
| 6.                             | Are plugs fitted correctly with the outer cable within the cord grips?  |          |

| <b>FIRST AID</b>       |  | <b>YES / NO</b> |
|------------------------|--|-----------------|
| 1.                     | Is the first aid box adequately stocked and readily available?   |                 |
| 2.                     | Are there any changes to the first aid procedures?   |                 |
| 3.                     | Do all your staff know who is in charge of and where is the nearest first aid point?   |                 |
| 4.                     | Have all accidents been recorded and where necessary reported to the authorities?  |                 |
| 5.                     | Have you investigated any accident within your control and are you satisfied that controls are adequate to prevent a recurrence?   |                 |
| <b>FIRE</b>            |  |                 |
| 1.                     | Has a fire risk assessment been completed?   |                 |
| 2.                     | Are there any alterations anticipated that may require approval by the Fire Authority?   |                 |
| 3.                     | Are there any changes or alterations to the premises which require the modifications to fire alarm/procedures or equipment?  |                 |
| 4.                     | Is all fire fighting equipment maintained and serviced by a competent person?  |                 |
| 5.                     | Are adequate storage facilities provided for highly flammable liquids, LPG or petroleum spirits?   |                 |
| <b>FIRE ALARMS</b>     |  |                 |
| 6.                     | Can the fire alarm be heard in all parts of the building?  |                 |
| 7.                     | Are all alarm points clearly marked and free from obstruction?   |                 |
| <b>FIRE APPLIANCES</b> |  |                 |
| 8.                     | Are all fire appliances located in their correct position and free from obstruction? Fire extinguishers should be appropriately mounted on the wall and at approximately one metre from the floor. |                 |
| <b>FIRE DOORS</b>      |  |                 |
| 9.                     | Are all fire exits opened easily without the use of a key and are they free from obstruction?  |                 |
| 10.                    | Are fire exit signs clearly displayed?   |                 |
| <b>MEANS OF ESCAPE</b> |  |                 |
| 11.                    | Are all fire exits and accessways to a means of escape clearly marked?   |                 |
| 12.                    | Are all fire escape routes lit adequately, including in the event of a power failure?  |                 |
| 13.                    | Is the outside fire passage kept clear of rubbish?   |                 |
| 14.                    | Is the assembly point clearly marked?  |                 |
| <b>WELFARE</b>         |  |                 |
| 1.                     | Are the welfare facilities suitable and sufficiently maintained?   |                 |
| 2.                     | Are suitable arrangements available for employees' outdoor clothing?   |                 |
| 3.                     | Are all walls, windows, lights etc. in a good condition and are they kept clean?   |                 |
| 4.                     | Is drinking water available to everyone?   |                 |
| 5.                     | Are there facilities to enable employees to make hot drinks?   |                 |
| 6.                     | Are there facilities to enable employees to warm food?   |                 |
| 7.                     | Are toilets and washing facilities suitable and sufficient and are they cleaned regularly?   |                 |
| 8.                     | Are barrier creams/soaps/hand drying facilities readily available?   |                 |

