

Swarthmore Education Centre

Health and Safety Policy



2-7 Woodhouse Square

Leeds LS3 1AD

Document control

Issue	Version	Prepared	Authorised	Date issued	Comments
Issue 1	2017V2	Keith Rhodes	TSL Directors	1.2.17	Initial policy with partial Swarthmore content
Issue 2	2017V3	Keith Rhodes	TSL Directors	19.3.17	Food hygiene and pest control policy added. Context and scope described.

Policy Statement of Intent

Context and scope

This statement of intent should be read in conjunction with our full policy which includes sub-ordinate policies, responsibilities, and arrangements.

We recognise we have legal duties and a moral obligation to manage our undertaking in a way that secures the health and safety of workers and other persons who might be affected by our acts or omissions. We also recognise that we must meet additional requirements of stakeholders both internal and external and therefore commit to an ethos of corporate responsibility.

Swarthmore Education Centre is a registered charity. It is a centre for lifelong learning in Leeds and offers courses, activities, community projects and family learning. Learning takes place in a listed building, part-owned, part rented. Off-site activities also take place. Classrooms are available for hire. A wide spectrum of public visit the centre including vulnerable adults, those with learning difficulties, physical difficulties, the elderly, and young families. We wish to make this a safe environment for all.

Policy and planning

It is our policy to ensure, as far as is reasonably practicable, the health and safety of our employees and others who may be affected by our work activities. This can only be achieved through solid foundations of leadership, worker engagement and participation. We are committed to continually improving our performance and we will produce an annual health and safety plan to facilitate this. We will provide the resources and budget necessary to achieve the objectives of this policy.

We aim to establish and maintain a proactive health and safety system, integrated in the management of all our activities which encourages a positive health and safety culture throughout the business.

How we do this

The Senior Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. We will ensure that all workers have the information, instruction and training they need to meet their individual and collective responsibilities. All our significant work activities will be risk assessed at regular intervals. We will identify our significant hazards and plan for their elimination, reduction, and control.

How we check this and what documents and records we keep

Progress towards these objectives will be monitored and subject to periodic review by management. A Trustees Report on HS activity will be tabled on an annual basis. To ensure continuing compliance with legislation and best practice, our Health and Safety Policy will be reviewed and updated annually. The 'Health and Safety Law -What you need to know' poster is displayed. Current Employers Liability Certificate of Insurance is held.

Name..... (Trustee Responsible for Safety)

Date..... Signed.....

Responsibilities

Context and scope

To establish and develop a team of competent people with specific health and safety roles and responsibilities. Communication and control is established through developed lines of responsibility i.e. via Trustees, line managers, and supervisors – refer to Centres' Organisational Chart for further information.

Policy and planning

The 'Director Responsible for Safety' has ultimate accountability for occupational health and safety. With the assistance of Trading Safely Limited, the Director Responsible for Safety will maintain and monitor this HS Policy. Specific responsibilities for health and safety matters have been assigned – refer to individual job descriptions for further information. General responsibilities are defined below.

How we do this

Responsibilities of trustees

Health and safety is a standing agenda item at Board meetings.
 Sufficient professional health and safety competence is available.
 Effective communication and consultation channels are enabled.
 We create a culture which positively encourages safe and healthy working practices.
 We ensure adequate resources are provided to meet health and safety requirements.
 Health and safety is given prime consideration in all forward planning.
 The health and safety policy and procedures are actively monitored.
 The delegated responsibilities of managers are monitored.
 Ensure appropriate insurance cover is maintained for all aspects of business activity.

Responsibility of managers

Ensure that a suitable risk assessment system is operating effectively.
 Employees are provided with adequate information, instruction, and training.
 Inform staff of any changes in legislation or information that could affect their work activities
 Ensure that only approved contractors are used.
 Ensure safe systems of work are formulated and monitored and when necessary that a 'permit to work' system is used.
 Undertake accident investigations where necessary, take prompt action in RIDDOR reporting and take appropriate action to avoid recurrence.
 Monitor the activities of those under your direct responsibility to ensure that their delegated responsibilities are being carried out effectively.

Responsibilities of tutors

Regularly inspect areas of control to ensure that the objectives of the policy are being met.
Stop the job in the event of unsafe acts or conditions.
Actively lead by example.

How we check this and what documents and records we keep

Centre Organisational Chart
Employee handbook
Job descriptions
Key performance indicators

Worker responsibilities

Your co-operation and involvement is pivotal in maintaining health and safety in our workplace.
You are accountable for your actions which affect both your health and safety and that of others.
Do not misuse or interfere with anything provided in the interest of health and safety.
Comply with safety signs, markings, and instructions and follow any warnings which may be given.
Each section of our Health and Safety Policy has further rules to follow. Familiarise yourself with these.

Managing health and safety

Context and scope

We risk profile our business by covering: the nature and level of the risks faced by our organisation; the likelihood of adverse effects occurring and the level of disruption; the costs associated with each type of risk; the effectiveness of the controls in place to manage those risks. We aim to establish and implement a continuous programme of risk management. We will periodically examine all the workplaces and activities under our control to assess the risks to the health and safety of workers and others, particularly learners.

Policy and planning

We will follow general principles of prevention of risk and use the 'plan, do, check, act' model to ensure that effective arrangements are in place. We will follow the broad principles of the Health and Safety at Work Act etc. 1974 by; providing and maintaining safe plant and equipment; providing safe systems of work; providing a safe place of work and safe access and egress; providing for the safe use, handling, storage and transport of all articles and substances; providing a safe working environment; providing adequate and sufficient information, instruction, training, and supervision.

How we do this

We will ensure that risk assessments are produced for all our work activities and the significant findings of the assessments are recorded. We follow HSE 'five steps to risk assessment' guidelines. HSE make it very clear that risk assessment should be part of day-to-day business management. Our risk assessments involve existing business documents, such as: our workplace rules; HS workbooks, manufacturers' instructions; training materials; safe operating procedures, method statements; safety data sheets. Users of risk assessments should always cross-refer to these documents for additional information about control measures. Control measures will be identified and implemented and safe systems of work formulated. We will review and amend all assessments where necessary.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority below. This is what is meant by a hierarchy of control.

