

Health and Safety Policy 2017-18

Policy Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

Contents Page

<u>Title</u>	<u>Page(s)</u>
Health and Safety Policy	1-16
Company Health and Safety Policy Statement	1
Organisation	2-3
Arrangements	4-16
1. Accident / Incident Reporting and Investigation	4
2. Bomb Threat	4
3. Child Protection	5
4. Communication and Consultation	5
5. COSHH	5
6. Counter terrorism including Prevent	5-6
7. Dealing with Aggression, Threats and Violent Behaviour	6
8. Disabled Access	6
9. Display Screen Equipment (DSE)	6
10. Electricity	6-7
11. Equipment and Maintenance	7
12. Fire Safety	7-8
13. First Aid	8
14. General Housekeeping	8
15. Hazard Identification and Risk Assessment	8
16. Hygiene and Welfare Facilities	9
17. Lone Working	9
18. Mental Health	9
19. Mobile Phones	9
20. Monitoring	9-10
21. Moving and Handling	10
22. Noise	11
23. Personal Protective Equipment (PPE)	11
24. Safety Signs	11
25. Slips, Trips and Falls	11

Policy Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

Contents Page continued

26. Storage	11-12
27. Temperature, Lighting and Ventilation	12
28. Training, Instruction and Induction	12
29. Trips and Educational Visits	12
30. Vehicle Safety	12-13
31. Work Related Stress	13
32. Working at Height	13
33. Work Experience and Work Placements	14
34. Working Outdoors and Outdoors Activities	14-15
35. Further Information	15-16
36. Relevant Legislation	16

Policy Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

COMPANY HEALTH AND SAFETY POLICY STATEMENT

Approved By Chair of Board of Directors 9th November 2017

Develop attaches great importance to the health, safety and welfare of its staff, learners and all persons who use our facilities and/or are involved in activities organised by us. We will aim to ensure that the activities carried out or undertaken by our staff and learners are managed in a manner to avoid, reduce and control foreseeable risk to health & safety as far as is reasonably practicable. We will adopt and implement policy and procedures that are compatible with and acknowledge the duties imposed by the provisions of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, and other regulations that apply to our activities. We will achieve this by:

- Ensuring that our staff, learners and those persons who may be affected by our activities are not exposed to significant health & safety risk.
- Carrying out suitability assessments of the health & safety risks to which staff, learners and others participating in our funded activities may be exposed and to minimise those risks as far as is reasonably practicable, including where appropriate, health surveillance.
- Providing a safe working environment for staff and learners.
- Providing work equipment that is maintained in a safe condition.
- Establishing emergency procedures for actions to be taken in the event of fire, accidents, behaviour incidents, dangerous occurrences and illness.
- Ensuring the safe storage and handling of materials and work items.
- Providing relevant information, instruction, training, supervision and guidance.
- Consulting with staff and learners on health & safety matters.
- Implementing regular review and monitoring of our organisational arrangements, health and safety policies and procedures, including our sub-contractors.
- Encouraging a positive attitude to health & safety and ensuring that all managers and staff lead by example and promote safe practices.
- Maintaining relevant data, to enable effective analysis of issues and to implement change that continues to drive down risk

This policy has been prepared in compliance with section 2(3) of the Health and Safety at Work Act 1974 and binds all Senior Management, Directors, Managers and Employees. We require that our customers and visitors respect the Policy, a copy of which can be obtained on demand.

Chief Executive Officer



Date: 12th December 2017

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

ORGANISATION

The organisation of responsibilities for all matters related to health & safety within the company will be through the following:

The Chief Executive Officer (CEO) will have overall responsibility for Health and Safety. He will be supported in the role by the Board of Directors appointed Health and Safety Board Member, the Deputy CEO, Department Directors, Health and Safety Manager, Heads of Centres/Line Managers, First Aiders, Fire Wardens and the Health & Safety Quality Improvement Group members and Managers.