| <b>WELFARE: <i>continued</i></b> |  | <b>YES / NO</b> |
|----------------------------------|--|-----------------|
| 9.                               | Is there a sanitary towel disposal unit available in the female toilet and is it in working order?                     |                 |
| <b>GENERAL</b>                   |  |                 |
| 1.                               | Is there a completed "Health and Safety Law" poster on display?  |                 |
| 2.                               | Are in-house rules and procedures obeyed?  |                 |
| 3.                               | Are gangways, aisles and passageways clear of obstruction?   |                 |
| 4.                               | Is there adequate space between desks, equipment etc. to allow safe passage?   |                 |
| 5.                               | Is there a thermometer placed in a suitable position?  |                 |
| 6.                               | Is the temperature reasonable?   |                 |
| 7.                               | Has adequate provision been made for ventilation?  |                 |
| 8.                               | Is suitable lighting provided?   |                 |
| 9.                               | Are floors, passages and stairs maintained in a good condition and free from obstruction?                              |                 |
| 10.                              | Are handrails secure?  |                 |
| 11.                              | Are there any trailing cables that could cause a person to trip/fall?  |                 |
| 12.                              | Is a good standard of housekeeping being maintained?   |                 |
| 13.                              | Are written safe systems of work in place?   |                 |
| 14.                              | Are safe systems of work adhered to?   |                 |
| 15.                              | Are spillages cleaned up promptly?   |                 |
| <b>CONTRACTORS</b>               |  |                 |
| 1.                               | Are outside contractors working in a manner that does not cause potential harm to staff?                               |                 |
| 2.                               | Have you inspected the equipment used by the contractor and are you satisfied with its condition?                      |                 |
| 3.                               | Is there any information that you need to provide to the contractor?   |                 |
| 4.                               | Are arrangements operating to appoint and monitor contractors?   |                 |
| 5.                               | Are all staff who engage contractors aware of our policy and procedures?   |                 |
| 6.                               | Have there been any recorded accidents involving injury, ill health, or near misses including contractors' activities? |                 |
| <b>TRAINING</b>                  |  |                 |
| 1.                               | Have all employees received suitable training covering their duties?   |                 |
| 2.                               | Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work? |                 |
| 3.                               | Have all employees been made aware of their legal responsibilities to:   |                 |
| 3.1                              | Carry out their duties in a safe and proper manner?  |                 |
| 3.2                              | Make full and proper use of all safety equipment, devices etc. provided  |                 |
| 3.3                              | Report immediately any unsafe conditions, defective plant, equipment etc.?   |                 |

| <b>FOOD HYGIENE INSPECTION</b> |   | <b>YES / NO</b> |
|--------------------------------|---|-----------------|
| <b>1.</b>                      | <b>CONSTRUCTION, FIXTURES AND FITTINGS</b>  |                 |
| 1.1                            | Are walls, floors, ceilings generally in a good condition?  |                 |
| 1.2                            | Are adequate precautions taken against the infestation of flies, rodents, birds etc?  |                 |
| 1.3                            | Is all equipment in a clean and serviceable condition?  |                 |
| 1.4                            | Are sanitary facilities clean and in good repair?   |                 |
| 1.5                            | Are suitable and sufficient washing facilities provided?  |                 |
| 1.6                            | Are suitable and sufficient sinks provided and maintained for separate washing of vegetables, other foods and equipment?                        |                 |
| 1.7                            | Is there an adequate supply of hot and cold water at each sink and wash hand basin?   |                 |
| 1.8                            | Is there adequate natural or artificial lighting and ventilation and are they suitably maintained?  |                 |
| 1.9                            | Are there adequate changing rooms or locker facilities for the storage of outdoor clothing and personal belongings?                             |                 |
| 1.10                           | Is there sufficient refrigerator and freezer capacity for the correct temperature storage of foods, i.e. freezer minus 18°C, refrigerators 5°C? |                 |
| 1.11                           | Is there an adequate storage area away from food areas with suitably covered containers for refuse storage and disposal?                        |                 |
| 1.12                           | Are all food preparation surfaces fabricated from impervious material that can be easily cleaned?   |                 |
| <b>2.</b>                      | <b>FOOD PROTECTION</b>  |                 |
| 2.1                            | Is food adequately protected from contamination?  |                 |
| 2.2                            | Are all high risk foods at the correct temperatures, e.g. either 5°C or below 63°C or above?  |                 |
| 2.3                            | Is food handling minimised by the use of suitable utensils and equipment?   |                 |
| 2.4                            | Are separate utensils, equipment used for the preparation of cooked and uncooked meats?   |                 |
| 2.5                            | Are containers of food stored off the floor on clean surfaces?  |                 |
| 2.6                            | Are stocks of stored food properly rotated, i.e. first in first out?  |                 |
| 2.7                            | Are bins, shelving, containers etc. cleaned before refilling?   |                 |
| 2.8                            | Are hazardous substances properly labelled and stored away from foods (in accordance with any assessments carried out)?                         |                 |
| 2.9                            | Are equipment cleaning schedules followed?  |                 |
| 2.10                           | Are utensils such as pots, pans, knives, cutlery etc. cleaned and sterilised after use?   |                 |
| 2.11                           | Are food contact surfaces cleaned and sterilised after use, inspected regularly for signs of corrosion, excessive wear, pitting dents etc?      |                 |
| 2.12                           | Are the non-food contact surfaces of equipment kept clean?  |                 |
| 2.13                           | Are all utensils/equipment air dried and properly stored when not in use?   |                 |
| 2.14                           | Are staff aware of the procedure for advising management of unhygienic practices and equipment failure?   |                 |