1. Elimination - redesign the job or substitute a substance so that the hazard is removed or eliminated.
2. Substitution - replace the material or process with a less hazardous one.
3. Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
4. Administrative Controls - these are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation);

prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.

5. Personal protective equipment - only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

How we check this and what documents and records we keep

Risk assessments

Permit to work system

Method statements

Safe operating procedures/safe systems of work

Visitors management and records

Training programme/matrix

Worker responsibilities

Co-operate with management in the implementation of HS systems.

Understand and comply with risk assessments, safe systems of work and other instructions provided to you. Ask your line manager for help if you do not fully understand anything.

Asbestos containing materials (ACM)

Context and scope

This is a listed building approximately 150 years old. An asbestos management survey/assessment has been carried out for the premises and ACM has been identified. We will remain vigilant to the possibility of further ACM discovery and will subscribe to the policy and planning as below where necessary.

Policy and planning

We will safeguard workers and others who may be exposed to ACM as far as is practicable. We will manage and minimise any potential exposure to ACM. We will inform and train workers who may encounter ACM whilst carrying out their duties.

How we do this

An asbestos survey/assessment has been undertaken and a register drawn up to show the location of any ACM. These documents will be readily available to interested parties e.g. building contractors. Employees who may be encounter ACM whilst carrying out their duties will receive asbestos awareness training and this will be refreshed each year. Where needed, a written management plan will be produced and a procedure will be implemented to address potential accidental exposure to ACM. The condition of any ACM within our control will be actively monitored. Any action required to prevent the release of asbestos fibres into the workplace will be implemented.

Any work that may be required on ACM will only be carried out by licensed specialist asbestos contractors or, in the case of works permitted to be carried out by unlicensed persons, only trained competent personnel are permitted to conduct such works. Where our workers are permitted to conduct works with ACM, a safe working procedure will be established before any such works commence. All workers carrying out notifiable non-licensed work must have medical examinations, (repeated every three years if the workers are still carrying out notifiable non-licensed work).

How we check this and what documents and records we keep

Asbestos survey

Asbestos register

ACM suitably labelled

Training records

A register of notifiable non-licensed work for each employee exposed to asbestos.

Health records

Worker responsibilities

If you suspect that you are working with or near to unidentified ACM - report it. Do not proceed with your duties until the situation has been assessed and the area declared safe.

If you have any concerns about suspect materials, inform your line manager or the person in control of the premises.

If your job involves maintenance or building works, you may be at risk of exposure to ACM. You will be trained in 'asbestos awareness' where this is required.

Business continuity

Context and scope

Natural disasters and workplace emergencies can affect business continuity, the environment, and the health and safety of those in the vicinity. It is foreseeable that our business could be adversely affected by fire, explosion, flooding, gas leak, chemical spill, IT failure or the consequences of extreme weather.

Policy and planning

Being organised is a vital part of incident recovery. To prepare our business to cope with the effects of an emergency we will define and prioritise the critical functions of the business; analyse the emergency risks to the business; detail the agreed response to an emergency; identify key contacts during an emergency; and set out the tasks needed to restore and resume business.

How we do this

A detailed Business Continuity Plan has been formulated. Our immediate response plan is set out below and based on a major incident such as the destruction of the building. It can be easily adapted for less severe situations, in which case it may not be necessary to complete all the initial tasks below.

Immediate response:

- Alert key members of staff
- Agree with key staff the activities needed and implement recovery plan
- Advise other staff of when and where to report
- Notify key contacts (suppliers/customers)
- Establish the immediate business needs
- Maintain a log of all decisions/events/action taken
- Consider working arrangements for staff
- Notify our insurers
- Alert IT contact

We back up data regularly and store copies off site or cloud securely, including contact details for staff, insurers, clients, and suppliers. Important paper documents, such as contracts, insurance documents and employee information, are protected in fire resistant and waterproof storage containers. We review insurance cover regularly to ensure it keeps pace with any changes in the business. We test the feasibility of the Business Continuity Plan and review it once a year to keep it current. Tasks in the plan are assigned to designated people.

How we check this and what documents and records we keep

- Emergency pack held, including business recovery plan, as well as a first aid kit, mobile telephone.
- Inventory of equipment, materials, products, and any other assets as an overview of the business.
- Insurance documents.
- Business continuity plan.
- Contacts list.

Worker responsibilities

If we have had a major emergency such as fire or flood - keep in contact with your line manager and be prepared to be flexible in your working patterns and duties. Do not take carry out unusual tasks without having conducted a dynamic risk assessment and without discussing the task with decision makers.

Consultation, training, and worker engagement

Context and scope

Consultation is the process by which we examine and discuss issues of mutual concern with our workers. It involves seeking solutions to problems through exchange of views and information. By engaging workers and encouraging participation, we aim to build a positive health and safety culture. Workers need to be competent to do their jobs effectively and safely. Induction training, basic training, on-the-job training and further development and qualifications make up the mix of training offered to our workers.

Policy and planning

We will consult with our workforce on health and safety matters. We will consult either directly or through employee representatives. We will provide representatives with information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards, and dangerous occurrences in the workplace. We will ensure that they are adequately trained to fulfil their role. We will meet any reasonable costs associated with such training and allow time off with pay to enable the representative to perform their functions.

How we do this

We provide relevant information, instruction, training, and supervision as necessary. We hold regular HS related meetings. We consult with workers on the introduction of any measure at the workplace which may substantially affect their health and safety, our arrangements for appointing a competent person, the planning and organisation of health and safety training and the consequences of introducing new technology into the workplace. We consult our workforce on risks arising from their work; on proposals to manage and control these risks; and the best ways of providing information and training. The training needs of all workers are assessed. No-one is asked to undertake tasks for which they have not been adequately trained and are not competent. Attention is given to the needs of young, or temporary, or inexperienced or vulnerable employees. New workers are given induction training and are issued with guidance information. Managers, supervisors, and other persons with designated roles receive adequate information, instruction, and training to enable them to fulfil their duties. Training needs are monitored and refresher training provided periodically to maintain levels of competency.

