

HEALTH & SAFETY MANUAL

Castles Education LLP
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Introduction:

The legal framework and the specific requirements relating to health and safety policies are contained in section 2(3) of the Health and Safety at Work Act 1974 which states that “it shall be the duty of every employer to prepare and as often as may be appropriate, revise a written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees.”

The Health and Safety Policy of any organisation has a pivotal role in determining the standards of health and safety that apply within that said organisation.

This Health and Safety Manual has been structured to assist the company meet the requirements of relevant legislation and has been prepared by Kenmac Associates on our behalf and with our involvement. This manual contains the information we need to effectively manage the hazards and risks associated with our premises and activities and comprises of the following key elements:

- **The General Statement** - This provides declaration of our intent to provide and maintain, so far as reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these ends. The statement will be signed by the Managing Director, to demonstrate commitment to managing health and safety.
- **The Organisation** - This section details specific health and safety responsibilities within the Company in order to demonstrate the logical delegation of duties for ensuring the policy is effectively implemented. Key individuals and their job titles are named, and responsibilities defined within a job description.
- **The Arrangements** - This section covers the systems and procedures in place for ensuring employees' health and safety. It is the largest part of the manual and is most often changed or amended due to new legislation and developments within the Company's arrangements for managing health and safety.

Additional information, guidance or arrangements may be required when new processes or activities are introduced, or as a result of risk assessments undertaken by the Company. In such circumstances we will contact Kenmac Associates for further advice and support.

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Email: gareth@kenmacassociates.co.uk

Review and Amendments Record Sheet:

The development history of our documentation is recorded to demonstrate that we have reviewed and updated our Health and Safety Policy. This review will take place in conjunction with Kenmac Associates periodically and at least annually. We will communicate any changes to the staff affected and implement any new arrangements or requirements.

Issue	Date	Comments
01	September 2023	New Document

Below is the amendment record for minor or non-material revisions or amendments that do not warrant a full re-issue of the document.

Amendment No.	Date	Amendment	Page/s

Signatures for above Changes and Revisions:

Issue/Amendment	Date:	Signature
01	September 2023	

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Health & Safety Policy Statement:

The Health and Safety at Work Act 1974 requires the employer to prepare, and as often as may be appropriate to revise, a written statement of the general policy with respect to the health and safety at work of its Employees.

The Company acknowledges and accepts its statutory responsibility under the terms of the Health and Safety at Work Act 1974, for ensuring the health, safety and welfare of all its Employees and others affected by the company's undertakings. This statement and manual will be brought to the attention of all Employees and formally reviewed at least once every twelve months. Any revisions or new legislation/regulations will be effectively communicated to all relevant persons.

The Company will take steps, so far as is reasonably practicable, to meet its statutory health and safety responsibilities, paying particular attention to:

- The provision and maintenance of all buildings, plant and work equipment.
- The provision of adequate facilities to enable the safe handling, storage and transportation of articles and substances related to its work activities.
- The provision of sufficient information, instruction, training and supervision to enable the Company's Employees to avoid hazardous situations and contribute positively to their own health and safety at work.
- The provision of safe access and egress to and from the workplace.
- The provision and maintenance of a healthy working environment including the adequacy of welfare facilities.
- The inclusion of health and safety into the planning, organisation, controlling, monitoring and review arrangements of the Company's management systems.
- The use of suitable and sufficient risk assessment techniques to assess the health and safety risks applicable to its Employees and to others who may be affected by its work activities.
- The continued retention of access to competent advice and assistance through the support of Kenmac Associates, thereby ensuring the Company is aware of its statutory requirements, relevant changes in legislation and 'good practice'.

A Health and Safety Policy is unlikely to be successful unless it actively involves the people who work within the Company. The Company will therefore seek to ensure effective consultation and communication through the Director Responsible for Health and Safety, the Company's Health and Safety Consultant and the Company Employees.

Equally, it is the duty of every Employee to take reasonable care for the health and safety of themselves and their fellow workers, or other persons who may be affected by their actions at work. In addition to this, Employees must co-operate with the Company to enable its statutory duties to be addressed. To achieve this, Employees must correctly use all resources provided by the Company in accordance with instruction and training and must immediately report any defective items or unsafe conditions to their Line Manager.

The Company regards the promotion of health and safety measures as an integral part of its framework. To achieve this aim, both Management and Employees will actively work together to comply with the following goals:

- Accidents and incidents at work will be minimised through the promotion of high safety standards.
- Continuous liaison and communication between Management and Employees to facilitate the safety review process.
- Risk assessments of health and safety issues will be applied to all existing work activities and when planning new work processes or activities.
- Safety will be included on the agenda of all Company business meetings.
- A continuous programme of health and safety inspections to assist in detecting and eliminating unsafe practices and conditions.

John Marsden:
Managing Partner – Castles Education LLP



September 2023

Organisation and Responsibilities:

While everybody working within the Company has a duty to ensure that every possible consideration is paid to health and safety of all who work at Castles Education LLP, the law requires that the ultimate responsibility of health and safety in each workplace rests with the highest level of management.

Therefore, overall and ultimate responsibility for health and safety within the Company rests with the Managing Director. However, it is the responsibility of everyone in our organisation to co-operate in providing and maintaining a safe working environment. All employees are responsible for their own safety and the safety of those affected by what they do or fail to do.

This section contains information about our organisation and responsibilities for health and safety.

Responsibilities:

Health and Safety matters are a management responsibility that rank equally with responsibilities in other areas of the business. Prime responsibility will therefore be with:

- Mr John Marsden - Managing Partner.

In practice, certain duties have to be delegated and we aim to have an unbroken and logical delegation of duties via our management team. Therefore, we have allocated health and safety responsibilities to individual members of staff to ensure that we are managing health and safety effectively. We have also identified the responsibilities that we all hold as employees and the rules that we must adhere to.

The following members of staff have been designated as holding specific health and safety responsibilities:

- Mr Andrew Fyfe - Executive Headteacher.
- Mr Adam Thornton - Operations Manager.
- First Aiders - See Current List/Policy.
- Fire Marshals - See Current List/Policy.

Managing Partner:

The Managing Partner is ultimately responsible for ensuring compliance with Health and Safety legislation. He will ensure that:

- The Health and Safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- Staff understand the health and safety policy and their allocated responsibilities for health and safety.
- Suitable and sufficient funds, people, materials and equipment, are provided to meet all health and safety requirements.
- Adequate insurance cover is provided and renewed.
- Competent persons are appointed to provide health and safety assistance and advice.
- Premises, plant and work equipment are maintained in a safe condition.
- Statutory examinations are planned, completed and recorded.
- Risk assessments are undertaken and safe systems of work developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are investigated and recorded and reported to the authorities where necessary.
- Arrangements are provided for communication and consultation with staff on health and safety issues.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to employees.

- Safety training for employees is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- The monitoring activities required by this system are undertaken.
- Health and safety objectives are set and their achievement is measured by arranging and/or undertaking regular inspections, audits, surveys and tests.

Executive Headteacher:

The Executive Head Teacher (EHT) has in addition to any duties set out in this document or elsewhere, been appointed to be directly responsible for the establishment, implementation and maintenance of an effective manual for ensuring, as far as is reasonably practicable, the health, safety and welfare of employees and other persons who may be affected by the work activity. They will fulfil those responsibilities by:

- Ensuring that the company's Health and Safety Manual is fully understood by all levels of Management.
- Providing advice on health, safety and welfare matters.
- Consulting with the Managing Partner to ensure that competent staff and adequate funds are available to meet the requirements of health and safety.
- Periodically appraising the performance of Managers and others in the fulfilment of their responsibilities.
- Ensuring that effective channels of communication are provided within the Company so that information concerning health and safety is communicated to employees and any matter concerning health and safety raised by an employee is recorded and appropriate action taken.
- Investigating the cause of significant accidents and dangerous occurrences and recommending appropriate remedial action.
- Reporting notifiable incidents to the appropriate authority.

Operations Manager:

The Operations Manager has in addition to any duties set out in this document or elsewhere, been appointed to be directly responsible for the establishment, implementation and maintenance of an effective manual for ensuring, as far as is reasonably practicable, the health, safety and welfare of employees and other persons who may be affected by the work activity. They will fulfil those responsibilities by:

- Arranging and/or undertaking regular inspections, audits, surveys and tests to assess the standards achieved.
- Ensuring risk assessments are undertaken and safe working practices developed to ensure the health and safety of employees.
- Consulting with the Managing Partner to ensure that competent staff and adequate funds are available to meet the requirements of health and safety.
- Bringing to the attention of the Managing Partner any information or new legislation affecting health and safety.
- Ensuring that safety aspects are considered in all plans for the installation and design of buildings, machinery, plant and equipment.
- Investigating the cause of significant accidents and dangerous occurrences and recommending appropriate remedial action.
- Reporting notifiable incidents to the appropriate authority.
- Ensuring that the need for protective clothing and equipment is assessed and that correct advice on the provision, introduction and use of such items is available.

Employees:

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following the Company's safety rules, they will be helping to comply with our legal duties and contributing to the safe running of our workplace.

All employees of Castles Education LLP as a term of their Contract of Employment must comply with the duties placed upon them under sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

Failure to comply with health and safety duties, legal requirements, safe systems of work and work rules, on the part of any employee and/or an attitude of non-co-operation may lead to disciplinary action.

Health and safety breaches, which endanger the life of any person, or which create a risk of injury, will be classified as gross misconduct making the employee liable to dismissal.

All employees have the responsibility for:

- Taking reasonable care for the health and safety of themselves and that of other persons who may be affected by their acts or omissions.
- Co-operating with management to enable them to fulfil their statutory duty.
- Observing all relevant Company rules and instructions relating to health, safety and welfare in order to ensure not only their personal safety but also that of others.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare at work.
- Not being under the influence of any alcohol, illegal or prescribed drugs that impair their ability to work in a safe manner.
- Using only personal protective equipment (PPE), clothing or safeguards provided.
- Ensuring that personal protective equipment is stored correctly and kept in good condition.
- Immediately reporting any conditions or practices appearing likely to jeopardise health or safety.
- Ensuring they only operate machinery or use equipment where they have received appropriate training and are authorised to do so, using all necessary guards and safety devices.
- Ensuring that any damaged work equipment is reported immediately and removed from service until it is repaired.
- Conducting themselves in an orderly manner while on company business and being alert for obstacles and other hazards, and refraining from any form of horseplay.
- Reporting all accidents, whether or not any injury was sustained, and any case of ill health which may be related to the work activity or any medical condition which might affect the health of themselves, fellow workers or others.
- Being aware of the fire evacuation procedure, location of any break glass alarm points and fire extinguishers.
- Complying with the Company's no smoking policy and not, by their acts or omissions, creating or increasing the risk of fire.
- Maintaining a good standard of housekeeping at the place of work.

First Aiders/Appointed Persons:

The First Aiders/Appointed Persons are, in addition to any duties set out in this document or elsewhere, responsible for:

- Keeping abreast of first-aid practices relevant to the work and maintaining a valid first aid training certificate.
- Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
- Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained in a proper state of readiness.
- Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
- Providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
- Recording details of all accidents and treatments in the appropriate registers.
- Being aware of the emergency procedures and ensuring suitable and sufficient notices are displayed.

Fire Marshals:

Fire Marshals are, in addition to any duties set out in this document or elsewhere, responsible for:

- Being aware of the emergency procedures.
- Checking suitable and sufficient notices are displayed.
- Checking fire escape routes and doors are kept clear.
- Checking fire check/smoke doors are kept closed.
- Checking appropriate extinguishers are in place and are subject to regular maintenance.

