



# 11. HEALTH AND SAFETY



## *Policy and procedures*

**Arinite.**

**November 2018**

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007

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## SECTION 1

# GENERAL POLICY

### 1.1 HEALTH & SAFETY POLICY AMENDMENT SHEET

Issue number	Date	Index Reference	Brief description of amendment
001	25/09/2014	Whole document	Full revision
001	25/09/2014	Whole document	Distributed to client for comment.
001	25/09/2014	Whole document	Feedback received from Client
001	25/09/2014	Whole document	Final version Completed and sent electronically Separate copies of Health & Safety Policy sent for signature and display on Health & Safety Notice Board
002	13/03/2015	Partial revision	Update documents listing
003	09/07/2015	Partial revision	Post inspection amendments
004	16/10/2015	Full Revision	Update
005	04/10/2016	Full Revision	Update
006	05/09/2017	Full Revision	Update
007	14/11/17	Minor amendments	Remove Interim Head; insert Head



## 1.2 INTRODUCTION

This policy was issued on 05/09/2017 and reflects the requirements of Health & Safety legislation and DfE advice 'Health & Safety Advice on Legal Duties and powers for Local Authorities, head teachers, staff and governing bodies (2013).

The document is divided into five sections:

- Section 1 – General Policy and Responsibilities
- Section 2 – Site Information and Contacts
- Section 3 – Health & Safety Policies
- Section 4 – Health & Safety Procedures
- Section 5 – List of Health & Safety Forms

This Health & Safety Policy has been developed by Arinite Ltd in conjunction with the Bursar and has been signed off for implementation by the Governor's as a means of providing focus and direction for St Augustine's Priory Health & Safety Management System.

The Policy provides the framework for setting and reviewing objectives and targets from management perspective. It also lays down the procedures for implementing these policies which are to be followed by all employees.

The St Augustine's Priory Policy will be documented, maintained and communicated to all employees and other interested parties. The policy will be re-enforced and implemented through the day to day actions of managers. Copies of the policy are available from the Bursar.

The policy will be reviewed to ensure its continued relevance and suitability as part of the ongoing management review activities. As a minimum, the document will be reviewed and updated every two years. The review will cover all sections of the policy and procedures documents to ensure that:

- The responsibilities reflect the current staffing of St Augustine's Priory
- The organisational arrangements stay the same; and
- The document reflects changes to legislation.

The policy will also be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

The policy is available to all employees and other interested and relevant parties and partners upon request.

### Health & Safety Audit and Review

The organisation will ensure that regular Health & Safety audit reviews and reviews of the Fire Risk Assessments to ensure that this policy remains relevant and is being implemented.



Reviews will assess whether employees:

- Understand and are carrying out all the responsibilities in the policy.
- Are following the procedures in the policy, which are still effective.
- Are keeping and compiling any necessary records.
- Are preparing all the necessary reports and sending them to the relevant people within St Augustine's Priory.

**The review will also assess:**

- Management and employee attitudes to health & safety.
- The effectiveness of the training carried out and the need for more training.
- The effectiveness of the policy to reduce the incidence of accidents or near misses, dangerous events and ill health in the workplace.



### 1.3 St Augustine's Priory HEALTH & SAFETY POLICY STATEMENT

St Augustine's Priory will comply with relevant Health & Safety Acts and Regulations, together with industry standards and best practice relevant to St Augustine's Priory operations.

Occupational Health & Safety policy and arrangements will be proportionate to the level of safety and health risks arising from St Augustine's Priory activities.

St Augustine's Priory accepts the duty to prevent injury and ill health to employees, visitors, contractors and temporary workers, as well as any members of the public who might be affected by St Augustine's Priory operations.

This policy will be communicated to all employees and stakeholders who may be affected by St Augustine's Priory operations. In order to ensure that information about how risk will be managed reaches those exposed to risk, Health & Safety policies and procedures have been developed for our activities. All relevant information is available from the Bursar.

The key Health & Safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace and activities.

All employees will be provided with relevant equipment, information, training and supervision.

Each individual is responsible for taking reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person. Non-reporting of risk is subject to disciplinary procedures.

Finances and resources reasonable to implement this policy will be made available.

All significant work-related injuries, incidents and near misses will be reported, investigated and recorded. Accident and investigation records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

St Augustine's Priory is committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health & Safety Policy will be continually monitored and updated every two years, or when there are changes in the nature and scale of St Augustine's Priory operations.

The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in our Health & Safety Policy and Procedures document.



Signed on behalf of St Augustine's Priory  
Head Teacher Mrs Sarah Raffray M.A

Date







## 1.4 KEY LEGAL DUTIES

### Legal Responsibilities of Employers

The key responsibilities of employers under Health & Safety legislation are to:

- Produce and maintain a written Health & Safety policy
- Assess risks to employees, customers and others who could be affected by work activities
- Arrange for effective planning, organisation, control, monitoring and review of preventive and protective measures
- Ensure access to competent Health & Safety advice
- Consult employees about their risks at work and current preventive and protective measures.

### Legal Liability of Board Members for Health & Safety failings

Further to the general responsibilities of employers, board members have the following legal liabilities:

- If a Health & Safety offence is committed with the consent or connivance, or is attributable to the neglect of any director, manager or other similar officer of the organisation, then that person (and the organisation) can be prosecuted under Section 37 of the Health & Safety at Work Act 1974
- Those found guilty are liable to fines, and in some cases imprisonment. In addition, the court can disqualify an individual under the Directors Disqualification Act 1986.
- Individual directors are also liable for the common law offence of gross negligence manslaughter, where the grossly negligent behaviour of individuals causes death.

### Corporate Manslaughter and Corporate Homicide Act 2007

The principle elements of the Corporate Manslaughter Act which came into force on 6<sup>th</sup> April 2008 are

- It is an offence if the way in which an organisation manages or organises its activities cause a death amounts to a gross breach of a duty of care to the deceased.
- A substantial failure must have been at a senior level.
- Senior level means the people who make significant decisions about the organisation.
- An organisation found guilty will be subject to an unlimited fine.
- The courts may issue a publicity order (requires the organisation to publish details of conviction and fine) and a remedial order (requires the organisation to take steps to address the failures behind the death).
- The organisation and not individuals will be prosecuted.

Corporate manslaughter will normally be considered in the context of involuntary manslaughter by means of gross negligence. There are a wide variety of circumstances in which consideration may need to be given to indicting a



St Augustine's Priory for manslaughter arising out of its operations. The victims of fatal accidents may be employees or customers of the St Augustine's Priory in question or members of the public. Common examples are:

- Work-related fatal accidents arising out of unsafe systems of work.
- Fatal accidents resulting from the provision of unsafe goods or services.
- Fatal road traffic accidents in cases where St Augustine's Priory vehicles or working procedures are unsafe.

A director or senior manager can be prosecuted both for what he/she knows might be a neglect of duty leading to a St Augustine's Priory committing an offence, and also for what he ought to have known would be neglect. Senior managers must understand their duties, and what they need to do to comply with Health & Safety law. They need to be able to show that they have taken all reasonable steps to manage risks, and have effective Health & Safety management systems in place, including arrangements for involving their workforce.

#### *Gross Breach*

- The organisation's conduct must have fallen far below what could have been reasonably expected.
- Judges will have to take into account any Health & Safety breaches by the organisation – and how serious and dangerous those failings were.

#### *Duty of Care*

A duty of care exists for example in respect of the:

- Systems of work and equipment used by employees
- The condition of worksites and other premises occupied by an organisation
- Products or services supplied to customers.

The Act does not create new duties – they are already owed in the civil law of negligence and the new offence is based on these.

#### **Corporate manslaughter act in practice**

- Although the Corporate Manslaughter Act should not make any difference for organisations like St Augustine's Priory, who are effectively managing risk, the recent rise in the number of cases filed for prosecution means that the implications of the Act need to be recognised as part of good Health & Safety management practices.
- The police will certainly be carrying out more investigations under the Act and if they feel there are gross management failings they will consider prosecution, involving the HSE as appropriate
- A particular area that may be tested in the courts will be occupational road risk and this could impact on otherwise low-risk organisations that have people who drive for work.



## Leading Health & Safety at work

A Joint guide has been produced by the Institute of Directors and Health & Safety Commission. It is likely that this new guide will be cited in the courts as best practice in future investigations and prosecutions under the Corporate Manslaughter and Corporate Homicide Act 2007.

The fundamental principles of the guide are as follows:



### Plan

#### *Core actions of the board*

- Establish a Health & Safety policy.
- Own and understand the key issues involved.
- Decide how best to communicate, promote and champion Health & Safety.

#### *Good practice*

- Health & Safety should appear regularly on the agenda of board meetings
- Appointment of a 'Health & Safety Director' demonstrates strategic importance of Health & Safety issues

### Deliver

#### *Core actions of the board*

- Health & Safety arrangements to be adequately resourced
- Obtain competent Health & Safety advice
- Ensure risk assessments are carried out
- Ensure that employees, or representatives are involved in the decision making process



### *Good practice*

- Leading by example
- Consider Health & Safety when deciding senior management appointments
- Assess the Health & Safety arrangements of contractors & suppliers
- Establish risk committee and/or Health & Safety committee
- Health & Safety training for some or all of the board.

### **Monitor**

#### *Core actions of the board*

- Recognise importance or preventive information (e.g. training and maintenance) and incident data (e.g. accident and sickness absence)
- Ensure audit of risk management carried out
- Ensure impact of major Health & Safety issues reported to the board

### *Good practice*

- Collection of Health & Safety data to benchmark against others in business sector
- Senior manager appraisals to include Health & Safety performance

### **Review**

#### *Core actions of the board*

- Examine whether the Health & Safety policy reflects current business priorities, targets and plans
- Examine whether risk management issues have been effectively reported to the board
- Decide actions to address any weaknesses.

### *Good practice*

- Include Health & Safety in the St Augustine's Priory annual report
- Board members can make extra 'shop floor' visits to gather information for the formal review
- Good Health & Safety performance is celebrated at corporate and local level.

### Sources:

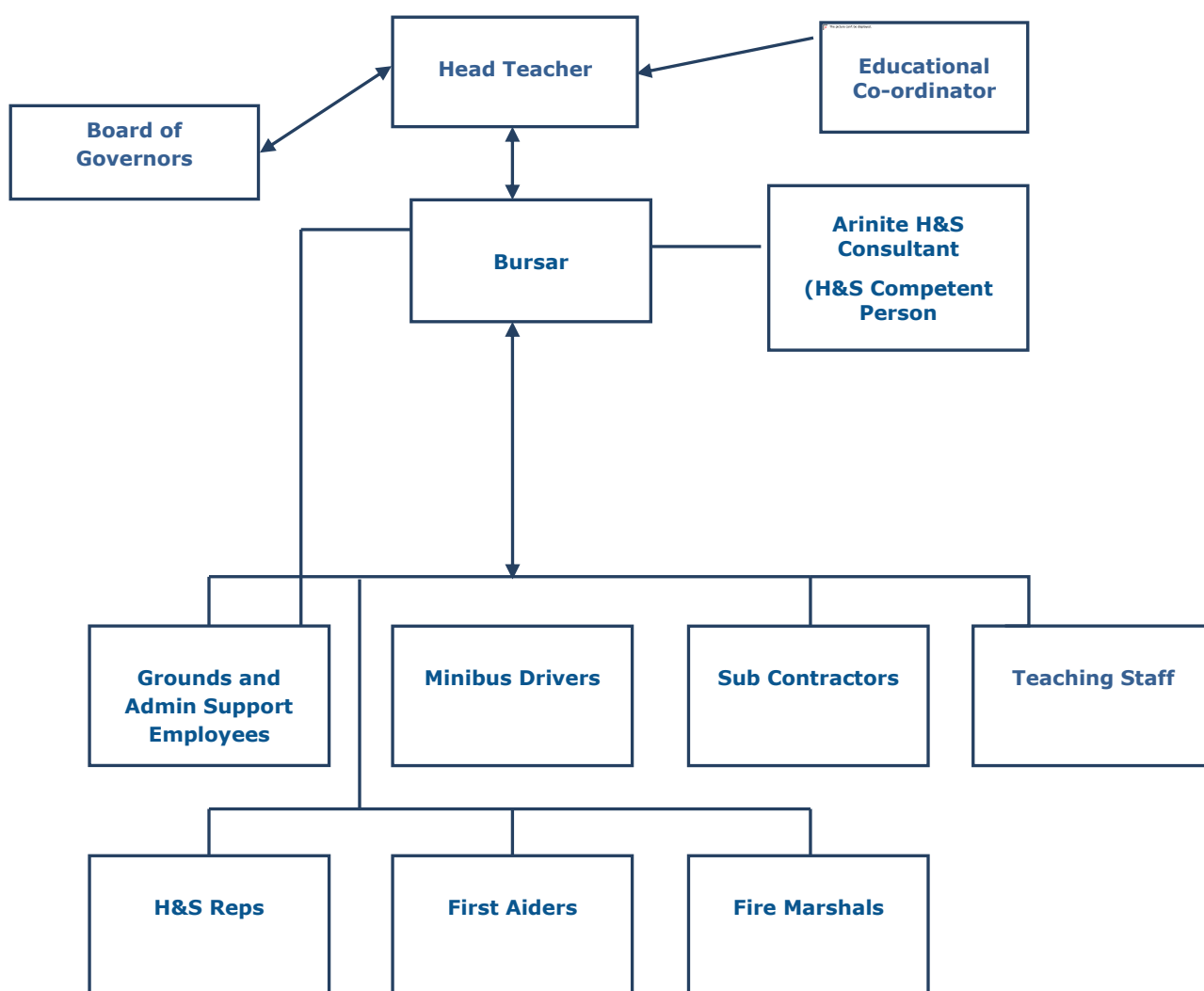
- The Health & Safety at Work 1974
- The Management of Health & Safety at Work Regulations 1999
- The Corporate Manslaughter and Corporate Homicide Act 2007
- Institute of Directors/HSE Guide INDG 147 – Leading Health & Safety at Work.



# HEALTH & SAFETY RESPONSIBILITIES

## 1.5 St Augustine's Priory MANAGEMENT STRUCTURE FOR HEALTH & SAFETY

The following chart represents the management organisation and responsibilities for health & safety within St Augustine's Priory.





## 1.6 GOVERNORS

The Governors are responsible for setting health & safety policy. They make sure that all risks are properly managed and resourced (that is, where necessary, adequate funding is made available to reduce the risk) and that they have the support of other board members to carry out their duties.

The Governors have given Health & Safety duties to the Leadership Team while keeping overall responsibility.

## 1.7 LEADERSHIP TEAM

The Leadership Team has accepted the duties from the Governors and will carry out these duties by making sure that:

- Health & Safety performance is reviewed regularly.
- The health & safety policy statement reflects current board priorities.
- The management systems allow health & safety performance to be reported effectively.
- They are kept informed about significant health & safety failures and the outcome of the investigations into their causes.
- The Team addresses the health & safety implications of all its decisions.
- Adequate funds are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- A statement on health & safety is included in St Augustine's Priory annual report.
- There is time at all meetings, including Leadership Team meetings, to discuss health & safety.

## 1.8 MANAGERS

The managers' health & safety responsibilities are to make sure that:

- Any health & safety objectives highlighted through risk assessment are met and standards are monitored within their area of responsibility.
- Employees in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
- Training, supervision, instruction and information is provided to employees in health & safety procedures and policies, as necessary.
- Immediate and appropriate steps are taken to investigate and deal with any risks to health & safety arising from work activities in their area of responsibility.
- Any health & safety issues are brought to the immediate attention of senior management, as necessary.
- All accidents and near misses are properly recorded and reported and an investigation is carried out to identify the causes.



- Safe access to and from the workplace is maintained at all times.
- All employees receive adequate and appropriate health & safety training in their tasks.

Throughout this policy, 'management' means the person in charge of the work area, no matter what their actual title. Also, the responsibilities outlined above should apply no matter whether the area of control is a department, division, team and so on.

## 1.9 EMPLOYEES

The employees' health & safety responsibilities are to make sure that they:

- Understand the health & safety policy and appreciate their responsibilities.
- Do not put themselves or other people at risk through their actions or failure to act.
- Warn new employees about known dangers.
- Act responsibly at all times.
- Do not abuse the welfare facilities.
- Co-operate on all aspects of health, safety and welfare.
- Follow the requirements of the health & safety policy.
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Work in line with the information and training provided by the line manager.
- Do not misuse or interfere with anything that has been provided for health & safety reasons.
- Report any accident or near miss, however small, to their manager and fill in the accident book.

## 1.10 SUBCONTRACTORS

- Subcontractors must follow all the requirements of this policy. They must also provide copies of their safety policies and any other documents relating to health & safety that St Augustine's Priory may ask for. If they fail to do so, they may be asked to leave the site and they may be charged fees.
- All work must be carried out in line with the regulations relating to the work activity and take account of the safety of others on the site and the general public.
- Their employer must inspect scaffolding used by subcontractor's employees (even when scaffold has been put up for other contractors) or a competent person appointed by their employer, to make sure that it is put up and maintained in line with the regulations and codes of practice (Work at Height Regulations 2005).
- All plant or equipment brought on to site by subcontractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices, and have any necessary certificates available for checking. The subcontractor must give the Bursar information and assessments on noise levels of plant, equipment or operations before work starts.
- All electrical equipment must meet the latest British Standards for industrial use, and be in good condition.



- Subcontractors must report any injury or damage caused by their employees to the Bursar.
- Subcontractors' employees must follow any safety instructions that the Bursar gives them.
- Any material or substance brought on site, which has health risks, must be used and stored in line with regulations and current recommendations. Subcontractors must carry a risk assessment on any substance or process that could harm health, and give the risk-assessment report to the Bursar before works start.
- Subcontractors must keep workplaces tidy and clear away all rubbish, waste materials and so on as work proceeds.
- Subcontractors carrying out high-risk activities must give us a detailed method statement. The method statement must be agreed with the Bursar before work starts and copies must be available on site so that everyone can keep to the agreed method statement. In addition, for activities such as roof work, live electrical work, and hot work, a permit to work system must be used and this will be managed by the St Augustine's Priory nominated authorised person.
- Subcontractors whose work includes a design function will give those designs to the main contractor to send to the planning supervisor. The design team must have enough time to consider the designs before work starts. The details of the design work must be included as part of the health & safety file.
- The subcontractors, senior representatives must go to any safety meeting that the main contractor or planning supervisor asks them to go to. These meetings will be the main way of transferring information.
- The subcontractors must make sure that they follow St Augustine's Priory contractor safety procedures.

## 1.11 DRIVERS OF MINIBUSES SUPPLIED BY St Augustine's Priory

Drivers' health & safety responsibilities are to make sure that:

- Checks are carried out on their vehicles each day to make sure that they are safe and roadworthy.
- They follow the road traffic regulations at all times.
- Vehicle maintenance is carried out as required by the manufacturer's instructions.
- They report all faults on vehicles (and any equipment) and carry out any extra maintenance as necessary.
- They do not drive any vehicle unless they have been fully trained and instructed in how it works.
- They follow the requirements of the safety policy.
- They tell management about any medical condition or legal problem that affects their driving licence, or about any possible prosecutions.
- They tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.