| <b>3.</b> | <b>KNIFE SAFETY</b>   | <b>YES / NO</b> |
|-----------|---|-----------------|
| 3.1       | Does the policy and procedure cover all aspects of general knife safety?  |                 |
| 3.2       | Have staff received training on the general knife safety policy and procedures?   |                 |
| 3.3       | Is documentation available to confirm that the procedures are adhered to?   |                 |
| 3.4       | Have there been any incidents relating to the inadequate control of any knives?   |                 |
| <b>4.</b> | <b>PERSONNEL</b>  |                 |
| 4.1       | Are there any food handling staff suffering from ill health, particularly boils, infected sores, cuts, respiratory infections or other communicable diseases? |                 |
| 4.2       | Are all cuts and abrasions covered by a "blue" waterproof dressing?   |                 |
| 4.3       | Have known or suspected cases of communicable diseases been notified to a GP or Health Authority?   |                 |
| 4.4       | Are clean overalls and proper hair restraints used?   |                 |
| 4.5       | Are food handling staff trained and certificated in good hygiene practices?   |                 |
| 4.6       | Is there evidence of unhygienic practices, e.g. smoking in a food room?   |                 |
| 4.7       | Do all staff know the name and location of the first aider and/or appointed person and the location of the first aid kit?                                     |                 |
| 4.8       | Is the wearing of jewellery kept to a minimum, e.g. plain gold wedding rings, sleeper earrings etc?   |                 |
| <b>5.</b> | <b>HAND WASH FACILITIES</b>   |                 |
| 5.1       | Are wash hand basins clean and supplied with soap, nailbrush and adequate towels or hand drying facilities?   |                 |
| 5.2       | Are receptacles provided for disposable towels and are they emptied regularly?  |                 |
| 5.3       | Is there a sanitary towel disposal unit available in the female toilet and is it in working order?  |                 |
| 5.4       | Are 'WASH HANDS', 'NO SMOKING' signs prominently displayed?   |                 |
| <b>6.</b> | <b>REFUSE AND REFUSE DISPOSAL</b>   |                 |
| 6.1       | Are refuse containers and lids cleaned when emptied?  |                 |
| 6.2       | Are bin storage areas cleaned regularly?  |                 |
| 6.3       | Is refuse disposed of regularly in an approved manner, i.e. by a licensed carrier?  |                 |
| <b>7.</b> | <b>CLEANING PRACTICE</b>  |                 |
| 7.1       | Are floors kept clean as far as possible throughout the working day?  |                 |
| 7.2       | Are walls and attached equipment cleaned at the end of the working shift?   |                 |
| 7.3       | Are ceilings and other areas not immediately accessible regularly checked for cleanliness?  |                 |
| 7.4       | Is there adequate ventilation with all areas and are they reasonably free from condensation, steam etc?   |                 |
| 7.5       | Are hoods, exhaust fans, ducts, drip pans, drains, drain covers and grease traps cleaned regularly and in good repair?  |                 |







# **SECTION F:**

## **RULES COVERING HEALTH AND SAFETY AT WORK**

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# EMPLOYEE RULES - FOOD PRODUCTION

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## 1. PERSONAL HEALTH

It is important that we are notified immediately, when you become ill with:-

- diarrhoea, sickness (vomiting) and other stomach disorders;
- any discharge from the eyes, ears or nose or a sore throat;
- any septic skin condition such as sores, boils, septic cuts etc;
- minor illnesses such as coughs and colds, (take care not to sneeze or cough on food. Use a clean handkerchief);
- any other infection.