Responsibilities for Health & Safety Matters

Board Of Directors – The Health and Safety appointed Board Member leads from the board down. They ensure the organisation has Health and Safety policies and arrangements, that addresses the needs in the workplace, including; employees, consultants, volunteers, learners, visitors & contractors to ensure effective risk assessments have been carried out. These are monitored regularly with any recommendations being implemented.

Company CEO – Overall responsibility for all Health and Safety and welfare matters within the organisation.

- Champions Health and Safety and leads by example providing adequate resources and funds to meet policy requirements.
- Setting the management standards or equivalent processes and supports implementation of solutions identified.
- Ensuring all employees are responsible for their actions with regards to Health and Safety and that key issues are shared across all employees.

Deputy CEO/Human Resources (HR) – Key to ensuring that policies and procedures are developed and implemented. To combine Health and Safety into Human Resource policy such as new staff induction process, well being and stress policies along with occupational health considerations.

Health and Safety Manager - Responsibility for day to day Health and Safety issues.

- Supporting management and the company Health and Safety Quality Improvement Group, supporting Employees with all Health and Safety issues which are raised.
- Reviewing and amending H&S related policies.
- Support management with conducting and review of risk assessment, keeping knowledge & best practice upto date within current Health and Safety legislation.
- Collect and report on Health and Safety data relating to incidents, accidents and risk assessments. To investigate all accidents, incidents and injuries.

Department Directors – Responsible to ensure they are familiar with all Health and Safety requirements relevant to their area of operation. To effectively communicate Health and Safety matters to their staff and any subcontractors.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

To ensure that Health and Safety monitoring is undertaken of any subcontractors and Work Experience (WEX) placements within their area of responsibility including maintaining appropriate records.

Heads of Centre and Line Managers – Ensure compliance with Company Health and Safety policies, completing risk assessments for activities they are responsible for, if applicable day to day premises management such as safe use and maintenance of work equipment, fire safety arrangements, first aid and incident & hazard reporting. Responsibility for all employees, learners, visitors and contractors working or visiting any premises they are responsible for, including providing suitable premise inductions.

First Aiders – Responsible to ensure they hold a current certificate.

- Providing first aid when required.
- Maintaining first aid boxes through regular checks, ensuring they are stocked.
- Ensuring that all accidents are recorded on company report forms and reported to management.
- To assist with any accident investigation procedure as required.

Fire Wardens – Principal responsibilities to maintain day to day observation of any fire safety concerns within the premises (obstruction of exit ways, ignition sources located near combustible materials etc) and to take or report this on to management for appropriate remedial action as required. To co-ordinate emergency evacuations and fire drills from the premises including the management of the evacuation at the assembly point and recording of details.

Health & Safety Quality Improvement Group (QIG) Members – Ensure they are familiar with requirements relevant to the company Health and Safety policy and general procedures within their area of operational delivery. Bring to the attention of the group any items of good or unsafe practice thought to be in need of development and communication by co-ordinating inputs from all employees. Assist and contribute to the group meetings to ensure staff are made aware of agreed developments. Regularly attend Health and Safety QIG meetings.

Individual employees including consultants and volunteers – Have a responsibility to take reasonable care of their own health & safety and those others who may be affected by their actions/non-action. To be familiar with and adhere to all relevant information within the company Health and Safety policy. Comply and conduct themselves in a safe manner, address any conditions that can be safely addressed in a timely manner and report any conditions they feel may be a danger or hazard to themselves or others including visitors, contractors, learners. To ensure their work area is kept clean and tidy.

To undertake relevant training as directed by the organisation to ensure it is able to discharge its responsibilities fully.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

ARRANGEMENTS

1. Accident / Incident Reporting and Investigation

The primary purpose of reporting accidents and incidents is to identify the underlying cause(s) of the accident and incident and any contributing factors in order to prevent a similar occurrence. All accidents and injuries therefore must be reported immediately in the first instance to the relevant Head of Centre. Develops Accident Report Form should be completed and submitted as soon as possible. Completed forms should be submitted to the Health and Safety Manager who will notify Senior Management Team as appropriate. The Head of Centre/Line Manager and Health and Safety Manager will deal with any incidents to be reported and investigated under RIDDOR (Reporting of Injuries, Diseases and Dangerous occurrences Regulations 2013) with any lessons learned from investigation used to ensure that, wherever possible, a repeat occurrence is prevented. Centres are required to submit a monthly accident incident analysis return. This information is collated and made available at board member meetings.