## 1.12 COMPETENT PERSONS

### Arinite undertake a Competent Person Service to the Bursar

The Bursar has day to day responsibility whilst Arinite Consultant fulfils the role of Competent Person<sup>1</sup> and is responsible for co-coordinating Health & Safety activities and for acting as the primary source of Health & Safety advice. The role of the Competent Person includes:

- Co-coordinating St Augustine's Priory risk assessment programme.
- Administering the accident investigation and reporting procedure.
- Liaising with Enforcement Authorities, St Augustine's Priory insurers and other external bodies.
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Co-coordinating the Health & Safety inspection programme.
- Identifying Health & Safety training needs.
- Providing or sourcing Health & Safety training.
- Providing Health & Safety induction training to new employees.
- Identifying the implications of changes in legislation or HSE guidance.
- Preparing and submitting progress reports on an annual Health & Safety action programme.
- Sourcing additional specialist Health & Safety assistance when necessary.
- Displaying the Health & Safety Law poster, a copy of St Augustine's Priory Health & Safety Policy Statement, Employer's Liability Certificate, Health & Safety Responsibility Chart, and Fire and Accident Reporting Procedure.
- Ensuring the site(s) has adequate fire marshals and first aiders at all times.
- Completing the Induction Checklist for new starters and long-term temporary employees.
- Coordinating display screen assessments for new employees or whenever there has been a significant change in the workstation.
- Keeping and maintaining the Health & Safety Policy Manual and updating with any new procedures when given.
- Ensuring that any actions arising from the Health & Safety audits are addressed.
- Recording any hazardous substances and materials and carry out workplace assessments where appropriate.

### Arinite Health & Safety Consultant

The Arinite Health & Safety consultant will also support the Bursar in his/her duties. In particular Arinite will:

- Carry out annual Health & Safety and Fire Safety reviews.
- Be available to give expert advice on Health & Safety issues as required.

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<sup>1</sup> As defined in the Management of Health and Safety at Work Regulations 1999.



- Assist in the investigation of serious accidents and incidents.
- Attend the Health & Safety Committee.

## Fire Marshals

Fire Marshals will:

- Participate in all required fire marshal training.
- Know who works in their allotted area.
- Ensure that all employees in their area are familiar with their assembly points, and nearest escape routes.

## First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will:

- Act in accordance with their training at all times.
- Summon further medical help where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Ensure their own safety at all times.
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- Ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- Ensure that the first-aid room (if applicable) is kept tidy and well-stocked.
- Keep their manager informed of annual leave dates, wherever possible.
- Confirm monthly injury accident figures to the Bursar.

## Health & Safety Committee

The Health & Safety Committee will provide an opportunity for representatives to confer with senior management on Health & Safety issues. Typically, the topics covered by the Committee are to:



- Identify and prioritise safety issues.
- Identify training requirements for employees.
- Review safety records including accidents and incidents.
- Agree changes in working practices, if required.
- Review the implications of any changes in Health & Safety Legislation.

Committee representatives are selected from a cross-section of St Augustine's Priory operations and therefore have a wide practical knowledge of the processes and activities undertaken within St Augustine's Priory.



## SECTION 2

# SITE INFORMATION & CONTACTS

## 2.1 HEAD OFFICE INFORMATION

<b>St Augustine's Priory Contact Name</b>	Jonathan Powell, Bursar
<b>Address</b>	St Augustine's Priory, Hillcrest Road, Ealing, London W5 2JL
<b>Telephone No.</b>	07876 030 865
<b>Health &amp; Safety Contact</b>	J Powell
<b>E-mail address</b>	Email: JPowell@sapriory.com
<b>No of Locations</b>	1
<b>Total number of employees</b>	Approximately 90

## 2.2 SITE INFORMATION

### St Augustine's Priory

St Augustine's Priory School is a Catholic Independent day school. The Junior School has girls and boys in the Nursery and girls from Prep I (Reception) to Upper II (Year 6). The Senior School caters for girls from Form III (Year 7) to Upper VI (Year 13), includes a Sixth Form.

The school has a team of specialist teachers, teaching assistants and support staff who aspire to provide the best possible start for all pupils. There are around 470 pupils, a Senior Leadership Team and around 90 staff three of whom are estates staff.



## 2.3 HEALTH & SAFETY CONTACTS

Position	Name	Telephone No/Extn	E-Mail
<b>Bursar</b>	Jonathan Powell	07876 030865	jpowell@sapriory.com
<b>Head Teacher</b>	Mrs Sarah Raffray M.A	0208 991 7504	sraffray@sapriory.com
<b>Chair of Governors</b>	Mrs Cathy Copeland	0208 991 7518	ccopeland@sapriory.com

Area	Name	Telephone No/Extn
First Aiders	Names of site first aiders held on Facilities electronic database.	
Fire Marshals	Names of site fire marshals held on Facilities electronic database.	

### Health & Safety Committee

Name	Department	Name	Department
Caroline Phillips	Governor	Jo Banks	Arinite Consultant
Sarah Raffray	Head	Healthcare Practitioner	Health Centre
Jonathan Powell	Bursar		
Chris Mortimer	Estates Department		



## 2.4 HEALTH & SAFETY DOCUMENTATION

Document	Location	Person Responsible	Document date/Comment
Accident book	Healthcare Practitioner	Bursar	
Accident reporting procedures/records	Health & Safety Manual on VLE	Bursar	
Air-conditioning maintenance records	Estates Department	Bursar	
Asbestos records	Estates Department	Bursar	
Audit reports	Bursar Office	Bursar	
Basic flow diagram of main processes	Bursar Office	Bursar	
Building maintenance records	Estates Department	Bursar	
Catering Registration Details	Contract caterer	Contract Caterer	
Certified waste carrier records	Ealing BC	Bursar	
Claims experience – E.L./Property Damage/ Motor	Bursary	Bursar	
Cleaning schedule records	Estates Department	Bursar	
COSHH Assessments/Material Safety Data Sheets	Estates Dept/Science Dept	Bursar / MODS	
Dimensional site plan showing Buildings & Plant	Estates Department	Bursar	
Display screen equipment workstation assessments	Bursar Office	Bursar	
Driver Records	Bursary	Bursar	
Electrical maintenance/PAT records	Estates Department	Bursar	
Emergency lighting records	Estates Department	Bursar	
Employee handbook	VLE	Head Teacher	
Employer's Liability Certificate	Bursar Office	Bursar	
Enforcement/Improvement notices	Bursar office	Bursar	
Environmental policy/procedures	Health & Safety Manual	VLE	
Extraction system maintenance	Estates Department	Bursar	
Fire alarm service records	Estates Department	Bursar	



Fire alarm test records	Estates Department	Bursar	
Fire evacuation records	Estates Department	Bursar	
Fire extinguisher records	Estates Department	Bursar	
Fire Risk Assessment	Bursar Office	Deputy Head	
Fire wardens list	Bursar Office	Deputy Head	
Fire/emergency evacuation procedure/training	Estates Department	Bursar	
First aid procedure/facilities	H&S Manual VLE	Bursar	
First Aiders/Appointed Persons (qualified) list	Health centre	Deputy Head	
H&S at Work Act poster	On display in school, notice board.	Bursar	
H&S inspection reports	Bursar Office	Bursar	
H&S organisation/chart	H&S Manual VLE	Arinite	
H&S policy/procedures	H&S Manual VLE	Arinite	
H&S Representatives/Co-ordinators list	H&S Manual VLE	Arinite	
H&S training records	Bursar Office	Bursar	Arinite to assist with schedule.
HGV Driver records	NA		
Historical data – Accidents	Bursar Office	Bursar	
Historical data - Incidents – Fire/explosions/ damage/spillage/releases	Bursar Office	Bursar	
Incident/near miss reporting procedures/records	H&S Manual	Arinite	
Lift maintenance testing/records	Estates Department	Bursar	
Lighting maintenance records	Estates Department	Bursar	
Listing of main Raw Materials	Estates Department / depts	Departments	
Minutes of H&S meetings	Governor	Bursar	
Operating procedures/control systems/training logs	Estates Department	Bursar	
Planned Maintenance schedules	Bursar Office	Bursar	



Plant & machinery maintenance records	Estates Department	Bursar	
Pressure system/vessels testing/records	Estates Department	Bursar	
Procedure for reporting safety concerns	VLE – H&S manual & Feedback Form	Bursar	
Project and Plant review procedures/Plant Mods/HAZOP's	Estates Department	Bursar	
RIDDOR	Bursar Office	Bursar	
Risk assessment protocol/records	Bursar / School Depts	Bursar / Depts	
Safety critical testing/maintenance	Estates Department	Bursar	
Site utilities and distribution			
• Electricity	Estates Department	Bursar	
• Gas	Estates Department	Bursar	
• Water	Estates Department	Bursar	
• Air	Estates Department	Bursar	
• Steam	Estates Department	Bursar	
Special waste procedures/records	Estates Department	Bursar	
Statutory Inspection Records	Estates Department	Bursar	
Tank and process vessel inventory	Estates Department	Bursar	
Vehicle records	Estates Department	Bursar	
Ventilation maintenance records	Estates Department	Estates Department	
Work equipment testing/records	Estates Department	Bursar	





## SECTION 3

# POLICIES AND PROCEDURES

This section contains the management policy for specific health & safety topics. Some of the policies are explained in more detail in an associated procedure.

### 3.1 RISK ASSESSMENT POLICY

Identifying potential hazards and managing risks to safety and health is essential in ensuring that a safe working environment is maintained. Risk assessment is fundamental to all health & safety requirements and standards.

Risk assessments identify any risks to the Health & Safety of employees and others affected by St Augustine's Priory activities. As part of the risk-assessment process, control measures should be put in place to either remove or reduce risk to health & safety from the workplace.

To comply with legislation, employees must complete written risk assessments on activities that could, or do, present a significant Health & Safety risk to either St Augustine's Priory pupils or employees or others affected by St Augustine's Priory activities. These assessments will be carried out where the risk is likely to be encountered, and measures will be taken to make sure that the people at risk are informed about the assessment findings and precautionary measures to be taken. Risk assessments will be reviewed if no longer valid, or if there has been a significant change in the matters that the assessment relates to.

#### Sources:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at work Regulations 1999

#### 3.1.1 RISK ASSESSMENT PROCEDURE

A risk assessment is the careful examination of what could cause harm to people whilst at work. The overall aim should always be to ensure that enough precautions have been taken to prevent harm from happening. The Health & Safety Executive (HSE) defines a risk assessment as a process involving the identification of hazards arising out of work activities and evaluating the extent of the risks involved, taking into account the existing precautions and their effectiveness.

A **hazard** is something with the potential to cause harm, which includes substances, equipment, methods of work, the work environment and other aspects of work organisation.

A **risk** is the likelihood of potential harm from a hazard being realised. The extent of the risk will depend on:

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



The HSE give further guidance on how a risk assessment should be carried out and this is summarised in Figure 1.

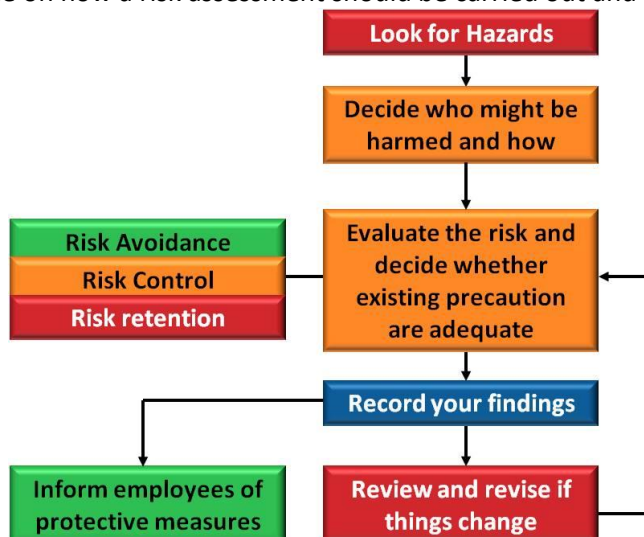


Figure 1 Risk Assessment Process

When a risk has been assessed by line managers and team leaders, they should use the principles of prevention, control and protection in the following order.

- Avoid risks if possible.
- Tackle risks where they appear.
- Change the method of work to suit the individual.
- Use technological developments.
- Include risk control measures in procedures within an overall planned structure to reduce risks.
- Give priority to controls which cover the whole workforce or activity.
- Provide information and training to employees and self-employed people.
- Confirm that the control measures identified by the risk assessment are effective.

### Risk Evaluation

To make sure that the greatest risks are tackled first, you need to be able to rank those risks.

To do this, you need to judge both the likelihood of damage happening (the probability) and the potential damage that would happen if the worst happened (the severity). By giving a value to each task's probability and severity, and multiplying those together, that task has its own risk.

You should consider the following issues as well as the work activity.

- The number of people exposed.
- How often and for how long people are exposed to the hazard.
- The failure of services, plant, machinery parts and safety devices.
- Exposure to the weather.



- Protection from personal protective equipment.
- Unsafe acts (unintended mistakes or breaking procedures deliberately).

These estimations should normally take account of all the people exposed to the hazard. So, any hazard is more serious if it affects more people. But some of the larger risks may be associated with an occasional task carried out by just one person.

Once the hazards and the personnel at risk have been identified, the next stage in the risk assessment process is to evaluate the level of risk. This is an important part of the risk assessment process because it allows the assessor to prioritise where appropriate control measures need to be taken.

Risk may be defined as **the probability that harm will occur** and it may be evaluated by determining the product of the **severity** of harm and the **probability** of that harm occurring. This evaluation may be done subjectively by judging from experience that, for example, there is a high, medium or low risk. However, in order to better quantify the level of risk a numerical risk estimator may be used.

#### **Probability x Severity = Risk Level**

For each hazard, the severity and probability of harm occurring is decided and the risk estimator model indicates a **risk rating** of Low, Medium or High. Any precautions or control measures already in place are taken into account. Tables 1 and 2 show the definitions of probability and severity.

**Table 1 – Probability of Harm Occurring**

<b>5</b>	Certain
<b>4</b>	Likely
<b>3</b>	Possibly
<b>2</b>	Unlikely
<b>1</b>	Rare

**Table 2 – Severity of Harm**

			Examples
<b>5</b>	Fatal	Single or multiple fatalities	
<b>4</b>	Major harm	Resulting in major injuries and ill health that are reportable to the HSE.	Major fractures and serious burns.
<b>3</b>	Serious harm	Resulting in significant injuries and ill health including 7-day HSE reportable injuries.	Significant back injury.
<b>2</b>	Minor harm	Requiring first aid only	Cut finger requiring adhesive plaster.
<b>1</b>	No harm	Harm includes injury and ill health.	

The risk estimator shown in Table 3 is then used to evaluate the risk.



Table 3 Risk evaluation matrix

		Severity				
		1 No Harm	2 Minor Harm	3 Moderate harm	4 Serious Harm	5 Fatal
Probability	5 Very likely	5	10	15	20	25
	4 Probable	4	8	12	16	10
	3 Possible	3	6	9	12	15
	2 Remote	2	4	6	8	10
	1 Improbable	1	2	3	4	5

In order to prioritise where action needs to be taken to reduce risk, the risk evaluations are grouped into **high**, **medium** and **low** risks as shown in Table 4.

Table 4 - A simple risk-based control plan

Risk Level	Action and timescale
High	Risk control measures must be implemented to reduce the risk as low as is reasonably practicable (ALARP). Action to reduce the risk should be given <b>top priority</b> with senior management involvement. If the risk cannot be reduced, work should be stopped.
Medium	Cost-effective risk control measures should be implemented to reduce the risk to a level that is ALARP <b>within a reasonable time</b> .
Low	The risk is considered acceptable and no additional risk control action is normally required. Cost-effective risk control measures may be implemented to further reduce the risk with <b>lowest priority</b> .

### The Risk-Assessment Form

The main part of the risk assessment form is shown in Figure 2 at the end of this section. The full risk assessment form is available as a separate document under the Health & Safety forms section on St Augustine's Priory shared file area.

Relevant information needs to be gathered on the risks and hazards of the task being assessed. The risk-assessment form assists in this process creates a written record of that assessment process.

The first part of the form is used to record the date of assessment, review date, description of the task to be assessed, the department or area and who may be exposed to the hazards.

### Section A – Hazard Identification and Risk Assessment

In this section the hazards need to be considered. In doing this, it is important that employees who work in the



area are consulted and any existing documentation that may have a bearing on the risk assessment taken into account (e.g. documented procedures and policies, equipment used, services used (electricity, gas etc) and maintenance procedures).

Once the hazard for the task has been identified you should then decide what is the potential harm from the hazard and what existing control measures are in place. An example is given in Table 5.

**Table 5**

<b>Hazard</b>	<b>Potential Harm</b>	<b>Existing Risk Control Measures</b>
Using computer workstations in a poor posture	Repetitive strain injury and back injury	Induction training given
Lifting heavy files on to shelving	Injury, especially to the lower back	None

For each hazard the level of risk is estimated taking into account the existing control measures. So for the above two examples:

**Table 6**

	<b>Level of Risk</b>		
	<b>Probability</b>	<b>Severity</b>	<b>Risk Score</b>
Using computer workstations	4	3	<b>12</b>
Lifting heavy files	4	4	<b>16</b>

### **Additional Risk Control Measures**

For each hazard with a medium to high risk, additional action needs to be considered that will reduce the risk as shown in Table 7.

**Table 7**

<b>Hazard</b>	<b>Additional Control Measures</b>
Using computer workstations incorrectly	1. Carry out full DSE workstation assessment. 2. Ensure corrective actions implemented.
Lifting heavy files on to shelving	1. Use trolleys to transport files. 2. Use steps to gain access to shelves. 3. At risk staff to carry out manual handling training.

With these new control measures in place the risk is re-assessed as shown in Table 8.

**Table 8**

	<b>Level of Risk</b>		
	<b>Probability</b>	<b>Severity</b>	<b>Risk Score</b>
Using computer workstations	1	3	<b>3</b>
Lifting heavy files	2	4	<b>8</b>



It can be seen that in this example the risk will be reduced in both of the examples. In some situations, it may not be possible to reduce the risk to a low level and a medium risk can be accepted provided that employees are fully informed of the level of risk and protective measures in place. A high residual risk must not be accepted. The person responsible for carrying out or implementing the additional control measures completes below in Figure 2 the last two columns in section B, which includes a target completion date

### **Section B – Communication**

After the risk assessment has been completed, it is essential that employees who are carrying out the task are informed of the protective and preventive risk control measures. This section is for recording how and when information is given.

### **Section C – Review**

The risk assessment should be reviewed if there are any changes that may affect the level of risk, such as change in the numbers of people exposed to the hazards, or removal or failure of risk control measures.

### **Section D – Additional Comments**

Section D allows you to add any additional comments relating to the risk assessment. This may include occasions when you do not have enough information or knowledge to fully assess the risk.