These illnesses can cause a rapid increase in the number of bacteria present in the body. The spread of bacteria may be general throughout the body or, in the case of boils and the like, localised. In such cases, bacteria can easily be transferred to food being handled and hence be spread to those people who will eventually consume the product. To minimise the spread of infection, it is essential that if you are ill you either:-

- stay away from work until such times as your GP pronounces you fit to return (ensuring he/she is made fully aware of the nature of their work);
- transfer to a task that will not involve you coming into contact with food, if we have such work available.

The following infections are known as notifiable: Typhoid / Paratyphoid or any other Salmonella infection; Amoebic or Bacillary Dysentery; Staphylococcal infection. When you are diagnosed with any of these, the Local Authority (Environmental Health Department) must be notified immediately.

You must:-

- report any medical condition which could affect your safety or the safety of others;
- co-operate with us in the implementation of medical and occupational health provisions.

## 2. HAND WASHING

Most food poisoning bacteria accumulate in the bowel and are excreted in the faeces. Consequently, when absorbent toilet paper is used bacteria can be transferred to the hands and, if hand-washing is poor, from there to any food handled.

Other bacteria are found all around us and, whilst these may not cause food poisoning, if transferred to food they can speed up the rate of spoilage and so reduce the useable life of the food. Therefore, anyone engaged in the preparation and handling of food must take care to wash their hands thoroughly.

You must wash your hands:-

- when arriving at work;
- before handling food, cutlery or crockery;
- after visiting the toilet;
- on commencing work at the start of the day and after breaks;
- after handling raw meat, fish and vegetables;
- after handling refuse or other soiled materials;
- after coughing, sneezing, touching the face or hair;
- as necessary throughout the day.

To enable regular hand washing to take place, the law requires us to provide hand-wash basins at conveniently accessible places. Basins must be equipped with hot and cold water, soap (a liquid non-perfumed soap is recommended) and paper towels or a hand dryer. Hand-wash basins must be kept clean and must not be used for any purpose other than washing hands. You must use hand washing facilities appropriately and must not abuse them.

Separate sinks are provided for washing food and for cleaning equipment.

### **3. FIRST AID DRESSING**

Skin infections, cuts and sores contain large numbers of bacteria, all of which can readily pass through an ordinary dressing. To eliminate the chances of this happening, you must use a waterproof dressing to cover all boils, septic cuts and the like.

### **4. SMOKING**

It is a condition of employment that no smoking materials are to be brought into the workplace.

Smoking is not allowed on the premises.

### **5. SPITTING**

Spitting is forbidden. You must not spit anywhere in the premises.

## **6. JEWELLERY**

When working in the kitchen, you must not wear any jewellery, false eyelashes, or any other personal adornments except a wedding band.

## **7. FINGERNAILS**

Dirt and bacteria under the fingernails can contaminate food, as can a broken fingernail or a piece of nail varnish. You must keep fingernails short and nail varnish must not be used.

## **8. HAIR**

Wear your hat.

Keep your hair clean and neat.

Do not touch your hair when handling food.

If you have long hair, tie it back.

## **9. PROTECTIVE EQUIPMENT**

You must wear the protective equipment provided and ensure that your hair is covered. Hairs in food are objectionable; they also carry bacteria that can cause contamination. The wearing of headwear will discourage you from touching your hair and thus reduce the risk of bacteria being transferred to any food you handle.

## **10. PERFUMES**

You must not use heavily scented perfumes and deodorants, as they can impart smells to food, thereby causing contamination.

## **11. FOOD PREPARATION AND FOOD STORAGE**

You must:-

- prepare food in the proper manner;
- follow the prescribed rules for food preparation and food hygiene;
- ensure that all utensils and food preparation areas are clean and disinfected;
- ensure that food is stored in the prescribed manner;
- report any pest infestation;
- ensure that correct storage temperatures are maintained and recorded.

## 12. FOOD PREPARATION SAFETY NOTICES

### **Knives**

Always use the correct knife for the job. Always carry knives point down. Never leave knives in sinks. Clean them and put them away after use. Never attempt to catch a falling knife.

### **Steam**

Keep clear of steamer doors and always release pressure prior to opening a steamer.

### **Ovens**

Do not stand directly in front of an oven door when opening it. Where possible, stand to one side.

Beware of the initial outrush of hot air fumes when first opening the oven door.

