

Health and Safety Policy

Department Owner	Director of Finance and Resources
Section Owner	Capital Projects and Estates Manager
Approver	E-ACT Audit & Risk/Finance Committee
Date Approved	November 2016
Review Date	November 2017
Status	Finance & Resources (National)

1. Health and Safety Policy Statement

Our Health and Safety Policy is outlined below. It is endorsed by the E-ACT Board of Trustees, who accept full responsibility and require all Employees to help in complying with our legal and moral duties. The Chief Executive Officer accepts the delegated overall responsibility for all operational matters within the organisation.

It is the policy of E-ACT to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees, pupils and visitors who may be affected by its activities.

In meeting this commitment we will, so far as is reasonably practicable:

- Provide adequate control of the health and safety risks arising from our activities
- Consult with our employees on matters affecting their health and safety
- Maintain safe facilities, grounds, plant, equipment and working environments
- Provide training, information, instruction and supervision for our employees and ensure staff are competent to carry out their roles and responsibilities
- Engender a strong health and safety culture to prevent accidents and cases of work related ill health
- Review and revise this policy annually



Signed:

Date: 22nd November 2016

David Moran - Chief Executive Officer

2. Health and Safety Policy – Our responsibilities

2.1 Individual Responsibility

In meeting the above general statement of policy, E-ACT requires its Managers and Employees to acknowledge and accept their individual and collective responsibilities, and to ensure so far as is reasonably practicable their actions meet, or enhance, this Health and Safety Policy.

2.3 Responsibilities in Law

The Health and Safety at Work etc. Act (1974), subsequent legislation and associated regulations, codes of practice, guidance notes, etc., place legal responsibilities upon employers, employees, persons in control of premises, designers, manufacturers, suppliers, installers, self employed persons and the occupiers of buildings.

A breach of those responsibilities is an offence criminally chargeable in law. Ignorance of the relevant legal duties is not an acceptable defence at law.

It is in the interests of each employer and employee to understand the potential severity of any failure to comply with health and safety legislation, standards and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and / or imprisonment. Such a failure may also result in disciplinary action.

2.4 Academy Health & Safety Committees

Health and Safety committee meetings are held once a term to oversee and report on health, safety and welfare matters in each Academy. Consideration will be made to the reporting lines, accident reports, internal or external audit inspections, training and emergency procedures. Minutes and recommendations are recorded.

2.5 Responsibilities of all Employees

- Co-operate with E-ACT Trustees, Management, Supervisors, Employees and others on health & safety matters
- Comply with all E-ACT rules, procedures and reasonable requests
- Not interfere with or misuse anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and that of others
- Warn others immediately of any known hazards or danger
- Refrain from any task for which he / she is not trained, authorised and competent
- Use the correct tools, plant or equipment, keep them in good order and ensure they are safe before, during and after use
- Not to introduce any personal work or electrical equipment unless it has been inspected and approved by the Health & Safety Manager or Office Manager as appropriate
- Use as directed any personal protective equipment needed to protect against hazards to health and safety
- Report promptly all health and safety concerns, accidents, injuries, incidents and near misses to his / her immediate manager
- Read this Health and Safety statement and Policy

3. Health and Safety management roles

3.1 Responsibilities of the Regional Operations Directors

- Recognise and accept overall responsibility for all health and safety management for their region
- Ensure that committee meetings are held termly and accept and act upon the minutes and recommendations
- Ensure there is an effective meeting and reporting structure that promotes strong health and safety management within each Academy

3.2 Responsibilities of the Capital Projects & Estates Manager (Head Office)

- Ensure that health & safety standards and policies are regularly audited and reviewed
- Receive and analyse accident data and provide reports to the Executive Leadership Team and Board of Trustees

3.3 Responsibilities of Business Managers

- Ensure that a practical system is in place for the management of health and safety
- Provide adequate resources for effective implementation of this policy
- Ensure responsibilities and authority are effectively assigned and delegated to nominated individuals
- Ensure that all employees are aware of, understand and comply with E-ACT health and safety policy, rules and procedures
- Ensure that risk assessments are carried out and approved
- Enforce disciplinary action in cases of non-compliance
- Ensure that all relevant health and safety issues are adequately addressed
- Ensure that Contractors provide evidence in respect to health and safety competence, insurance and safeguarding before working on site
- Attend Health & Safety Committee meetings, providing a written report on health & safety performance