### **Relevant Health & Safety Forms:**

AF3.1A Risk Assessment Form.

AF3.1B Risk Assessment Review Form

St Augustine's Risk Assessment Review Form - Trips



**Figure 2 - Risk Assessment Form**

DATE	Reference No.	St Augustine's Priory	Assessor	Job Title	Signature
TASK				Persons Exposed	

**PART A – Hazard Identification and Risk Assessment**

Ref	Hazard	Potential Harm	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Person responsible	Target completion date
				Prob-ability	Severity	Risk Score		Prob-ability	Severity	Risk Score		
01												
02												

**PART B – Communication**

No	Method of communicating risk control measures	Date Completed	Responsible Person	Signature
01				
02				

**PART C – Review (to be carried out at least annually or more frequently if circumstances change)**

Review date	Carried out by	Action taken	Signature

**PART D – Additional Comments**

Add any other comments that are relevant to the risk assessment.



## 3.2 ACCIDENT AND INCIDENT INVESTIGATION AND REPORTING POLICY

An **accident** is an unplanned and unwanted event that causes physical harm (injury or illness) to a person or damage to property (or both).

An **incident** is an unplanned or unwanted event that does not cause physical harm or damage, but could have done so.

Staff must report all accidents and incidents to themselves or a pupil to the Health Practitioner or Bursar as soon as possible. All accidents, however small, must be recorded in the accident book and the internal accident and near miss form. If necessary, an investigation will be carried out before the relevant authorities (the Health & Safety Executive or Local Authority) are informed.

The regulations (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)) set out the circumstances under which St Augustine's Priory must tell the relevant authority (normally by phone) and send them a written report using F2508 within 15 days of the event. These are:

- death at work;
- specified injury at work;
- a person who was injured at work but at the time of their death they were either at home or in hospital; and
- A dangerous occurrence.

Over 7 Day Injury. If an employee cannot return to normal duties as a result of an injury at work for more than seven days in a row (including weekends), St Augustine's Priory will send a report to the relevant authorities within 15 days.

If an employee suffers from an occupational disease, it must be reported immediately to the relevant authority on form F2508A. The disease must only be reported if the Health & Safety Manager has received a written statement of diagnosis of the employee from a doctor.

Records of accidents and injuries will be kept for three years from the date they were made. St Augustine's Priory will send extracts of the records to the enforcing authority (the Health & Safety Executive or local authority) if necessary.

### Sources:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013





### 3.2.1 ACCIDENT REPORTING AND INVESTIGATION PROCEDURE

The procedures set out below must be followed if any staff member or pupil suffer any of the following types of injury:

- Injury that causes death.
- Specified injury (including fractures, amputations, loss of eyesight, hospitalisation for 24 hours or more and so on).
- An injury resulting in the employee being absent for seven days (including weekends) or more.
- Occupational illness or disease (including dermatitis, permanent cramp due to repetitive movements and carpal tunnel syndrome).
- Any other accident resulting in damage to property or injury to employees, pupils or members of the public.

Employees must report the accident to their manager as soon as possible. It must be recorded in the accident book BI 510 (which is held at reception) and the accident and near miss form (which is held by the Bursar).

The details that must be recorded in the accident book are:

- The name of the person suffering the injury.
- The date and time of the injury.
- The name of the person reporting the injury.
- The cause of the injury.
- Any action taken as a result of the injury.
- The nature of the injury (for example, which part of the body is affected).

The accident must be reported to the Bursar, who will decide if the accident or near miss should be reported to the enforcing authority. If so, the Bursar will fill in the necessary details on the official reporting form (F2508, F2508A, and so on) and send it to the enforcing authority within the time period set by law.

Seven-day accidents (accidents resulting in the injured person being unable to work for seven consecutive days) must be reported (within 15 days) to the Health & Safety Executive (or to the local authority's environmental health department) that serves the area where the accident happened.

Serious incidents (those which can be reported immediately without waiting for three days) must be reported by phone or fax to the Health & Safety Executive without delay.

Management will take the appropriate steps to make sure that:

- the accident or near miss is investigated as soon as possible;
- the results of that investigation are recorded on the internal accident investigation form; and
- measures are put into place to prevent the accident or near miss happening again.

If there is no supervisor in the area at the time of the accident or near miss, the employee suffering the accident



or injury must report the accident in the accident book and to management as soon as possible. A work colleague can do this for them if the injured person is unable to do this.

If a member of public (or other person who is not an employee) is injured as a result of a work activity by one of St Augustine's Priory employees (and that member of public is taken to hospital for treatment), the accident or near miss must be reported to the Bursar without delay.

If an incident has happened which is classified as a dangerous event, the incident must be reported to management without delay, even if no-one was injured.

**Relevant Health & Safety Form:**

AF3.2A Accident and near Miss Report Form.

### **3.2.2 ACCIDENT MANAGEMENT PROCEDURE**

#### **Death or specified injury**

If there is an accident connected with work and an employee, or pupil (or a self-employed person working on the premises) is killed or suffers a major injury, including as a result of physical violence, or a member of the public is killed or taken to hospital, the Bursar will tell the enforcing authority without delay (for example, by phone). The Bursar will send a filled-in accident report form (F2508) to the enforcing authority within 15 days.

#### **Over-seven day injury**

If there is an accident connected with the school (including an act of physical violence) and an employee or a self-employed person working on the premises suffers an over-seven-day injury, the Bursar will send a filled-in accident report form (F2508) to the enforcing authority within 15 days.

An over-seven-day injury is one which is not a major injury but results in the injured person being away from work or unable to do their normal work for more than seven days (including non-work days).

#### **Occupational disease**

If a doctor tells an employee that he or she is suffering from a work-related disease that needs to be reported, the Bursar will send a completed disease report form (F2508A) to the enforcing authority.

#### **Dangerous event**

If something happens which does not result in an injury that can be reported, but clearly could have resulted in an injury, it may be a dangerous event which must be reported immediately (for example, by phone) to the enforcing authority. The Bursar should be contacted to get a full list of the events which should be reported.



## General

The Bursar will be responsible for making sure that accidents are reported to the relevant enforcing authority within the time periods set by law, and are investigated in line with standard St Augustine's Priory procedure.

The Bursar will also be responsible for checking whether accidents or injuries need to be reported by referring to the list of injuries, diseases or dangerous events in the Schedules to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (There is a list of these at the end of this section.)

The Bursar will also be responsible for making sure that all employees have a copy of the St Augustine's Priory accident reporting procedures (and what can be reported).

Records will be kept of any injury, disease or dangerous event that can be reported. This will include:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved; and
- a brief description of the nature of the event or disease

If action is needed to prevent the accident, injury, disease or dangerous event happening again, the Personnel Manager will be responsible for making sure that measures have been put in place as well as monitoring the measures to check they are effective.

Definitions of specified injuries, dangerous events and diseases that can be reported:

## Specified injuries

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes respiratory system or other vital organs).
- Scalping's (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

## Diseases

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.



- Occupational dermatitis.
- Hand-arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

### **Dangerous events**

Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported. There are 21 categories of dangerous occurrences that are relevant to all workplaces, for example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuits or overloads causing a fire or explosion, which results in the stoppage of the plant for more than 24 hours or has the potential to cause death.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release of any substance that may damage health (not applicable offshore).

For a full list of dangerous occurrences applicable to all workplaces, and additional categories of dangerous occurrences applicable to mines, quarries, relevant transport systems (railways etc) and offshore workplaces, see *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*.

### **Relevant Health & Safety Forms:**

AF3.2A Accident and near Miss Report Form.

AF3.2B Accident Investigation Form.

## **3.3 ALCOHOL, DRUGS AND SUBSTANCE ABUSE POLICY**

St Augustine's Priory will refuse entry to the workplace to anyone who arrives at work under the influence of drugs or alcohol.

For their own safety, and that of their work colleagues and members of the public, any employee who believes that another is under the influence of drugs or alcohol should report this to their line manager immediately.

St Augustine's Priory will help employees who acknowledge their addiction by offering advice and guidance and encouragement to help them overcome it. To heighten awareness, managers and employees will be made aware of courses and meetings and keep up-to-date on the subject.

### **3.3.1 ALCOHOL, DRUGS AND SUBSTANCE ABUSE PROCEDURE**

#### **Recognition of an alcohol or drug problem**



The following signs or symptoms may provide an indication of an alcohol or drug abuse problem:

- unexplained absences, repeated short term sickness absence;
- mood swings, depression, irritability, aggression;
- persistent lateness;
- irresponsibility or reluctance to accept responsibility;
- poor work performance;
- deterioration of general appearance;
- deterioration in relationships with colleagues;
- personal difficulties including marital and debt problems;
- unsafe working, proneness to accidents.

### **Procedure**

The line manager will determine whether at any time an employee, under the influence of alcohol or drugs, is capable of carrying out their duties. If the line manager believes the employee is incapable of performing their duties (e.g. use of tools, vehicles, care of clients, etc.) without risk of endangering themselves or others then they will be sent home immediately. The absence will be recorded as sickness.

On return to duty, the employee will report to the line manager in accordance with St Augustine's Priory absence policy.

### **Self referral**

Employees are encouraged to seek voluntary help, e.g. talking to their supervisor, Personnel, GP, St Augustine's Priory Doctor or another agency.

Line managers have the responsibility to act if attendance or work performance are affected and will be aware of employees experiencing difficulties. Line managers will initially raise the matter informally with the person concerned, thus giving the person opportunity to consider what they wish to do. An agreed timescale will allow the employee to decide on how to respond to concerns.

If the line manager considers necessary further action, the employee will be referred to a counsellor for confidential discussion. A colleague or friend may be present.

### **Period of treatment**

The length of a course of treatment may vary considerably between cases. It is unlikely to be less than two weeks and in some cases could involve a period of absence of six weeks or more.

### **Further action**



- If the employee declines help, the line manager will restate their concerns and monitor the situation with a further period of grace, say, two weeks.
- If the employee agrees that some concern is justified they may elect to resolve it through their own arrangements. A further period will then be agreed with a further meeting planned around 2 months later.
- The employee may agree that the line manager's concerns are serious enough to threaten their or others safety at work. The employee will then be required to see a St Augustine's Priory appointed Doctor for an opinion on their fitness for work and approval of the appropriate treatment in conjunction with their GP.
- Following a course of treatment approved by their GP, the employee will be allowed normal sickness absence.
- If the employee does not acknowledge the problem, the line manager may invoke the normal disciplinary procedure.

#### Sources:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at work Regulations 1999
- The provision and use of Work Equipment Regulations 1998

## **3.4 ASBESTOS POLICY**

### **Introduction**

Asbestos is the collective name for a group of fibrous minerals which are mechanically strong and resistant to heat and chemicals. Asbestos has been used in a wide range of applications in the past because of its excellent thermal insulation, fireproofing and other physical and chemical properties.

Inhaling asbestos fibres can lead to asbestos related diseases - these are mainly cancers of the lungs and chest. Asbestos does no harm provided it is in good condition and remains undisturbed. However, when it is disturbed or damaged it can release fibres into the air, which when inhaled can become a danger to human health.

St Augustine's Priory has a duty under the Control of Asbestos Regulations to carry out a risk assessment on work with or near asbestos materials or any material suspected as, or likely to contain, asbestos.

### **Responsibilities/Duties**

In accordance with the Regulations, St Augustine's Priory will:

- Determine the location of materials likely to contain asbestos;
- Presume that materials contain asbestos unless there is evidence that they do not;



- Make a written record (the Register) of the location of asbestos and suspected asbestos material and keep it up-to-date;
- Keep a check on the condition of asbestos and suspected asbestos materials to ensure that they are not deteriorating;
- Assess the risk of exposure from asbestos and suspected asbestos materials and record the action necessary to ensure that:
  - any material known or suspected to contain asbestos that may create a risk of exposure (because of its state and location) is repaired or, if necessary, removed. This can only be conducted by approved and licensed contractors who will be monitored by the enforcing authority.
  - any material known or suspected to contain asbestos is maintained in a good state of repair;
  - information about the location and condition of material containing asbestos, or suspected to contain asbestos, is known and is given to anyone likely to disturb it.
- Prepare and implement a written management plan to control these risks and ensure that information about the location and condition of any asbestos is provided to any person who is liable to disturb it.

### 3.5 CONTROL OF CONTRACTORS POLICY

When outside contractors (for example, employees from an electricity supplier, cleaners and maintenance employees) enter the premises to carry out tasks in areas where there may be a risk to their health or safety or St Augustine's Priory employees or visitors, St Augustine's Priory will take measures to reduce that risk to the lowest practical level under the circumstances. These measures may include any or all of the following.

- Induction training (to include the dangers and risks posed by St Augustine's Priory operations).
- Supervision by a competent representative who is aware of the danger in the area of work.
- Making sure that personal protective equipment has been provided and is being worn, as necessary.
- Checking that the outside contractor is competent and trained to carry out the proposed tasks.
- Making sure that outside contractor's employers have received safety information that is appropriate to their proposed tasks, and that outside contractor's employees have been told about the information before work starts.

The measures St Augustine's Priory will take will depend on the danger and the control measures as recommended by the risk assessment procedures. If outside contractors propose to carry out work that could put St Augustine's Priory employees at risk, they must give the Bursar a risk assessment before work starts on the premises.

#### Sources:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at work Regulations 1999



## 3.5.1 CONTROL OF CONTRACTORS PROCEDURE

### Selection of Contractors

Section 3 of the HSW Act places a duty on St Augustine's Priory to ensure that any contractor is competent to carry out the tasks required. Cost will never be the main criteria for the selection of a contractor. Before commencing major works a pre-contract meeting will be arranged by the Project Manager to discuss safety matters.

### Safety Policy

Managers selecting contractors to carry out works must ensure that their safety policy, where appropriate, outlines their commitment to safety. A copy of the contractor's Safety Policy will be requested during the tender process.

St Augustine's Priory must also satisfy itself that a copy of the policy document has been distributed to the employees and self-employed employees of the contractor and that its procedures are understood by them.

### Risk Assessment

Contractors must provide St Augustine's Priory with risk assessments and detailed method statements on how the tasks will be completed and what tools/equipment will be used.

The commissioning manager must also investigate the following:

- Have the workers received training for the works to be carried out?
- To what extent is there supervision for the task?
- What is the competency of the contractors in the management of health & safety?
- What are the proposals for safe working?
- Has the contractor ever been subject to enforcement action?
- How does the contractor's accident record compare to that of other companies?
- Can the contractor's health & safety attitudes be checked with previous clients?

The investigations must be recorded and kept on file by the Project Manager for future reference.

### Control of Contractors on Site

Managers wishing to engage any contractor must send them a copy of St Augustine's Priory's Safety Requirements for Contractors on Site form for their signature prior to their engagement.

This form identifies all of the safety requirements for contractors working on the site. Managers engaging contractors will be expected to monitor their compliance with this form.

### On-site Safety checklist

When the contractor arrives on site and prior to the commencement of any work, the commissioning manager will complete the Control of Contractors on Site Checklist.





## Safety requirements for contractors on Site

### Introduction

This procedure defines the health & safety criteria for any contractor, sub-contractor or their employees working on site. Table 7 summarises the control measures St Augustine's Priory will implement to control the potential safety and health risks arising from contractor activities.

**Table 7 Control of Contractors**

Potential hazard/Issue	Control measure
<b>Insurance</b>	<ul style="list-style-type: none"> <li>The contractor must have Public Liability Insurance.</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>All contractors will complete the sign in procedure appropriate to the time they arrive on site. The responsible manager, reserves the right to search all personnel, vehicles, containers or goods before entry to or exit from the site should this be required.</li> <li>All persons leaving the site must sign out prior to leaving.</li> <li>Property or scrap belonging to us must not be removed from site without proper authorisation. Permission can be obtained from the commissioning manager.</li> </ul>
<b>Site Health &amp; Safety Procedures</b>	<ul style="list-style-type: none"> <li>All contractors must discuss any site-specific health &amp; safety requirements with their employees, advised to them by the commissioning manager.</li> </ul>
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>Protective clothing and equipment required under health &amp; safety legislation or Approved Code(s) of Practice for the particular work being undertaken, e.g. safety helmets, ear defenders, safety footwear and eye protection, must be provided by the contractor and worn or used by their employees/sub-contractors.</li> </ul>
<b>Fire Protection</b>	<ul style="list-style-type: none"> <li>There is a strict no smoking policy within the building. Persons found in violation of this rule may be asked to leave the site.</li> <li>Fire extinguishing equipment is available on site, however, should it prove necessary to use any of this media, the Bursar must be advised, who will ensure that the extinguisher is replaced.</li> <li>The contractor and his employees or sub-contractors will be aware of the evacuation procedures in case of an emergency and follow any directions given by St Augustine's Priory personnel at this time.</li> <li>The Bursar must be informed of any work, which requires the disconnection of part or all of the site fire alarm system.</li> </ul>
<b>Use of St Augustine's Priory Equipment</b>	<ul style="list-style-type: none"> <li>Equipment belonging to St Augustine's Priory is not to be used or interfered with, in any way without prior authorisation by the relevant manager.</li> <li>Connections must not be made to the site services distribution systems, e.g. compressed air, water, electricity or fire alarm without the written permission of the maintenance department. This permission will be withheld if the equipment to be connected to such services does not conform to Statutory Regulations of Codes of Practice and/or St Augustine's Priory's requirements.</li> <li>All written permission issued in accordance with the above shall be produced for inspection by St Augustine's Priory management if requested.</li> <li>Any connection/disconnection, which may affect the computer system, must be agreed in writing in advance with the IT Department</li> </ul>



Potential hazard/Issue	Control measure
<b>Equipment Supplied by Contractor</b>	<ul style="list-style-type: none"> <li>All tools and equipment shall conform to and be tested in accordance with Statutory Regulations, or Approved Code(s) of Practice. St Augustine's Priory shall have the right to inspect and reject equipment considered unsuitable at no extra contract price. Certificates of conformity must be produced on request.</li> <li>Where portable equipment and tools are being used these shall, where practicable, be 110-volt type, or air operated equipment. Mains voltage (240 volts) may be used when a residual current breaker is fitted. The Contractor shall provide the necessary transformers which must be 240/110V winding provided with an earthed centre-tap and will ensure that appropriately protected cabling is used with such equipment and tools.</li> <li>Lifting or hauling tackle, wrenches, ropes, etc., are not to be attached to any plant, equipment, pipework or building without written permission of the Bursar. All such tackle must be registered and have a current test certificate where appropriate.</li> <li>The use of equipment which will expose either contractors' employees or St Augustine's Priory employees to noise levels in excess of 80 dB (A) must be agreed with the Bursar prior to commencing work and adequate protective measures taken.</li> <li>Adequate guarding, extraction, shielding, etc., in accordance with Statutory Regulations or Approved Codes of Practice shall be provided.</li> </ul>
<b>Facilities Available for Contractors Use</b>	<ul style="list-style-type: none"> <li>The Contractor must agree which of the site's facilities are to be made available to them with the Bursar. The site standards must be adhered to. If the Contractor provides all facilities for the health, safety and welfare of their employees' good housekeeping as determined by the site rules must be adhered to.</li> <li>Contractors, subcontractors and their respective employees are asked to eat and/or drink only in those areas defined for that purpose.</li> <li>When using site facilities, the site standards for behaviour and dress must be adhered to.</li> </ul>
<b>Materials to be Used on Site</b>	<ul style="list-style-type: none"> <li>Flammable liquids and liquefied petroleum gases must not be brought onto the site without the prior written permission of the Health &amp; Safety manager. All such materials shall be stored and used in accordance with current statutory obligations.</li> <li>A complete list of all hazardous substances (as defined by the COSHH Regulations) intended to be used on the site, with the quantities and hazards of each defined, must be supplied to the Health &amp; Safety manager. St Augustine's Priory reserve the right to require additional protection at Contractors cost.</li> <li>At all times all materials, whether hazardous or not, must be stored correctly and labelled appropriately.</li> <li>COSHH data will be made available on all occasions necessary, for Contractors information.</li> </ul>
<b>Permit to Work System</b>	<ul style="list-style-type: none"> <li>A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous. A permit-to-work is a document which specifies the work to be done and the precautions to be taken. Permits-to-work form an essential part of safe systems of work for many maintenance activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.</li> <li>A permit is needed when maintenance work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Examples are, work at height, roof work, work on live electrical equipment, entry into confined spaces and hot work.</li> </ul>
Potential hazard/Issue	Control measure