### **Fat - Hot Oil**

Extra care must be taken when dealing with a deep fat fryer.

Never allow water to come in to contact with hot fat or oil.

### **Electricity**

Always ensure that hands are dry when handling electrical appliances. Make sure that the power is switched off before plugging in or removing any plug. Special care must be taken when using microwave ovens and these should always be serviced and maintained in accordance with the manufacturers' instructions.

### **Height**

Always use steps to reach anything at a height. Do not balance on chairs, boxes, etc.

### **Glass**

Dispose of any chipped or cracked glassware immediately, making sure that any defective or broken glass is wrapped in paper and placed in a refuse bin. Do not leave broken glass where it may be handled.

### **Emergency**

Find out where the locations of the mains supplies of water, electricity and gas are so that they can be turned off in the case of an emergency.

If you can do so without putting yourself at risk and if you know which type of extinguisher to use and have been trained to use it, you can tackle a small fire. However, you must sound the alarm and call the emergency services before doing so.

**Movement**

Do not run. Always walk.

**Lifting**

Make sure you use the correct lifting technique.

**Glasses**

Wash glasses separately. If one breaks, carefully remove and wrap the pieces. Make sure that there are no fragments left in the sink or dishwasher, as these could injure someone else later.

**Using Pans and Saucepans**

Never leave pan handles over the heat.

Never let pans overhang the edge of the hob - these could get knocked off.

Never place pans containing hot food or liquid at height.

Always use a dry cloth when handling hot containers or pans - a wet cloth will cause you to scald your hands and you may drop hot food or liquid over you or someone else.

Where possible, do not carry heavy or hot containers. Use a trolley to move hot pans around the kitchen. Watch out for other people.

**Washing Up**

Rinse all items in hot water at 82° C for two minutes to remove any detergent and kill bacteria.

In a dishwasher, the final rinse temperature should be 82° C (180° F). Make sure that this temperature is reached by the machine. If the dishwasher is faulty, report it.

Bacteria will thrive on food left in the machine, so clean it thoroughly.

If breakages occur in the machine, remove the pieces immediately and wrap carefully.

**Cables and Wires**

Check that cables or wires do not run across gangways or corridors.

Ensure that cables or wires do not run through water or over a wet surface. It may kill you.

Remember to report any hazard immediately.

## **Kitchen Equipment**

You should never operate equipment unless you have been trained to do so.

The following machinery can be dangerous:-

- Potato Rumblers
- Miners
- Automatic Choppers
- Deep Fat Fryer
- Microwave
- Slicer
- Food Mixers
- Waste Disposal Units
- The Still
- Floor Scrubber
- Dishwasher

## **Slicing Machine**

When using slicing machines, remember, never:

- remove the safety guards or try to sharpen the blades without switching off and unplugging the machine first;
- leave the machine unattended with the motor running;
- use a slicing machine unless you have been trained to do so;
- put your hand beneath the blade - always catch slices on a plate or tray.



## **EMPLOYEE RULES - GENERAL**

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### **1. WORKING PRACTICES**

You must:-

- report to management immediately any fault or damage to equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of all waste in the correct manner;
- return all articles etc. to their designated safe storage area when not in use.

You must not:-

- use equipment unless you have been trained and authorised to do so.

### **2. WORKING CONDITIONS/ENVIRONMENT**

You must:-

- make proper use of any equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

### **3. PROTECTIVE CLOTHING AND EQUIPMENT**

You must:-

- use all items of protective clothing and or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not:-

- misuse or wilfully damage any item of protective clothing or equipment provided.

#### **4. FIRE PROCEDURES**

You must:-

- comply with the emergency procedures;
- report any use of fire fighting equipment.

You must not:-

- obstruct any fire escape route, fire fighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.

#### **5. VEHICLES**

You must not:-

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs;
- smoke in our vehicles.

#### **6. MACHINERY**

You must not:-

- operate machinery for which you have not been trained;
- interfere with any aspects of the machine provided for your safety such as guards, emergency stop controls etc.;
- operate machinery whilst under the influence of alcohol or drugs (prescribed or otherwise);
- operate machinery that is faulty or not operating correctly.