Upon hearing the fire alarm, they will:

- Identify the location of the activation.
- Confirm whether there is an actual fire or whether it is a false alarm.
- Check that all areas are clear of people and close all doors and windows if safe to do so.
- Direct people to the Assembly Point.
- Report areas are clear to the Executive Head Teacher or person in charge of the evacuation.
- Liaise with the Emergency Services as necessary.
- Prevent people from re-entering the building until it is safe to do so.
- Assist any disabled people with evacuation.

Fire Marshals must never put themselves at risk whilst undertaking their role.

Kenmac Associates Ltd:

Kenmac Associates Ltd have been appointed as our competent person as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The service offered by Kenmac Associates Ltd cannot alter responsibilities under statute or common law but is intended as an aid to help fulfil such duties. Health and Safety Consultants are Members of the Institute of Occupational Safety and Health (IOSH), and Kenmac Associates Ltd meets its responsibilities by:

- Undertaking health and safety audits in order to help identify hazardous operations, breaches of legislation and non-compliance with recognised guidance and standards.
- Preparing a Health and Safety Manual to assist our organisation manage health and safety and to recommend amendments when necessary to encompass changes in legislation.
- Providing advice and guidance on all aspects of health, safety and welfare.
- Providing advice and guidance in the event of a major injury accident or dangerous occurrence and undertaking an investigation if necessary.
- Liaising with enforcement authorities/other interested parties on our behalf.
- Providing advice and assistance in undertaking risk assessments.
- Recommending training for specific groups of employees to ensure they are familiar with their responsibilities and the standards expected.
- Recommending other specialist advice, training, surveys, examinations, etc. Where necessary.

Visitors:

We have a duty of care to visitors to our premises and will take all reasonably practicable steps to ensure their safety. Where visitors may be exposed to risk, adequate information on the risk will be provided.

- Visitors must sign in on entry to the premises.
- All visitors will be made aware of the Fire Assembly Point at the time of signing in and will be informed if there are any planned Fire Evacuations/Tests/Drills on the day of their visit.
- Visitors must observe all relevant company rules and instructions relating to health, safety and welfare in order to ensure not only their personal safety but also that of others.
- Visitors must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare at work.
- Visitors must use the personal protective equipment (PPE), clothing or safeguards provided and reporting immediately any equipment, conditions or practices appearing likely to jeopardise health or safety.
- Visitors must not enter any area unless authorised to do so.
- Visitors must conduct themselves in an orderly manner and refrain from any form of horseplay.
- Visitors must report any accident, whether or not any injury is sustained, and any case of ill health which may be related to the work activity.
- On leaving the premises the visitors will be required to log out via reception.

Accident/Incident Reporting and Recording:

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have established this policy to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 which are referred to in this policy.

It is our Policy to:

- Record all injuries in the approved Accident Book and instruct employees on the procedure to be followed.
- Seek advice from our Health and Safety Consultant on any situation reportable under RIDDOR and any serious 'near miss' incidents.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- Keep records of all accidents/incidents (including those involving non-employees) detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate and record all accidents, including 'near miss' incidents, to prevent recurrence.

Accident Investigation:

All accidents will be investigated by the Company. The degree of investigation may well vary with the degree of injury, damage and circumstances. However, as a matter of course it should always include the following:

- The chain of events leading to the accident.
- The cause(s) of the accident and of the injury.
- Recommendations for action to prevent a reoccurrence.

The investigation should also consider:

- Breaches of statutory duty and/or company rules.
- Other hazards or weaknesses in procedures which, though not contributory, may have been revealed during the investigation.
- Existing accident statistics.

The objective of the accident investigation is never to apportion blame on any individual(s) but should only seek to report on the facts and causes of what occurred. Where the facts are unclear this should be stated and likely causes established.

If human error is believed to be a significant cause, the reasons for this must be investigated. Lack of knowledge, training or unsuitability for the job are management and not employee failings. Only when these have been considered, as well as the possibility of genuine mistakes being taken into account, can the conclusion of willful and intentional acts or omissions be concluded.

Accident investigations will be undertaken using the appropriate accident report form. On conclusion, any remedial actions should be implemented where reasonably practicable, to prevent recurrence so improving workplace standards, procedures and training requirements.

Actions to take in the event of a Serious/Specified Accident or Incident:

- Preserve the scene (but make it safe).
- Take photographs.
- Prepare a sketch plan with measurements.
- Take names and details of all witnesses.
- Obtain all relevant documentation.
- Notify Company.
- Notify H&S Consultant and Insurance Brokers.
- Notify Solicitors.
- Commence internal investigation.
- Complete RIDDOR report (see below for further details).
- Appoint a Designated Person to speak to the investigating authority on the Company's behalf.
- Inform employees not to speak on behalf of the Company without consent.
- Consider how to deal with Media.

RIDDOR:

RIDDOR requires certain incidents be reported to the enforcement authorities. The categories of incidents that need to be reported are defined below along with the appropriate reporting procedures.

Death or Specified Injury:

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

If there is an accident connected with work and:

- an employee, or a self-employed person working on the premises is killed or suffers a specified injury (including as a result of physical violence); or
- a member of the public is killed or taken to hospital.

then the enforcing authority must be notified without delay (e.g. telephone) and within ten days an accident report form completed online (F2508) must be sent to the enforcement authority (See **"WAYS TO REPORT"** below).

'Specified Injuries' in RIDDOR 2013 (Regulation 4):

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
 - Covers more than 10% of the body.
 - Causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness.
 - Requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven Day Incapacitation of a Worker:

Accidents must be **reported** where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for **more than seven consecutive days** as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident. (See “**WAYS TO REPORT**” below).

Over Three Day Incapacitation:

Accidents must be **recorded**, but **not reported**, where they result in a worker being incapacitated for **more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-Fatal Accidents to Non-Workers (E.G. Members of the Public):

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a ‘**specified injury**’ (see above).

Occupational Disease:

If a doctor notifies the Company that an employee suffers from a reportable work-related disease, then an ‘F2508a’ disease report form must be completed online and sent to the enforcing authority (See “**WAYS TO REPORT**” below).

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (RIDDOR Regulations 8 & 9):

- Carpal Tunnel Syndrome.
- Severe cramp of the hand or forearm.
- Occupational Dermatitis.
- Hand-Arm Vibration Syndrome.
- Occupational Asthma.
- Tendonitis or Tenosynovitis of the hand or forearm.
- Any Occupational Cancer.
- Any Disease attributed to an Occupational Exposure to a Biological Agent.

Dangerous Occurrence:

Dangerous Occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or Equipment coming into contact with overhead power lines.
- The accidental release of any substance which could cause injury to any person.
- Gas incident (such as an accidental leakage of gas, incomplete combustion of gas, or inadequate removal of products of the combustion of gas).

If an incident happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported. An 'F2508' report form must be completed online and sent to the enforcing authority within ten days (See "**WAYS TO REPORT**" below).

Ways to Report:

It is a legal requirement that certain accidents/incidents and diseases be reported to the Health and Safety Executive by completing form F2508/F2508a via one of the following methods:

Online to: www.hse.gov.uk/riddor/report.htm
By Telephone to: **0345 300 9923** (*fatal and specified injuries only*).

Communication and Consultation:

We recognise the value of effective methods of communication and consultation with employees in achieving a positive health and safety culture in our business, to ensure not only that up-to-date information is available when required, but also that our workers are fully involved with our management of health and safety.

Consulting and communicating on matters of health and safety is not only a legal requirement but also is essential in order to promote and maintain a safe and healthy working environment. An effective line of communication and consultation keeps employees informed of health and safety matters, can help to motivate them, and encourages active participation in the risk management process.

The Company acknowledges that it has a duty under the Health and Safety (Consultation with Employees) Regulations 1996 to consult with employees on health and safety matters. In particular this relates to:

- Introducing any new measures in the workplace that may affect the Employee's health and safety e.g. new equipment, new work procedures.
- Informing employees of the Company's competent persons.
- Providing health and safety information as required by other legislation e.g. asbestos, display screen equipment, fire safety, first-aid, hazardous substances, protective equipment, etc.
- The planning and organisation of health and safety training.
- Any health and safety consequences of the introduction of new technologies into the workplace.

Consultation can be either with each employee individually, with groups of employees, or through elected representatives, whose names and the groups they represent should be made known to all employees.

Consulting with Elected Safety Representatives:

Where arrangements are made for employees to elect representatives for health and safety, the Company will ensure that they receive training to allow them to carry out the functions of an Employee Representative. The main functions of an Employee Representative are to:

- Make representations to the employer on potential hazards and dangerous occurrences or general matters affecting health and safety in the workplace.
- Represent employees in consultations with inspectors from the Enforcing Authority.

Any time off and reasonable costs for training will be met by the Company, including reasonable time during the representative's working hours to allow the individual to perform his/her safety functions.

Consulting with Employees:

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will not be limited to, the following:

- Conversations with individuals.
- Staff meetings.
- Information displayed on notice boards.
- Internal publications and memos.

Where the company employ foreign nationals or non-English speaking staff which poses communication difficulties, we will ensure that appropriate measures are taken to help improve communication. These measures may include:

- **Buddy System.** Use of an English-speaking compatriot to act as an interpreter to pass on information and act as a minder for the non-English speaker.
- **Translators/Translation.** Provision of information in various languages and formats, including pictograms, clear diagrams, pocket safety notes, etc. for providing essential information.
- **Supervision.** Increased supervision and appropriate training to ensure correct working practices are followed.

Any Employee wishing to raise a matter for discussion should bring it to the attention of the Department Managers.

We will also ensure the following are prominently displayed:

- The 'Health and Safety Law - What You Should Know' poster.
- Our current Certificate of Employers' Liability Insurance.
- Our Health and Safety Policy Statement.

Contractors – Appointment and Management:

When employing Contractors to carry out work activities, both the Company and the Contractor have legal responsibilities under health and safety legislation to protect the health, safety and welfare of employees and others who may be affected by their business, as far as is reasonably practicable. This means that each employer not only has to safeguard their own employees but also those employees of the other employers, and the general public or visitors to the site. Those Contractors who are self-employed carry the same responsibilities as any other employer.

In order for the Company and Contractor to fulfil their legal duties, it is essential that we co-operate and co-ordinate our work activities. This may involve provision of information for all parties, highlighting the risks and the control measures in place to reduce the risks. All parties must also be made aware of relevant emergency procedures and any nominated persons to help with emergency evacuation.

The Contractor may well be a specialist who is better informed of the particular risks associated with their work. The Contractor should therefore inform the Company of such risks and make available their risk assessment. Where the work involves high risk activities, e.g. work with electricity, working at height etc., the Contractor will be asked to prepare a method statement. This should form the basis of a formal written safe system of work to be agreed by the Company.

Arrangements must be made to ensure compliance with relevant statutory provisions, these include: the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Construction (Design and Management) Regulations 2015, and The Work at Height Regulations 2005.

It is our policy to:

- Assess, as far as is reasonably practicable, the competence of Contractors prior to finalising contractual agreements.
- Whenever possible, use Contractors that are members of a trade association relevant to their work.
- Request health and safety information and insurance details from the Contractor that is relevant to their activities.
- Establish rules and guidelines for Contractors activities including the prohibitions relating to the use of any of the Company's facilities, plant or equipment unless authorised.
- Provide information on our activities that may present a hazard to Contractors and identify activities and actions that must be avoided.
- Communicate emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which the work is to be carried out and any segregation arrangements.
- Provide a copy of our asbestos register to Contractors so that works can be appropriately planned to eliminate or minimise its disturbance.
- Define areas that are not accessible to Contractors.
- Agree routes to and from the work sites and welfare facility access.
- Stop Contractors working immediately if their work appears unsafe, and ensure staff report any concerns to a Manager immediately.