How we check this and what documents and records we keep

Agendas of HS meetings
Minutes of HS meetings
Training records and certificates.
Employee handbooks and guidance notes.

Worker responsibilities

You are encouraged to submit ideas for improving health, safety, welfare, and efficiency. If you are required to undertake any form of training, you are required to co-operate, attend the courses, and diligently learn new skills.

Using contractors

Context and scope

It is sometimes necessary for us to engage contractors to carry out building and maintenance work on our premises. We recognise that in such circumstances we have duties under CDM Regulations (as the CDM Client). We also use other contractor professions to assist in business areas e.g. IT consultants.

Policy and planning

We will ensure that only those contractors who are deemed competent to undertake work will be engaged to do so. All contractors will be assessed to ensure that they can allocate sufficient resources to ensure that all works are completed safely. They will be required to comply with our policies and procedures. We will ensure CDM Regulations 2015 are complied with, as applicable. Contractors will only be able to sub contract any part of the works to a third party with our express permission and will need to ensure that all such sub-contractors are suitably competent. Continuous improvement in the management of contractors on our site will be achieved by reviewing the performance of each contractor at the end of the job and ensuring that poor practice is eliminated and good practice repeated.

How we do this

All contractors are provided with a clear brief on the work required, information about the area in which they will be working and a clear point of contact throughout the works. All contractors must ensure that their employees are provided with induction training on first arrival at our sites and are adequately supervised throughout the duration of the contract.

An 'Approved Contractors' list will be compiled. Contractor performance will be monitored during the project and then reviewed at the end of the project. Non-compliance with agreed standards will result in suspension of the work and may result in removal from the approved contractor list.

Risk assessments and method statements (RAMS) will be required from the contractor prior to work commencing. We will share our risk assessments where necessary. A Permit to Work will be required for safety critical activities e.g. work at height, live electrical work, confined space entry, hot works.

How we check this and what documents and records we keep

Permits to work
Approved Contractors List
RAMS
HS Plans
Contractor pre-qualification questionnaires.

Worker responsibilities

You are authorised to stop contractors from working in a dangerous manner until a management intervention is made.

Display screen equipment (DSE)

Context and scope

DSE is widely used within our business. PC's are used, and increasingly laptops and tablets are used.

Policy and planning

DSE users will be identified and workstations assessed to ensure that they meet the requirements of the DSE Regulations. All users are encouraged to take regular breaks away from the DSE. Eye and eyesight tests will be provided for DSE users at their request. Where a user needs glasses to use DSE we will ensure that they are provided. We aim to provide a comfortable working environment with comfortable office equipment.

How we do this

Assessments of each workstation are carried out on an annual basis or whenever there are significant changes to the workplace layout. Action is taken to correct any problems identified. Work routines are examined to minimise intensive periods of DSE activity. We ensure software is suitable for the task. We have a positive purchasing policy for the procurement of DSE equipment and office furniture. Employees using DSE are informed of their entitlement to eye and eyesight tests (and glasses if required). DSE users are given information, instruction, and training on how to set up and use of DSE.

How we check this and what documents and records we keep

Display screen equipment assessments
Workplace inspections

Worker responsibilities

Adjust your workstation to an ergonomically comfortable position.
Take regular eye tests.
Report any health problems associated with your workstation promptly.

Electrical safety

Context and scope

We utilise 240-volt a/c electrical systems and equipment which need to be maintained in a safe condition. 110-volt equipment and battery operated equipment is also used.

Policy and planning

All fixed and portable electrical equipment will be maintained in a safe condition and inspected and tested regularly. All work on electrical systems will be carried out by competent electrical contractors.

How we do this

The fixed mains installation is inspected and tested periodically by a competent person in accordance with the IET Wiring Regulations 17th Edition. Routine combined inspection and testing of portable appliances is undertaken periodically. Suitable means for isolating electrical equipment, including the identification of individual circuits are provided and maintained. Work on electrical systems is only carried out by competent persons following safe systems of work. Live working will be subject to a Permit to Work system. Users of portable electrical equipment are instructed in safe systems of work and to carry out simple checks of equipment. Contractors using electrical equipment in our workplace provide evidence of its safety prior to commencement of work.

How we check this and what documents and records we keep

Users carry out pre-use visual checks and report damaged or defective equipment which is removed from service immediately.

Portable appliance test records. GT carries out PA testing in-house annually.

Periodic Inspection Report of the electrical installation carried out in 2014.

Worker responsibilities

Visually inspect portable electrical equipment for signs of misuse, damage, or wear prior to use.

Unplug/switch off electrical equipment when not in use.

Do not bring personal electrical equipment to work unless permitted.

Do not use 240-volt equipment outside or in wet environments without a local RCD device.

Do not repair, modify, or maintain any electrical equipment without express permission and only if you are competent to do so.

Environment

Context and scope

Our business practices have an environmental impact. We use energy, water, and materials. We create waste, and through poor control, we could inadvertently pollute air, water, or the ground.

Policy and planning

We recognise the social and economic importance of protecting the environment. It is our policy to integrate environmental considerations into the business decision making process and to consult with all interested parties including customers, suppliers and workers and encourage their active involvement in environmental issues. We aim to achieve good environmental standards in all activities including the reduction, re-use, recycling, and disposal of waste.

How we do this

We monitor business operations to ensure the prevention of pollution and to make best use of energy, water, and other materials to minimise waste.

We make economic use of energy, water, and other materials to reduce waste in all aspects of the business function. Where possible, waste is reused or recycled with residual waste being properly disposed.

Assess in advance the environmental impact of any significant new development.

We operate and maintain vehicles in a responsible manner.

We respect any wildlife on the premises.