You must:-

- wear any Personal Protective Equipment (PPE) that has been issued to you for use on the machine;
- inform Management immediately of any fault or damage to equipment;
- comply with any risk assessment or safe working procedure provided for the machine.

## **7. ACCIDENTS/INCIDENTS**

You must:-

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must report the accident;
- report all incidents as soon as it is practicable;
- notify any incident in which damage is caused to property or equipment.

## **8. PERSONAL HEALTH**

You must:-

- report any medical condition that could affect the safety of yourself or others;
- co-operate with us in the implementation of medical and occupational health provisions.

## **9. PERSONAL HYGIENE**

Your general appearance and manner of dress must conform to our standards.

You must:-

- ensure personal hygiene by utilising the facilities provided;
- protect open wounds with the appropriate dressings;
- report any infections immediately.

## **10. FIRST AID DRESSING**

Cover all cuts and sores with a waterproof plaster or dressing.

## **11. SMOKING**

Smoking is not allowed on the premises.

## 12. SHOES

Wear suitable footwear that will protect your feet. These should be flat or low-heeled, slip resistant and provide adequate upper protection.

Safety footwear must be worn where appropriate.

## 13. LIFTING and CARRYING

Do not lift if too heavy. Remember - back straight, knees bent.

Never stand on boxes, chairs or equipment to reach. Use appropriate access equipment.

## 14. WORK AREAS

You must:-

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return tools and equipment to the correct storage area.

## 15. RULES COVERING GROSS MISCONDUCT

You will be liable to summary dismissal if you are found to have acted in any of the following ways:-

- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking in any designated 'No Smoking' area;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.



# **SECTION G:**

## **EMPLOYEE RECOGNITION**

## **HEALTH AND SAFETY EMPLOYEE RECOGNITION**

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We accept our responsibilities to ensure your health and safety. The policies and procedures that you need to follow to prevent accidents and ill health are outlined in our Health and Safety General Policy and Safety Handbook. Where more specific guidance is required, this is contained in our safe systems of work. You will receive instruction in the safe systems of work that relate to the tasks that you perform.

As an employee of Parbold Douglas C Of E Academy, I have read the Safety Handbook and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this handbook may be altered from time to time and that I will be kept informed of any changes therein.

Signature.....

Print Name.....

Date.....

PLEASE RETURN COMPLETED FORMS TO THE PERSON RESPONSIBLE FOR SAFETY CONSULTATION.

# **SECTION H:**

## **FORMS**



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## ACCIDENT/INCIDENT REPORT

---

1. Address  
.....  
.....  
.....
  
2. Contact  
.....
  
3. Injured person's Surname ..... Forenames .....
  
4. Injured person's Address  
.....  
.....
  
5. Nat Ins No. .... Age ..... Clock No .....
  
6. Normal Occupation  
.....
  
7. Occupation at time of accident  
.....
  
8. Exact location of accident  
.....
  
9. Date and time of accident  
.....
  
10. Date and time of ceasing work  
.....
  
11. State precise nature of injury  
.....  
.....  
.....

(If eye or limb state left or right)

- 
12. Who was the accident reported to?  
Date ..... Time .....
  13. Entry made in Accident Book BI 510 on .....
  14. Enforcing Authority informed by telephone .....
  - Date ..... Time .....
  15. Report sent to Enforcing Authority on .....
  16. Was first aid given on site? .....
  17. Did the injured person go to hospital? .....
  - Give name of hospital .....
  18. Was the injured person authorised to be at the place of the accident for the purpose of his/her work .....
  19. How was the accident caused? .....
  20. Give a full description of what happened .....
  - .....
  - .....
  - .....
  - .....
  21. State what the injured person was doing at the time .....
  22. Where falls of persons from heights or into excavations or holes are involved, state distance of fall in metres ..... metres
  23. | See the reverse of this form for a sketch
  24. What action has been taken to prevent recurrence? .....
  25. Was machinery involved? .....

26. Give name of machine \_\_\_\_\_

27. Was it working at the time of the accident? \_\_\_\_\_

28. Names and addresses of witnesses to the accident. Obtain witnesses wherever possible. Attach statement from each witness.

a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form was completed by:

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

RETURN COMPLETED FORM BY THE QUICKEST MEANS POSSIBLE TO THE ADMIN OFFICE.