Control of Asbestos:

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials up until 1999. All asbestos fibres, blue, brown and white are dangerous and there is no safe form. There is also no safe exposure level known for asbestos.

The Company acknowledges its obligations under The Control of Asbestos Regulations 2012 and it is our policy to:

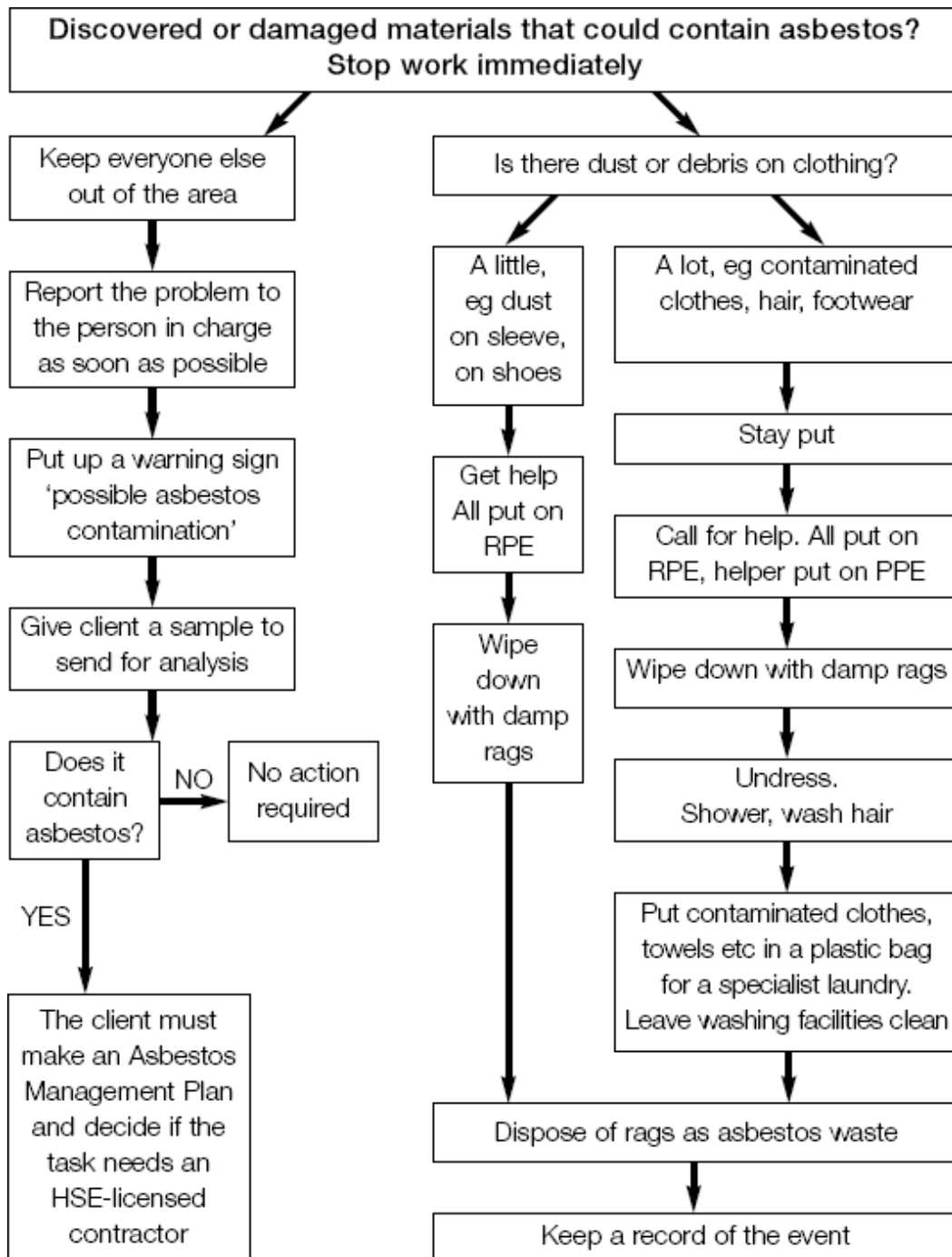
- Take reasonable steps to find asbestos containing materials in premises and check their condition.
- Presume materials contain asbestos unless there is strong evidence to suppose they do not.
- Keep an up-to-date written record of the location and condition of the asbestos containing materials.
- Assess the risk of exposure to asbestos containing materials.
- Prepare and implement a plan to manage the risk.
- Provide appropriate asbestos awareness training for our installation / engineering etc. staff.

The Company recognises that as it does not employ personnel who are competent to handle asbestos, it will therefore reduce the risk of exposure to its employees and others who may be affected by their actions. Prior to commencing work at any site, details of asbestos within the location of the proposed works must be ascertained from the client and communicated to all persons so that a safe system of work may be developed.

If asbestos is discovered or damaged at any time, the senior person present will:

- Stop the work immediately.
- Undertake a risk assessment by following the chart on the next page.
- Clear all persons from the immediate vicinity and ensure the area is safe.
- Minimise the spread of contamination to other areas.
- Keep exposure as low as possible.
- Clean up any debris.
- Notify the Client and Managing Director for further instructions.

On no account will the Company undertake works which may result in employees or others being exposed to or, coming into contact with unprotected or disturbed asbestos.



Control of Noise at Work:

The Control of Noise at Work Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work. **The Regulations require employers to:**

- Assess the risks to employees from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection if noise exposure cannot be reduced enough by using other methods.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction and training.
- Carry out health surveillance where there is a risk to health.

Hearing loss is usually gradual due to prolonged exposure to noise. It may only be when damage caused by noise over the years combines with normal hearing loss due to ageing that people realise how deaf they have become. Hearing damage can also be caused immediately by sudden, extremely loud noises. Exposure to noise can also lead to Tinnitus, which is a sensation of noises in the ears such as ringing or buzzing. Tinnitus may occur in combination with hearing loss.

The Noise Regulations require employers to take specific action at certain action values. These relate to:

- The levels of exposure to noise of your employees averaged over a working day or week.
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

Noise Exposure Limit Values and Action Values:**Lower Exposure Action Values:**

- A daily or weekly personal noise exposure of 80 dB (A).
- A peak sound pressure of 135 dB (C).

Upper Exposure Action Values:

- A daily or weekly personal noise exposure of 85 dB (A).
- A peak sound pressure of 137 dB (C).

Exposure Limit Values:

- A daily or weekly personal noise exposure of 87 dB (A).
- A peak sound pressure of 140 dB (C).

These exposure limit values take account of any reduction in exposure provided by hearing protection.

The Company recognises its obligations under the Noise Regulations and aims to ensure that the risks associated with employee exposure to noise are reduced to the lowest extent practicable.

It is our policy to:

- Ensure noise generating plant and machinery are fit for purpose, in good working order and regularly maintained.
- Gather noise emissions information from plant and machinery manufacturers and suppliers to establish generated levels.
- Undertake regular noise assessments and compare those with the exposure action values and limits assigned under the Regulations.
- Communicate the findings of the assessments and relevant control measures to employees.
- Provide training and instruction to employees on how to reduce or eliminate their exposure to elevated noise levels.
- Define zones where hearing protection is required.
- Provide employees with adequate hearing protection and instruct them in its use and maintenance where elevated noise levels are recognised and cannot be reduced or eliminated via engineering methods.
- Ensure employees are provided with appropriate health surveillance where required.
- Ensure that noise emissions are considered at the purchasing of any new plant and equipment.

Employees will be made aware that:

- They can request hearing protection in areas where the noise level is between 80 – 85 dB (A) but that the wearing of hearing protection is not compulsory.
- They have a duty to wear hearing protection in areas where the noise level is at or exceeds 85 dB (A).

Control of Substances Hazardous to Health (COSHH):

Using chemicals or other hazardous substances at work can put people's health at risk. The Company acknowledges its obligation to control exposure to hazardous substances and prevent ill health by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

The Company shall take appropriate measures to protect employees and other persons who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with, any activity under the control of the Company. Substances that are hazardous to health include substances labelled as dangerous (i.e. very toxic, toxic, harmful, irritant or corrosive) and substances with workplace exposure limits (WELs).

It is our policy to:

- Ensure that detailed assessments are undertaken of all substances used to identify possible harmful effects, how they are handled or used, who could be affected and what precautions need be taken.
- Maintain an inventory of all substances used and of assessments undertaken and keep up to date manufacturer's safety data sheets, where appropriate.
- Ensure employees are aware of the risks to health identified in the assessments and are aware of the precautions necessary to reduce or eliminate any potential risks to health.
- Ensure no new substances are introduced into our work activities without approval of a designated Manager, and before an assessment of the risk is carried out.
- Record the significant findings of the assessments and review them periodically or when changes occur.
- Monitor exposure to hazardous substances, and undertake appropriate forms of health surveillance, where necessary.
- Maintain in effective working order, all plant and equipment provided to control exposure to hazardous substances and fulfil our legal duties in relation to statutory examinations, where required.

Wherever substances are used, the Company will adopt the most effective precautions available in accordance with the 'hierarchy of control measures' listed below:

- Elimination of the substance.
- Substitution for a less hazardous substance.
- Enclosure of the process to prevent exposure.
- Minimisation and control of the generation of dust / fumes / vapours.
- Provision of adequate ventilation.
- Reduction of exposure time (via job rotation etc.).
- Provision of appropriate Personal Protective Equipment and Respiratory Protective Equipment.
- Provision of information, instruction and training.
- Provision of monitoring / health surveillance.

Employees have a duty to co-operate with the Company in applying all "control measures" provided.

Asbestos and Lead Products:

The "Control Measures" associated with Asbestos and Lead based products are detailed in their own Specific Regulations.

- **Asbestos** - The Control of Asbestos Regulations 2012
- **Lead** - The Control of Lead at Work Regulations 2002

Hazardous Substance Classification:

International symbols have replaced the former European COSHH symbols. Some of them are similar to the current symbols but there is now no single word describing the hazard.

Symbol	Classification of Risk	Safety Precautions
	<p>CORROSIVE</p> <p>Corrosive (causes severe skin burns and eye damage), serious eye damage.</p>	<ul style="list-style-type: none"> • Wear suitable gloves and eye/face protection. • Remove immediately all contaminated clothing. • In case of contact with skin wash immediately with plenty of water. • In case of contact with eyes, rinse immediately (for 15 mins) with plenty of water and seek medical attention.
	<p>HARMFUL/IRRITANT</p> <p>May cause limited health risk if inhaled or ingested or if it penetrates the skin.</p>	<ul style="list-style-type: none"> • Do not breathe vapour, spray, mist or dust. • Avoid contact with skin. • Wash thoroughly before you eat drink or smoke. • In case of contact with eyes rinse immediately with plenty of water and seek medical attention.
	<p>DANGEROUS FOR THE ENVIRONMENT</p> <p>Harmful to the environment or water courses etc.</p>	<ul style="list-style-type: none"> • May be toxic to aquatic organisms. • Avoid release to the environment, refer to special instructions/see Safety Data Sheet.