<b>Disposal of Materials</b>	<p>All materials brought on the site and subsequently residual to the work, remain the property of the Contractor (unless already paid for by us) and must be disposed of by the Contractor, unless specific agreement is given in writing by the Health &amp; Safety Manager to use the sites' disposal facilities.</p> <p>The disposal of all wastes and effluent generated by the contractor is the responsibility of the Contractor to remove from the site in accordance with current legislation. If required, the Health &amp; Safety Manager will advise on the disposal of specialised waste.</p> <p>For disposal of hazardous products, all disposal details, including authorised carrier, disposal site and method are to be supplied to us for St Augustine's Priory records.</p> <p>Contractors must take all reasonable steps to prevent spillages and leaks. Any which do occur must be dealt with immediately, every effort being made to contain any material involved.</p>
<b>Accidents and Dangerous Occurrences</b>	<p>The Contractor is responsible for notifying the H.S.E. of any injury, disease or dangerous occurrence on St Augustine's Priory property as per RIDDOR Regulations.</p> <p>All reportable accidents or dangerous occurrences must be notified to the Bursar.</p> <p>The Contractor must nominate a competent person to have specific responsibility for all matters relating to safety. This person will liaise with the Bursar on all matters as required. All injuries must be reported (minor injuries to first aiders.)</p>
<b>Occupational Health and Hygiene</b>	<p>The Contractor shall ensure that all employees are medically fit to carry out their duties on the site. St Augustine's Priory reserve the right to eject from the site, any contractors' employees considered to be acting under the influence of alcohol or drugs, etc.</p> <p>The Contractor shall provide us with assessments of potential health hazards for their workers on the site conducted in accordance with the COSHH Regulations.</p>
<b>Method Statements</b>	<p>The Contractor must provide method statements where required, for the work to be undertaken, prior to commencement.</p> <p>All records shall be kept in an easily retrievable management system for 3 years unless otherwise specified in current legislation.</p> <p>All records pertaining to work undertaken on the behalf of us will be made available upon request. The Contractor shall provide one copy of any drawings, manuals etc. as required for the files.</p>
<b>Long Term Contractors/Facilities Management Services</b>	<p>All contractors who provide an ongoing service(s) to us are defined as long term contractors/facilities management services.</p> <p>They will be subject to the terms and conditions of these guidelines in all respects.</p> <p>St Augustine's Priory will ensure that all appropriate risk assessments are made available to the contractor as required.</p> <p>An induction training package will be provided to all new Long Term Contractors, for the purpose of training all of their employees who will be employed on site.</p> <p>Contractors must liaise with the person managing their contract for Permit to Work instructions.</p>
<b>Meeting Statutory Obligations and St Augustine's Priory Guidelines Including DBS clearance where applicable.</b>	<p>Contractors' operations shall comply with all relevant Statutory Obligations, Approved Code(s) of Practice, and with St Augustine's Priory procedures, guidelines and directions. The cost of meeting such requirements shall be deemed to be included in the contract price.</p> <p>The Contractor shall, adhere to these guidelines, and provide additional information as required.</p> <p>DBS clearance may be required.</p>
<b>Approved Contractors List</b>	<p>Only those contractors who agree to the above terms and conditions will be included on St Augustine's Priory approved contractors list.</p>



**Relevant Health & Safety Forms:**

AF3.5A Contractor Assessment Form.

AF3.5B Contract on Site Checklist.

AF3.5C Permit to Work Form – Electrical Work.

AF3.5D Permit to Work Form – Roof Work.

AF3.5E Permit to Work Form – Work at Height.

## **3.6 COMMUNICATION AND CONSULTATION POLICY**

Under the Health & Safety (Consultation with Employees) Regulations 1996, St Augustine's Priory must consult employees in good time on matters of health & safety in the workplace. St Augustine's Priory will tell all employees about any substantial measures St Augustine's Priory may introduce which can affect health & safety in the workplace, including:

- Appointing or naming people to co-ordinate emergency procedures and help with health & safety;
- Planning and organising necessary health & safety training for employees and health & safety information;
- Providing any health & safety information St Augustine's Priory have to provide to employees, under any relevant statutory provisions; and
- Assessing the health & safety consequences for employees of introducing (and planning) new technologies in the workplace.

By law, St Augustine's Priory must consult employees direct, or an elected representative of employee safety. If a representative of employee safety has been elected, management will tell employees the names of those representatives and the group of employees represented by those representatives.

Details of St Augustine's Priory procedures on methods of consulting employees in the procedures section of this policy.

**Sources:**

- The Health & Safety at Work Act 1974
- Health & Safety (Consultation with Employees) Regulations 1996
- The Management of Health & Safety at Work Regulations 1999

### **3.6.1 EMPLOYEE CONSULTATION PROCEDURE**

St Augustine's Priory is committed to consulting employees on matters that affect their health & safety in the workplace.

Employees will be consulted in any of the following circumstances.

- Any change which may substantially affect their health & safety at work, for example in procedures, equipment or ways of working.



- Arrangements for getting competent people to help us meet health & safety laws.
- The information that St Augustine's Priory must give employees on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks, and what they should do if they have to deal with a risk or danger.
- Planning health & safety training.
- The consequences on health & safety of introducing new technology.

Employees will be consulted on these matters.

#### **Availability of health & safety documents in the workplace**

All necessary health & safety documents must be in place and available for employees before any work starts. These will include health & safety policy, relevant method statements, plans of work, safe systems of work and risk assessments.

#### **Induction training**

Employees will have specific induction training before work starts, to tackle the health & safety hazards associated with that particular area. Induction training will include the following.

- The policy for health, safety and welfare.
- Giving safety responsibilities to particular employees.
- Rules on that place of work.
- Fire and emergency procedures.
- The names and locations of first aiders, and the position of first-aid boxes and rules for using them.
- Using and storing protective clothing and equipment.
- General hazards in and around working areas.
- Specific hazards related to work, including the detail of the risk assessment of that task where relevant.
- Procedures for reporting accidents, injuries and damage to property.
- Safe systems of work, if these apply.
- Welfare, including for example the location of canteens and toilets.
- The importance of hygiene and health.

The Bursar will maintain the records of training, while the supervisor will keep them at the place of work, together with any certificates from off-site courses that employees have attended.

#### **Training**

Managers will make sure that all employees receive training on health & safety, to help them carry out their task safely and efficiently. St Augustine's Priory may use outside courses on specific subjects, along with internal training, as and when appropriate.



### General ways of communicating

If necessary, managers can give health & safety information to employees using memos, notice boards, minutes of meetings, safety booklets and so on.

### Relevant Health & Safety Forms:

AF3.32A Health & Safety Induction Form.  
AF3.37A Induction Form for Young Persons.

## 3.7 DISABLED OR TEMPORARY DISABLED EMPLOYEES POLICY

If persons with disabilities are employed, or where existing employees become disabled, it will be ensured that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare. Reasonable adaptations are always considered for any new pupil to the school and a range of needs can be catered for.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from the School if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached. If the fit note indicates they may be fit to work subject to certain conditions, relevant changes will be made, if necessary using occupational health advice. St Augustine's Priory ensures that the needs of disabled staff and pupils are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee or pupil, taking into account their abilities and disabilities.

A personal emergency evacuation plan (PEEP) to cover evacuation in the event of a fire emergency will also be carried out if necessary.

### Sources:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Equality Act

## 3.8 DRIVING FOR WORK POLICY

The House of Lords confirmed in *R v Adomoko (1994)* that involuntary gross negligence manslaughter includes 'motor manslaughter'. Where death resulted from a road traffic accident caused by a defective vehicle, the defendant through one of its controlling officers, was responsible for any lack of maintenance of the vehicle concerned.

St Augustine's Priory recognises that:



- A third of all deaths on the road are people driving for work.
- 53% of all crashes are people driving for work.
- 20 people are killed and 200-250 seriously injured every week.
- St Augustine's Priory is still liable if the employee is driving their own car whilst at work.
- St Augustine's Priory is responsible for the employee and the vehicle as the vehicle is seen as a piece of work equipment (PUWER).

St Augustine's Priory is committed to ensuring that:

- All at risk drivers are identified.
- Driving risk assessments are carried out, considering, the driver, their health and fitness, the vehicle, maintenance of the vehicle, management policies and procedures, hours spent driving.
- Safe driving policies and procedures are implemented.
- Risk minimisation is considered when choosing vehicles.
- The risk to employees who drive at/for work is minimised.

### Driving for work

St Augustine's Priory will ensure that occupational road risk is controlled by ensuring that effective arrangements and procedures are in place for managing the risks associated with:

- The **DRIVER** – e.g. fitness to drive (including medical conditions that may affect driving, eyesight), driving license, appropriate insurance/MOT if own vehicle, alcohol, drugs/medication, use of mobile phones etc
- The **VEHICLE** – Including ergonomics of the vehicle, N-cap rating, other safety features, daily maintenance and service maintenance.
- The **JOURNEY** – Including the need to drive, route planning and time pressures.

### Sources:

- The Health & Safety at Work 1974
- The Management of Health & Safety at Work Regulations 1999
- The Corporate manslaughter and Corporate Homicide Act 2007

## 3.8.1 DRIVING FOR WORK PROCEDURE

Whether receiving a car allowance or using personal vehicles to drive on our business, these guidelines outline what needs to be done to manage the risk.

This guidance is in support of a full driving policy available from the Bursar.

### Car insurance



Whenever employees undertake a journey for St Augustine's Priory they must make sure they have business car insurance. When buying insurance, the purpose of your business journeys will need to be clarified, together with estimated yearly business mileage and who'll use the car clear to the insurance St Augustine's Priory, so that the appropriate level of cover is obtained.

Without the right business insurance employees won't be able to drive for St Augustine's Priory or claim any expenses.

### **Driving within the law**

Vehicles should be driven within the requirements of the law and employees must not use the car in any way which could reflect badly on St Augustine's Priory. Employees should always:

- Have a full driving license.
- Display a valid tax disc.
- Observe traffic signs and statutory speed limits.
- Park sensibly and not breach any regulations.
- Make sure they are not under the influence of drugs or alcohol whilst in control of any car.

Employees need to pay for any fines, court costs, administration fees and excesses on the motor insurance policy.

### **Health & Safety whilst driving**

When planning any business journey, drivers should take into consideration the length of the journey and weather conditions. Drivers should also regularly check that:

- Tyre pressures are correct and tread depths are within the legal limits.
- All fluid levels are topped up.
- Brakes, lights and radiator/washer/fuel/oil levels in accordance with recommendations as found in the manufacturer's guidelines.

On long journeys it is recommended that the journey is planned with regular breaks to avoid monotony and prevent tiredness. Ideally a 15 minute break should be taken for every two hours of driving.

Whilst driving anything which may cause a lapse in concentration, or inability to maintain control of the car, should be avoided, such as reading a map, drinking, making/answering calls etc. Under the Road Safety Act penalty system, these all carry a mandatory three points and £60 fine.

### **Smoking in vehicles**

Vehicles used for work are covered by smoking in the workplace legislation. During working hours, a personal vehicle used for business purposes also becomes a workplace.





If using cars for business purposes employees should:

- not smoke in the car during work hours (this includes travelling to meetings/customers) if there is any possibility that someone other than you might drive/be a passenger in the car;
- never smoke whilst carrying colleagues/customers or allow colleagues/customers to smoke in the car during work hours (even if all the occupants are smokers)
- be aware the legislation covers second-hand smoke – that's 'old' smoke produced prior to work hours.

Smoking in the car during work hours whilst on our business and carrying passengers or other colleagues, may result in an on the spot fine for the driver and St Augustine's Priory facing prosecution and liability for a fine of up to £2,500.

### **Hand held devices**

Hand held mobile phone or other mobile devices should not be used to make or receive calls or send text or email whilst driving. The penalty under the Road Safety Act for doing so is an on the spot fine and a three-point endorsement on a driving license, or even prosecution for dangerous driving, which may lead to imprisonment. Whilst driving they should be turned off or put into 'flight' mode.

If mobile phones or similar devices need to be used whilst driving, they must always be connected to an appropriate hands-free device. This includes times when the engine is on but the vehicle isn't moving.

The use of a hands-free device whilst driving should be kept to an absolute minimum. Ideally, mobile phones and other devices should be turned off whilst driving and messages picked up later.

## **3.9 DSE COMPUTER WORKSTATION POLICY**

St Augustine's Priory will meet the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 (DSE Regulations) by assessing health & safety risks, providing employees with suitable working conditions for working on DSE workstations (all alpha-numeric and graphic display screens, laptops, microfiche, process control screens and screens used to display line drawings, graphs, charts or computer generated graphics, but not television or film pictures) and to provide appropriate information and training.

In designing, selecting, commissioning and modifying software and in designing tasks using display screen equipment, St Augustine's Priory will ensure that:

- the software is suitable for the tasks,
- the systems display information is in a format and at a pace which is adapted to operators, and
- The principles of software ergonomics are applied.



### 3.9.1 DISPLAY SCREEN EQUIPMENT (DSE) PROCEDURE

Display screen equipment has been associated with a range of physical symptoms, such as tiredness, stress, and pains in the arms. The workstation assessment form should identify any possible problems with a person's workstation before their health & safety is affected.

St Augustine's Priory will consider providing suitable working conditions in planning workstations for the computer use.

#### Posture and good practice

As each user is a different size and shape, they must help to organise their workstation by considering the following:

- Find the best working position, sit on the chair, then sit rigidly upright and relax a little. Now adjust the chair to support the back in this position.
- Use a footrest if that helps.
- Adjust the height of the chair so that when fingers are resting comfortably on the keyboard, the elbow is at an angle of about 90 degrees.
- Leave 10 centimetres of workbench in front of the keyboard for resting hands.
- Arrange the monitor in such a way that a window is not faced, or have a window as a background so the light does not reflect glare into the eyes.
- Adjust the screen height so that the top row of the characters on the screen is level with or just below eye level.
- When copy typing, use a copy holder or some other device which allows you to look from the copy to the screen without having to move the head or neck too much. If the copy and screen are the same distance from the eyes, the eyes will not have to constantly change focus.
- Leave enough space to get access to the DSE for any maintenance that may be needed.
- Keep cables tidy at all times so they do not get in anyone's way.

#### Work patterns

DSE equipment should not be used continually. It is not the length of the break taken that is important, but how often breaks are taken. Work patterns should be broken with other tasks so that there are regular rests from DSE usage.

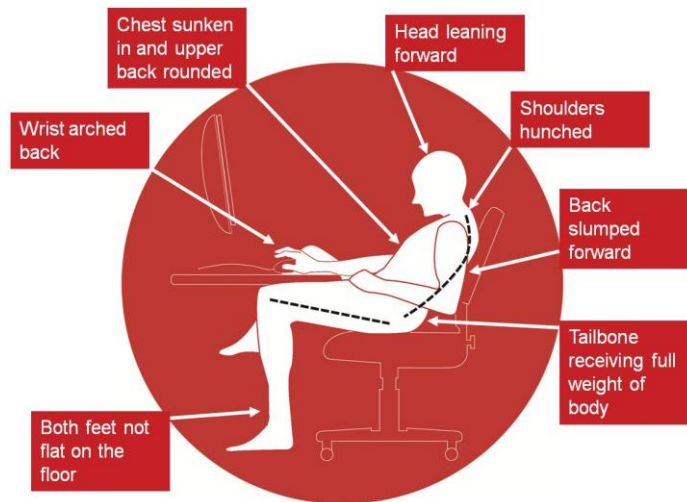
#### Eye and eyesight tests

According to the guidance to the Display Screen Equipment Regulations 1992, there is no evidence that working with display screen equipment causes any permanent damage to eyes or eyesight. However, it may make users who already have eyesight problems more aware of them. This (and poor working conditions) may give some users temporary visual tiredness or headaches.

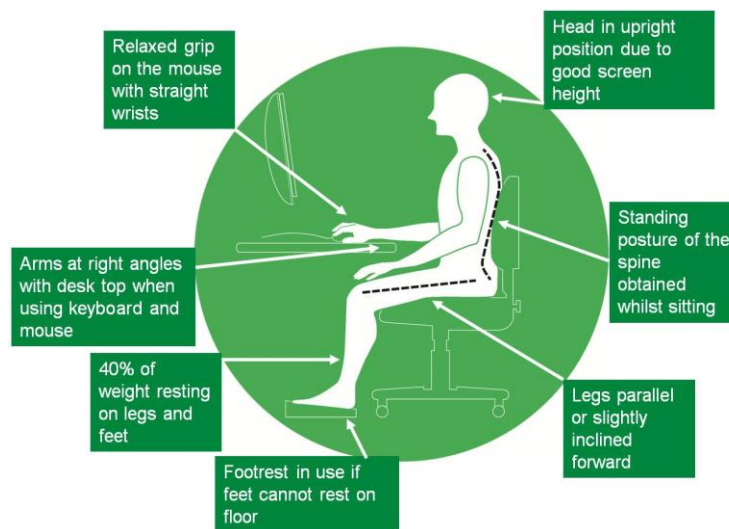
St Augustine's Priory recognises that eyesight problems that are not treated can make work at display screens more tiring or stressful than it should be, and that treating problems can improve comfort, job satisfaction and



performance. In line with the Health & Safety (Display Screen Equipment) Regulations 1992, St Augustine's Priory will arrange for sight testing for employees who use display screen equipment.