3.4 Responsibilities of Health & Safety Managers

- Act as Employee Representatives on health & safety matters, dealing with anything within their area of control and passing any concerns raised upwards to the Finance Director / Business Manager
- Accept day to day management of health and safety matters
- Ensure that risk assessments for all relevant work activities and areas are carried out, documented and reviewed
- Disseminate information and instruction on health and safety matters
- Receive health & safety concerns, ensure these are documented and that practical improvements are implemented
- Ensure that records are maintained on training and experience of individuals, relevant to the health, safety and welfare of employees
- Ensure that working conditions are acceptable and safe working practices are followed
- Ensure that an up to date register of hazardous substances is maintained and that appropriate COSHH assessments are carried out and documented

- Ensure that practical precautions and controls maintain acceptable standards as required by this policy
- Ensure that any contractors engaged to carry out work on the premises are vetted and approved in accordance with E-ACT policies
- Ensure that contractors, visitors and those hiring or using the premises are familiarised with site rules and procedures regarding accidents and emergencies
- Report any accidents or incidents that occur or any observed breaches of health and safety rules or policies to the Finance Director / Business Manager
- Ensure that all accidents are recorded in the Accident Book.
- Ensure that serious incidents are reported to the relevant authorities under RIDDOR and reported to the Capital and Estates Manager and Regional Operations Director on the HS1 form
- Compile monthly accident and near miss statistics for presentation to the Capital Projects & Estates Manager on the HS3 form
- Carry out accident investigations and act on findings
- Ensure that accident details, information and statistics are reported to the Health & Safety Committees
- Investigate work related causes of absence through accident or sickness
- Ensure that all work equipment, including vehicles, is adequately maintained
- Ensure that a register of those authorised to drive on E-ACT business is maintained up to date

3.5 Responsibilities of Heads of Curriculum Department

- Ensure that employees, students and others within their departments are aware of, understand and comply with E-ACT health and safety policy, rules and procedures
- Ensure that a departmental meeting is convened at least once every term and that it is used to communicate and receive health & safety information and concerns
- Receive and act upon health & safety matters raised within their department
- Ensure that all relevant health and safety issues within their department are adequately addressed
- Provide relevant feedback to immediate managers where necessary
- Provide Department reports for the Health and Safety Committee

3.6 Responsibilities of Site Managers

- To manage, monitor and risk assess the operations of all estates activities and services
- Ensure that all building related risk control measures including Fire safety, legionella, asbestos, electrical testing, gas safety, COSHH is managed effectively and meets current legislation
- Actively promote good health and safety practice across the site teams and management of contractors working on site
- Provide Health and Safety reports to the Health and Safety Committee
- Maintain access control and physical security systems
- Provide reactive response to any Health and Safety issue arising
- Manage effective planned maintenance programmes for buildings, grounds, plant and equipment.

- Carry out regular site health and Safety inspections

3.7 Responsibilities of the Office Managers at Head Office accommodation

- Act as Employee Representatives on health & safety matters, dealing with anything within their area of control and passing any concerns to the Capital Projects & Estates Manager
- Accept day to day management of health and safety matters
- Ensure that an office risk assessment is carried out, documented and reviewed
- Disseminate information and instruction on health and safety matters
- Receive health & safety concerns, ensure these are documented and that practical improvements are implemented
- Ensure that records are maintained on training and experience of individuals, relevant to the health, safety and welfare of employees
- Ensure that working conditions are acceptable and safe working practices are followed
- Report any accidents or incidents that occur or any observed breaches of health and safety rules or policies to the Capital Projects & Estates Manager
- Ensure that all accidents are recorded in the Accident Book and reported to the relevant authorities under RIDDOR as appropriate
- Compile accident and near miss statistics for presentation to the Capital Projects & Estates Manager
- Ensure that contractors, visitors and those hiring or using the premises are familiarised with site rules and procedures regarding accidents and emergencies

4. Health and Safety guidance for staff

4.1 Risk Assessments

All tasks carried out by E-ACT and our employees will be the subject of a Risk Assessment. Risk Assessments are used to identify potential hazards and appropriate control measures to ensure that those activities can be undertaken safely.