Symbol	Classification of Risk	Safety Precautions
	<p>EXPLOSIVE/SELF REACTIVE</p> <p>Explosive, self-reactive, organic peroxide. May explode under the effect of flame, heat or when dry.</p>	<ul style="list-style-type: none"> • Use only as directed. • Keep container tightly closed, in a cool well-ventilated place. • Keep away from sources of heat and ignition. • This material and its container must be disposed of in a safe way.
	<p>OXIDISING</p> <p>Oxidising gases, liquids and solids. Reacts with other substances, may cause explosion or fire.</p>	<ul style="list-style-type: none"> • Use only as directed. • Keep container tightly closed, in a cool well-ventilated place. • Keep away from sources of heat and ignition. • This material and its container must be disposed of in a safe way.
	<p>FLAMMABLE</p> <p>Highly flammable. Use only in flameproof area. Flammable gasses, liquids, solids and aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas.</p>	<ul style="list-style-type: none"> • Use only as directed. • Keep container tightly closed in a cool well-ventilated place. • Keep away from sources of heat and ignition. • This material and its container must be disposed of in a safe way. • Do not breathe vapour/spray. • Take precautionary measures against static discharge.
	<p>TOXIC/VERY TOXIC</p> <p>May cause serious health risk if inhaled, ingested or if it penetrates the skin.</p>	<ul style="list-style-type: none"> • Wear suitable protective clothing, gloves, RPE and eye/face protection. • After contact wash immediately with plenty of water. • In case of contact with eyes, rinse immediately with plenty of water and seek medical attention. • In case of accident or you feel unwell seek medical attention immediately.
	<p>RESPIRATORY SENSITISER</p> <p>Respiratory sensitiser, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard.</p>	<ul style="list-style-type: none"> • Wear suitable protective clothing, gloves, RPE and eye/face protection. • After contact wash immediately with plenty of water. • In case of contact with eyes, rinse immediately with plenty of water and seek medical attention. • In case of accident or you feel unwell seek medical attention immediately.

Control of Vibration at Work:

The Control of Vibration at Work Regulations 2005 require employers to protect workers from risks to health from vibration. The regulations introduce action and limit values for hand-arm and whole-body vibration exposure relating to employees averaged over a working day or week.

Regular and frequent exposure to vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. There are hundreds of different types of hand-held power tools, vehicles and equipment which can cause ill health from vibration. Regular exposure to hand-arm vibration can cause a range of conditions known as Hand Arm Vibration Syndrome (HAVS) which includes vibration white finger and carpal tunnel syndrome. Similarly whole-body vibration can cause back pain or make existing conditions worse.

Hand-Arm Vibration:**The Regulation introduces an:**

- Exposure action value of 2.5m/s^2 A(8) at which level employers should introduce technical and organisational measures to reduce exposure.
- Exposure limit value of 5.0m/s^2 A(8) which should not be exceeded.

Whole-Body Vibration:**The Regulation introduces an:**

- Exposure action value of 0.5m/s^2 A(8) at which level employers should introduce technical and organisational measures to reduce exposure.
- Exposure limit value of 1.15ms^2 A(8) which should not be exceeded.

The Company recognises its obligations under the Vibration Regulations and aims to ensure that the risks associated with employee exposure to vibration are reduced to the lowest extent practicable.

It is our policy to:

- Ensure vibration generating tools, plant and machinery are fit for purpose, in good working order and regularly maintained.
- Gather vibration emissions information from tools, plant and machinery manufacturers and suppliers to establish generated levels.
- Undertake regular vibration assessments, and compare those with the exposure action values and limits assigned under the Regulations.
- Take all reasonably practice measures to reduce or eliminate employee's exposure to vibration.
- Communicate the findings of the assessments and relevant control measures to employees.
- Provide training and instruction to employees on how to reduce or eliminate their exposure to elevated vibration levels.
- Ensure employees are provided with appropriate health surveillance where required.
- Ensure that vibration levels are considered at the purchasing of any new tools, plant and equipment.

Display Screen Equipment (DSE):

Incorrect use of display screen equipment (DSE) may result in 'upper limb disorders' and ill health such as pains in the hands, wrists, arms, neck, shoulders, temporary eyestrain and headaches, fatigue and stress.

The Company acknowledges its obligations under The Health and Safety (Display Screen Equipment) Regulations 2002 to assess Employee's workstations and reduce risks associated with DSE use.

It is our policy to:

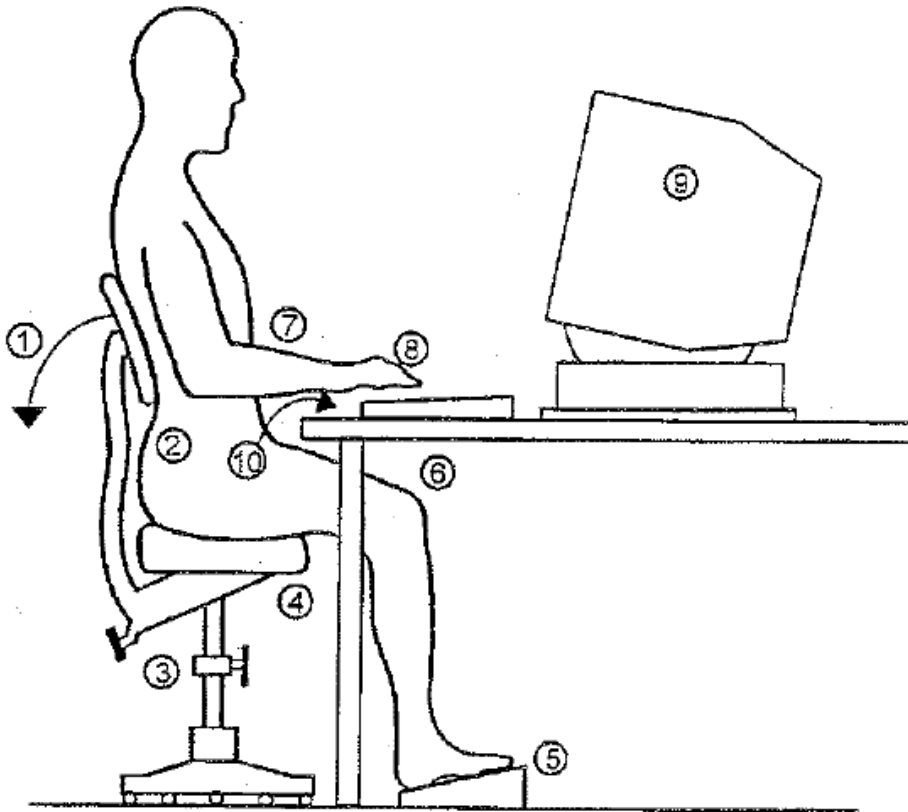
- Carry out a specific risk assessment of each workstation, taking into account the DSE, the furniture, the working environment and the user.
- Identify 'Users' of DSE as defined under the DSE Regulations.
- Take the necessary measures identified in the assessment to reduce risks to the lowest reasonably practicable extent.
- Advise employees of the findings of the assessment on their own workstation.
- Advise "Users" of the opportunity for free eye and eyesight tests and the purchase of any corrective lenses, at the Company's expense, when they are required specifically for using DSE.
- Ensure the software we use is suitable for our tasks.
- Provide information and training for employees on the risks to health from using DSE and how to avoid them.

The potential risks associated with DSE will be minimised. These include the following:

- Upper Limb complaints (Work Related Upper Limb Disorders – WRULD), Back Strain, Carpel Tunnel Syndrome, (Repetitive Strain Injury – RSI).
- Eye and Eye Sight effects (Eye Strain, Sore Eyes, Headaches).
- Fatigue and Stress (likely to be caused by poor job design / work organization).

Eyesight Tests:

Heavy users of DSE have a right to request an 'appropriate free eyesight test'. Further tests may be requested at regular intervals or when a 'User' experiences visual difficulties. Where eyesight correction is required specifically for DSE use, the Company will provide these spectacles free of charge.

Ideal Seated Position for DSE Work:

1. Seat back adjustability.
2. Good lumbar support.
3. Seat height adjustability.
4. No excess pressure on underside of thighs and backs of knees.
5. Foot support if needed.
6. Space for postural change, no obstacles under desk.
7. Forearms are approximately horizontal.
8. Minimal extension, flexion or deviation of wrists.
9. Screen height and angle should allow comfortable head position.
10. Space in front of keyboard to support hands/wrists during pauses in keying.

Electrical Safety:

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.

The Company acknowledges that it has duties under the Electricity at Work Regulations 1989 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 installation will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing machinery 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 Engineering and Technology (IET) Regulations (BS7671).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IET Regulations. 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 regular intervals by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent. Certificates to verify the integrity of the system will be retained.

Portable Electrical Appliances:

For the purpose of this policy 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. These will be subject to combined inspection and test by a competent person at intervals defined by the risk assessment process.

Where possible all handheld electrical appliances should be either battery powered or 110v. All persons using such are responsible for inspecting plugs and leads before use. Any person finding an item of damaged equipment should bring this to the attention of their line manager immediately.

Inspection and Testing:

All Portable Electrical Appliances will be tested annually – **PAT Testing**.

All Fixed Electrical Installations will be serviced and tested to meet manufacturers and regulatory requirements.

Fire Safety:

We recognise that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risks to health and safety. Vigilance is a key factor in controlling fire risks and every person has a duty to ensure the best possible fire prevention within the Company.

Main Hazards:

- Heat and flame.
- Smoke and fumes.
- Explosion.

Common Causes of Fires in Work Premises:

- Willful fire raising and arson.
- Cigarettes/matches.
- Fixed or portable heaters.
- Hot processes.
- Faulty or misused electrical equipment.
- Obstruction of equipment ventilation.
- Static electricity.
- Accumulation of combustible materials.
- Flammable liquids and gases.
- Inadequate supervision of cooking activities.

General Requirements:

All workplaces must be provided with a means of detecting and giving warning in case of fire, adequate means of escape and means of fighting fire. The nature, complexity and extent of these will depend on the size of the premises, the number of people who normally work there, the nature of the work processes and substances stored and used etc. Specific requirements relating to fire detection and warning systems, means of escape and means of fighting fire should be determined by undertaking a risk assessment.

A fire risk assessment will determine the chances of a fire occurring and the risks to people using the premises. **The potential for fire starting depends on the presence of three things:**

- A source of ignition.
- Fuel.
- Oxygen.

Each of these should be considered in relation to the premises to help determine how and where a fire could start. The next step is to establish who could be harmed. When this has been done, the risk can be evaluated, and a decision made as to whether or not existing control measures are adequate.

This plan sets out what Management and Employees must do to ensure, so far as reasonably practicable, that satisfactory fire precautions are achieved and maintained, and that the Company complies with the requirements of the Fire Safety (England) Regulations 2022.

It is our policy to:

- Assess the risks from fire at our premises and implement appropriate control measures.
- 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 the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Maintain all fire detection, firefighting equipment and installations.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct employees 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.
- Identify people with any disability or impairment who may require assistance in the event of a fire.

When working at client's sites, all employees will ensure they are aware of, and comply with the requirements of the client's fire safety arrangements and emergency procedures. This will usually be communicated to the workforce via site induction or toolbox talks. All employees have a responsibility to ensure they do not, by their acts or omissions, create or increase the risk of fire occurring.

In the Event of Discovering a Fire:

Event	Action
On Discovering Fire	Raise the Alarm by activating the nearest Fire Alarm Call Point together with verbally informing all persons close by.
Evacuation	<p>The Warning Sound of the Fire Alarm is a continuous siren.</p> <p>Leave the area via the nearest Fire Exit and make your way to the Assembly Point which is on the patch of grass adjacent to the Front Entrance to the School.</p> <p>If possible, close all doors and windows whilst exiting the building but do not attempt to collect personal belongings and do not put yourself or others in danger.</p>
Roll Call	The Designated Person or Senior Person on duty will carry out a roll call of those present. This will include visitors and contractors by use of the Signing in Register.
Alerting Emergency Services	The Fire Marshals will ensure that the Emergency Services are telephoned to request the Fire and Rescue Services, stating the premises address and details of the situation.
Re-Occupation	The Fire Marshals will decide if the building may be re-occupied. If the Fire and Rescue Service has been called this may only be sanctioned with agreement from the Fire Officer.
Fire Fighting	Ensure you know the location of the nearest portable fire extinguisher. Only attempt to tackle a fire if you have been trained in how to use the equipment and if safe to do so, never put yourself or others in danger.