**Incorrect posture**



**Correct posture**



## DISPLAY SCREEN EQUIPMENT –THINGS TO LOOK FOR...

### Workstation Equipment

#### Display Screen

- The characters on the screen shall be well-defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.
- The image on the screen should be stable, with no flickering or other forms of instability.
- The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user, and also be easily adjustable to ambient conditions.
- The screen must swivel and tilt easily and freely to suit the needs of the operator or user.
- It shall be possible to use a separate base for the screen or an adjustable table.
- The screen shall be free of reflective glare and reflections liable to cause discomfort to the operator or user.

#### Keyboard

- The keyboard shall be tiltable and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.
- The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator or user.
- The keyboard shall have a matt surface to avoid reflective glare.
- The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.
- The symbols on the keys shall be adequately contrasted and legible from the design working position.

#### Mouse

Many of the principles which apply to the setting up and use of a keyboard also apply to pointing devices. The following are particularly relevant:

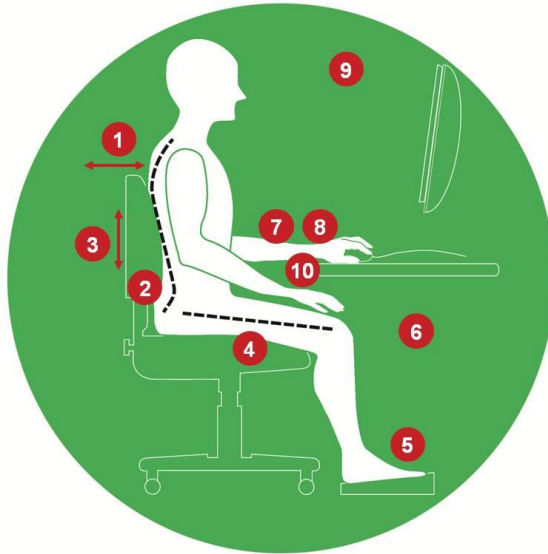
- **Positioning.** In general, it is important to place the device so that it is fairly close to the midline of the user's body, not out to one side. The aim is to avoid the arm becoming stretched out from the shoulder as if reaching. The mouse needs to be positioned close to the keyboard, on whichever side suits the user.
- **Mousemats.** These are often helpful. They should have a smooth surface and be large enough to be suitable for the task. An incorporated wrist rest may help encourage a relaxed wrist posture.
- **Buying new equipment.** In purchasing new pointing devices, consider the device size, shape, handedness, number and position of buttons, ease of operation and user comfort.

#### Chair

- The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position.
- The seat shall be adjustable in height.



- The seat back shall be adjustable in both height and tilt.



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

### Correct Computer workstation setup

#### Footrest

- A footrest shall be made available to any operator or user who wishes one.

### Workstation Environment

#### Space

The workstation should be of sufficient size and designed so as to provide sufficient space for the user to change position and vary movements.

#### Lighting

- Room lighting or task lighting should provide satisfactory lighting conditions.
- There should be an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.
- Unwanted glare and reflections on the screen or other equipment should be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

#### Reflections and Glare

- Workstations should be designed so that sources of light, such as windows and other openings, transparent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.



- Windows should be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

**Relevant Health & Safety Form:**

AF3.9A DSE Self Assessment Form.

## **3.10 ELECTRICAL SAFETY POLICY**

Employees, unless adequately trained, will under no circumstances attempt to install or repair sockets, plugs and tools or interfere with plant, appliances or electrical installations. These jobs will be undertaken by an authorised and competent person, either employed by St Augustine's Priory or by contractors, agents or manufacturers called to the building.

St Augustine's Priory will ensure, through planned preventive maintenance, that:

- mains supplies are inspected and checked for breaks, clean and tight connections and loading;
- plant and equipment is maintained according to the manufacturers and installers guidelines;
- appropriate warning and safety signs will be posted alongside plant, equipment or supplies.

In view of the dangers represented by electricity, it is extremely important that electrical work is undertaken only by those with the expertise (in the form of technical knowledge, experience, skills and competence) to do so, in all aspects of the job or task. Such work is often assigned to electrical engineers, and work must conform to the Regulations in every respect.

**Sources:**

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- Electricity at Work Regulations 1989

### **3.10.1 ELECTRICAL SAFETY PROCEDURE**

All work on electrical equipment will be carried out by qualified engineers only. The engineers understand the terms used in this procedure, so this procedure is for information only for all other employees.

Under the Electricity at Work Regulations 1989, St Augustine's Priory must develop procedures for protecting the Health & Safety of employees. It is essential that these regulations are followed.

All possible risks that might arise from using, or being near, electricity must be identified.

To show that St Augustine's Priory is following these regulations, it is necessary to tag each electrical tool, device, distribution box and cable. Each must have a unique number (or other way of identifying it) and a corresponding maintenance record.



All devices must be visually checked by a competent person for damage to the cable, and all cable connections to the device and plug must be secure.

St Augustine's Priory will assess how often devices need to be checked. A computer which does not move might only need checking every 2-3 years. However, an electric drill which is handled by its cable may need to be checked every shift.

### Installation

Only a competent electrician may install an electricity supply.

### Authorised person

All temporary electrical installations should be the responsibility of an authorised person who will accept the responsibility for the safety and use of the installation (and for any alteration or addition to it). That person's name must be displayed near to the main distribution board. All electrical installations must be inspected and tested by a competent electrician before they are used.

**Table 8 - Portable appliance testing**

Equipment		User Check	Formal Visual Inspection	Combined Test and Inspection
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated (less than 40 volts)		No	No	No
Extra low voltage (below 50V AC) e.g. telephone equipment, low voltage desk lights, etc.		No	No	No
Construction	110V equipment	Yes, weekly	Yes, Monthly	Yes, before first use on site, then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then monthly.
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, Monthly	Yes, 6-monthly	Yes, before first use on site, then monthly.
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6-12 months
Light industrial		Yes	Yes, before initial use, then 6-monthly	Yes, 6-12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2-4 years	No, if double insulated, otherwise up to 5 years

### Permits for live working



For work on live equipment and conductors, a 'Permit to Work' system must be prepared and used. The system must give details of:

- the equipment to be used for testing the live conductors within the work area;
- the precautions that must be taken to prevent any unauthorised people from entering the area while people are working;
- the limits on the permit to work, giving the particular plant or item that work will be carried out on and the nature of the operation; and
- how long the permit will last, and the date it runs out.

When the permit is made out, it must clearly show the precautions to be taken before and during work on live equipment. This system is to make sure that the correct procedures have been used.

### **General electrical Safety**

- Mains operated electrical equipment must not be used unless the use and operation is fully understood.
- Light sockets should not be left without a bulb even if the circuit is known not to be live.
- Electrical equipment should not be handled with damp hands
- Electrical equipment should not be repaired by unqualified persons.

On discovering damage to electrical equipment or services, the damage should be isolated first by removing the apparatus, closing the room or area, and then reporting the damage.

### **Relevant Health & Safety Form:**

AF3.5C Permit to Work – Electrical Work.

## **3.11 EMERGENCY POLICY**

To protect the safety of employees, pupils and any other person, St Augustine's Priory will put procedures in place to tackle situations that could be, or are, dangerous. The individual emergency procedures in the procedures section set out clear guidance on when employees, pupils and others at work should stop work and how they should move to a place of safety. In some cases, the whole workplace will need to be evacuated. In other cases, it might mean some or the entire workforce moving to a safer part of the workplace.

St Augustine's Priory will appoint a number of competent people within the workplace to introduce those procedures which relate to evacuating any part of the workplace.

### **Sources:**

- The Health & Safety at Work Act 1974
- The management of Health & Safety at Work Regulations 1999





### 3.11.1 EMERGENCY PROCEDURE

Suitable and adequate fire and emergency procedures must be in place to make evacuation safer and to make sure that employee's and pupil Health & Safety is not put at risk. St Augustine's Priory has the following procedures in place.

#### **Bomb (real or hoax) or Terrorist Threat**

If a bomb (real or hoax) or Terrorist incident is discovered or threatened, the following action must be taken.

- Evacuate the area.
- Tell the appropriate area co-ordinator and phone the police.
- Employees must report to the incident coordinator at the assembly point.
- Give full details of the incident to the Bursar as soon as possible.

#### **First Aid**

There are appointed first aiders located throughout the site and they have close access to the first aid boxes. See also the separate First Aid Policy.

#### **Medical emergencies**

If an employee is injured or becomes ill, the following action must be taken:

- Get medical help if appropriate.
- The injured or ill person must be taken to hospital as soon as possible, or an ambulance should be called (giving the correct address).

The full details of the injured or ill person, and the details of the injury or illness, must be given to the Bursar as soon as possible.

#### **Relevant Health & Safety Form:**

AF3.11A Emergency Evacuation Response form

### 3.12 ENVIRONMENTAL POLICY

Under Control of Pollution and Environmental Protection legislation, St Augustine's Priory must prevent pollution to the environment. As a result, all work activities will be assessed by taking account of the level of risk to the environment.

### 3.13 ENVIRONMENTAL POLICY STATEMENT



St Augustine's Priory will work to conserve natural resources (and use them responsibly) and to reduce environmental pollution in all St Augustine's Priory activities. All policies, services and activities will be reviewed and St Augustine's Priory will act wherever necessary to meet this commitment.

St Augustine's Priory will consider replacing polluting substances with 'greener' alternatives wherever possible. All waste disposals will be carried out by registered carriers and removed to registered disposal sites. St Augustine's Priory will keep documents to show that this has been done. Wherever possible, St Augustine's Priory will recycle, reclaim or reuse waste.

St Augustine's Priory will not allow liquid pollutants to get into streams, and so on. This will require the specific instruction to control identified pollution risks. All liquid storage will be bunded wherever there is a risk. (A bund is a general term for containing any liquid from leaks or spills from the original container.)

This policy will apply to all St Augustine's Priory functions, including travel and design functions. Management will enforce this policy and will audit and review it regularly.

### 3.15.1 FIRST AID PROCEDURE

#### Table of suggested numbers of people trained in first aid

If there are special circumstances (such as being a long way from emergency medical services, shift working, or sites with several separate buildings), there may need to be more first-aid trained employees than set out below. More first aiders will be necessary to cover for absences.

**Table 9 First Aid Provision Guide**

Hazard category	Number of employees	First aid personnel needed
<b>Low Hazard</b> , e.g. offices, shop and libraries	Less than 25	At least one appointed person
	25 – 50	At least one first aider trained in emergency first aid at work (EFAW)
	More than 50	At least one first aider trained in First Aid at Work (FAW) for every 100 employed (or part thereof)
<b>Higher Hazard</b> , e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5 – 50	At least one first aider train in EFAW or FAW depending on type of injuries that may occur
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

#### Checklist for assessing first-aid needs

The minimum first-aid arrangements for each work area are:

- a suitably stocked first-aid container;



- a person to take charge of first-aid arrangements; and
- information for employees on first-aid arrangements.

### **First-aid materials, equipment and facilities**

St Augustine's Priory will provide the materials, equipment and facilities needed to make sure that the level of cover identified as necessary will be available to employees at all relevant times. This will include making sure that first-aid equipment is suitably marked, easily accessible, and available in all places where working conditions need it.

### **First-aid containers**

The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. There will be at least one first-aid container, with enough first aid materials that is suitable for the particular circumstances.

Tablets and medication must not be kept in the first-aid containers

As there is no compulsory list of items that should be included in a first-aid container, St Augustine's Priory will decide what to include from information St Augustine's Priory collected during the assessment of first-aid needs. As a guide, if there is no special risk in the workplace, a minimum stock of first-aid items would normally be:

- a leaflet giving general guidance on first aid (for example, HSE leaflet 'Basic advice on first aid at work');
- 20 individually wrapped, sterile adhesive dressings (different sizes) appropriate to the type of work (dressings may be brightly coloured for people who handle food);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings (roughly 12cm x 12cm);
- two large sterile, individually wrapped, unmedicated wound dressings (roughly 13cm x 13cm); and
- one pair of disposable gloves.

As this is a suggested list only, St Augustine's Priory will accept equivalent but different items. If mains tap water is not readily available to wash out eyes, St Augustine's Priory will provide at least one litre of sterile normal saline in sealed, disposable containers.

### **Relevant Health & Safety Form:**

AF3.2B Accident and Near Miss Report Form.

## **3.16 HAZARDOUS SUBSTANCES POLICY**

St Augustine's Priory recognises that the hazardous substances we use in our workplaces include all substances



(liquid, solid, gas or biological) that may pose a risk to health to our employees or others who may be affected by our activities.

All substances used by employees or affecting employees will be assessed, taking account of the health risks. Where possible, hazardous substances will be replaced with less harmful ones. We will also ensure that we store hazardous substances in a safe and appropriate way.

Risk assessments for hazardous substances will be recorded and we will ensure that employees are made aware of the preventive and protective measures for eliminating or reducing any associated health risks.

**Sources:**

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002 (as amended 2004).

### **3.16.1 HAZARDOUS SUBSTANCES PROCEDURE**

The Control of Substances Hazardous to Health Regulations (COSHH) aim to control the exposure of employees to hazardous substances encountered at work, therefore requiring employers to assess the risks from hazardous substances and take appropriate precautions.

COSHH was introduced to produce a systematic means of information on health and hazards to workers and to also place a general responsibility on employers to do all that is 'reasonably practicable' to ensure the Health & Safety of employees. To meet these regulations St Augustine's Priory will:

- Identify which substances are used in everyday operations.
- Establish how each substance is used, the work practices and the method of handling, storing, etc.
- Assess the exposure and risk to health of employees that may be affected by the process, either from one exposure, short-term or long-term exposure.
- Agree upon the action required to reduce the exposure where an assessment indicates an unacceptable exposure or risk. Suggestions are:
  - The removal the substance from use.
  - Making changes to working practices.
  - Using a less hazardous substance.
  - Using a less hazardous form of the same substance.
  - Improvement of the environment by ventilation or exhaust extraction.
  - Introducing other control measures such as containment and the wearing of Personal Protective Equipment.



- Complete the initial assessment and assessment reports. These must be retained on site for viewing by the Environmental Health Officer/Health & Safety Executive.
- Where it is appropriate for the protection of the health of employees who are, or are liable to be, exposed to a substance hazardous to health, St Augustine's Priory will ensure that such employees are under suitable health surveillance.

The risk management process for hazardous substances is shown in figure 2. This includes a review of the risk assessment if there are any changes in the work process that may affect the risk.

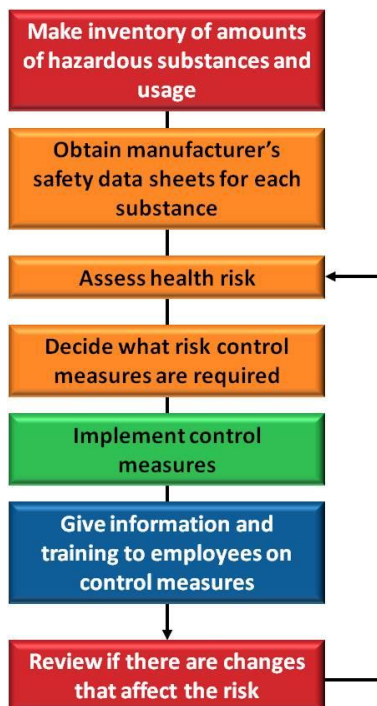
In following this process, managers will ensure that:

- Material safety data sheets (MSDS) are provided for all hazardous substances used in their areas.
- A COSHH inventory of hazardous substances will be held and updated.
- All containers are clearly labelled.
- If there is any doubt about the contents of a container, the contents are to be disposed of in accordance with current legislation.
- Should there be deterioration or evidence of adulteration by impurities the material is to be disposed of in accordance with current legislation.
- All personnel using hazardous substances are provided with sufficient instruction and advice to ensure their safe use.
- Appropriate personal protective equipment is provided and used.



Figure 2 COSHH Assessment Process

Figure 2 summarises the health risk management process for hazardous substances used in the workplace.



#### Relevant Health & Safety Forms:

AF3.16B COSHH Inventory Form.  
AF3.16A COSHH Assessment Form.

### 3.17 HOME WORKER POLICY

Working from home is becoming more common. There are now many circumstances where tasks that used to be carried out in an office environment are now carried out at home. Despite being at home the person is at work and health & safety at work legislation still applies.

This means that all equipment must be safe to use, and the environment must be safe to work in. The employee will need to carry out risk assessments and follow preventive and precautionary measures as appropriate. Emergency procedures must be in place and checked regularly.

Sources:

- The Management of Health & Safety at Work Regulations 1999
- The Health & Safety at Work etc Act 1974
- The Provision and Use of Work Equipment Regulations 1998



- Electricity at Work Regulations 1989

### **3.17.1 HOME WORKING SAFETY PROCEDURES**

#### **Introduction**

The Health & Safety at Work etc. Act 1974 requires St Augustine's Priory to ensure, so far as is reasonably practicable, the health, safety and welfare of its entire workforce including homeworkers.

#### **Definition of homemaker**

A homemaker is an employee who works at home, instead of their normal place of work. This arrangement normally involves an agreement to work a set number of days a week or month. It does not apply to those members of staff who may work at home on an ad-hoc basis, e.g. to make it easier to meet a particular deadline.

#### **Legal Obligations**

The Health & Safety Regulations require:

- The maintenance of equipment provided for use at home.
- Ensuring a safe system of work is adopted.
- The provision of adequate and appropriate information, instruction, training and supervision.

The Regulations do not apply to:

- maintenance of the workplace (i.e. the home);
- access to the workplace;
- the environment (e.g. heating and lighting);
- means of escape.

Homeworkers also have legal obligations, which include:

- Taking reasonable care for their Health & Safety.
- Co-operating with St Augustine's Priory on Health & Safety issues.
- Not interfering with anything provided for their health, safety or welfare.
- Using correctly all work equipment in accordance with their training.

Under the Management of Health & Safety at Work Regulations 1999, St Augustine's Priory is required to carry out an assessment of the hazards to which homeworkers are exposed. Those hazards may include:

- Work equipment
- Electricity
- Display Screen Equipment
- Hazardous Substances



- Manual Handling

St Augustine's Priory will also consider the suitability of its arrangements for:

- First Aid
- Accident Reporting

### Homeworker Procedure

- Prior to the commencement of any home working, the activity will be reviewed. This will involve the completion of a 'Homeworker Assessment Form' and this must be returned to the relevant line manager before permission is given to work at home.
- St Augustine's Priory relies on honesty in completing this checklist and retains the right to revoke any home working arrangements given, should any information prove to be inaccurate.
- The manager will review the assessment form and provide such equipment, software, etc., as considered appropriate. This assessment will be reviewed on an annual basis or when something significant changes.
- If using display screen equipment all sections of the Homeworker Assessment Form must be completed by the homeworker as this includes the DSE Self Assessment, and returned to the relevant line manager.
- HR and the relevant line manager must be informed of the homeworkers' location and availability in order that they may be contacted in an emergency.
- Accidents and near miss incidents that may be sustained as a result of the work activity must be reported to the relevant line manager who will ensure that details are entered into the accident book.
- If an employee is in any doubt about safety issues in their home, this must be referred back to the relevant line manager prior to the commencement of work.
- St Augustine's Priory is responsible for the insurance and maintenance of all equipment that they supply for use by the employee.
- Should the employee use his or her own equipment, they will be responsible for the insurance and maintenance of this equipment.
- All equipment used must meet current industry standards.
- Any equipment or software provided by St Augustine's Priory must be returned when it is no longer necessary for their duties, when the employee is no longer based at home or when their contract of employment ends.
- St Augustine's Priory software and files are confidential and remain the property of St Augustine's Priory.