Reporting can be completed using the paper based or on line reporting system.

2. Bomb Threat

Bomb threats are extremely rare but Develop is aware of both the potential for actual harm and the potential of severe disruption to its business that can be caused by hoaxes and malicious threats. Develop has a policy and put in place procedures that minimise the risk to security and safety from bomb threats on individual sites.

This is to ensure an appropriate response following a bomb warning or threat against the Company and all the teaching and other activities it undertakes

The following action is to be taken in the event of a bomb warning, suspect package or discovery of an Improvised Explosive Device (I.E.D.) at a Develop premise.

- Stay calm and listen.
- Obtain as much information as possible, using the bomb threat checklist. Try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
- Ensure that any recording facility is switched on.
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Immediately report the incident to the Chief Executive Officer, Head of Centre or Line Manager to decide on the best course of action and notify the Police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the Police directly by calling 101 or 999 as appropriate. Give your impressions of the caller and an exact account of what was said.
- If you have not been able to record the call, make notes for the Police. Do not leave your post – unless ordered to evacuate – until the Police or CEO, Head of Centre or Line Manager arrives.
- Evacuate if ordered to do so in a calm, orderly manner to avoid panic.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

3. Child and Vulnerable Adult Protection and Safeguarding

We fully recognise our responsibilities to have arrangements in place to safeguard and promote the welfare of children and vulnerable adults who attend our training. Through our contact with young people and work with families and relevant agencies, staff have a crucial role to play in noticing indicators of possible abuse or neglect. Further information can be found in our Safeguarding, Child Protection and Vulnerable Adults policy.

4. Communication and Consultation

We ensure that all staff and learners are made aware of the risks to their health and safety whilst at work, measures taken to minimise the risks, emergency procedures and organisational responsibilities. We consult staff and learners on matters affecting their health and safety by cascading information via line managers, notice boards and one-to-one discussion, by email and through induction and training.

Health and Safety is discussed in meetings at all levels of the organisation and staff and learners are encouraged to report any safety concerns to their Head of Centre or the Health & Safety Manager.

5. Control Of Substances Hazardous to Health (COSHH) regulations

As a minimum each site should gain and hold a safety data sheet from the supplier for any substances or material used where information on safety controls such as, spillages, any Personal Protective Equipment (PPE) required for use and first aid information can be used. COSHH assessments will be carried out where significant risk is identified in a substances or material use from work and learning activities. Staff and learners should be notified of the outcomes and COSHH assessments.

6. Counter terrorism, including PREVENT

Develop recognises the potential threat to terrorism and as such, we will provide key staff Workshop to Raise Awareness of Prevent (WRAP) as part of the UK Counter Terrorism Strategy. In order to help safeguard people and communities from the threat of terrorism, the workshop helps raise staff awareness at preventing those people who may be vulnerable from being involved in or supporting terrorism, through radicalisation. Additionally, all staff complete an online learning module. Staff should refer any concern of radicalisation that they have with the Head of Centre and Safeguarding and Well-being Manager. Further information can be found in our preventing extremism and radicalisation policy.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

Develop adopts the Government advice on action to be taken with regards to any immediate threat of terrorism, which is to;

- Run - Run to a place of safety. This is a far better option to surrender or negotiation. If there's nowhere to go, then...
- Hide – It's better to hide than confront. Remember to turn your phone to silent and turn to vibrate. Barricade yourself in if you can. Then finally and only when it's safe to do so.
- Tell - Tell the police by calling 999.

7. Dealing with Aggression, Threats and Violent Behaviour

Where required staff will be offered relevant de-escalation training to enable them to manage situations safely. Incidents of violent or aggressive behaviour must be reported immediately to the Head of Centre/Programme Manager, who must report this to the Health and Safety Manager. A staff behaviour support and management support policy, process and pack is available to monitor learners behaviour. We also have a staff behaviour (code of conduct) policy.