How we check this and what documents and records we keep

Audits and inspections

Energy bills

Records of raw material and energy usage, wastes and emissions

Worker responsibilities

Do not empty any hazardous substance down the drains.

Separate waste into waste streams where provided.

Switch off electrical equipment when not in use (not IT systems).

Fire safety

Context and scope

We recognise the continual risk of fire at our premises, whether caused by accident, defect or by malicious intent. Fire is a threat to life, property and to our business continuity.

The building is approximately 150 years old and by its nature has not been built to the same Building Standards as recognised today. The Centre occupies seven original houses over three storeys and a basement. Craft activities involving hot works are carried out in the basement. The Centre is occupied from early morning until late evening by a variety of classes and people. There is a sitting tenant on the top floor.

Policy and planning

Fire precautions will be taken to prevent fires starting in the first place, and from spreading and causing serious and imminent danger. The threat to life will be evaluated in a written fire risk assessment, identifying persons who might be especially at risk and any structural features which might compromise fire safety. We will provide relevant information, instruction, and training about the fire precautions in our workplace and train specific employees to undertake fire safety roles. We will produce an emergency plan and communicate this to persons on the premises.

How we do this

A fire risk assessment is conducted for the premises, considering combustion sources, ignition sources, structural features and means of control. Sources of ignition are controlled effectively and combustible waste is removed frequently using suitable waste containers. A suitable system is in place to detect and warn people that there is a fire, and the system is tested and maintained. Serviceable fire extinguishers are distributed around the premises. There is an effective system in place for contacting the emergency services. Fire escape routes are kept clear of obstructions, lit with serviceable emergency lighting and fire doors are maintained. Fire drills are undertaken on a regular basis.

Workers are instructed on fire prevention and what to do in the event of a fire. Visitors and contractors to the premises are made aware of our fire rules and procedures and asked for information on how they intend to control any fire hazards associated with their work.

How we check this and what documents and records we keep

Weekly, monthly, and annual inspections.

Written records are kept of all tests, inspections, and drills (fire log book)

Fire risk assessment

Service documents

Training matrix

Worker responsibilities

Raise the alarm on discovering a fire.

Know what to do and where to go in the event of a fire.

Know where fire safety equipment is and how and when to use it.

Report a discharge of any fire extinguisher or damage or improper use of fire safety equipment.

Keep fire exits clear of all obstructions.
Report any suspected fire hazards.
Know who your Fire Marshals are.
Do not smoke in unauthorised areas.
Do not re-enter a building after a fire until permitted to do so.

Food Hygiene and Pest Control

Context and scope

We run a café on our premises for use by staff, learners and visitors.
We hold 5 star rating via the Food Hygiene Rating Scheme.
We have a professional pest control contract in place.

Policy and planning

Our aim is to ensure the safe storage/preparation/service/supply/manufacture/processing of safe, wholesome and quality food by ensuring high standards of hygiene and food safety at our premises. We realise the importance of implementing a robust, documented Food Safety Management System. All procedures and processes will be monitored against the requirements of current legislation and the standards set out in the HACCP plans /Better Food, Better Business plans, which will be reviewed and updated as necessary. We will strive to meet and exceed compliance by promoting good practice, ensuring food handlers are properly trained. To reduce the risk of infestation, a robust pest control programme shall be implemented.

How we do this

Facilities for the preparation of meals is maintained in a hygienic state and suitable for food storage and handling. Persons involved in food preparation are trained to be able to handle food in a safe and hygienic manner and work to high standards in accordance with their roles and responsibilities. Cleaning schedules and cleaning standards are regularly monitored. Working with our pest control contractors we aim to control infestations; maintaining good housekeeping to prevent harbourage of pests and to allow for early detection; denying pests access to food; and ensuring hygienic storage and disposal of waste. If there is any suspicion of food poisoning in staff, service users or visitors, the responsible Director will be informed immediately so that an investigation may take place and any outbreak monitored.

How we check this and what documents and records we keep

Daily temperature checks of fridges and freezers with records being maintained.
Daily, weekly, monthly and annual cleaning schedule and records maintained.
HACCP/Better Food Better Business documentation.

Worker responsibilities

Always wash your hands before and after handling food.
Carry out your food handling duties in accordance with the food safety training you have been given.
Follow the food hygiene and safety rules as laid down in our procedures.
Make sure your personal hygiene, habits and cleanliness are beyond reproach.
Protect food from the risk of contamination.
Report any signs of pests.
Report any food poisoning symptoms to your Manager.

Hazardous substances

Context and scope

Proprietary chemicals purchased 'off the shelf' are used for craft activities and cleaning purposes. We create dusts during some of our activities. Legionella and asbestos are considered separately within other policies. Lead is used for stained glass classes. Silica dust could be generated by pottery activities.

Policy and planning

No chemicals shall be stored, used, handled, transported or disposed of without a COSHH assessment having been carried out. Before a new substance is purchased, the person responsible for purchasing must ask 'is the use of this substance justified, and is there no suitable safer alternative?'. A MSDS (or suitable alternative information) must accompany the purchase. A COSHH assessment is formulated for the safe use, handling and transport of all substances, including those we create. Health risks from airborne exposure to dusts, fumes, vapours etc. are identified. Suitable and sufficient control measures are in place and workers are informed of the precautions they should take. Emergency plans will be produced where required. Monitoring of control measures, and health screening/surveillance is conducted.

How we do this

An inventory of all hazardous substances used, handled, stored, or disposed of is compiled. This inventory includes not purchased products and hazardous substances created by the work we do e.g. dusts and fumes. The results of the COSHH assessments, appropriate control measures and safe systems of work identified are communicated to the staff in a comprehensible manner including information, instruction and training in the safe use, handling, storage, and disposal of substances. Wherever possible the use of hazardous substances is eliminated, where this is not possible every effort is made to find a less hazardous suitable alternative or to control the risk by engineering means. Engineering controls are examined, tested and adequately maintained to ensure that they function effectively. Chemicals are contained within properly labelled original containers. The use of personal protective equipment (PPE) is reserved as a 'last resort' for controlling exposure to a residual risk. Safe working procedures are monitored to ensure that they remain effective. Health surveillance is carried out when required. Contractors are required to provide assessments for the substances they use, handle, transport or dispose of.