Smoking and Vaping:

Smoking and Vaping is prohibited in and on all Company property (including vehicles). No person is allowed to breach this rule. Visitors should be reminded of the rules on smoking when brought onto the premises.

Heating, Lighting and Electrical Equipment:

All portable heating appliances must be sited away from flammable materials; this includes posters, documents, etc. which are likely to be placed above appliances. A clear space of at least one metre should be maintained. All permanently fixed heaters, boilers, etc. and electrical cupboard/panels should have a clear tidy area around the appliance. Heating appliances are not to be draped with towels, clothing, etc.

Similarly, light bulbs and fittings should be clear of materials. Turn off all directly controlled heaters and lights other than night-lights prior to close of Company activity.

Waste Materials:

Accumulation of waste materials is not allowed within premises at any time; remove waste materials to the designated Bins/Skips. Waste items must not obstruct fire exits or fire extinguishers.

Means of Escape:

All premises will have clearly defined escape routes with the appropriate signage, they must be kept clear of any obstruction at all times, no combustible materials should be stored on fire corridors, exits, etc. Fire doors are provided to save lives, do not wedge or prop/hook them open.

Fire Detection/Alarm Equipment:

Both buildings (Main and Vocational) have hard wired Fire Alarm Systems installed and all call points are key activated. All members of staff are issued with a key at the time of employment.

In the event of activation of the Fire Alarm System a constant siren will sound until turned off at the main panel. The Vocational Centre Alarm is linked via radio control to the Main Building Alarm.

Fire alarm testing is carried out on a weekly basis and results recorded as required. The full system is serviced every 6 months by a specialist fire alarm engineer.

Emergency Lighting:

Both buildings (Main and Vocational) have hard wired Emergency Lighting installed in all required locations.

All Emergency Lighting is tested weekly (function test to a different light is carried out each week and findings recorded) and then the whole system undergoes an annual discharge test by an approved and certified Electrical Engineer as required under regulation.

Training and Fire Wardens:

There will be sufficient people trained in the use of Fire Fighting Equipment and the duties of a Fire Warden to assist the company in implementing the fire arrangements, particularly the fire evacuation procedures. It should be noted that Fire Wardens or others should not tackle a major fire or one that is getting out of hand.

On hearing the alarm, Fire Wardens will check their own area to make sure that all persons present have left, that the alarm activation is either a false alarm or a real event and call the Fire and Rescue Services. They will also assist the Senior Person present to take roll call at the Assembly Point if deemed necessary. Fire Wardens will make sure that staff are familiar with the instructions detailed above; how to sound the alarm, escape routes and location of the Assembly Point.

There are currently 8 members of staff who have received Fire Warden training and are designated Fire Wardens. The identity of all Fire Wardens will be briefed to all staff during the induction process and any changes made after that will be covered via internal memos or during staff meetings.

The premises have been split into 3 zones (Main Building Ground Floor, Main Building First Floor and Vocational Centre). Each zone has a minimum of 2 Fire Wardens designated to it to ensure cover for holidays, ill health/sickness and school trips/events.

Contractors:

Where there is contractual work involving any welding, cutting, brazing or soldering (Hot Works) on the Company premises, the Contractor shall ensure that all combustible materials are removed from the vicinity, a suitable fire extinguisher is close to hand, the area is screened off if necessary and access by any unauthorised person is prohibited. The Health and Safety Consultant will check these requirements, and a Risk Assessment and Hot Works Permit will be required prior to any works commencing.

Fire Drills:

Fire drills will take place at least annually, but preferably one each school term, for the premises, the details of which shall be kept in the Fire logbook. Where defects are found they will be remedied without delay (immediately if of great danger).

Fire Signage:


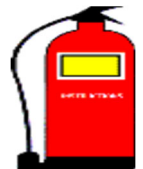


Existing legislation means that all Safety Signs must comply with 'The Health and Safety (Safety Signs and Signals) Regulations 1996. This includes a requirement for a symbol (i.e. running man); text only fire exit signs will not comply with the regulations and therefore will not be used.

Fire Fighting Equipment:

The type of extinguisher provided will be suitable for the risk involved, adequately maintained and appropriate records kept of all inspections and tests. Fire extinguishers will be fitted on wall brackets or in floor stands (or other suitable locations) to avoid them being removed or knocked over and damaged and will be sited near exits or on the line of exit unless our Fire Risk Assessment or Fire Engineer specifically dictates otherwise.

Due to the Fire Evacuation Policy being 'Full Evacuation in the event of a Fire' we do not have to have a large amount of Fire Extinguishers on display sited around the buildings and we also have to take into consideration that the students cannot have access to this equipment for fear of damage and misuse. To that end, our Fire Risk Assessment allows us to place Fire extinguishers in locked cupboards with appropriate signage as all staff hold keys for these in the event that they are required.

Types of Fire Fighting Equipment:

Type	Use
	<p style="text-align: center;">Water Extinguishers</p> <p>Water extinguishers are suitable for ordinary combustible fires, for example wood and paper, but are not suitable for flammable liquid fires. They should also be labelled 'not to be used on fires involving live electricity'. Water spray extinguishers are recommended.</p>
	<p style="text-align: center;">Foam Extinguishers</p> <p>Foam extinguishers are suitable for small liquid spill fires or small oil tank fires where it is possible for the foam to form a blanket over the surface of the flammable liquids involved. They may not extinguish a flammable liquid fire on a vertical plane. Where foam is required for hydrocarbon fires, light water is recommended, preferably by spray applicator.</p>
	<p style="text-align: center;">Carbon Dioxide Extinguishers</p> <p>For fires involving electrical equipment, carbon dioxide extinguishers are recommended. Carbon dioxide (CO₂) extinguishers are quite heavy and may be at high pressure. A minimum size of 2 kg is recommended.</p> <p>CO₂ smothers the fire by starving it of oxygen but provides little or no cooling effect. It is therefore not recommended for flammable liquid fires or where the displacement of oxygen would pose a risk to the user, e.g., where the user is standing in a confined space. The nozzle of the CO₂ extinguisher becomes very cold in use and therefore should not be held when discharging as this can cause severe frostbite burns.</p> <p style="text-align: center;">Specific training in the use of these extinguishers is essential.</p>
	<p style="text-align: center;">Wet Chemical Extinguishers</p> <p>Wet Chemical extinguishers are suitable for Fat and Grease fires in Kitchens (Class F), for example deep fat fryers. In addition, some wet chemical extinguishers can tackle Class A Fires (Wood, Paper, Etc.) and Class B Fires (e.g., Petrol).</p>

First Aid at Work:

People at work can suffer injuries or fall ill. It does not matter whether the injury or illness is caused by the work they do, it is important that they receive immediate attention and that an ambulance is called in serious cases. First Aid can save lives and can prevent minor injuries becoming major ones. First Aid at Work covers the arrangements that need to be made to ensure this happens, that is the initial management of an injury or illness suffered at work. It does not include giving tablets or medicines to treat illness.

The company recognises its obligations under the Health and Safety (First Aid) Regulations 1981 (as amended October 2013) and realises that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our employees, we may reduce the immediate impact of any accident.

It is our policy to:

- Appoint and train sufficient numbers of first aid personnel to undertake duties of 'Appointed Persons' and/or qualified 'First Aiders'.
- Manage mental ill-health risks appropriate to the nature of the company.
- Provide and maintain suitable and sufficient first-aid equipment.
- Ensure that first-aid equipment and personnel are readily available.
- Provide additional information and training for first aid personnel as necessary to take into account any specific hazards.
- Provide information and/or training for managers and employees / employ occupational health professionals / appoint mental health-trained first aiders / wellbeing champions and implement employee support programmes.
- Communicate the arrangements made for First Aid to all employees.

The Company shall provide (or ensure that there are provided) such personnel and as are adequate and appropriate for enabling First Aid to be rendered to employees if they are injured or become ill at work.

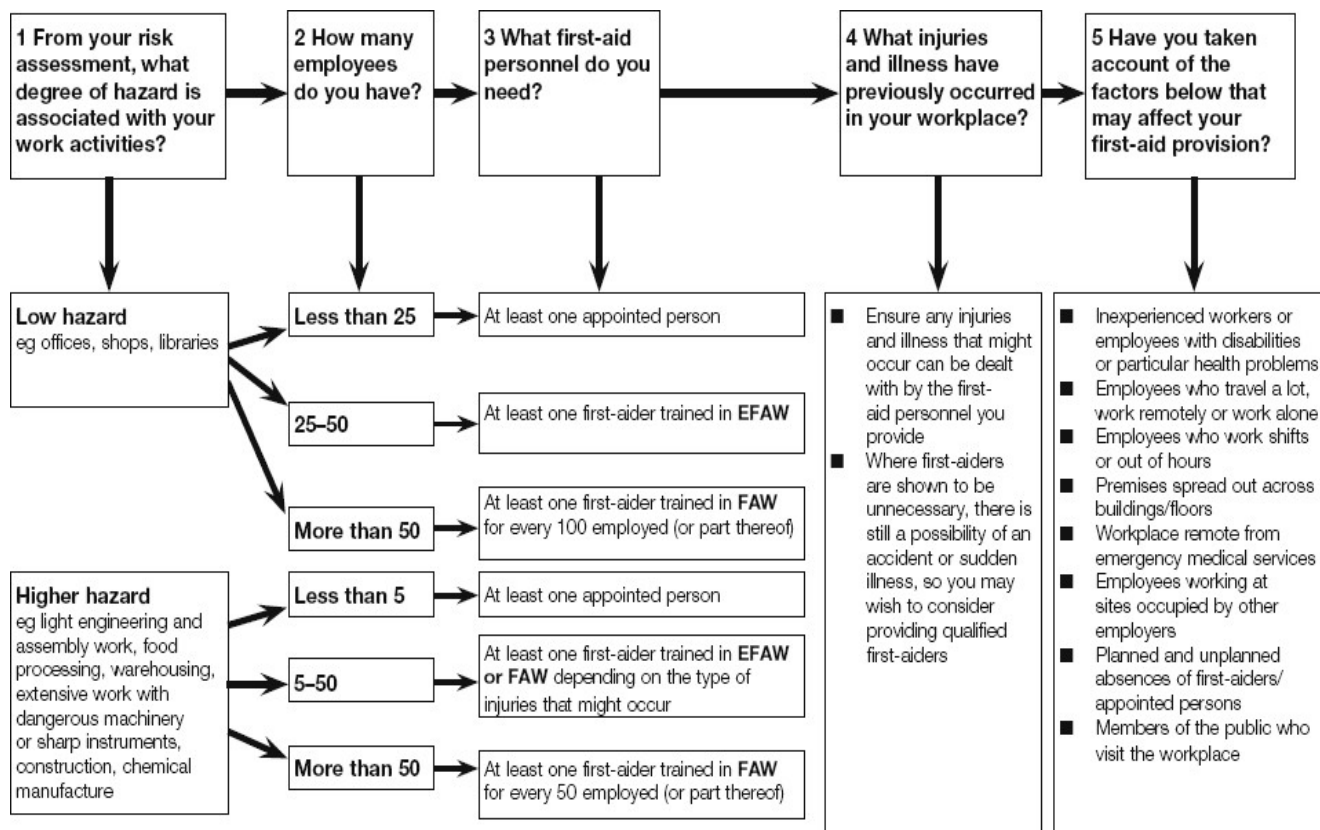
Designated 'First-Aiders' will have attended a 'First Aid at Work' course. Additional staff to be trained as 'Appointed Persons' will take charge of situations relating to an injured or ill employee, in the absence of the company First-Aider. The 'Appointed Person' will undertake only emergency first aid within the limits of the training they have received and this will include calling of an ambulance or arranging help from a medical practitioner or nurse.