## FIRE LOG

| FIRE ALARM TESTS |                             |                 |              | FIRE ALARM TESTS |                             |                 |              | SERVICING OF FIRE APPLIANCES |                        |
|------------------|-----------------------------|-----------------|--------------|------------------|-----------------------------|-----------------|--------------|------------------------------|------------------------|
| Date             | Call Point (No)<br>Location | In Order<br>Y/N | Action Taken | Date             | Call Point (No)<br>Location | In Order<br>Y/N | Action Taken | Date                         | Signature of Company   |
|                  |                             |                 |              |                  |                             |                 |              |                              |                        |
|                  |                             |                 |              |                  |                             |                 |              |                              |                        |
|                  |                             |                 |              |                  |                             |                 |              |                              |                        |
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|                  |                             |                 |              |                  |                             |                 |              |                              |                        |
|                  |                             |                 |              |                  | <b>EMERGENCY</b>            | <b>LIGHTING</b> | <b>TESTS</b> | <b>FIRE</b>                  | <b>DRILLS</b>          |
|                  |                             |                 |              |                  |                             |                 |              | <b>Date</b>                  | <b>Evacuation Time</b> |
|                  |                             |                 |              |                  |                             |                 |              |                              |                        |
|                  |                             |                 |              |                  |                             |                 |              |                              |                        |
|                  |                             |                 |              |                  |                             |                 |              |                              |                        |
|                  |                             |                 |              |                  |                             |                 |              |                              |                        |

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## PERSONAL PROTECTIVE EQUIPMENT ISSUE RECORD

Name: \_\_\_\_\_

I hereby take receipt of the following:

| Description | Quantity Issued | Date Issued | Issued By | Signature |
|-------------|-----------------|-------------|-----------|-----------|
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|             |                 |             |           |           |

I acknowledge that I have received training in the use and maintenance of the above equipment and have been told how I can obtain replacements. I agree to use the equipment in those areas designated and wherever instructed. I also accept responsibility for any loss or damage to the equipment and for reporting any defects.

Signed: ..... Date: .....

## VIOLENT INCIDENT REPORT FORM

|  |                      |             |
|--|----------------------|-------------|
| <b>Date of incident</b>  | <b>Location</b>      | <b>Time</b> |
| <b>Name</b>  |                      |             |
| <b>Address</b>   |                      |             |
| <b>Position</b>  |                      |             |
| <b>What were you doing at the time of the incident?</b>  |                      |             |
| <b>DETAILS OF ASSAILANT(S)<br/>(IF KNOWN)</b>  |                      |             |
| <b>Name(s)</b>   | <b>Name(s)</b>       |             |
| <b>Address(es)</b>   | <b>Address(es)</b>   |             |
| <b>Age</b>   | <b>Age</b>           |             |
| <b>Male/Female</b>   | <b>Male/Female</b>   |             |
| <b>Other Details</b>   | <b>Other Details</b> |             |
| <b>WHAT HAPPENED? (Give an account of the incident, including relevant events leading to incident)</b> |                      |             |
| <b>SKETCH</b>  |                      |             |
| <b>OUTCOME (Injury? Verbal Abuse? Anti-Social behaviour? Damage to person/other property?)</b>         |                      |             |
| <b>Time lost</b>   |                      |             |
| <b>Legal Action</b>  |                      |             |
| <b>Police Informed?</b>  |                      |             |

|                     |                   |
|---------------------|-------------------|
| <b>SIGNED</b> ..... | <b>DATE</b> ..... |
|---------------------|-------------------|





## WORK EQUIPMENT INSPECTION RECORD

Equipment type:.....

Equipment name: .....

Equipment identification no: .....Info:.....

Location: .....

Inspection date: ...../...../..... Job No:.....

Inspected by:..... Signed: .....

Position/title: .....

Inspection details:    Visual / fundamental check                      Dismantle / testing

Defects found :.....

.....

.....

Reported to: .....Date: ...../...../.....

Action taken: .....

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Next recommended inspection date: ...../...../.....

Other information: .....

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