How we check this and what documents and records we keep

Inventory of substances
MSDS documents
COSHH assessments
General chemical hygiene rules

Worker responsibilities

Follow guidance given in the COSHH assessments provided.
Wash your hands after using chemicals, and before eating, drinking, or smoking and before and after using the toilet.

Wear all necessary PPE correctly and report any faults in the PPE. Remove PPE before eating, drinking, or smoking and before using the toilet. Do not eat or drink in any area where dust, dirt or fumes are present.

Return unused substances to their correct and safe storage area.

Keep all lids on substances between applications and when not in use.

Use local extraction ventilation correctly. Report all faults with extraction.

Do not decant chemicals into unlabelled secondary containers.

Injuries, diseases, and dangerous occurrences

Context and scope

We realise that despite all preventative measures we put in place, accidents, ill-health, and dangerous occurrences may still occur. It is important to learn from these events and therefore reporting and investigation is an essential element of our health and safety management system.

Policy and planning

We will provide adequate first aid facilities for the treatment of any injuries and ill-health sustained by any of our workers. We maintain procedures to enable relevant reporting and recording of injuries, diseases, and dangerous occurrences (to the Incident Contact Centre when necessary). All accidents and near-misses are investigated to determine their root cause and decide action to prevent reoccurrence.

How we do this

We provide sufficient numbers of qualified first aiders and appointed persons and suitably stocked first aid kits are readily available. A procedure is in place to enable the prompt and efficient reporting and recording and investigation of all injuries, disease, dangerous occurrences or near miss incidents. Accident/near miss statistics are collated to identify trends. Corrective action is taken after immediate, underlying and root causes have been identified.

How we check this and what documents and records we keep

Accident book BI510 – records held confidentially in HR file.

Accident report forms, accident investigation records.

RIDDOR reports.

Accident statistics

Year	RIDDOR reportable injuries	Over- 3 day injuries (non-RIDDOR)	Sickness absence (days)	Dangerous occurrences	Near misses
2014					
2015					
2016					
2017 to date					

Worker responsibilities

Report all accidents, incidents and near-misses regardless of any lack of damage or injury.

Report any dangerous behaviours or conditions.

Ensure that any injury you sustain at work, even minor, is recorded in the accident book at the earliest opportunity.

Know who the first aiders are and where the first aid equipment is located.

Do not use first aid equipment without authorisation.

Legionella

Context and scope

Water systems on our premises consist of hot and cold water systems. Our nominated responsible person is the Maintenance Manager. A written scheme of work and risk assessment has been conducted by an external contractor and we work to the recommendations within.

Policy and planning

We will identify and assess sources of risk from legionella bacteria and, where appropriate we will prepare a scheme for preventing or controlling such risks. We will appoint 'the Responsible Person' for the implementation of this policy.

How we do this

Arrangements are in place to identify and assess sources of risk. Where appropriate, a scheme has been prepared for preventing or controlling the risk. This scheme includes a plan of the system; details of the safe and correct operation of the system; the precautions to be taken; the checks to be carried out and their frequency; remedial action to be taken if the scheme is not effective. We manage, monitor, and keep records of the precautions taken.

How we check this and what documents and records we keep

Written scheme of work.
Legionella risk assessment.
Temperature records.

Worker responsibilities

Report any problems with water temperatures, hot or cold.
If you are concerned about the condition of our water services speak to your line manager or safety representative.

Lone working

Context and scope

Lone working is the situation where a person has neither visual nor audible communication with others who can offer immediate assistance in the event of an emergency. This does not include home-working. Workers on-site may from time to time work away from the vicinity of other workers. On occasions a worker may be completely alone on the premises e.g. at the weekend. In these instances, only low-risk work is permitted to be carried out e.g. office work.

Policy and planning

We will assess the potential hazards from lone working and ensure that adequate control measures are in place to reduce risk. We will not permit lone working where risks cannot be controlled to an acceptable level. We will provide lone workers with adequate instruction on the risks involved. Procedures will be put in place to monitor lone workers to see they remain safe.

How we do this

All employees likely to work alone are identified. Lone working activities (both prohibited and acceptable) are identified and hazards risk assessed. Activities requiring special arrangements to monitor the safety of lone workers are identified. Checks are made to ensure that any lone workers are medically fit for the tasks. Lone workers receive appropriate training and have the necessary experience before being allowed to work alone.

How we check this and what documents and records we keep

Phoning-in procedure
ICE contacts
Locking-up procedures

Worker responsibilities

All lone workers should be aware of the following: emergency contact numbers; accident/incident reporting procedure; restrictions on lone working; specific precautions and arrangements considered necessary for lone working activities.

Manual handling

Context and scope

Manual handling is a consistent hazard throughout the work we do. At the very least, everyone must manually handle items from time to time.

Policy and planning

As far as is reasonably practicable we will avoid the need for hazardous manual handling, by eliminating the tasks, or by automation or mechanisation. We will 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. To help reduce the risk of manual handling injuries we will encourage early reporting of symptoms; ensure any cases of manual handling injury are managed effectively; consult and involve the workforce and their representatives who know the risks and can offer solutions to control them.

How we do this

Where it is not possible to avoid a manual handling operation, we will assess any risks of injury to workers. To enable assessment to be concentrated where it is most needed, we will adopt simple filters which assume that handling is infrequent, symmetrical and takes place in favourable working conditions. We will produce a generic assessment as an efficient way of assessing risks common to several broadly similar operations, to individuals rotating between similar tasks or to groups of workers carrying out similar jobs. Where handling tasks exceed the filter parameters a more detailed assessment will be carried out. We consider persons who are at an increased risk from manual handling operations, e.g. new and expectant mothers, and those with relevant medical conditions. Risks are reduced by using safe systems of work for those tasks which cannot be completed without manual handling. We will ensure that all employees who carry out manual handling operations are provided with information on the findings of the assessments and are trained in safe lifting and handling techniques and the use of lifting aids. We carry out manual handling training and refresher training every two years.