First Aid provision has been made by Castles Education LLP and the following personnel and equipment are available:

Persons/Equipment	Name/Location
First Aider/Appointed Persons	16 members of Staff The identity of all First Aiders will be briefed to all staff during the induction process and any changes made after that will be covered via internal memos or during staff meetings. Notices are posted around the building detailing First Aiders.
First Aid Kits	Medical Room in Reception Area Administration Office All Minibuses Main Kitchen Vocational Kitchen Vocational Brickwork Workshop Office Vocational Garage Workshop Vocational Centre Hair and Beauty Salon
Accident Book	Administration Office

First Aid Personnel:

Suggested numbers of first-aid personnel to be available at all times people are at work, based on assessments of risk and number of workers, are shown below:

**Minimum Contents of First Aid Box:**

There is no mandatory list of items that should be included in a first-aid box but the HSE provide a minimum recommendation.

Where no special risks arise in the workplace, a minimum stock of first-aid items would normally be:

- Twenty individually wrapped sterile assorted adhesive dressings.
- Two sterile eye pads.
- Four individually wrapped triangular bandages.
- Six safety pins.
- Six medium individually wrapped sterile wound dressings 12cm x 12cm.
- Two large individually wrapped sterile wound dressings 18cm x 18cm.
- One pair disposable gloves.
- Individually wrapped moist clean wipe (construction, travelling packs).

The Travelling First Aid containers for Company vehicles should contain the following as a minimum:

- Leaflets giving guidance on First Aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile dressing (approx. 18cm x 18cm).
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist cleaning wipes.
- One pair disposable gloves.

NOTE: TABLETS AND MEDICATIONS SHOULD NOT BE KEPT IN FIRST AID BOXES.

Eye Wash:

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers will be provided.

All locations where First Aid Kits are kept also have Eye Wash supplies.

Supplementary Equipment:

Where an employee has received additional training in the treatment of specific hazards which require the use of special antidotes, equipment, etc. these may be stored near the hazard area or may be kept in the first-aid box. It is important that access to these items is restricted to people trained in their use.

Additional equipment such as suitable protective equipment, blankets, disposable aprons, scissors, adhesive tape and individually wrapped moist wipes may be provided if required.

The Company will ensure that all 'First Aid' containers are routinely inspected by a competent person and that the contents are regularly re-stocked.

Hazard Reporting:

We recognise that staff have an invaluable monitoring role within the workplace in helping to identify hazards before they cause an injury or accident. In addition, staff also have a legal duty to report conditions that might cause harm.

Where employees have concerns regarding their own health, safety or welfare they shall, in the first instance, raise the matter with their immediate Manager or Supervisor. Where appropriate the Hazard Report Form system may be used to confirm the concerns or action to be taken.

It is our policy to:

- Have an effective system for the reporting of hazards found by employees in their workplace (including off-site activities).
- Ensure all reported hazards are dealt with expediently and efficiently.
- Check that appropriate action has been taken following receipt of a hazard report.
- Train employees to verbally report the following circumstances immediately:
 - Discovery of a fire.
 - Ineffective, defective or missing guards.
 - Damaged or ineffective personal protective equipment (PPE) or clothing.
 - Faulty equipment that cannot be operated safely.
 - Insufficient training or information to carry out their work safely.
 - Spillage of a hazardous substance.
 - Accidents, incidents or potential dangerous occurrences.
 - Broken or damaged furniture, carpets, fixtures and fittings.

Health Surveillance:

The Management of Health and Safety at Work Regulations 1999 requires every employer to ensure that their employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety. Also, it may be appropriate to consider pre-employment health assessments, assessments of when employees change jobs within the company, if there are significant changes in the work activity, or there are changes to the employee's health or circumstances.

Health surveillance may be required across a range of activities such as:

- Before undertaking regular night work.
- Exposure to noise or vibration.
- Exposure to certain substances (fumes, dusts, biological agents etc.).
- Undertaking regular repetitive work.
- Exposure to asbestos or lead.

The main objectives of health surveillance are to:

- Protect the health of individual employees by detecting as early as possible adverse changes.
- Help evaluate the measures taken to control exposure.
- Collect, keep up to date and use data and information for determining and evaluating hazards to health.

The appropriate level, frequency and procedure of health surveillance will be determined by the risk assessment process. In certain circumstances this may require the assistance of a qualified medical practitioner.

The type of health surveillance required will depend on the risk and severity of any potential ill-health effects. The company will ensure that for all health surveillance undertaken, a health record is retained and maintained throughout an employee's employment.

Where an employee is found to have an adverse health effect or identifiable disease believed to be the result of exposure to an activity or substance hazardous to health, the Company will arrange for the employee concerned to be interviewed and told. Clearly, where applicable under RIDDOR, this will be reported to the enforcing authorities.

Employee Duties:

Employees are under a general duty (HSWA section 7) to co-operate with the company in any health surveillance participation.

Legionella Control:

Legionellosis is the collective name given to the pneumonia-like disease caused by legionella bacteria. Legionella bacteria can be found in the widespread environment (such as rivers, lakes and reservoirs) and as such can contaminate and grow in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and spas. There are also a number of other systems that may pose a risk to exposure to legionella, e.g. humidifiers, air washers, emergency showers, indoor ornamental fountains etc.

The Company acknowledges its obligation under the Approved Code of Practice L8 Legionnaires' Disease: The control of legionella bacteria in water systems, to take suitable precautions to prevent and control the risk of exposure to legionella.

It is our policy to:

- Conduct a risk assessment to identify risks to the water systems that may potentially be a source for legionella bacteria growth.
- Identify conditions which may increase the proliferation of legionella bacteria and implement appropriate control measures.
- Prepare and implement a plan to manage the risk.
- Implement a suitable monitoring, inspection and maintenance procedure and review control measures.
- Provide Legionella Awareness training to relevant staff.
- Appoint a competent person to manage the risk.

Identifying the Risk:

Any water system that has the right environmental conditions could potentially be a source for legionella bacteria growth.

There is a reasonably foreseeable legionella risk in the water system if:

- Water is stored or re-circulated.
- The water temperature in all or some part of the system is between 20-45°C.
- Sources of nutrients such as rust, sludge, scale and organic matter are present.
- Conditions are such that bacteria would be encouraged to multiply.
- Water droplets are produced and, if so, can be dispersed over a wide area, e.g. showers.
- There is a likelihood of employees, residents, visitors etc. being more susceptible to infection due to age, illness, a weakened immune system etc. and there is the opportunity to be exposed to contaminated water droplets.

Controlling the Risk:

The Company will take the following appropriate measures to prevent or adequately control the growth of legionella bacteria:

- Ensure that the release of water spray is properly controlled.
- Avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms.
- Ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework.
- Avoid materials that encourage the growth of legionella.
- Keeping the system and the water in it clean.
- Treat water to either kill legionella (and other microorganisms) or limit their ability to grow.

Any risk that cannot be prevented will be controlled. A course of action will be carried out to help control any risks from legionella by identifying:

- The system in place (having a written schematic).
- Personnel responsible for carrying out the assessment and managing its implementation.
- The safe and correct operation of the system.
- Control methods and other precautions in place.
- Checks to be carried out to ensure risks are managed.

Thermostatic Mixing Valves (TMV):

A **Thermostatic Mixing Valve** (TMV) is a mechanical valve that mixes hot water with cold water to provide a safe, controlled hot water outlet temperature to either a shower, bath or wash hand basin.

Hot water systems should normally circulate through the water system between 55 - 65°C to assist in the process of reducing the risk of the Legionella bacteria. This circulating temperature is unsafe for bathing or showering therefore TMVs are used to further reduce and regulate the temperature of hot water to a safer temperature for bathing, showering and general hygiene.

TMVs also provide a failsafe safety function should there be a disruption to either the hot or cold water supply. Failsafe means that the valve is designed to automatically shut and prevent the flow of mixed water, within a set period time so preventing either very hot or very cold water output.

Where TMVs are installed failsafe tests will be conducted by a competent person. (Carry out the cold water supply isolation test by isolating the cold water supply to the TMV, wait for five seconds if water is still flowing check that the temperature is below 43°C).

Lone Working:

The Company will ensure, so far as is reasonably practicable, that employees 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. The Company's 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.

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 and environment etc.

Particular consideration will be given to:

- The remoteness or isolation of workplaces.
- The health and suitability of the lone worker.
- Any problems with 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 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.

Employees will be required to follow the safe working procedures devised which will include the required ability of employees for undertaking lone working, provision of first aid, suitability of equipment, communication procedures and awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to Management.

Manual Handling Operations:

The HSE define manual handling as ‘any transporting or supporting of a load by hand or by bodily force.’

This definition includes:

- Lifting, putting down, pushing, pulling, carrying or moving; and
- Use of mechanical aids, e.g. trolleys.

Health problems associated with manual handling often, but not always, involve the back; other parts of the body including the neck and shoulders may also sustain injury. Commonly, the injuries build up over a period of time as a result of a succession of poor manual handling techniques; although severe injuries can also be caused by single traumatic events.

The anatomy of the back makes it particularly vulnerable to the pressures and strains of poor manual handling techniques. It is a fact that more than a third of all over-three-day injuries recorded each year are caused by manual handling.

The Manual Handling Operations Regulations 1992 require employers to:

- **Avoid** the need for hazardous manual handling, so far as is reasonably practicable.
- **Assess** the risk of injury from any hazardous manual handling that can’t be avoided; and
- **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The assessment should take into account the load, the task, the environment in which the activity is performed and the capabilities of the individuals carrying out the task.

The Company acknowledges its obligations under Regulations and it is our policy to:

- Avoid, so far as is reasonably practicable, the need for employees to carry out any manual handling tasks that involve a risk of being injured.
- Carry out an assessment of any manual handling tasks which cannot be avoided.
- Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries so far as is reasonably practicable.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Inform employees of their duties.
- Train employees as appropriate.

Employees will receive adequate information and training on the following Manual Handling “control measures”:

- Do not jerk or twist the body excessively.
- Always lift the load in stages.
- Always hold the loads as close to the body as possible.
- Lift with your feet apart, knees bent, back straight and as near vertical as possible. Use your leg muscles to obtain the lift.
- Always grip the load with full palms not fingertips.
- Do not attempt to carry a load that obstructs your vision.
- Always ensure the route is clear before proceeding.
- Do not attempt to lift a load which is heavy or bulky or which cannot be handled safely by one person – **GET ASSISTANCE.**
- Do not carry any item whilst ascending or descending a ladder if you cannot maintain three points of contact with the ladder.

Monitoring, Evaluation and Review:

In order to comply with Section 2 (3) of the Health and Safety at Work etc. Act 1974 and Regulation 4 of the Management of Health and Safety at Work Regulation 1999 this policy must be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the statutory requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

Progressive improvement in health and safety performance can only be achieved through constant development of policy approaches to the implementation and techniques of risk control.

The Company recognises the importance of carrying out monitoring and checking to ensure that performance standards and specified objectives are met. Where they are not met, corrective action is taken to ensure that accidents and incidents do not occur as a result.

For the monitoring system to be effective, both active and reactive monitoring must be carried out. Active monitoring and checking will be used to ensure any potential problems are identified and dealt with before they result in an accident, ill health or injury. Reactive monitoring will be carried out in the event of such an incident occurring. The matter will be investigated fully so that steps can be taken to prevent recurrences.