Specific risk assessments will be carried out in respect of higher risk areas, such as sports facilities, design and technology departments, science laboratories and kitchens, and in respect of high risk activities identified by legislation.

Risk assessments will be undertaken by or under the control of the Health & Safety Manager or Office Manager. Training will be provided, as necessary, to any person who is required to record risk assessments.

The findings of the Risk Assessments will be reported to and approved by the Business manager at Academies or the Office Manager at E-ACT Offices.

Control measures required to remove / control risks identified by the Risk Assessments will be approved by the Business Manager or Office Manager as appropriate, who will ensure that responsibility for implementation is delegated, communicated and implemented effectively.

The Health & Safety Manager or Office Manager will check to ensure that control measures are implemented and that they are operating effectively.

Copies of Risk Assessments will be held by the Health & Safety Manager or Office Manager and are available to all employees. All employees will ensure that they are fully conversant and comply with these documents.

Any new hazards or circumstances which render a Risk Assessment inadequate will require a revised document to be agreed by the Health & Safety Manager or Office Manager before work continues.

Risk Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

4.2 Consultation

Consultation and communication on Health and Safety matters is via the supervisory chain of management, through departmental meetings and regional Health & Safety Committees.

Health & Safety Managers at Academies and Office Managers at E-ACT Offices will act as Employee Representatives. Any health & safety concerns should be reported immediately to the Health & Safety Manager or Office Manager, who will ensure that appropriate action is taken. The Health & Safety Manager or Office Manager will, in turn, report these concerns upwards via the supervisory chain of management.

Academy departmental meetings will be held at least termly and will be used as a forum for the two-way communication of health & safety matters. Items raised at these will be reported to the Health & Safety Manager.

Regional Health & Safety Committees, comprising of the Regional Operations Director, Regional Education Director and Academy Principals (or their authorised representatives), will meet at least 3 times per calendar year. Minutes will be published on staff notice boards.

When necessary a staff meeting is called to explain issues, consult staff on realistic actions, agree practical improvements and to ask for help in making changes where necessary.

E-ACT will make arrangements with external safety advisors, who will visit premises and provide advice as required.

The "Health and Safety Law" poster and Certificate of Employers Liability are displayed on staff notice boards.

4.3 Monitoring

Finance Directors / Business Managers and Office Managers as appropriate are responsible for ensuring that working conditions are acceptable and that our safe working practices are being followed.

The Health & Safety Manager or Office Manager will investigate work related causes of absence through accident or sickness.

Workplaces are maintained in safe condition. Routine inspections are carried out and recorded with any necessary improvements or changes made.

4.4 Medical Screening

Before employment is offered, all potential employees must complete a medical questionnaire and, if necessary, attend a medical examination with an occupational health specialist to establish:

- Mental and physical capacity to do the required work
- Medical history which could be aggravated by the planned work or environment
- Any reason to believe he / she may be a hazard to themselves or others
- Specialist considerations

Personnel with an existing medical condition will not be disqualified from employment unless the condition reduces their ability to do the required work to an unacceptable level, which will be defined by a risk assessment. Changes in health should be reported to the Human Resources Manager or Office Manager for appropriate action. Records will be held on the personnel file during employment and for at least a further 10 years.

Concerns will be carefully considered to avoid discrimination on the grounds of race, gender, disability, age or religion.

4.5 Health Surveillance

Where an ongoing health risk due to exposure at work is recognised during risk assessment, routine monitoring of employees exposed will be carried out and records will be kept for 40 years after they leave.

4.6 Welfare

E-ACT is committed to providing high quality welfare facilities for our employees in compliance with the Workplace (Health, Safety & Welfare) Regulations. This includes toilets and washing facilities, drinking water and changing facilities.

These are maintained in good condition by means of cleaning and regular inspection. Employees should report any concerns with the facilities provided to their immediate supervisor or to the Health & Safety Manager or Office Manager.

4.7 Working Hours

E-ACT recognises the Working Time Directive. Records of hours worked are accessible for review. Employees are invited to work overtime when necessary, but are not coerced and are at liberty to refuse. Employees are not expected to work excessive hours.

If night shift working is required, a medical questionnaire must be completed by each relevant employee and, if required by E-ACT, a full medical examination will be arranged.

Employees who control their own diaries are reminded to avoid working excessive hours.