How we check this and what documents and records we keep

Generic manual handling assessments
Specific manual handling assessments
Training records

Worker responsibilities

Lift and handle as you have been trained.
Take time to find the correct manual handling aid or seek help.

Noise

Context and scope

There are no significant tasks or activities which generate noise but this it is foreseeable that noise might be a problem in the future and this policy is in place for such circumstances.

Workers may be exposed to occasional one off jobs such as using power tools for maintenance tasks. There are areas of the premises where noise is generated at levels which may be hazardous to health.

Policy and planning

We aim to eliminate risks from noise exposure completely and if this is not possible, we will reduce the risk as far as we can. We assess the risks to health due to noise, and put measures in place to control these risks. Health surveillance will be introduced whenever an employee's exposure to noise is likely to exceed upper exposure action values.

How we do this

We have a general noise risk assessment available. This is reviewed when there are imminent changes to work practices, noise exposures, or there are new ways to reduce risks. We will seek competent external advice if further assessment is necessary. Measures are in place to eliminate or control noise risks at source and we also provide hearing protection to individuals (including visitors) where needed. Noise control equipment and hearing protection is maintained. Information, instruction, and training is provided for persons potentially exposed to noise. Arrangements are in place for at-risk employees to have hearing checks conducted (audiometry).

How we check this and what documents and records we keep

Noise survey/assessment
Audiometric reports
Hearing protection signs posted

Worker responsibilities

Co-operate with management and use the noise control equipment provided to protect your hearing. This includes the mandatory use of hearing protection as directed.

Occupational health

Context and scope

Poor management control of our workplace health hazards might prejudice the health, well-being, and performance of our employees.

Policy and planning

We aim to minimise the impact of work on the health of our employees. The potential health hazards we create are identified, assessed, and controlled. Where required occupational health services will be provided. We encourage employees to take personal responsibility for maintaining and improving their own health. We make reasonable adjustments for people with disabilities to support them in their employment.

How we do this

Through our risk assessment process we identify potential health risks to our employees. We utilise a health screening questionnaire during employment to assist in managing good health in the workplace and to help identify at-risk persons. Where necessary, the screening might necessitate further occupational health intervention and we will seek competent external assistance. Where our employees are exposed to health risks where statutory health surveillance is required, this will be provided. Written permission will be sought from our employee where it is necessary to seek information from the employee's General Practitioner or Consultant. Long term sickness absences are monitored and employees are given support prior and upon return to the workplace.

How we check this and what documents and records we keep

Employee handbook.
Confidential results of health screening and health surveillance.
Sickness absence records.
Back to work interviews.

Worker responsibilities

Inform us of any medical condition you have which may affect your safety, or the safety of others.
Look after your health, and it will look after you!

Personal protective equipment (PPE)

Context and scope

Standard issue PPE includes high visibility clothing and safety shoes. Specific PPE is required on an individual basis. Employees may be required to wear specific PPE at external locations not within our control.

Policy and planning

Through our risk assessment process, we will identify the type of PPE workers are required to wear. PPE will be provided if the risk to our workers cannot be adequately controlled by more effective means (i.e. the hierarchy of control measures: elimination, reduction or substitution, isolation, engineering controls). We consult with our workforce on the types of PPE to be used and ensure it is fit for purpose. Where PPE is necessary for a work task or activity we acknowledge that it is our duty to provide such PPE free of charge.

How we do this

We determine all the PPE required by our employees. When PPE is provided, it is fit for the purpose and the environment it is to be used in. We show the individual how to wear it correctly. All employees required to wear PPE are given instruction and guidance on the use and maintenance of such equipment. Adequate stocks of PPE are available to replace any damaged or worn equipment. Facilities are provided to store any PPE whilst not in use and for changing and storing normal clothing.

How we check this and what documents and records we keep

PPE issue register.
Risk assessments.
Induction checklist.

Worker responsibilities

Always wear your PPE in the way you were shown when carrying out tasks that require it.
Look after your PPE and inform the company of any loss or damage so that it can be replaced.

Premises and welfare in the workplace

Context and scope

Slips, trips, and falling objects are foreseeable hazards if high standards of housekeeping are not maintained.

Policy and planning

We ensure that high standards of housekeeping are maintained. We provide welfare facilities in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations.

How we do this

Hygienic facilities are in place for changing, for eating and drinking, rest breaks and for toileting. Workstations are provided with appropriate furniture. Workplaces have suitable heating and ventilation systems. We ensure that floors and traffic routes are in good repair, clear of spills and free of obstructions. Work areas are sufficiently lit and there is adequate space to enable workers to move around freely and easily. Waste materials are not allowed to accumulate and waste is disposed of promptly. Materials and tools have designated storage areas. Service cables are routed to eliminate tripping hazards and damage.

How we check this and what documents and records we keep

Workplace inspections.

Worker responsibilities

Keep your work place clean and tidy.

Mop up or report spillages.

Do not leave equipment in a position or a condition where it may later injure someone.

Do not leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition.

Do not leave trailing cables which may be tripped over.

Stress at work

Context and scope

It is foreseeable that pressures at work could cause unacceptable levels of stress to individuals or contribute to pre-existing domestic stressors.

Policy and planning

We aim to foster good working relationships amongst our workers based on openness, honesty and trust. We encourage managers to support their staff and we recognise that they too might need support from time to time. All workers are encouraged to discuss stress related matters with a manager with whom they feel comfortable. This may not necessarily be their line manager. We examine ways of improving workloads and the work environment to alleviate stress.

How we do this

We recognise a set of conditions that reflect a high level of health well-being and organisational performance as follows: Demands – this includes issues such as workload, work patterns and the work environment; Control – how much say the person has in the way they do their work; Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues; Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour; Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles; Change – how organisational change is managed and communicated in the organisation. Training and guidance is provided to all managers in good management practice.