The purpose of the monitoring, evaluation and review process is to ensure:

- The maintenance and development of an effective health and safety policy.
- The maintenance and development of an effective organisation to ensure that the policy is implemented.
- The maintenance and development of improving performance standards.
- The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified.

To achieve these outcomes management and employees must constantly evaluate their work activities in relation to the policy and bring to the notice of the Company through its management system and/or safety coordinating arrangements any areas where this policy is inadequate or ineffective.

The Company will make arrangements for the appointed Health and Safety Consultant to visit the Company's premises at regular intervals to identify and report on any hazards, lack of control measures, defects or breaches of Regulations. A report of the inspection findings and recommendations will be provided so that it can be established where the appropriate procedures in Company policy have not been complied with or are deficient and action can be taken to ensure similar problems do not recur.

Personal Protective Equipment (PPE):

PPE is defined in the [Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#) (PPER 2022) as: 'All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety'. The Regulations do not apply to ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer.

Examples of Personal Protective Equipment:

- Protective Overalls.
- Ear Defenders.
- Gloves/Gauntlets.
- Safety Helmets.
- Safety Footwear.
- Eye Protection.
- Face Masks / Dust Masks / Respirators.
- Safety Harnesses/Lanyards.

The Company acknowledges its obligations under the Regulations and seeks to ensure that where the risks cannot be controlled by other means, Personal Protective Equipment (PPE) is correctly selected and used.

It is our policy to:

- Provide PPE free of charge where a risk assessment concludes that personal protective equipment is required.
- Ensure all PPE will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.
- Provide PPE that conforms to relevant European standards and is 'CE' marked.
- Provide employees and limb (b) workers using PPE with relevant information and training therefore enabling them to make proper effective use of PPE.
- Supervise and monitor employees and limb (b) workers to ensure the PPE is being used correctly.
- Keep a record of all PPE issued.
- Set a good example to staff by ensuring that Directors and Managers wear appropriate PPE, when required.
- Discipline employees and limb (b) workers who repeatedly refuse to use PPE in the correct way.

Training for PPE users will include the following:

- An explanation of the risks present and why the PPE is being used.
- How to use/operate the PPE and any limitations of the equipment which may affect the protection offered.
- Instructions on the storage of the PPE.
- The arrangements for reporting loss or defects of the PPE.

Duties of Employees and Limb (B) Workers:

It is the responsibility of an employee to use PPE in accordance with the training provided, and to report any loss or defect immediately. The employee also has a responsibility to return PPE to its place of storage after use.

Limb (B) Workers:

Limb (b) describes workers who generally have a more casual employment relationship and work under a contract for service. Generally, workers who come under limb (b):

- Carry out casual or irregular work for one or more organisations.
- After 1 month of continuous service, receive holiday pay but not other employment rights such as the minimum period of statutory notice.
- Only carry out work if they choose to.
- Have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (subcontracting).
- Are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly).

As every employment relationship will be specific to the individual and employer, the precise status of any worker can ultimately only be determined by a court or tribunal.

Risk Assessment:

The most important tool in managing health and safety is risk assessment. This is careful examination of what in the workplace could cause harm to people, so that decisions can be made as to whether enough precautions have been taken, and whether additional ones should be introduced, to prevent harm.

There are five stages to risk assessment: identifying the hazards, identifying who could be harmed and how, risk evaluation, recording the significant findings and monitoring and reviewing the risk assessment.

Hazard and Risk:

- A 'hazard' is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation).
- A 'risk' is the likelihood of potential harm from that hazard being realised.

The Extent of the Risk will depend on:

- The likelihood of that harm occurring.
- The potential severity of that harm, i.e. of any resultant injury or adverse health effect.
- The population which might be affected by the hazard, i.e. the number of people who might be exposed.

Legislation specifies that risk assessments be undertaken to identify hazards arising from the work activity, assess the risks to the health and safety of employees or other persons who may be affected, and establish control measures to eliminate or reduce the risks to levels as low as is reasonably practicable and to enable the Employer to fulfil statutory obligations.

Specific risk assessments are required by certain Regulations. These regulations may contain a specific reference to the requirement for risk assessment or may refer to the Management of Health and Safety at Work Regulations 1999 for this requirement. This safety plan sets out what the Company is doing to ensure suitable and sufficient assessments are carried out, appropriate remedial action is taken and employees are informed of the findings of the assessments.

It is our policy to:

- Identify those specific risk assessments we are legally required to carry out by ensuring all aspects of our work are reviewed, including routine and non-routine activities.
- Appoint a Competent Person or persons to carry out suitable and sufficient risk assessments of our activities.
- Identify, prioritise and implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected.
- Amend our risk assessments when changes occur and review them regularly to ensure they are kept up to date.
- Train employees on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risks.

The following principles will be applied in deciding upon preventive and protective measures:

- If possible, the risks will be avoided altogether by not using the dangerous article, substance, process, etc.
- The risks will be combated at source rather than by palliative measures.
- Wherever possible the work will be adapted to the individual, especially as regards the design of workplaces, the choice of work equipment and choice of working and production methods.
- Any advantages presented by technological or technical progress which offers opportunities for improving working methods and making them safer will be considered.
- Priority will be given to those measures which protect the whole workplace and all those who work there.

Where identified as a result of the risk assessment process, the preventative and protective measures will be defined in safe systems of work. These are methods of working designed to eliminate, if possible, or otherwise reduce risks to health and safety, and may require written procedures or codes of practice that must be followed within the Company. It is compulsory for employees to use any safe systems of work so that they do not endanger themselves or others whilst working.

The safe systems of work will be based on the findings of the risk assessment and will systematically set out the safe procedure to be followed, specifying the detailed precautions to be taken at each stage of the activity.

Line management are responsible for ensuring that once developed and implemented, the safe systems of work are monitored and supervised within their areas of control.

Duties of Employees:**Employees also have duties under the Management Regulations to ensure that they:**

- Correctly use all work equipment and systems of work in accordance with their training and instruction.
- Inform the Management of any situations which provide a serious or immediate danger to their / others Health and Safety.
- Inform the Management of any lack of resources or safety assistance.

Young Persons:

The Company shall ensure that young persons (defined in The Management of Health and Safety at Work Regulations 1999 as any person who has not attained the age of eighteen) employed by the business are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

In order to comply with the requirements of the Management of H&S Regulations with respect to young person's, The Company will undertake risk assessments or review existing ones of the activities that young persons are to be engaged in before these young person's start work.

Castles Education LLP will not employ a young person for work:

- Which is beyond his/her physical or psychological capacity.
- Involving harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to an unborn child or which in any other way chronically affect human health.
- Involving harmful exposure to radiation.
- Involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training.
- In which there is a risk to health from – extreme cold or heat; noise; or vibration.

Where the exposure to the above restrictions may be necessary for the young person's training then a competent person shall supervise them, and any risk will be reduced to the lowest level that is reasonably practicable.

New and Expectant Mothers:

Once an employee has given notice to the company in writing that she is pregnant, has given birth within the last six months or is breastfeeding, the company will ensure that a suitable and sufficient risk assessment of the employees work activities are undertaken, in order to identify any specific hazards and establish the necessary control measures to manage the risks effectively.

Where the risk assessment identifies risks to new and expectant mothers and these risks cannot be avoided by the preventive and protective measures taken, the company will take the following action if possible and reasonable to do so:

- Alter the employees working conditions or hours of work to avoid the risk.
- Identify and offer the employee alternative work that is available.
- As a last resort, suspend the employee from work on full pay to avoid the risk where necessary.

It should be noted that the company may request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or a registered midwife in writing. If this certificate has not been produced within a reasonable period of time, the company is not bound to maintain changes to working hours or conditions or to maintain paid leave.

Stress and Wellbeing:

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to both physical and mental health.

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals’ physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

It is our policy to:

- Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress.
- To provide a working environment that promotes and supports the mental health and wellbeing of all employees.
- Provide relevant training, information, and resources for Managers in good management practices.
- Reduce discrimination and stigma by increasing information, awareness and understanding.
- Continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.
- Continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.
- Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide confidential counselling and adequate resources.
- Complete a stress questionnaire to identify potential issues regarding mental health needs and areas for improvement.
- Include information about the mental health policy in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good job design management support and supervision, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Complete a return to work questionnaire to identify potential issues regarding mental health needs, their sources, and possible areas for improvement.
- Ensure employees are aware of the support that can be offered through occupational health department, Employee Assistance Programme (if applicable) or alternatively their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.

Substance Abuse:**General:**

The Company wishes to pursue a Policy to promote health and safety at work and acknowledge that it has a legal responsibility to safeguard the health, safety and welfare of all its employees and other persons who may be affected by alcohol and drug abuse.

The Managing Partner and the Managers will be responsible for identifying and controlling risks at their level of responsibility. The Managing Partner will have overall responsibility for the effective implementation of the Policy.

The Company reserves the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

Confidentiality:

If you feel you may have a drink or drug problem, you are advised to seek help at an early stage. Your Line Manager can be contacted at any time and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

Assistance:

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. Any employee who seeks assistance/advice in relation to a drinking or drug problem will not be discriminated against in any way.

1. Alcohol:

The Company requires its employees to attend work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and grounds for summary termination of employment.

Alcohol consumption during working hours is strictly prohibited and will result in summary termination of employment.

The Company reserves the right to initiate disciplinary action and arrange for alcohol testing on employees in the following specific circumstances:

- After an accident or incident, where there is suspicion of drinking that contravenes the Company's regulations.
- Employee suspected of reporting for work with alcohol in their bloodstream from the previous evening's drinking.
- Witness evidence of erratic behaviour that it is suspected may put the health and safety of any employee at increased risk.

2. Drug Misuse:

This Policy of 'drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

The Company requires its employees to attend work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Drug misuse during working hours is strictly prohibited and will result in summary termination of employment.

The Company reserves the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances:

- If help is refused and/or impaired performance continues.
- After an accident/incident, where there is suspicion of drug misuse.
- Witness evidence of erratic behaviour which it is suspected may put the health and safety of any employee at increased risk.

Note: Possession/Dealing of Drugs will be reported immediately to the Police.

Training:

Adequate training and instruction are essential not only to ensure that employees are able to work efficiently and safely but also to comply with statutory requirements which impose duties on the company to carry out induction, job and refresher training.

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly and understand the need for them.

All training must be planned and organised to ensure correct standards are attained. It is unacceptable to adopt a “learn as you go” attitude and employees must not use unfamiliar equipment without some form of instruction.

Legal Requirements:

There is a general requirement on the Company under The Health and Safety at Work Act 1974 to provide employees with adequate information, instruction, training and supervision. Under The Management of Health and Safety at Work Regulations, training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work.

Competence:

The company will take account of employees' capabilities, level of training, knowledge and experience when allocating work.

Competence is a combination of the following:

- Training.
- Knowledge.
- Experience.
- Skill.

The company will decide the level of competence, i.e., the combination of these four elements needed to carry out a job safely.

There are specific requirements concerning the health and safety of ‘young workers’ (i.e., those who have not attained the age of 18.) The main obligation is to ensure they are not put at undue risk because of their vulnerability. It is company policy to undertake young person's risk assessments before employing any new workers in order to identify hazards and establish effective controls. Young people must be given appropriate training and ongoing supervision when they commence work and throughout their work period.

It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our staff:
- Induction training for all new employees:
 - Training on our Health and Safety policies and procedures.
 - Work activity training relevant to the Employee, including the use of any equipment.
 - Training required by specific legislation.
 - Training on Fire and Emergency procedures.
 - Refresher training where necessary.
- Keep records of all staff training and related documents.
- Ensure employees are aware of their legal obligation to co-operate and put in to practice any instructions or training given.
- Consider employee training needs before introducing new machinery or processes.