4.8 Training and Competence

E-ACT will ensure all new employees have induction training before starting work. This induction will include general safety rules and procedures together with specific hazards. We will also ensure that employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Risk Assessments will be made available to all employees.

Health and safety training will be provided to all employees. If you are not trained to do a job, inform your manager immediately and check that it is safe for you to do the work. He / she will arrange for appropriate training if necessary.

Those employees needing specific skills and knowledge will be identified and appropriate training will be given. Details of all training given will be recorded on personnel files, signed for by the recipient and reviewed / refreshed regularly.

4.9 Young Persons

Young persons (those under 18 years of age) have specific risk issues. They may have little work experience and need closer supervision and guidance to minimise the risk of injury. If such a person is employed, a risk assessment will be recorded to identify and manage the additional risks to the employee and others nearby and any reasonably practical changes to be implemented. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.

4.10 Disabled Persons

Disabled persons will be employed, subject to a risk assessment, provided the individual is capable of doing the work required without excessive risk to him / herself and others and that the adjustments needed to accommodate the individual are not excessive.

Special arrangements and equipment will be provided to allow them to work safely where appropriate. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.

4.11 Pregnant Women / Nursing Mothers

There is a potential risk to any unborn child if the mother over exerts herself or is exposed to some substances. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know she is pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort. Female employees will, therefore, be considered potentially pregnant.

A general risk assessment is recorded. When an employee reports to her immediate supervisor that she is pregnant, a detailed risk assessment will be recorded with her and suitable precautions agreed immediately. This risk assessment will be reviewed monthly until the employee begins maternity leave.

Each female employee knows her own capacity for manual effort. She is routinely reminded to act responsibly both in her own and her potential baby's interests, as well as an employee of E-ACT. Capacity for effort varies each day and during each day for many reasons. If she needs help she should ask her colleagues, and all colleagues should be ready and willing to provide help to avoid injury. The immediate supervisor will make sure work is shared out fairly without excessive risk to any individual. This is a restatement of normal behaviour and is not a licence to be excused from work or to expect others to do unpopular activities.

On return to work a further risk assessment will be carried out and acted upon.

4.12 Accident & Near Miss Response, Reporting and Investigation

An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury, allowing the opportunity to prevent a serious event in future.

All accidents and near misses must be reported immediately to the Health & Safety Manager or Office Manager. The Health & Safety Manager or Office Manager will ensure that these are recorded in the Accident Book on the day of occurrence.

It is the responsibility of the Health & Safety Manager or Office Manager to ensure each incident is correctly recorded and that an appropriate investigation is carried out.

Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be reported by the Health & Safety Manager or Office Manager.

Accident and Near Miss statistics will be compiled by the Health & Safety Manager or Office Manager, and will be provided to the Capital Projects & Estates Manager for analysis.

The Capital Projects & Estates Manager will ensure that accident data is analysed and that information and statistics are provided to Health & Safety Committees, Regional Operations Directors and the Board of Trustees.

The site of any accident or near miss should not be cleared without the authorisation of the Health & Safety Manager or Office Manager as the Police, Health & Safety Executive and Environmental Health Officer consider an incident site to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.

Remember:

- Do not approach until it is safe to do so
- Call a first aider or ambulance if necessary
- Report the accident to the Health & Safety Manager or Office Manager
- Do not move anything except to release the injured person(s) until given specific authority to do so in case the police / HSE / EHO wish to investigate the incident

The First Aider will:

- Only allow access if it is safe to do so
- Only allow those needed to assist at the scene and keep all others away
- Arrange medical assistance and other emergency services help as necessary
- Send somebody to find and liaise with ambulance crew, police, etc.
- If relevant, ensure the COSHH Assessment and / or Data Sheet is provided to medical personnel
- If possible determine injuries

The Health & Safety Manager or Office Manager will:

- Investigate the cause
- Record information, conditions, statements,
- Take photos, measurements, samples, etc.
- Record the incident in the accident book
- Check the area is safe before restarting work
- Report all incidents required under RIDDOR
- Carry out an incident investigation and if necessary prepare a report with relevant measurements, information, statements, photographs, CCTV footage, etc.
- Keep records of all incidents for reference

The Health and Safety Manager or Office Manager will act on the findings of the investigation to try to prevent a recurrence.