How we check this and what documents and records we keep

Employee handbook
Confidential investigation reports

Worker responsibilities

Be aware of the procedure for reporting workplace stressors.

Transport

Context and scope

Cars are driven on public highways for business purposes.

Policy and planning

Transport movement on the premises is assessed. Systems are in place to separate vehicle movements from pedestrians as far as possible. Persons required to drive any of our vehicles are trained and competent to undertake their duties. Vehicles required to travel on the public highway are adequately insured and licenced. All vehicles are kept in operational and roadworthy condition.

How we do this

Driver rules for road travel are found in the Company Vehicle Handbook. This includes advice on taking adequate rest breaks, not using phones whilst driving and compliance with the Road Traffic Act etc. A workplace transport risk assessment has been conducted and a safe system of vehicle movement has been established. Valid driving licences are held appropriate to the type and class of vehicle individuals are required to operate. Procedures are in place for all vehicles to be inspected and serviced in accordance with manufacturers' recommendations. Where required by statute, vehicles are tested at the required intervals. Procedures are in place for the reporting and rectification of damage or defects. Training, information and instruction is provided for all vehicle operators along with refresher training as may be required from time to time. Relevant insurance cover is provided and maintained.

How we check this and what documents and records we keep

Insurance documents.
 Driving licence checks.
 Training certificates.
 Workplace transport risk assessment.
 Company Vehicle Handbook
 All procedures will be regularly monitored to ensure they remain effective.

Worker responsibilities

Do not drive or operate any vehicle unless you are authorised and competent to do so.
 Report damage or defects immediately.

Vibration

Context and scope

Hand power tools are used occasionally. We recognise a potential for vibration related health effects but consider this a very low risk in our work circumstances.

Policy and planning

We aim to eliminate risks from vibration exposure completely and if this is not possible, we will reduce the risk as far as we can. We assess the risks to health due to vibration, and put measures in place to control these risks. Whenever possible, equipment will be selected with the lowest vibration level or highest efficiency rate so that exposure times and vibration levels are reduced. Employees exposed to regular and frequent vibration will be given adequate information and instruction. Health surveillance will be introduced where needed.

How we do this

We have a general vibration risk assessment and action plan available. This would be reviewed when there are imminent changes to work practices, vibration exposures, or there are new ways to reduce risks. We will seek competent external advice if further assessment is necessary. Equipment likely to cause ill-health through vibration is identified. The equipment is maintained in good working order to minimise vibration levels. When purchasing new equipment, we assess vibration levels and the tasks the equipment will be used for. We identify employees likely to be exposed to vibration at work and provide them with adequate information, instruction, and training. Their exposure times are assessed as accurately as possible. Where any of our employees are likely to be exposed to vibration levels above the Exposure Action Value (EAV) health surveillance will be carried out.

How we check this and what documents and records we keep

Vibration risk assessment
Vibration measurements
Health surveillance records
Manufacturer's technical information

Worker responsibilities

Comply with the control measures provided to protect you from ill-health effects.

Violence at work

Context and scope

Violence includes possible altercations between workers resulting in verbal or physical abuse, bullying or other inappropriate behaviour. There is also a possibility of conflict with members of the public.

Policy and planning

We take a zero-tolerance stance to any form of violence. We will anticipate those situations which may expose our workers to violence and identify those persons who may be at greater risk of such circumstances, taking corrective action. Action will be taken immediately should a report of violence be reported. We aim to foster good working relationships amongst our workers.

How we do this

Employees are given information and instruction via our Employee Handbook. Codes of conduct and behaviour, disciplinary proceedings and grievance procedures are set out in the handbook. Managers remain vigilant to situations which may expose persons to violence at work and will decide upon appropriate interventions. Physical controls and systems of work are in place to ensure the security of premises. Procedures are in place for lone workers or persons unsupervised for significant periods of time. Support or counselling is offered to any employee who becomes a victim of violence in the workplace.

How we check this and what documents and records we keep

Employee handbook
Confidential investigation reports

Worker responsibilities

Be aware of the procedure for reporting violent or potentially violent incidents.

Work equipment

Context and scope

'Work equipment' is defined as all equipment used whilst at work and includes hand tools, power tools, machinery, plant, pressure systems, access equipment, lifting equipment, and office equipment etc.

Policy and planning

We will ensure that work equipment is procured with due diligence, installed correctly, selected for the right job, and fit for purpose. We will take measures to prevent or adequately control exposure to hazards associated with the use of work equipment. Only competent, authorised workers will be permitted to use work equipment. Operators of work equipment will be trained in safe operating procedures, and assessed periodically. Refresher training will be given when assessment dictates. We will ensure that all work equipment is maintained in good working order. Work equipment will be inspected, serviced and examined to schedule. Only competent persons are authorised to repair, modify, maintain and service work equipment. Information, instruction, and training will be provided for all employees who either use or manage the use of work equipment.

How we do this

All work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe. There is a 'Declaration of Conformity' available and equipment is CE marked. Access to dangerous parts of machinery is prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained. All work equipment is provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency. Equipment can be stopped before a danger zone can be accessed and where required the work equipment is fitted with one or more emergency stop controls. Where appropriate, work equipment is stable, clearly marked for reasons of health and safety and incorporates appropriate warnings or warning devices. Emergency stop actuators are correctly identified and operational. It is possible to isolate the work equipment from all its energy sources. Lockout procedures are adopted for the energy isolation of the machine during maintenance operations. There are safe operating procedures in place. Lighting provided is suitable for normal operation. All operatives receive training for any plant and equipment they may be required to use and a record of training kept. All plant and equipment is serviced, maintained and statutorily examined in line with manufacturers recommendations, PUWER, LOLER and PSSR as and when necessary. Safe and suitable access is supplied for adjustments and maintenance operations. All electrical equipment is inspected for electrical integrity and compliance.