Welfare and Workplace:

We recognise that a safe and healthy work environment is not only a legal requirement under The Workplace (Health, Safety and Welfare) Regulations 1992, but also contributes to staff satisfaction, can increase productivity, and may lower absenteeism, which in turn will assist us in achieving our wider objectives.

It is our policy to:

- Provide a comfortable work environment which is safe and without risk to health.
- Control the following factors affecting our general working environment to ensure compliance with legislation:
 - Temperature.
 - Ventilation.
 - Lighting, (including emergency lighting).
 - Individual workspace requirements.
 - General layout of work areas.
 - Waste disposal, (including contaminated or hazardous waste).
- Provide and maintain safe access to and egress from the workplace.
- Segregate pedestrian and vehicle movements wherever possible to avoid the risk of injury.
- Ensure safe materials are used in glazed panels and windows and that maintenance and cleaning can be carried out in a safe manner.
- Keep floors and walkways clean, in good condition, and free from obstruction and slipping and tripping hazards (which includes ice and snow).
- Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.
- Ensure the workplace, its equipment, services, and facilities are appropriately maintained.
- Provide and maintain the following welfare facilities:
 - An adequate number of sanitary facilities for the gender mix at our premises.
 - Washing, changing, and clothing storage facilities where appropriate.
 - Areas for eating meals and resting (including those for pregnant and nursing mothers).
 - An adequate supply of wholesome drinking water.

Work at Height:

Falls from height remain the most common kind of workplace fatality. The primary objective of the Work at Height Regulations 2005 is to ensure that all work at height is performed safely.

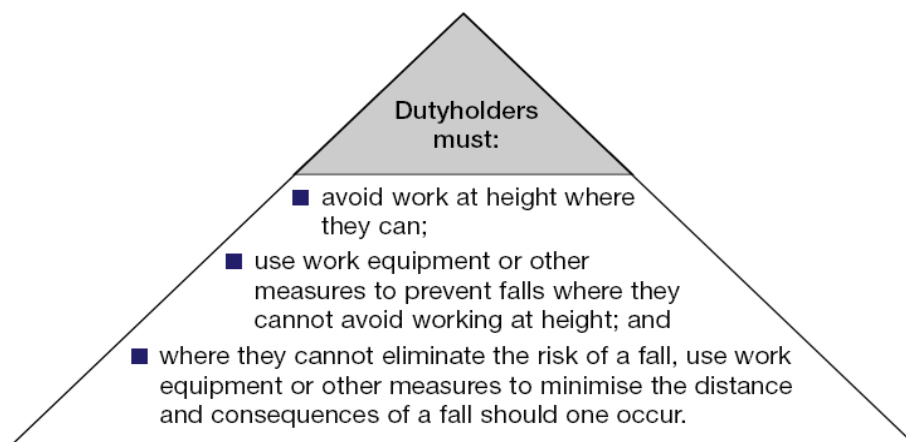
Work at Height covers all work activities where there is a possibility that a fall involving distance liable to cause injury could occur. This is regardless of the work equipment being used, the duration the person is at a height or the height at which the work is performed. A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

Typical Examples of Work at Height:

- Using a ladder or stepladder.
- Working from scaffolds or mobile elevating work platforms.
- Working on the back of a vehicle (e.g. sheeting a load).
- Using a Table or Chair to stand on to reach something out of normal reach.
- Climbing fixed structures (maintenance works).
- Working close to an excavation or similar unfenced area.

The Regulations Hierarchy:

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height which is set out below.

**The Company recognises its obligations under the Regulations and it is our policy to ensure that:**

- Activities entailing work at height are avoided wherever possible.
- The risks from work at height are assessed, and appropriate work equipment is selected and used.
- All work at height is properly planned, organised, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- Where working at height cannot be avoided that we follow the hierarchy for managing risks by using work equipment or other measures to prevent falls, giving preference to collective protection measures (e.g., guard rails) priority over personal protection measures (e.g., safety harnesses).
- Where the risk of a fall cannot be eliminated, that we use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Appropriate measures are taken to prevent materials and equipment being used or stored at height falling or collapsing.

- Appropriate plans are devised for emergencies and rescue where identified by the risk assessment process.
- All those involved in work at height are competent and have been trained in the use of the equipment identified for that work (or, if being trained, is supervised by a competent person). Supervision will be provided proportionate to the competence of those undertaking the work and the level of risk identified in the assessment.
- All equipment for work at height is regularly inspected and maintained to ensure that it is safe to use and where appropriate, marked to indicate when the next inspection is due. Additionally, users will undertake a check of the equipment before using it, retaining appropriate records.
- The risks from fragile surfaces and falling objects are properly controlled. Where fragile surface materials are present and regular access is required, permanent fencing, guardrails or other measures will be installed.
- Work is postponed while weather conditions endanger health or safety.

Access Equipment:

Ladders, stepladders, mobile elevated working platforms, tower scaffolds, platforms and other means of access equipment will be subjected to pre-use checks by employees. In addition, formal management inspections will be undertaken at appropriate intervals.

The equipment will be only used by employees who are trained and competent to do so, and the control measures pertaining to the use of such equipment will be detailed in the relevant risk assessment for that task.

Ladders:

Ladders will only be used when a risk assessment has eliminated all alternative access methods. Staff using ladders will be appropriately trained.

Ladders will only be used by our employees as a means of access onto a working platform, or for 'light duties' only for a maximum of 30 minutes each time.

All ladders used by our employees will be erected as follows:

- Footed/supported by a second operative whilst being secured at the top.
- Used for access only or simple, short duration work.
- Three points of contact must be maintained at all times whilst using a ladder.
- Be positioned at an angle of 1:4 or 75o (to prevent movement).
- Extend 1 metre or 5 rungs beyond the alighting area (i.e., edge of roof or scaffold platform).
- Be positioned on firm level ground or be secured to ground pegs which have been driven into the ground.
- Ensure all ladders are in good condition/good state of repair.

Stepladders:

Stepladders will only be used within the inside area of properties or for work externally when an onsite risk assessment has been undertaken and all other options have been reviewed. Staff using stepladders will be appropriately trained.

Stepladders will be used as follows:

- Set on firm level, even floors.
- Fully opened with spread arms locked in place.
- In good state of repair.
- Persons using the stepladders will ensure that whilst using the ladder they do not progress any further than their hips in line with the top platform. This will provide and maintain a secure and stable platform on which to work.

Under NO circumstances will anyone work / access the top platform of the stepladder, as this will make the stepladder unstable.

Work Equipment:

'Work Equipment' has a very wide meaning. It is defined as "any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)". This ranges from simple hand tools to workshop or office machinery and equipment, ladders, racking, storage systems, forklift trucks etc.

Vehicles are included in the definition of "Work Equipment" and are described as 'any work equipment which carries out work whilst it is travelling, or which travels between locations where it is used to carry out work.' (It should be noted that road vehicles fall within the scope of the Road Traffic Act when on the public highway.)

Main Hazards:

There are many hazards associated with work equipment, which vary according to the type of equipment and the environment in which it is used.

The following are examples of the most commonly found hazards:

- Trapping, entanglement or contact with dangerous parts of machinery.
- Being struck by falling or flying objects.
- Inadequate or faulty controls.
- Stored energy.
- Collapse or overturn of equipment.

Whilst sections of the Regulations focus on the physical aspects of equipment such as guarding, control systems etc., there are also requirements on management issues which include suitability, maintenance, inspection and training, which apply more generally to all risks. Particular requirements apply to equipment that presents "specific" risks. Where it is not possible to provide physical safeguards, specific methods of operation have to be adopted including restriction of work to designated individuals who have been adequately trained.

The Company recognises that work equipment can present hazards and risks to all our employees, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimised. The Company shall ensure that all work equipment is installed, maintained and used according to the requirements of The Health and Safety at Work Act 1974, The Electricity at Work Regulations 1989, The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998 and other relevant legislation.

It is our policy to:

- Undertake risk assessments of all work equipment in order to identify hazards arising from its operation and establish the control measures necessary to minimise the risk.
- Ensure that work equipment we provide for employees is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, examined, inspected and tested as required, and retain appropriate records.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, instruction, training and supervision where appropriate to all employees who use work equipment.
- Ensure that all work equipment is CE marked where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards including all necessary markings and warnings.

- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop and emergency stop controls, are provided where necessary, are suitable for the equipment and location and are safe.
- Provide suitable means of isolating work equipment from sources of energy.
- Ensure that all hired-in work equipment is obtained from reputable firms only and is provided with any relevant certification and documentation concerning its safe operation.

Maintenance and Inspections:

The company will ensure that all guards and any other safety devices fitted to work equipment are routinely checked and kept in working order. They should also be checked after any repairs or modifications by a competent person. Appropriate preventative maintenance will be adhered to for all work equipment in accordance with manufacturer's instructions. Records of all maintenance and servicing will be retained.

Routine daily and weekly checks may be necessary for some work equipment, e.g., fluid levels, pressures, brake function, guards. Where required, these will be undertaken by competent personnel and detailed records retained.

Work equipment requiring statutory 'thorough examinations' such as lifting equipment, pressure systems and power presses will be thoroughly examined by a competent person at regular intervals specified in law or according to an examination scheme drawn up by a competent person. Comprehensive records of all inspection reports will be retained.

Work Related Driving:

There is a legal duty under the Health and Safety at Work etc. Act 1974 to ensure as far as reasonably practicable, the health and safety of all employees while at work, this duty includes risks posed by work related driving activities. The Management of Health and Safety at Work Regulations also apply and require that a risk assessment is undertaken of significant risks and that effective management controls are put in place and implemented.

When considering driving safety there are a number of road traffic laws to take into account, these include:

- The Road Traffic Act.
- The Road Vehicles (Construction and Use) Regulations.
- The Highway Code.

It is our policy to:

- Provide and maintain all Company vehicles in a safe, clean, and roadworthy condition to ensure the maximum safety of the driver, occupants, and other road users at all times.
- Ensure that employees have appropriate insurance cover in place for using vehicles for business use.
- Ensure that employees who drive vehicles in the course of their work hold a valid licence, comply with traffic legislation and demonstrate safe, efficient driving habits at all times.

The following actions in Company vehicles will be viewed as serious breaches of conduct and may result in disciplinary procedures:

- Drinking or under the influence of drugs while driving.
- Driving while disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after an accident.
- Any actions that warrant suspension of licence.

Duties of Employees who Drive on Business:

- Ensure they hold a current driving licence and will immediately notify their line manager if their licence has been suspended, cancelled or has limitations placed on it.
- Be responsible and accountable for their actions when driving on business.
- Drive within speed limits and to the speed dictated by conditions, which may mean driving at less than the limit.
- Wear safety belts.
- Comply with traffic legislation.
- Not operate a mobile phone unless it is safe to do so and the device is in hands free mode.
- Ensure their vehicle is routinely serviced and appropriately maintained.
- Undertake regular vehicle safety inspections and report any defects as soon as reasonably practicable.
- Report to Management any accident or near miss incident.
- Take regular and adequate rest breaks in accordance with the Highway Code (at least 15 minutes for each 2 hours driven and stop when tired).
- Plan journeys ahead, taking into consideration pre-journey work duties, the length of the trip, weather conditions and post journey commitments.
- Be aware of what action needs to be taken in the event of a breakdown, accident or emergency situation.
- Ensure they are physically fit to drive.
- Inform their line manager of any health problems or personal circumstances that could make driving hazardous.
- Have regular eye tests and ensure that any necessary corrective eyewear is worn when driving.