- Arrangements must be in place for back-up arrangements to ensure that information is not lost in the event of fire, equipment failure, or the equipment being stolen.
- It is anticipated that any waste generated by the work activity, such as paper, may be disposed in normal household waste.
- Identification details of any visitors must be scrutinised before being allowed into the premises.
- The homeworker must ensure that the work area remains free of trip and slip hazards and is maintained in a safe manner.

**Relevant Health & Safety Form:**

AF3.17A Homeworker Assessment Form.

### **3.18 LEGIONELLA POLICY**

St Augustine's Priory has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

These arrangements include the:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- Appointment of the Bursar as the 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any specific precautions specified in the risk assessment.
- Maintenance of records of all applicable maintenance and testing which are held at the Bursar Office together with a copy of the risk assessment and details of the competent person who conducted it.
- Monitoring by the Bursar and through regular Health & Safety Audits to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Bursar reports this immediately to the Head teacher and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.



### 3.19 MANUAL HANDLING POLICY

'Manual handling' means any transporting or supporting a load by hand or bodily force (including lifting, putting down, pushing, pulling, carrying or moving).

In line with the Manual Handling Operations Regulations, St Augustine's Priory will work to avoid the need for employees to carry out manual handling tasks that involve a risk of injury. If this is not reasonably practical, St Augustine's Priory will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practical. This will include, where possible, providing information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

St Augustine's Priory will record the assessment and review it if it is no longer valid or if there is significant change in the matter it relates to.

St Augustine's Priory will make sure that all employees know about their responsibility to make full and proper use of any system of work St Augustine's Priory provide to reduce the risk of manual-handling operations.

Where the risk of manual handling injury cannot be avoided, St Augustine's Priory will arrange manual handling training for employees at risk.

#### Sources:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Manual Handling Operations 1992.

### 3.19.1 MANUAL HANDLING PROCEDURE

#### **Introduction**

The Manual Handling Operations Regulations 1992 apply to any manual-handling operation that may cause injury at work. These operations will be identified by the risk assessment carried out under the Management of Health & Safety at Work Regulations 1999.

They will include not only lifting, but also lowering, pushing, pulling, carrying or moving loads by hand or other bodily force.

St Augustine's Priory have to take three important steps as follows.

- Avoid dangerous manual-handling operations if possible.
- Adequately assess any dangerous operations that cannot be avoided. An ergonomic assessment looks at the weight, shape and size of the load, the handler's posture, the working environment, and the individual's capability. Unless the assessment is very simple, St Augustine's Priory will need to make a written record.



- Reduce the risk of injury as far as possible.

### **Working Principles**

The correct method of lifting makes the job easier, less tiring and less likely to lead to back injuries. Lifting should be done using the correct muscles, back and abdominal muscles are weak, whereas the leg and thigh muscles are strong. The spine has a natural shape when a person is standing. When that person bends over, the back becomes arched and weaker. So, if a person can keep their back straight and use the muscles of their legs and thighs, with the load kept close to their body, they can lift far heavier loads with far less effort.

There are five important points in manual handling as follows.

- Grip – a good grip uses the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips, and continued use of them can cause strained fingers and forearms.
- Back – keep the back straight to maintain its natural and strongest position. This means bending at the knees and ankles to get close to the load and then to raise it, pushing upwards with the leg muscles.
- Chin – keep the chin well in so that it is near the chest. This helps to keep the spine in its natural position
- Feet – the correct position of the feet is roughly the width of the hips apart, with one foot slightly in front of the other. This position provides a stable base as the load is lifted.
- Arms – keep arms as close to the body as possible so that the body does not become unbalanced.

### **Other precautions**

- You should always be able to see where you are going.
- It is good practice to look over the route before lifting the load, to make sure that there are no obstructions in the way.
- You should only carry stacked objects if you can still tuck elbows in.
- If loads are difficult to get a grip on, you should use hand hooks or other lifting aids.
- If you are not sure how heavy the object is, or whether you are able to lift it, you should get help.

### **Relevant Health & Safety Forms:**

AF3.19A Manual Handling Assessment Checklist Form.

AF3.19B Manual Handling Risk Score Form.

## **3.20 NEW AND EXPECTANT MOTHERS POLICY**

The Management of Health & Safety at Work Regulations require employers to carry out a specific risk assessment where women of child bearing age or new and expectant mothers may be at risk from a work process, working condition or physical, chemical or biological agent.

A Line Manager should be informed as soon as the pregnancy is confirmed in order to establish that it is safe to



continue employment in your existing role throughout the pregnancy.

Pregnant employees will continue to be employed in their existing jobs unless a risk assessment has identified that the job is potentially unsuitable due to danger to the employee or the unborn child.

Suitable facilities will be provided to support new mothers who are breastfeeding, so that they can express and store milk at work.

Most general light office activities present no risk to the expectant mother. However, some tasks such as lifting of heavy items and stretching and reaching, must be avoided.

#### **Sources:**

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999

### **3.20.1 NEW AND EXPECTANT MOTHERS PROCEDURE**

The Management of Health & Safety at Work Regulations require employers to carry out a specific risk assessment where women of child bearing age or new and expectant mothers may be at risk from a work process, working condition or physical, chemical or biological agent.

#### **Definition**

A new or expectant mother means a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as "delivered a living child or, after 24 weeks of pregnancy, a stillborn child".

#### **Reporting**

Line Manager will be informed as soon as pregnancy is confirmed in order to establish that it is safe to continue employment in the existing role throughout the pregnancy.

Pregnant employees will continue to be employed in their existing jobs unless a risk assessment has identified that the job is potentially unsuitable due to danger to the employee or the unborn child.

#### **Specific risks during Pregnancy**

Most general light office activities present no risk to the expectant mother. However, some tasks such as lifting of heavy items and stretching and reaching, must be avoided.

#### **Elimination of risk**

If St Augustine's Priory considers that there is a danger to the employee or the unborn child, the existing job will



be modified so as to eliminate the risk wherever possible. If this is not possible, Humans Resources must be contacted for further advice.

### **Risk Assessment**

A risk assessment will be carried out for all pregnant employees using the New and Expectant Mothers checklist form. The form can be completed by a line manager, but if there are any specific concerns, then the assessment should be carried out by a Health & Safety specialist.

#### **Relevant Health & Safety Form:**

AF0170 New and Expectant Mothers Risk Assessment Form.

## **3.21 NOISE AT WORK POLICY**

Excessive noise in the workplace is a potential risk to all employees, and may lead to serious hearing damage. However, in the office environment, under normal circumstances, exposure to harmful noise levels is unlikely.

Under regulations on noise at work, St Augustine's Priory must protect employees from levels of noise that could damage their hearing.

St Augustine's Priory will keep to the Noise at Work Regulations 2005, in so far as they affect employees. A noise survey will be carried out to identify the actual levels if St Augustine's Priory are not sure whether any machinery or plant St Augustine's Priory own or use has a noise output of more than 80dB (A) decibels, or a peak output of more than 135dB.

If the level is less than 80dB (A), no further action will usually be necessary, although St Augustine's Priory will keep all noise to a minimum level that is consistent with good commercial practice.

If the level is more than 80dB (A), but less than 87dB (A), St Augustine's Priory will tell all the people affected about the survey results, instruct them about industrial hearing loss, and advise them to wear hearing protection. St Augustine's Priory will supply, maintain and replace protection free of charge.

If the survey reveals levels of over 87dB (A), or peak levels of over 140dB, St Augustine's Priory will do everything possible to reduce these levels as far as is reasonably practical. St Augustine's Priory will mark identified areas as ear protection zones in line with British Standard 5378. All employees must wear hearing protection.

Under the regulations, employees have a responsibility to wear the protection provided. St Augustine's Priory will keep records of all surveys and any action taken.

With respect to the wearing of headsets in call centres, St Augustine's Priory will ensure the noise exposure has been assessed and that the manufacturer has limited the volume levels to complying with the requirements of the regulations.



#### Sources:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Noise at Work Regulations 2005.

### 3.21.1 NOISE ASSESSMENT PROCEDURE

The Control of Noise at Work Regulations 2005 require us to carry out noise assessments of the noise levels within work (including work away from the office) and take appropriate action to reduce exposure where necessary.

The noise regulations<sup>2</sup>, apply noise action levels as follows:

- **Lower exposure action values (LAV):** daily or weekly noise exposure of **80dB(A)** and a peak sound pressure of 135 dB(C).
- **Upper exposure action values (UAV):** daily or weekly noise exposure of **85dB(A)** and:
- **Exposure Limit Values (ELV):** daily or weekly noise exposure of **87dB(A)** and a peak sound pressure of 137 dB(C).

All exposure measurements are in  $L_{epd}^3$  or  $L_{epw}^4$ .

At the LAV exposure levels, employees are entitled to hearing protection if requested and at the UAV exposure levels, hearing protection must be worn. The ELV exposure level must not be exceeded.

#### **Working Practice**

As a broad guideline, any circumstance that causes someone to speak loudly to another person two metres away shows a potential problem.

You can use basic techniques (such as listening) to identify noise hazards, and must introduce appropriate measures to reduce noise wherever these show a problem area.

There are four main ways of limiting noise as follows.

**Reducing noise at source.** Good maintenance and work practices can achieve equipment noise reductions of up to 15 dB (A) and must be part of any plan to reduce noise. Reducing noise levels by using mufflers and encasing systems may be helpful.

**Isolating the noise at source.** Includes the following techniques.

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<sup>2</sup> Control of Noise at Work Regulations 2005.

<sup>3</sup> Daily Personal Noise Exposure Level (based on 8-hour working day)

<sup>4</sup> Weekly Personal Noise exposure level (based on 8 hour working day)



- Enclose the source of the noise.
- Enclose the source of the noise and the operator.
- Screen bystanders from the source.
- Reduce noise by using a material to absorb noise.
- Remove the source of the noise to another location.

**Ear protection for workers at risk.** The quickest way of reducing noise is to use personal protective equipment. However, an attempt to reduce noise at the source should be tried first. By law, ear protection must be accompanied by an information campaign and training programme for operators at risk and supervisory employees.

**Reducing the amount of time that employees are exposed to noise** – It may be possible to plan for noise control. Organise work so that the number of employees exposed to that noise is reduced, the employees rotate between more and less noisy functions, or other systems of work replace the noisy process completely.

#### **Noise assessments**

If it is suspected that there might be a significant noise hazard, then a noise assessment can be arranged with a competent noise assessor.

### **3.22 OCCUPATIONAL HEALTH POLICY**

If a need for a health check as a result of assessment procedures is identified or available information about any of the sites where our employees would carry out those tasks, managers will put the health checks and monitoring into action.

St Augustine's Priory reviews assessment procedures regularly to take account of new technologies, new information about products St Augustine's Priory use (and their effects on health) and legislative requirements. St Augustine's Priory also use the services of an external independent health & safety consultancy to advise on such issues.

#### **Sources:**

- The Management of Health & Safety at Work Regulations 1999
- The Control of Substances to Health Regulations 2002 (as amended 2004).

### **3.23 WORKPLACE SAFETY POLICY**

Whilst the office environment is less dangerous than some other working places, St Augustine's Priory is committed to ensuring that accidents and incidents are avoided. This policy applies equally to staff, pupils and visitors.



To this end:

- All employees must keep their areas tidy at all times to enable St Augustine's Priory to fulfil its health & safety obligations.
- Employees must familiarise themselves with the content of the health & safety posters displaying advice on various topics in the office.
- Office equipment, e.g. photocopiers, guillotines, etc., must only be operated according to the manufacturer's instructions.
- Any fault, accident or dangerous occurrence must be immediately reported to line managers who will take appropriate action.

### 3.23.1 WORKPLACE SAFETY PROCEDURE

Whilst St Augustine's Priory understands that the school environment is less dangerous than some other working places, it is committed to ensuring that accidents and incidents remain at a low level as practicable. To this end, regular housekeeping checks will be undertaken by employees' safety representatives.

All employees must keep their areas tidy at all times to enable St Augustine's Priory to fulfil its health & safety obligations.

Employees must familiarise themselves with the content of the health & safety posters displaying advice on various topics in the office.

Pupils and visitors must be made aware of health & safety guidance and advice.

Office equipment, e.g. photocopiers, shredders, etc., must only be operated according to the manufacturer's instructions.

Any fault, accident or dangerous occurrence must be immediately reported to the line manager who will take appropriate action.

#### Preventing accidents in the workplace

The six main categories of serious injury to office workers are:

- 1 falls from a height, for example, down a staircase or from overreaching;
- 2 contact with electricity, for example, from damaged cables or badly-wired repairs;
- 3 being struck by falling objects, for example, goods from a shelf;
- 4 repetitive strain injuries, and
- 5 contact with moving parts of office machinery, for example, shredders or guillotines.

There are two direct causes of accidents, unsafe acts and unsafe conditions.





### **Unsafe acts may include:**

- using faulty equipment;
- using equipment incorrectly;
- failing to use, or incorrectly using, personal protective equipment; and
- leaving equipment in a dangerous state.

Employees must report any unsafe condition to their immediate superior for action.

### **Unsafe conditions include:**

- bad floor conditions, for example, a slippery or uneven floor;
- faulty equipment;
- excessive noise;
- exposure to radiation or other pollutants;
- fire hazards;
- inadequate fire warning systems;
- lack of or inadequate guarding;
- untidy conditions; and
- poor lighting or ventilation.

### **Safe office best practice**

- Furniture and equipment must be arranged so as to avoid injury from sharp corners.
- Upper drawers of filing cabinets must not be overloaded causing them to become top-heavy.
- Only one drawer of a filing cabinet must be opened at a time so as to avoid a tipping hazard.
- Wall storage racks must be securely anchored to prevent their movement or tipping, and must not be overloaded.
- Access to high upper storage shelves must only be gained by using the steps or safe access provided.
- Loads which are heavy enough to be likely to cause injury, must not be lifted, carried or moved. If in doubt seek help or mechanical assistance.
- When carrying files, you must not carry so many that vision is obscured.
- Close desk and filing cabinet drawers after use.
- Paper guillotines are not to be operated without their guards.
- Cables from electric fires, telephones and leads to office electrical equipment are not to be laid across the floors so as to cause a tripping hazard.
- 'Daisy chaining' of electrical sockets (e.g. 4-way blocks off 4-way blocks, etc.) is potentially dangerous and must be avoided. Extra wall sockets will be installed.
- Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
- To avoid spillages and slips, take care when carrying liquids, e.g. hot drinks. Spillages must be cleared up immediately.



- At the end of each working day, non-essential electrical appliances will be switched off and their wall socket plugs removed.
- All electrical appliances such as kettles, coffee makers, etc. destined for use around the building must be inspected by a competent electrician prior to use.
- Any electrical fault must be reported to the Site Maintenance Engineer.
- Any adjustments to electrical equipment must be made with the power switched off except where authorised.
- Electrical repairs or maintenance are to be carried out only a competent electrician.
- Electrical heaters or fires may only be used if properly guarded in accordance with British Standards.
- Only properly trained and authorised personnel are permitted to operate specialised machinery and equipment.
- Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked and taking care when using extension cables so they do not cause an obstruction.
- Fire doors must be kept closed at all times and must not be permanently wedged open. Fire exits must be kept clear at all times.

**Relevant Health & Safety Form:**

AF3.27A Working Environment Checklist Form.

### **3.24 OFF-SITE WORKING POLICY FOR EMPLOYEES – School Trips are covered under the Schools Offsite Trips for Pupils policy.**

Off-site working relates to areas outside the work site where employees may have to work or visit on St Augustine's Priory business.

When employees have to work in or visit outside work sites or parts of our premises that are dangerous, certain procedures will be put into place beforehand. These procedures will be in the form of either a specific risk assessment or safe system of work, and might include a permit to work system (this is a legal document that is filled in for all work in hazardous areas, such as working at height or working with electricity).

**Sources:**

- The Management of Health & Safety at Work Regulations 1999

#### **3.24.1 OFF-SITE WORKING PROCEDURE**

These guidelines will assist St Augustine's Priory's managers and project leaders in the discharging of their health & safety duty of care to their employees and to any other persons who may be affected by work activity carried out on a customer's premises or another premises in the course of their employment.

**Scope**

A risk assessment will be conducted for any project to ensure, as far as is reasonably practicable, that all hazards at a client's site are identified and that the associated risks are reduced to tolerable levels.



These guidelines will be applied to both St Augustine's Priory employees and to the employees of any sub-contractors engaged and controlled by St Augustine's Priory.

The addressed hazards must take into account:

- The work for which St Augustine's Priory has total control.
- The inherent hazards of the working environment.
- Any work scheduled to take place on site but not under the control of St Augustine's Priory.

In many instances, the three situations could interact and this must also be taken into account.

### Identification of Hazards

To adequately control risks to health & safety, all hazards must be identified as far as is reasonably practicable. The identification process can be through one or a combination of the following routes:

- Through information obtained from the customer.
- Through pre-project site visits.
- Through knowledge of the site from previous projects.
- On site prior to work commencing.

### Pre-project Site Visits

In some instances, pre-project site visits can be arranged and these could be used as a basis for a risk assessment. In these situations, it is essential that the visiting St Augustine's Priory Project Leader has adequate knowledge of the general working environment and has had suitable training or experience in hazard spotting and risk assessment.

### Previous experience at the site

Where St Augustine's Priory makes repeated visits to a site or has experience of work in a similar unit, it would be an advantage, particularly to other departments, if a record could be kept of the main hazardous situations, so far experienced. This information will be of advantage to the manager assessing the risk. However, this information must only, in any case, be regarded as guidance and must be treated with caution.

### Risk assessment

Once all hazards have been identified, as far as is reasonably practicable, an assessment must be made of the likely resultant risk. The assessment must take into account any existing control measures that may be in place and will identify any further controls that may be required, e.g. personal protective equipment. Additionally, any specialised training requirements or competence level's will also be examined.

### Co-operation with client safety requirements



- Careful attention will be paid to the safety of employees working at other premises.
- Where necessary, employees will work to customer requirements following a site visit, risk assessment and approval by the relevant Director.
- All client's Safe Systems of Work, Isolation and Permit to Work systems must be followed.
- Individuals have a responsibility when working at customer premises for their own safety and that of other persons who may be affected by their work activities.
- Safety during work at customer premises is vitally important.
- Employees who are not satisfied with working practices at client's premises will not expose themselves to risks to their health & safety.
- Health & safety concerns on client's premises must be reported immediately to the supervisor.

### Off Site Working Procedure

Under the Health & Safety at Work etc. Act 1974 employees have a legal duty to take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work. To comply with legislation and for employee safety, it is essential that the following actions are adhered to.