4.13 First Aid

Please refer to HS18 – First Aid Policy

First aid can only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage. Any person may apply a plaster or bandage to him / herself.

Names of appointed first aiders are displayed on staff notice boards.

Non first aid trained persons can help the injured person if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.

First aid kits and eye wash stations are provided throughout our premises.

A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit are checked weekly by a nominated person.

4. 14 Security and Safeguarding

E-ACT aims to provide a safe and secure environment for our employees, visitors, students and others who may visit our premises or use our facilities.

Access is restricted to authorised persons. A security risk assessment is carried out and all reasonable steps are taken to prevent unauthorised access to our premises.

Measures in place include will depend on the location, but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms and staff training.

Safeguarding / Child Protection Policies are in place where appropriate and are reviewed as required. Designated persons are responsible for managing the implementation of these policies.

4.15 Visitors

Visitors must report their arrival and departure. They are then supervised while on site by the person responsible. Safety rules and emergency procedures will be communicated.

Employees are encouraged to challenge anyone seen unaccompanied or unidentified on the premises and to report them to their immediate manager if there are any suspicions.

4.16 Alcohol and Drugs

It is our policy to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol at or before work to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as gross misconduct and will be subject to disciplinary action.

Any employee who is involved in taking such substances while not at work will be provided with advice and some support in dealing with the situation provided it does not put themselves or others at risk while at work. Any contractor found to be under the influence of alcohol or drugs will be asked to leave and will not be asked to carry out work for E-ACT in future.

4.17 Personal Protective Equipment (PPE)

PPE is considered a temporary or last resort measure. All PPE will be assessed to provide adequate protection against the hazard(s) and for suitability for the task and the user, and as identified within the risk assessments and safe systems of work.

Where PPE is assessed as being required by risk assessment, staff will be provided with suitable PPE at no charge. Where necessary, PPE will also be inspected, maintained, cleaned and replaced without charge. Suitable storage facilities will be provided. Records will be kept of issue, maintenance, cleaning and testing.

Employees are to check that their PPE is in good condition at all times and obtain replacements from their supervisor if required.

No work is to be carried out without the appropriate PPE being worn.

Constant supervision of PPE use and condition will be carried out by managers and supervisors. Failure to comply with PPE requirements will be regarded as a formal disciplinary offence.

4.18 Stress

Although stress can be a significant concern, we can only provide help and support when aware of any employee suffering stress problems.

Employees are told at induction and routine briefings to report any such problems or concerns about themselves or others so that appropriate help can be provided. Any employee reporting a concern will be treated with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer term needs in accordance with the HSE guidelines for managing stress.

4.19 Smoking

Smoking is banned inside our premises and grounds. It is a risk to health for smokers and those nearby, and also involves a risk of fire from unsafely discarded smoking materials.

Smoking within the premises or grounds will be treated as gross misconduct and will be subject to disciplinary action.

The use of e-cigarettes is banned from premises and grounds.

4.20 Management of Contractors

Please refer to HS15 – Contractors Policy

The system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, employees and the public.

All contractors must satisfy E-ACT that they are: -

- Competent to do the planned work safely
- Routinely managing health and safety matters competently as part of their activities
- Providing adequate resource to health and safety risk control, including training, documented safe working procedures, method statements, etc.
- Adequately insured for the planned work

When it is planned to use contractors on site, a Method Statement will be agreed before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to employees, pupils, visitors and others who may be affected. The Health & Safety Manager or Office Manager must ensure this document is prepared, agreed with the Regional Operations Director for Academies, and then made available to all involved before the work starts. Copies of Risk Assessments and Method Statements will be held by the Health & Safety Manager or Office Manager.

Contractors will be issued with site rules and safety procedures to adhere to whilst they are working at our premises.

Only approved contractors are to be engaged at E-ACT premises. The Health & Safety Manager or Office Manager will maintain a register of approved contractors.

Site induction will be provided by the Health & Safety Manager or Office Manager, or by the contractor for sub-contractors, as appropriate. Personnel will be met when starting work on the first day and all operational points covered including task specific risk assessments and method statements, etc.

Supervision of contractors will be by a nominated person. Specific high-risk work will be controlled using permit systems. This includes hot work, work at height, work on live electrical equipment, work underground and work in confined spaces.