How we check this and what documents and records we keep

- Maintenance logs
- Risk assessments
- Pre-shift visual checks.
- Service reports.
- Reports of Thorough Examination.
- Training records.

Worker responsibilities

Report any defective or damaged equipment which you become aware of. Any defective plant and equipment to be taken out of service immediately awaiting repair/replacement.

All work equipment to be used only for the job it was designed and manufactured for.

Do not knowingly allow any person to operate work equipment for which you are responsible unless they are authorised to do so.

Do not remove guards, operate, clean, modify, maintain, or repair any work equipment unless you are competent and authorised to do so.

Do not wear gloves, loose clothing, long hair, rings, or necklaces which may become entangled when using machinery.

Only use tools which are in sound condition and suitable for the task.

Do not operate any work equipment whilst taking medication which make you drowsy or affect your judgement or co-ordination.

Do not use work equipment without wearing appropriate personal protective equipment.

Working at height

Context and scope

Step ladders and ladders are utilised. Maintenance is carried out in-house but jobs requiring significant work at height is out-sourced to contractors. Also, refer to 'Work equipment' policy.

Policy and planning

As far as we can we avoid the need to work at heights by effective planning and design. Where it is not possible to avoid working at height we will carry out risk assessments of the tasks and select the most suitable work methods and work equipment. All work at height will be properly planned and supervised and carried out by competent workers.

How we do this

In the first instance, we risk assess the task and examine whether the need to work at height can be avoided. Levels of competence required for the task are determined and workers trained to the required standard. Access equipment is selected for the task considering the risk of use, installation and removal of such equipment. Ladders or step ladders will be used as a means of access only, or where the task is of short duration, or site conditions dictate. We will ensure that all equipment provided for working at height is properly inspected/maintained and pre-use checks are made before the equipment is used. Measures are taken to prevent falling objects. Loads and equipment are stored correctly so they do not collapse or fall. Where appropriate, the risk assessment considers weather conditions and includes a rescue plan. We will consult with third parties who may be affected by the task. For work requiring access to fragile surfaces, measures to prevent or reduce the distance of falls are put in place.

How we check this and what documents and records we keep

Ladder register
Training records
Records of maintenance
Risk assessments and method statements

Worker responsibilities

Conduct a pre-use check for wear and disrepair.
Do not work at height without being authorised to do so.
Do not work at height without safe access equipment.
Do not climb on structures e.g. racking and storage shelves.
Do not use chairs or tables to gain access at height.
Wear sensible flat soled footwear with a good grip when working at height

Annual Health and Safety Plan

Context and scope

In accordance with our Statement of Intent, a health and safety plan (HS Plan) will be formulated as a means of driving health and safety standards forward over the forthcoming year.

Policy and planning

The plans will be specific, measurable, attainable, realistic and to allotted timescales. Trading Safely Limited audit our HS conformance against this HS Policy and contribute to the HS Plan.

What we will do

Advice and recommendation given by competent persons e.g. Trading Safely Limited, insurance auditors and enforcement officers will form the basis of the current HS Plan. Workers will also be consulted on health and safety matters. Their concerns and suggestions will be considered when developing the HS Plan.

How we check this and what documents and records we keep

The HS Plan for 2017 is detailed below. Periodically it will be checked and updated. It will be reviewed on an annual basis.

Item	Recommendations	Dutyholder	Timescale	Action taken	Signed off
1	Table this Health and Safety Policy at Trustees meeting.				
2	Issue employees with 'employee responsibilities' from the HS Policy.				
3	Re-assign specific co-coordinator roles to assigned duty-holders.				
4	Ensure asbestos containing materials are adequately labelled at location.				
5	Clear the outside grates of leaves and debris. Rubbish is accumulating here along with numerous cigarette butts creating a significant fire risk.				
6	Replace 13 Kg Propane cylinders used for jewellery making with hand-held cylinders to reduce the potential for a leak and consequent build-up of gas in the basement.				
7					
8					
9					
10					

Policy Statement of Intent

Context and scope

This statement of intent should be read in conjunction with our full policy which includes subordinate policies, responsibilities, and arrangements.

We recognise we have legal duties and a moral obligation to manage our undertaking in a way that secures the health and safety of workers and other persons who might be affected by our acts or omissions. We also recognise that we must meet additional requirements of stakeholders both internal and external and therefore commit to an ethos of corporate responsibility.

Swarthmore Education Centre is a registered charity. It is a centre for lifelong learning in Leeds and offers courses, activities, community projects and family learning. Learning takes place in a listed building, part-owned, part rented. Off-site activities also take place. Classrooms are available for hire. A wide spectrum of public visit the centre including vulnerable adults, those with learning difficulties, physical difficulties, the elderly, and young families. We wish to make this a safe environment for all.

Policy and planning

It is our policy to ensure, as far as is reasonably practicable, the health and safety of our employees and others who may be affected by our work activities. This can only be achieved through solid foundations of leadership, worker engagement and participation. We are committed to continually improving our performance and we will produce an annual health and safety plan to facilitate this. We will provide the resources and budget necessary to achieve the objectives of this policy.

We aim to establish and maintain a proactive health and safety system, integrated in the management of all our activities which encourages a positive health and safety culture throughout the business.

How we do this

The Management Team leads by example and supports a positive health and safety culture where everyone meets their responsibilities for the safety and health of themselves and others. We will ensure that all workers have the information, instruction and training they need to meet their individual and collective responsibilities. All our significant work activities will be risk assessed at regular intervals. We will identify our significant hazards and plan for their elimination, reduction, and control.

How we check this and what documents and records we keep

Progress towards these objectives will be monitored and subject to periodic review by management. A health and safety report is submitted to the council on a termly basis. To ensure continuing compliance with legislation and best practice, our Health and Safety Policy will be reviewed and updated annually. The 'Health and Safety Law -What you need to know' poster is displayed. Current Employers Liability Certificate of Insurance is held.

Name..... JOANNA STOKES (Director)
 Date..... 1/6/18 Signed..... [Signature]