- Prior to visiting a site, if applicable ensure you have read, understood and have a copy of any relevant risk assessments.
- Ensure that the line manager has the details of the address, telephone number and contact name of the person you are visiting and approximate duration of the visit.
- Verify the identification of the person you are meeting beforehand.
- Employees working away from the school must carry a mobile phone and it must be left switched on.
- You must phone the school when you arrive at the site and again when you have left and are on route to the next destination.
- Employees must not take children or unauthorised persons to the premises.
- Upon signing in at Reception, ensure you fully understand the evacuation procedure, the nearest escape routes and fire assembly point.
- Obey the site safety procedures and instructions at all times.
- Any relevant personal protective equipment must be fit and appropriate for the type of work undertaken.
- All tools must be safe for use and correct for the task to be undertaken.
- Remove all waste during and on completion of work.

### Accident Reporting

- If you suffer an injury inform the host immediately for first aid attention and/or record the injury in the Accident Book.
- If St Augustine's Priory has internal Accident, Incident or Near Miss forms, complete the form and obtain a copy for St Augustine's Priory use.
- If no Accident Forms are in use, complete St Augustine's Priory Accident and Incident Report and send to the Safety Advisor immediately.
- In an accident occurs away from the customer's premises complete the Accident and Incident Report and send to the Safety Advisor immediately.



- Do not delay in reporting any of the above as this may lead to legal implications.

### **Overseas Travel**

Before travelling overseas, employees must either consult the Bursar on relevant details on inoculations, travel advice and political state of the country being travelled to or visit the following Department of Health website for the latest health update:

<http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en>.

### **Relevant Health & Safety Forms:**

AF3.1A Risk Assessment Form.

AF3.25B Lone Working Risk Assessment Form.

AF2.24A Foreign Travel Checklist form.

## **3.25 OUT OF HOURS AND LONE WORKING POLICY**

Lone working is defined as working with no other person within visual or normal audible range. The availability within range need not be on a continuous basis, but the adequacy of non-continuous coverage must be assessed in relation to the hazards of the work concerned, in determining if the work will be considered as 'lone-working'.

Whilst employees have responsibilities to take reasonable care of themselves, St Augustine's Priory have a duty to organise and control working patterns. Safe systems of work will be instigated after the identification of hazards and the assessment of risk.

When the work to be undertaken consists solely of work such as office administration, no special action is required, but if outside normal working hours the notifications relating to such work must be given.

### **Sources:**

- The Management of Health & Safety at Work Regulations 1999

## **3.26 PERSONAL SAFETY AND VIOLENCE POLICY**

It is recognised that there is always the potential for the personal safety of employees to be placed at risk.

Whilst evidence suggests that the risk to employees from acts of violence or the threat of violence is very low St Augustine's Priory are committed to minimising that risk, so far as is reasonably practicable, in accordance with its legislative obligations and its common law 'duty of care'.

The creation and maintenance of a working environment, which presents a minimum risk to the personal safety of all employees, is mutually beneficial and conducive to the efficient and effective delivery of services. St Augustine's Priory will take all reasonable steps to establish a safe working environment, which protects and



provides support for all employees, ensuring their dignity and treating them with respect.

The underlying principle is that violence, in all its forms, is unacceptable, irrespective of the reasons for that violence. This includes the physical act of violence, threats of violence, aggressive or abusive behaviour, harassment, bullying or other persistent antisocial behaviour.

St Augustine's Priory is committed to the continued development and implementation of a range of measures and procedures, to protect and support the individual whilst engaged in St Augustine's Priory business, including:

- Robust security systems and procedures which have the capacity to prevent and control situations which may lead to the threat of violence
- Provision of adequate and relevant information and training to employees
- Reporting and recording systems for incidents, near misses and suspicious activity
- The provision of all necessary medical and professional support to employees who are victims of violence whilst at work
- Periodic monitoring and review of performance and provision

The measures undertaken to provide a safe and secure environment will be determined by a risk assessment, undertaken by appropriate persons, which considers:

- The individual
- The location
- The activities
- The existing controls

The identification of additional measures that further minimises the risk.

### **3.26.1 PERSONAL SAFETY AND VIOLENCE PROCEDURE**

\*\*Refer to Behavioural policy for dealing with violent situations with pupils.

Assessing and managing the potential risk to personal safety can be broken down into 4 stages:

#### **Stage 1**

The first step in a risk assessment is to identify the hazard. This can be done by:

- Asking employees: they may have knowledge that assessors are not aware of.
- Reviewing accident/incident report forms. There may be a pattern that events happen in a particular location, at certain times of the day or by a particular group of the public.

#### **Stage 2**



Deciding on what action to take. Factors that will be considered in the risk assessment include:

### **Training and information**

- Train employees to identify early signs of aggression so they can avoid or deal with it.
- Make employees aware of any systems set up for their protection e.g. systems for calling for assistance, personal alarms, etc.
- Provide employees with information they may need to identify people with a history of violence or to anticipate factors that might make violence more likely.
- Details of appropriate courses are available from the Bursar.

### **Environment**

- Provision of better seating and its arrangement to enable employees a safe escape.
- Better décor and lighting in public waiting rooms.
- Physical security measures such as adequate illumination, video cameras or alarm systems, coded security locks on doors to keep the public out of employees' rooms/areas.

### **Design of the job**

- Check visitor's credentials, the place and arrangements for any meetings away from the workplace.
- Arrange for employees to be accompanied by a colleague if they know they have to meet a suspected aggressor at a remote/isolated location or at their home.
- Make arrangements for employees who work away from base to keep in touch e.g. consider using radios, mobile telephones, etc.
- Maintain numbers of employees at the workplace to avoid lone working.
- The threat of violence may not end when the shift is over. Consider what may happen subsequently and take appropriate precautions to counter such actions.

Record the risk assessment and inform employees of the outcomes.

Review and revise assessments by checking it is a true reflection of the current work situation.

### **Change existing measures if they are not working or the job changes.**

If a violent incident happens, review the assessment, evaluate it and make any necessary changes.

### **Stage 3**

Taking action, implementation.

Take action to ensure the risk assessment is being implemented by employees and all procedures and practices are being followed. This can be done by:



- Discussion at team meetings
- Supervision of the work;
- Monitoring by line managers
- Carrying out inspections.

#### Stage 4

##### Checking that actions are in place and are effective: review

Line managers and risk assessors will check that the arrangements put in place are working and are effective. This can be achieved by:

- Consulting with employees
- Supervision of work activities
- Conducting inspections
- Monitoring and reviewing the practices/procedures in place
- Reviewing incidents and accidents rates to establish improvements.

If violence is still a problem then other measures will be tried.

##### Withdrawal from potentially physical violent attacks:

- Employees, who feel that circumstances are developing that may result in physical violence, have every right to withdraw from the situation or classroom, or hand over any money or property.
- Employees are advised not to resist robbery or operate attack alarms unless this can be done covertly without escalating the risk.
- All such actions are supported by St Augustine's Priory Management and the HSW Act. Employees will then report the circumstances to their line manager for guidance, assistance, direction and support. Such practices of when to hand over money and property and when to withdraw from a situation will be recorded in the risk assessment.

#### Counselling of Victims

Employees who have experienced violence will need counselling soon after the event to avoid any long term distress. They will contact their line manager who will consider the following possibilities:

#### Debriefing

Victims will need to talk through their experience as soon as possible after the event. Remember that verbal abuse can be just as upsetting as a physical attack. The victims will be assured of support from their managers.

#### Recording the incident

A "Violent Incident Report Form" must be completed following the incident by both the victim and line manager.





### Time off Work

Individuals will react differently and may need time to recover. In certain circumstances they might need special counselling. Line managers may be able to advise on counselling services. Time off for counselling, treatment or representation will be regarded as sickness absence or special leave.

### Legal Help

In serious circumstances, legal help may be appropriate. The advice of Legal Services will be sought in deciding on whether to proceed with the case.

### Further Training

This will be considered for other employees who could be victims, as well as the victims themselves.

The Home Office leaflet **"Victims of Crime"** gives more useful advice if one suffers an injury, loss or damage from a crime, including how to apply for compensation. This leaflet is available from local police stations or by going to the following website:

<http://www.homeoffice.gov.uk/docs/victimsofcrime.pdf>

Advice may also be available from the following:

Citizens Advice Bureau <http://www.citizensadvice.org.uk/>

Victim Support Schemes <http://www.victimsupport.org/>

The Suzy Lamplugh Trust <http://www.suzylamplugh.org/home/index.shtml>.

### Relevant Health & Safety Form:

AF3.26A Violent Incident Report Form.

## 3.27 SAFETY AUDITS AND INSPECTIONS POLICY

St Augustine's Priory can only improve health & safety by constantly developing policy, how St Augustine's Priory put policy into practice, and techniques of controlling risk. St Augustine's Priory will regularly carry out a systematic audit of all safety arrangements.

St Augustine's Priory will carry out regular inspections of work areas. How often will depend on the level of risk imposed by the activity within that area.

St Augustine's Priory will keep records of safety inspections and audits so that management can monitor performance and improve the overall safety culture within the workforce.



**Sources:**

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Manual Handling Operations 1992.

### **3.27.1 SAFETY MONITORING AND AUDITING**

Monitoring the workplace is vital to maintaining safe and healthy conditions at any site of work.

#### **Health & Safety Audits**

These audits will be carried out by an authorised St Augustine's Priory representative, such as an Arinite Health & Safety Consultant, who will carry out a formal audit and inspection of the workplace. This gives us external professional verification that St Augustine's Priory are complying with Health & Safety legislation and best practice.

Audit findings and recommendations will be listed in audit reports in priority order for action. The Bursar will coordinate the compilation of actions which may involve participation by managers and/or employees.

Also, the Bursar will monitor how prepared employees and the workplace would be to cope with an emergency against the requirements of health & safety legislation, through regular training.

#### **Workplace inspections**

In addition to the Health & Safety audits, workplace environment inspections should be carried out monthly by line managers using the workplace environment checklist form. The checklist includes the following:

- Passageways and walkways being kept clear of obstructions.
- Trailing cables presenting trip hazards.
- First aid boxes.
- Accident book.
- Health & Safety notice board.
- Nominated first aiders and fire marshals.
- Portable electrical equipment.
- Lighting.
- Cleanliness.
- Temperature and ventilation.
- Toilet and washing facilities.
- Computer workstation Assessments.
- Drinks and food preparation facilities.

Copies of completed checklists should be sent to the Bursar for information and/or action.



If significant hazards are identified, you must take immediate action to tackle hazards and problems to get rid of or reduce the risk of an accident or injury, without putting yourself in danger. The Bursar must be informed.

**Relevant Health & Safety Form:**

AF3.27A Working Environment Checklist Form.

### **3.28 SLIPS, TRIPS AND FALLS POLICY**

The workplace has been reviewed for slip, trip and fall hazards and action taken to resolve the issues identified. Housekeeping standards and the condition of floors are reviewed formally on a 3-monthly basis as part of the workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

St Augustine's Priory will ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

When specifying hard flooring, St Augustine's Priory ensures that it meets the surface roughness requirements suitable for the activities taking place and, as part of the risk assessment process St Augustine's Priory undertakes assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Staff are encouraged to wear sensible footwear.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of the monthly workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.

**Sources:**

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992.



### 3.29 SMOKING POLICY

This policy has the aim of protecting non-smokers from the effects of passive smoking and other smoking related hazards. As a result, a total ban on smoking applies in the workplace.

It is appreciated that the policy may cause inconvenience to some employees, but believes that in the long term the policy will be to the benefit of all employees by minimising risks to health and maintaining a clean and safe working environment.

All employees, visitors, contractors and sub-contractors must comply with the terms of this policy whilst on St Augustine's Priory premises.

- With the exception of designated smoking areas, all St Augustine's Priory premises are no smoking areas.
- Employees are not permitted to smoke in the entrances (or adjacent to the entrances) of any St Augustine's Priory buildings. Smoking is also strictly forbidden in any part of St Augustine's Priory car parks (including smoking in parked cars) or within the confines of any St Augustine's Priory owned or occupied space.
- Employees are also requested to refrain from smoking, if asked to do so by another member of employees, whilst travelling together on business in a car.
- All new employees are to be informed of this policy.
- Line managers will be responsible for the compliance with this policy by Employees under their control. Noncompliance is to be dealt with under normal disciplinary procedures having regard to individual circumstances.

Some buildings have been provided with a designated smoking area, which will be clearly signed as such.

- The facility is provided for employees who wish to smoke and should not be regarded as lunch or rest areas. For hygiene reasons, food and drink should not be taken into, or consumed in the smoking area(s).
- This facility will normally be available during usual office hours.
- Employees using the smoking areas will do so on their own time, at their own risk and at the discretion of their line manager.

Employees must understand that smoking is a personal choice and St Augustine's Priory accepts no liability for any ill health suffered by any individual as a consequence of their smoking. The availability of the smoking area(s) is not an encouragement to smoke.

#### Sources:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Health Act 2006.



### 3.30 STRESS AT WORK POLICY

Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. St Augustine's Priory recognises that workplace stress is a Health & Safety issue and acknowledges the importance of identifying and reducing workplace stressors.

As a result St Augustine's Priory have evaluated the roles and job functions in our business and identified those jobs which are more stressful than others. This assessment has taken into account the HSE's stress management standards and indicators of stress within St Augustine's Priory. As a result St Augustine's Priory has implemented an action plan to reduce the impact which excess work pressure can have on our staff.

St Augustine's Priory encourages a supportive culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. St Augustine's Priory discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

St Augustine's Priory offer support through managers and where necessary professional counsellors, where individuals experience excessively stressful situations or stress related ill health.

St Augustine's Priory intends that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, St Augustine's Priory identifies and manages training and development needs. St Augustine's Priory believes in offering developmental opportunities to staff where possible and where the member of staff desires it.

Management and supervisory staff receive training in good staff management practices. If the business is intending to implement organisational or procedural changes, St Augustine's Priory ensures that managers communicate and consult with staff at an early stage.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated and St Augustine's Priory has HR policies in place in respect of these issues together with a 'grievance policy'. All of these policies have been publicised to employees.

### 3.31 TEMPORARY WORKERS POLICY

St Augustine's Priory recognise that the health & safety of employees who are temporary workers must be protected, or employees from an employment business. St Augustine's Priory must do the following:

Give any temporary worker or employee from an employment business, information on:



- any special occupational qualifications or skills they need to have if they are to carry out their work safely; and
- any health checks St Augustine's Priory have to give them under legislation.

Give the employment business information on:

- any special occupational qualifications or skills the worker needs to have if he or she is to carry out his or her work for us safely; and
- the specific Health & Safety features of the jobs in St Augustine's Priory that employees from the employment businesses will carry out.

Check that the information St Augustine's Priory provides to an employment business is passed to the worker (although St Augustine's Priory appreciates that the employment business has a legal obligation to pass this information on once they receive it from us).

Tell the people responsible for helping us with health & safety that St Augustine's Priory have employed temporary workers or employees from an employment business.

**Sources:**

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999

### 3.32 TRAINING POLICY

So that our employees can work safely and efficiently, it is important that each person receives training that is appropriate to the job they have to do. While people need appropriate qualifications before St Augustine's Priory can employ them, St Augustine's Priory will still continue to train them during the course of their employment, ranging from outsourced courses to on-the job instruction.

All employees will receive appropriate induction training that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of our health & safety policy. An awareness of safety issues at all levels is an important feature in promoting this safety policy. As a result, the safety requirements related directly or indirectly to the task or work area will be a central part of occupational training. St Augustine's Priory will also give appropriate training to anyone who carries out a new task.

All training will be compulsory, and St Augustine's Priory will keep records of courses and qualifications. You can find examples of training records in the procedures section of this policy.

**Sources:**

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998.



### 3.33 VISITORS POLICY

St Augustine's Priory employees are responsible for the health & safety at all times of visitors and customers they invite onto St Augustine's Priory premises.

When making arrangements with visitors, St Augustine's Priory will:

- Consider any special requirements or disabilities that require specific arrangements to be made e.g. ramps for wheelchair access, allocated car parking, etc.
- Explain the location and layout of the building, and the facilities available, including disabled toilets.
- Ensure that reception is informed of the date and time of the visit, name of the visitor, and specific arrangements to be made.

#### Sources:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Disability Discrimination Act 1995

### 3.34 WASTE MANAGEMENT POLICY

Whenever St Augustine's Priory create waste during the course of activities, St Augustine's Priory will get rid of that waste in a controlled, safe and proper way. If St Augustine's Priory need to use special control measures to reduce dangers (such as contamination, dust or risk of environmental pollution) St Augustine's Priory will follow procedures to get rid of the waste as safely as possible. These procedures are set out in the procedures section of this safety policy, or are covered separately in the safe systems of work section of this policy.

#### Sources:

- The Environmental Protection Act 1990
- The Control of Substances hazardous to Health Regulations 2002 (as amended 2004).

### 3.35 WELFARE FACILITIES POLICY

St Augustine's Priory will provide suitable and sufficient facilities and measures to make sure St Augustine's Priory protect the health, safety and the welfare of our employees at work. If this responsibility extends to outside contractors, visitors or other people on our premises, St Augustine's Priory will introduce procedures to protect their health, safety and welfare while on our premises.

St Augustine's Priory will use our risk-assessment procedure to identify risks to health & safety on our premises. You can find a breakdown of the various requirements for health, safety and welfare under the relevant health & safety legislation in the procedures section of this policy.



### 3.36 WORK AT HEIGHT POLCY

All work completed at height on behalf of St Augustine's Priory will be undertaken in compliance with the Work at Height Regulations. The first consideration will always be to seek an alternative means of completing the work where at all possible.

Any work at height activity where there is a significant risk of injury will be undertaken by sub contractors. St Augustine's Priory will ensure that subcontractors:

- Complete a risk assessment to identify all the hazards associated with the task.
- Implement any remedial actions where possible arising from the above risk assessment.
- Using the risk assessment, plan the safest possible method of completing the job.
- Provide appropriate work equipment selected to suit the task.
- Provide suitable personal protective equipment.
- Are competent to undertake work at height.
- Use Permits to Work at Height to control the activities of contractors when necessary.

Only contractors who are able to provide evidence of competence will be used.

#### Sources:

- The Management of Health & Safety at Work Regulations 1999
- The Work at Height Regulations 2005.

#### 3.36.1 WORK AT HEIGHT PROCEDURE

The main principle of the Work at Height Regulations 2005 is to avoid working at height where there is danger of falling and receiving an injury.

Every employer shall ensure that no person engages in any activity, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so.

People should only use a ladder or stepladder if:

- They are competent – users should be instructed and trained in the safe use of equipment.
- The ladder or stepladder is strong enough.

#### **For ladders**

- Don't use the top three rungs
- Ladders for access should project at least 1 metre above the landing point and be tied.





### For stepladders

- Don't use the top two steps of a stepladder
- Don't use the top three steps of swing-back or double-sided stepladders.
- The ladder or stepladder rungs or steps are level.
- The weather is suitable
- Robust sensible footwear is worn
- They are medically and physically fit
- They know how to tie a ladder or stepladder properly.