4.21 Fire Safety

Please refer to HS12 – Fire Policy

A fire risk assessment is carried out at each E-ACT premises. All of the control measures identified are implemented and the risk assessment is reviewed annually or whenever there are any changes to the workplace (whichever is the soonest).

Fire escape routes, doors and corridors should be kept clear at all times. Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily by the Health & Safety Manager, Office Manager, Site Manager or other designated person.

Fire Extinguishers are provided at Fire Extinguisher Points throughout the buildings. Extinguishers are maintained under contract by an approved firm and are inspected daily by the Health & Safety Manager, Office Manager, Site Manager or other designated person.

Where a Fire Alarm system has been installed, this is maintained under contract by a specialist firm. Fire Points should not be interfered with in any way. Fire Points are inspected daily by the Health & Safety Manager, Office Manager, Site Manager or other designated person.

Emergency lighting, where provided, is maintained by a specialist contractor.

Fire Alarms are tested once a week. Emergency Evacuation drills are practised regularly. Fire Marshals are appointed and trained to assist with evacuation. Personal Emergency Evacuation Plans are compiled for those with impaired mobility.

Records of testing, maintenance and evacuations are held by the Health & Safety Manager or Office Manager.

Fire Evacuation Procedures

DO NOT TAKE PERSONAL RISKS

The Fire Assembly Point is signposted externally and detailed on “Fire Action Notices” within the premises.

In the Event of Fire:

- Activate the nearest fire alarm
- Contact the Receptionist, they will call the fire brigade
- Leave the building immediately by the nearest Fire Exit and go to Assembly Point
- Report the location of the fire to the Health & Safety Manager, Office Manager or Fire Marshal

On hearing the fire alarm:

- Immediately shut down any equipment
- Leave the building immediately by the nearest Fire Exit and go to Assembly Point
- Close all windows and doors (if possible and without endangering yourself)

Remember:

- Do not collect personal belongings
- Do not panic or cause panic
- Do not run or shout
- Do not return inside the building until authorised to do so
- Beware of emergency vehicles

4.22 Work Equipment

We will ensure that work equipment provided by E-ACT or by our employees is suitable and safe, meeting the required health & safety standards, before it is first used. All equipment belonging to employees is checked by the Health & Safety Manager or Office Manager before use and is included in inspection and maintenance procedures. All work equipment provided requiring maintenance is identified and it is ensured that effective maintenance procedures are in place.

Any problems found with work equipment should be reported to the Health & Safety Manager or Office Manager. Defective equipment will be removed from service immediately and not used until it has been repaired / replaced.

Work equipment is inspected regularly. Inspection and cleaning is carried out only by authorised, trained and competent employees following specified procedures.

The electrical supply to the item must be turned off during inspection / cleaning.

Records of inspections and repairs are held. Risk assessments are recorded as appropriate. Where there is a legal requirement for independent inspection by an approved body, this is arranged.

4.23 Driving on E-ACT Business

Please refer to HS20 Driving and Minibus Policy

All vehicles owned or used on official E-ACT business will be maintained regularly by a qualified vehicle mechanic. In addition they will be subject to a pre-use inspection by the driver or other authorised member of staff.

Whether using their own or an E-ACT owned vehicle, only authorised persons may drive on E-ACT business. Authorisation will be given by the Business Manager or Office Manager as appropriate.

Drivers must be in possession of a valid licence for the class of vehicle they are asked to drive. In the case of minibuses, the driver must also hold a current MIDAS certificate. Training can be arranged via your manager if required for business purposes.

Where required, MoT certification for vehicles for which E-ACT is responsible will be arranged by the Business Manager. E-ACT will arrange motor insurance and ensure that vehicles are taxed.

Where employees use their own vehicles for business purposes (e.g. to attend meetings at places other than the usual place of work) they must provide the following documents for approval prior to the journey being carried out:

- Driving licence
- MoT certificate (where required due to the age of the vehicle)
- Motor insurance certificate confirming the existence of "Business Use" cover

The Business Manager or Office Manager will require these documents to be supplied annually for inspection. Employees are required to disclose any changes to the validity of the documents immediately.

Failure to comply with these requirements will be regarded as a formal disciplinary offence.

4.24 Safe Handling and Use of Substances

Some work involves the use of hazardous substances (e.g. cleaning). This work may be done by employees or contractors, but will be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. Storage, use and disposal of hazardous substances must be strictly controlled by each authorised person.

If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.

All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations are identified and are subject to COSHH Assessment before being used. All actions identified in COSHH Assessments are implemented.

Data sheets and COSHH Assessments will be kept available for reference at all times, with an up to date library set held by the Health & Safety Manager or Office Manager. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.

4.25 Workplace Slips & Trips

Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by our employees. This includes the prohibition of high heeled shoes or “flip flops” at all times in our academies.

Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.

Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be removed or reported to the Health & Safety Manager or Office Manager immediately. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry.

4.26 Working with Computers

Where employees use computers routinely, workstations are set up correctly to suit the employee and appropriate equipment is provided. A detailed risk assessment will be recorded and reviewed annually for each affected employee to record the measures taken and to identify additional measures needed.

Employees identified as using workstations for a significant period of time (defined as in excess of one hour per day) are entitled to an eyesight test by an optician at E-ACT expense on joining and every two years thereafter. Subsequent to this, E-ACT will make a contribution towards glasses that are required specifically for use with computers.

4.27 Manual Handling

Occasional tasks will require physical effort (e.g. moving equipment, stock, reorganising furniture). So far as is reasonably practicable, we are committed to managing the risk to health from manual handling operations.

Manual work will be automated or carried out using suitable equipment where practical. For the remaining tasks involving significant manual effort, risk assessments will be written to reduce the risk to an acceptable level.

If due to the nature of the work the elimination of manual handling is not possible, the following guidelines should be followed:

- Do not attempt physical effort if you are not confident of your capacity to do it safely
- Avoid unnecessary handling by the use of any mechanical aids provided
- Place materials as close as practicable to workplace to limit distance, time and effort
- Avoid lifting any loads in excess of 25kg for men and 16kg for women – see guidelines
- Do not overload shelves
- Ask for help or guidance if necessary
- Ensure sufficient personnel are available to undertake the lift taking into account the size, weight and shape of the load and the area in which the lift is planned
- Adopt good lifting techniques including straight back, knees slightly bent and legs apart, chin up, good grip, keep the load as close to the body as possible
- Protect any sharp edges, leaks, etc.
- Wear uniform, gloves, apron, etc. as appropriate
- During any repetitive work, allow sufficient time between lifts for resting
- Ensure good communication between all personnel involved in any shared lifts
- Avoid sudden movements (e.g. by catching a falling object)
- Do not put any other person at risk

4.28 Fixed Electrical Installation

NICEIC or ECA approved electricians maintain the electrical installation. They work to current IEE Wiring Regulations. A full test of the installation is carried out at least every 5 years with records kept.

Any changes and repairs are carried out by NICEIC approved electricians to the same standard and are certified. Records are kept.

Employees are not to touch or open fuseboxes or electrical circuitry. Any damaged or defective items observed should be reported immediately to the Health & Safety Manager or Office Manager.

4.29 Portable Electrical Appliances

Portable Electrical Appliances includes any item that is electrically powered and used in the workplace, whether belonging to E-ACT or to an employee, and includes ancillary equipment such as extension cables.

Employees should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to your immediate manager and removed from service until replaced / repaired by a competent person. The use of insulating tape as a temporary repair is prohibited.

Routine maintenance applied to all portable electrical appliances includes Portable Appliance Testing annually by an electrical contractor.

Any new appliances, including those belonging to employees, will be checked and approved by the Health & Safety Manager or Office Manager before being used on the premises.

Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.

Electrical appliances and their cables should not be used in wet conditions or on wet floors unless the circuit is protected by a Residual Current Device (which will be tested regularly).

4.30 Gas & Oil Appliances

Gas and / or oil fired boilers are provided in some E-ACT premises for both heating and hot water. These are subject to regular maintenance by competent, approved contractors and should not be interfered with by staff.

Gas / oil isolation valves are provided that can be turned off in the event of an emergency (if safe to do so).

4.31 Work at Height

Work at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects.

As such, work at height will be avoided where practical.

Ladders, stepladders and steps are provided as a means of access and for light / short term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from upper shelves.

However, care should be taken not to store heavy or bulky items at height.