### On a ladder or stepladder **DO NOT**

- Move them while standing on the rungs/steps
- Support them by the rungs or steps at the base
- Slide down the stiles
- Stand them on moveable objects, such as pallets and chairs.
- Extend a ladder while standing on the rungs.

### On a ladder

Where you must carry something you **MUST** have one hand free to grip the ladder.

### On a stepladder

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of the stepladder will have to be justified by taking into account:

- The height of the task
- A safe handhold still being available on the stepladder
- Whether it is light work
- Whether it avoids side loading
- Whether it avoids overreaching
- Whether the user's feet are fully supported
- Whether you can tie the stepladder.

### Relevant Health & Safety Form:

AF3.1A Risk Assessment Form.

## 3.37 WORKERS UNDER THE AGE OF 18 POLICY

St Augustine's Priory will carry out risk assessments on any risks to workers under the age of 18 before they start work, in line with legislation. The risk assessments will follow the same procedure as that for other risk



assessments described in the procedures section of this policy, but will specifically take account of the following.

- Their workplace and workstation.
- Any exposures to physical, chemical or biological agents.
- Any work equipment used.
- The work activities and processes to be carried out.
- Any training provided, and any risks from specified agents and processes (listed in the Management of Health & Safety at Work Regulations 1999).

St Augustine's Priory will follow the legal restrictions on the work that a young person does.

### **3.38 WINTER CONDITIONS POLICY**

Whilst St Augustine's Priory makes every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, St Augustine's Priory may authorise the use of portable heaters where it is safe to do so.

Where the temperature in the work areas falls below 16 °C for a prolonged period, managers may authorise staff to work from home.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff early if necessary to avoid them being trapped at work. Managers will also contact staff if the workplace is to be closed and/or they not expected to come to work e.g. during a period of prolonged freezing conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded.

Line managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working

If due to low staff numbers, our first aiders are not available, the most senior manager present will take the role of appointed person i.e. for the purpose of managing any first aid incident and obtaining medical treatment.

Procedures will be implemented to control the additional slipping hazards presented by the weather. In particular all external walkways and steps on our premises will be regular cleared of snow and gritted to reduce ice. St Augustine's Priory will follow the government's snow code in our approach to clearing snow and ice.

St Augustine's Priory will also pay particular attention to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside e.g. between the car park and the buildings.



### 3.39 WORK EQUIPMENT POLICY

The objective of this policy is to ensure that equipment used at work does not result in Health & Safety risks regardless of its age, condition or origin.

St Augustine's Priory are required by law under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all work equipment provided for use is suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; used only by people who have received adequate information, instruction and training; and has suitable safety measures such as protective devices, markings and warnings.

#### Definition of Work Equipment

- The definition of work equipment is broad and ranges from simple tools to complete installations, e.g. hammers, knives, ladders, drills, photocopiers, floor polishers, shrink-wrap machines, man-riders, lifting equipment (including lifts), fork lift trucks and vehicles.
- The term 'installation' includes a series of machines connected together such as a conveyor system, a fire sprinkler system, or even scaffolding.
- Private cars are not considered to be work equipment. However, cars which are not privately owned are considered to be work equipment but they will fall within the remit of road traffic legislation i.e. they must have a current MoT certificate and be in a roadworthy condition. Where cars used at work are on private roads they will be governed by the PUWER and this policy will apply.
- Where employees provide their own work equipment then it is the duty of St Augustine's Priory to ensure it complies with the Regulations, otherwise it will not be authorised for use.
- The definition applies to all new, second hand and existing work equipment.

#### Scope

- This policy applies to all St Augustine's Priory employees with responsibility for purchasing or approving work equipment for use at St Augustine's Priory sites.
- It also applies to all employees with a responsibility for the provision and use of work equipment and those with a managerial responsibility for employees using the work equipment to ensure they have the appropriate levels of training and supervision.
- Where St Augustine's Priory employees are required to use or operate work equipment owned by or leased from a third party or another employer, it will be the duty of their line manager to ensure that the work equipment is safe for use and complies with the general requirements of this policy.



**Sources:**

- The Management of Health & Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998.

## **3.39.1 WORK EQUIPMENT PROCEDURE**

### **Introduction**

The Provision and Use of Work Equipment Regulations 1998 (PUWER) apply to all items of work equipment provided for use, or used by employees or the self-employed.

The following definitions are relevant:

- Work equipment covers all machinery and tools.
- Use includes cleaning, repairing, altering, maintaining and servicing work equipment.

### **General requirements and duties**

St Augustine's Priory must make sure that equipment St Augustine's Priory provide for our employees, and self-employed people working for us, meets the regulations.

The regulations also apply to employers who choose to allow their employees to provide their own equipment.

Equipment must be suitable for the particular work it is provided to do (both for the operation concerned and for the conditions under which it will be used). Maintenance equipment must be maintained in safe working order and in good repair.

### **Information and instruction**

All relevant health & safety information, and written instructions on using work equipment, will be made available to the workforce at all levels.

### **Isolation from sources of energy**

Where appropriate, work equipment must be provided with a clearly identifiable and readily accessible way of isolating it from all sources of energy. Reconnecting any energy source must not expose a user to risk. Isolating equipment from its energy source is often necessary for maintenance, or when an unsafe condition develops. Isolation means breaking the energy supply in a secure way (that is, so the equipment cannot be reconnected by accident). The procedure would normally involve some type of permit to work system.

### **Maintenance operations**

If there is any risk to health or safety, you must take measures (as far as possible) so work equipment can be



maintained while it is shut down. If this is not reasonably possible, you must take precautions to prevent risks to health or safety of those carrying out maintenance work. In this context, maintenance includes cleaning and repair.

### **Markings and warnings**

All work equipment must be marked with the appropriate health & safety warning signs and notices. Examples of markings are hazard symbols on dangerous substances.

Warnings are normally in the form of notices or signs. Signs should meet the Health & Safety (Safety Signs and Signals) Regulations 1996.

### **Inspection requirements**

The owner or supplier should decide what the inspection should involve, based on the manufacturer's information and other statutory obligations. The user of the equipment will identify other inspection requirements.

An inspection may include visual checks, and functional tests. The manufacturer's instructions should be for guidance on what an inspection should include for each piece of equipment.

### **Responsibility for inspection**

A number of people will be responsible for making sure that the work equipment is safe to use and that it has been inspected in line with the owner's or supplier's instructions. A hire St Augustine's Priory must make sure that equipment they hire out meets PUWER 1998. St Augustine's Priory or a self-employed person must make sure that equipment St Augustine's Priory use, or provide for use, meets PUWER 1998. That includes making sure that inspections are carried out by a competent person.

### **Visual check**

Low-risk equipment (such as a computer or printer used to input or print data) used for low-risk activities will not need a formal inspection. The user may need to make visual checks before each use to make sure the equipment is in good condition. But they must be competent. There is no need to record the results of the visual check.

Higher-risk equipment and equipment with moving parts (such as electrical generators or lifts) should have a visual check before each use, and may need a more formal check at certain intervals. A competent person should identify how often these formal checks should take place.

For most equipment, the formal inspection should be carried out each week. Some equipment will require more frequent inspections.

### **Recording inspections**

Records of inspections must be made and a record should be kept of the last inspection. Records can be kept in a



register, be attached to the equipment, or stored electronically in a tamper-proof format. They must be easily accessible by the people who use the equipment or who need the information.

If equipment has been received from another user, or if St Augustine's Priory provides equipment for use by another user and it has to be inspected, the equipment must come with evidence of the last inspection. For future reference, it is good practice to keep all records of inspection and maintenance, as they may be useful.

### **Marking**

The equipment may have a CE marking stamped on it. This shows that there is a European product directive and the equipment has been manufactured to a certain standard. However, it does not guarantee that it meets UK health & safety standards.

So, it must be ensured that all equipment, whether CE marked or not, meets UK health & safety requirements and is safe to use.

## **3.40 WORKPLACE TRANSPORT POLICY**

Our premises include areas where there is a mixture of moving vehicles and pedestrians. These areas are our customer and staff car parks, yard and delivery areas.

St Augustine's Priory have undertaken a risk assessment to cover these activities and identified the risk control measures required. The control measures include the segregation of pedestrian routes, 5 mph speed limits, and speed reducing ramps.

All staff will keep to pedestrian routes when walking and obey speed limits when driving in car park areas. Delivery companies will be monitored to ensure that they obey speed limits and that they make deliveries in a safe way without putting our staff at risk.



## SECTION 4

# HEALTH & SAFETY GUIDANCE

This section gives more information on managing health and working time.

### 4.1 MANAGING HEALTH

#### The hazards

More people die from work-related diseases than from workplace accidents. This chapter deals with health risks in general, stress, drugs and alcohol, and smoking.

The two biggest causes nationally of work-related ill health are pain due to back problems, upper limb damage (or 'dodgy knees') and stress.

#### Managing sickness absence and return to work

Sickness absence can have a big impact on the performance of your business and the health and well-being of your employees. Most is short-term but it can turn into long-term absence if action is not taken early enough to support their return to work.

By putting in place a policy to manage sickness absence and return to work you can minimise the effects on both your business and your workers.

Regular recording of sickness absence will enable you to keep up to date with who is off sick and why. This will also tell you about trends in your workplace and where there are particular hotspots that may need your intervention.

Keep in contact with those who are off sick to let them know what is happening at work and plan cover for their absence. This needs to be handled sensitively as some people may see this as a way to press them to return to work.

Plan and carry out workplace adjustments to return your employee to their existing job or to an alternative if possible, to retain valuable skills and to remove barriers that would make return to work difficult. Take professional advice if discussions with your employee do not provide solutions. Your employee's GP may be able to help but do not contact them without your employee's consent.

If your employee is or becomes disabled, the law requires us to make reasonable adjustments to enable them to continue working. St Augustine's Priory may need to seek professional advice where appropriate.



A return-to-work interview is enough for most employees to discuss any concerns they may have. However, for those in danger of becoming long-term sick, a return-to-work plan is important. These plans should be kept under close review.

St Augustine's Priory will appoint someone to co-ordinate the return-to-work process to make sure the plan proceeds smoothly and everyone involved knows what is expected. Whoever is chosen should be familiar with the employee's work, be able to negotiate at all levels and be sensitive to the needs of the employee.

### **The law**

Under the Health & Safety at Work etc Act 1974 (the HSW Act), you have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of your employees.

The Management of Health & Safety at Work Regulations 1999 (the Management Regulations) require us to assess and control risks to protect employees.

### **How to make it happen**

Senior managers need to be committed to implementing and supporting a policy for managing sickness absence and return to work.

Line managers need the skills and confidence to manage sickness absence and return to work.

Line managers, employees and their representatives need to work together to ensure sickness absence is tackled fairly and consistently.

### **Work-related stress**

#### **The risks**

Pressure is part of all work and helps to keep us motivated and productive. But excessive pressure can lead to stress, which undermines performance, is costly to employers, and can make people ill.

#### **What you must do**

As an employer, under the HSW Act, St Augustine's Priory have a 'duty of care' to protect the health, safety and welfare of all employees while at work. St Augustine's Priory also have to assess the risks arising from hazards at work, including work-related stress, in accordance with the Management Regulations.

An effective risk assessment approach to tackling stress includes the following:

- Measure the current situation (using surveys and/or other techniques).
- Have discussions with employees and their representatives.
- Work in partnership with employees and their representatives to make practical improvements.





- Agree and share an action plan with employees and their representatives.
- Regularly review the situation to ensure it continues to improve.

### Management Standards for Work-related Stress

HSE's Management Standards for Work-related Stress covers six key areas of work that, if not properly managed, are associated with poor health and well-being, lower productivity, and increased sickness absence. These are:

- **Demands** – workload, work patterns and the work environment.
- **Control** – how much say the person has in the way they do their work.
- **Support** – the encouragement and support provided by the organisation, managers and colleagues.
- **Relationships** – working to avoid conflict and dealing with unacceptable behaviour.
- **Role** – whether people understand their role within the organisation and whether the organisation ensures they do not have conflicting roles.
- **Change** – how change is managed and communicated in the organisation.

The Management Standards approach provides a framework and process against which to develop an effective risk assessment, and is supported by a toolkit designed to help organisations measure and improve their performance in tackling stress.

### Is stress a problem in the workplace?

There are a number of ways to identify the causes of stress in your workplace:

- Use existing information to see how your organisation shapes up. Sickness absence or staff turnover data could help, as well as employee surveys.
- Conduct a stress survey of employees to find out potential problem areas as part of an overall strategy to identify and address the sources of stress. (See [www.hse.gov.uk/stress/standards](http://www.hse.gov.uk/stress/standards) for free Stress Indicator and Analysis Tools.)
- Have discussions with employees to assess what causes stress in the workplace and identify relevant problems and solutions.

### Developing solutions

Continue to talk to employees to identify issues that affect them at work and discuss practical solutions. Record what you decide to do in an action plan, share it with staff and stick to it.

Include a review of the risk assessment in your action plan, to check how effective the actions are.



## 4.2 WORKING TIME REGULATIONS

### Introduction

The Working Time Regulations 1998 deal with workers' rights in relation to hours of work, night-time working, breaks from work and paid holidays. St Augustine's Priory can amend some of these rights if St Augustine's Priory have a 'collective' or a 'workforce' agreement with workers.

There are two types of agreement.

- A collective agreement is one that has been negotiated through a trade union.
- A workforce agreement is one that St Augustine's Priory have agreed with workers or their representatives.

In general, a worker is classed as someone an employer provides work for, and controls when and how the work is done, and who pays tax and National Insurance contributions. Most agency workers and freelance workers are likely to be workers, but not the genuinely self-employed, who are paid on the basis of an invoice rather than with wages.

The regulations apply to trainees over school-leaving age, who are on work experience or on training for employment, other than that provided on courses run by educational institutions or training establishments. However, different working time provisions apply to workers who are under 18.

### Hours of work

St Augustine's Priory must make sure that workers do not work more than an average of 48 hours a week (including overtime), in any reference period that will normally be 17 weeks.

An individual worker may agree to work more than the 48-hour average weekly limit. Any agreement, which must be in writing, may relate to a specified period or apply indefinitely. A worker has the right to end any agreement he or she has made, but only after giving us due notice in writing. An agreement may set the period of notice a worker has to give us if he or she wants to end the agreement. This period must not be more than three months.

### Night-time working

The term 'night-time' is defined in the regulations as a period of at least seven hours, including the period between midnight and 5am. If there is no agreement, 'night-time' is the period between 11pm and 6am.

A 'night worker' is a person who normally works at least three hours of his or her daily working time during night time, but this arrangement can be altered through a collective or workforce agreement.

A night worker's normal hours of work must not be more than an average of eight hours in each 24 hours over a 17-week period. They cannot work the average if their work involves special hazards or heavy physical or mental strain. There is a limit of eight hours on the worker's actual daily working time.



The work of a night worker must be classed as involving special hazards or heavy physical or mental strain if it is identified as such in a collective or workforce agreement, or if it is recognised in a risk assessment as involving a significant risk. The night-time limits and the reference period may be altered or not counted by a collective or workforce agreement.

St Augustine's Priory must offer free health assessments to any workers who are to become night workers. St Augustine's Priory must also give night workers the opportunity to have more assessments at regular intervals. How often these repeat assessments take place will vary between individuals according to the type of night work, how long it lasts, and the age and health of the individual worker.

Workers under the age of 18 are entitled to a health and capacities assessment if they work during the period between 10pm and 6am. The issues St Augustine's Priory need to include in this assessment are build, skills and competencies. St Augustine's Priory must also take account of the type of work that the young person will do.

### Rest periods

In each 24-hour period, a worker is entitled to a rest period of at least 11 hours in a row. A worker under the age of 18 is entitled to a rest period of at least 12 hours in a row.

As well as their daily rest periods, workers are entitled to weekly periods of rest. Workers are normally entitled to 24 hours uninterrupted rest in each seven-day period.

Workers under the age of 18 are entitled to rest periods of at least 48 hours in each seven-day period. If a worker works for more than six hours a day, he or she is entitled to an uninterrupted rest break of at least 20 minutes. Workers under the age of 18 are entitled to a rest break of at least 30 minutes if they work for more than four-and-a-half hours a day.

A collective or a workforce agreement may alter the rest breaks of adult workers. The rest breaks of workers under the age of 18 must not be altered.

### Records

St Augustine's Priory must keep adequate records to show whether St Augustine's Priory are achieving the limits on weekly hours of work and night time work for each of our workers.

St Augustine's Priory must identify workers who have chosen to work more than 48 hours in their working week. St Augustine's Priory must record the terms on which they are working more hours and set out the hours they work during each reference period. St Augustine's Priory must also keep, where appropriate, records showing that St Augustine's Priory are following the requirements on health and capacity assessments. St Augustine's Priory may decide what type of records to keep, but must keep all records for two years from the date St Augustine's Priory make them



## SECTION 5

# HEALTH & SAFETY FORMS

This section lists the Health & Safety forms which are available as separate documents for manual completion or as files for electronic completion.

AF3.1A	RISK ASSESSMENT FORM
AF3.1B	RISK ASSESSMENT REVIEW FORM
AF3.1C	RISK ASSESSMENT SHORT FORM
AF3.2A	ACCIDENT REPORT FORM
AF3.2B	ACCIDENT INVESTIGATION FORM
AF3.5A	CONTRACTOR ASSESSMENT FORM
AF3.5B	CONTRACTOR ON-SITE CHECKLIST
AF3.16A	COSHH ASSESSMENT FORM
AF3.16B	COSHH INVENTORY FORM
AF3.9A	DSE SELF ASSESSMENT FORM
AF3.8A	DRIVING RISK ASSESSMENT FORM
AF3.11A	EMERGENCY RESPONSE FORM
AF3.6A	EMPLOYEE H&S FEEDBACK FORM
AF3.14C	FIRE AND EMERGENCY PLAN
AF3.14A	FIRE SAFETY INSPECTION CHECKLIST
AF3.24A	FOREIGN TRAVEL CHECKLIST FORM
AF3.32A	HEALTH & SAFETY INDUCTION FORM
AF3.17A	HOMEWORKER ASSESSMENT FORM



AF3.25B	LONE WORKING RISK ASSESSMENT FORM
AF3.19A	MANUAL HANDLING ASSESSMENT FORM
AF3.19B	MANUAL HANDLING RISK SCORE FORM
AF3.20A	NEW AND EXPECTANT MOTHERS FORM
AF3.21	NOISE ASSESSMENT FORM
AF3.5C	PERMIT TO WORK FORM - ELECTRICAL
AF3.5D	PERMIT TO WORK FORM – ROOF WORK
AF3.5E	PERMIT TO WORK FORM – WORK AT HEIGHT
AF3.14B	PERSONAL EMERGENCY EVACUATION FORM
AF3.26A	VIOLENT INCIDENT REPORT FORM
AF3.40A	VISITOR CHECKLIST FORM
AF3.27A	WORKING ENVIRONMENT CHECKLIST FORM
AF3.37A	YOUNG PERSONS INDUCTION FORM