If stepladders are used, the following general rules will apply:

- Manufacturer's guidance will be followed
- The stepladders in use will be a minimum of "Class 2 Commercial"

- The stepladder must be of adequate length so the work can be done without overreaching
- The stepladder must be erected on suitable firm ground and never on loose materials
- Stepladders will be inspected monthly to ensure they remain fit for use with records kept
- If any ladder is considered unsafe it must be reported to the Health & Safety Manager or Office Manager and not used until it has been repaired / replaced

4.32 Skin Conditions

Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure it is compulsory for all employees in kitchens and food technology departments, as well as cleaners, to wear the non-latex protective gloves provided whenever they are handling food or cleaning (including cleaning glasses, dishes, etc.).

The following general protective measures are to be followed:

- All hand jewellery, other than wedding rings, should be removed whilst at work
- Tongs, etc. are provided for handling food and should be used wherever possible
- Hands should be thoroughly dried after washing
- Any skin rashes, itches, etc. should be reported immediately to your immediate manager

4.33 Musculoskeletal Injury

Tasks are varied and are managed to reduce the likelihood of exposure to musculoskeletal injury (also known as work related upper limb disorder or repetitive strain injury).

Should an employee experience any symptoms (such as sore arms or swelling) they should report these immediately to their immediate manager.

4.34 Food Safety

All employees who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.

Controls in place include:

- Ongoing cleaning regime in all work and storage areas
- Temperature controlled food storage
- Daily, recorded temperature checks
- Segregated food storage
- Food is marked with "use by" dates
- Pest control points
- Use of colour coded cutting boards
- Use of separate knives for different types of food (meat, vegetables, etc.)
- Regular cleaning of all work equipment and surfaces

Any employee whose role involves handling food who has suffered from diarrhoea or vomiting is required to phone in sick and remain away from the premises for at least 48 hours.

4.35 Lone Working

Working alone can be dangerous. Risk assessments are carried out and documented to reduce the risk. Lone working is to be avoided where possible.

We arrange for employees who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency.

Each person will manage their own risk responsibly and ask for help or guidance as appropriate.

4.36 Control of Asbestos

Asbestos is a naturally occurring mineral that has been used extensively in the construction of buildings and other products, particularly buildings constructed prior to the year 2000. It was used mainly because of its fire resisting and insulating qualities.

E-ACT takes the management of asbestos seriously and complies with all required legislation to protect our employees from exposure to asbestos as far as is reasonably practicable.

Asbestos surveys are carried out at all E-ACT premises in accordance with the Control of Asbestos Regulations to identify any asbestos in the building construction. Where asbestos is identified this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan to ensure that employees and others using the premises are not exposed.

The Asbestos Register is made available to all contractors and site staff who will carry out work at the premises.

Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures / exclusion zones will be put in place.

If anyone suspects they have discovered or disturbed asbestos they should:

- Not disturb it further
- Ensure that access to the affected area is prevented
- Report it immediately to the Health & Safety Manager or Office Manager
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of

4.37 Legionella

Legionnaires Disease is an uncommon, but serious, type of respiratory illness. It does not spread from person to person, but is contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium.

Outbreaks occur from water systems where temperatures are warm enough to encourage growth of the bacteria and where conditions allow the bacteria to develop.

However, it should be noted that most people who are exposed to legionella do not become ill.

E-ACT arranges for legionella surveys and risk assessments to be carried out at our premises by approved contractors. A legionella management plan is provided and followed.

Depending on the nature of the water system at each E-ACT premises, regular checks such as temperature monitoring, flush throughs, descaling of shower heads and cleaning of water tanks may be required. The Health & Safety Manager and Facilities Manager will ensure that these checks, which will be detailed in the legionella management plan, are in place.

4.38 Waste Management

Waste is to be placed in bins that are provided throughout our premises. These are emptied regularly by cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical.

Hazardous waste is collected separately and disposed using suitably registered contractors.

Records are kept for at least 40 years including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors.

4.39 Access to Health and Safety information

Individual Health and Safety sub-policies available on Insight

HS12 – Fire Policy

HS13 – Critical Incident Policy

HS14 – Premises and Security Policy

HS15 – Contractors Policy

HS16 – Supervision Policy

HS17 – Educational Visits Policy

HS18 – First Aid Policy

HS19 – Administration of Medicines Policy

HS20 – Driving at work and Minibus Policy