8. Disabled Access

We aim to provide a full and fair opportunity for learning and employment of disabled persons. Staff and learners who become disabled will be accorded every possible opportunity for maintaining their job role or for retraining if required. Where appropriate, an individual personal emergency evacuation plan will be completed (Personal Emergency Evacuation Plan – PEEP).

9. Display Screen Equipment (DSE)

An electronic e-learning and self-assessment checklist including guidance on safe working with DSE is provided so that all staff defined as DSE users can review their own work layout, furniture and best practice. Each checklist will be reviewed and any actions discussed with the Health and Safety Manager and Line Manager for appropriate action such as provision of reasonable adjustments. Develop will pay for eyesight tests and the cost of basic frames and lenses if spectacles are required for DSE work.

10. Electricity

Only electrical equipment or appliances provided or approved for use by Develop should be used. Under no circumstances should staff make alterations or adaptations to electrical equipment or the electrical supply unless competent to do so. Only qualified and competent electricians will be used when undertaking work on electrical systems and equipment.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

Staff should not bring in their own equipment unless it has undergone Portable Appliance Testing (PAT).

Periodic fixed wiring inspections are required every 5 years and formal PAT testing should be carried out bi-annually using a competent electrician. Periodic visual inspections will be carried out with findings logged on those centre appliances that are in general use and non-fixed such as kettle, microwave, extensions leads and hand held drills etc.

When an appliance has been PAT tested, a label will be fixed showing the test date, the identity of the competent person and the date of the next test.

Records of PAT and fixed electrical installation testing will be held centrally by the Health and Safety Manager and Heads of Centre.

Staff should carry out pre user visual checks of their electrical equipment, checking for damage to the equipment, cables, plugs and sockets. Learners should be also be instructed to carry out user checks as part of the education and learning process. Faults or defects must be reported immediately to your line manager and or supervising staff member. Faulty equipment should be labelled immediately and isolated from the energy supply. Extension leads must not be overloaded or have multiple leads plugged in to one another known as daisy chaining.

11. Equipment and Maintenance

We endeavour to provide equipment and furniture to ensure the safety and comfort of staff and learners. Furniture and equipment is maintained in good and efficient working order but anyone who experiences discomfort or who discovers faulty equipment or damaged furniture should inform the Head of Centre/Programme Manager as quickly as possible.

12. Fire Safety

Fire arrangements have been implemented in each Centre to ensure the safety of staff, learners and visitors. Fire Marshals are appointed to undertake a sweep and take control during an emergency evacuation. Fire marshals will ensure controlled evacuations and assembly at Centre Fire Assembly points, take roll calls and prevent re-entry into the workplace/ or site until the Fire & Rescue Service confirms it is safe to do so.

Emergency evacuation procedures form part of the induction process for new staff members and learners. Emergency evacuation procedures are displayed in all Develop Centres along with fire action notices.

Fire risk assessments are carried out annually in all Develop Centres by the Health & Safety Manager, supported by the Head of Centre. Fire testing regimes are in place for fire alarm systems, smoke detectors, emergency lighting and fire drills with a fire log maintained by each centre. Fire drills should be carried out each term.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

Staff are asked to note the following general fire prevention guidance:

- Fire exits and fire exit routes must be kept clear of obstructions and flammable materials;
- Rubbish, waste paper and other materials must not be allowed to accumulate;
- Flammable materials and substances must not be left near a heat or ignition source;
- Electrical equipment should be checked regularly and switched off when not in use;
- Make sure you know which extinguisher to use on which sort of fire.

Staff should make themselves aware of and inform any accompanying learners of the Fire Evacuation Procedures when working/visiting a non- Develop premises.

13. First Aid

Each Centre is supplied with standard First Aid kits. It is the responsibility of appointed First Aiders to ensure that kits are regularly checked and replenished and that medication is not being kept in them.

Details of qualified First Aiders and the locations of First Aid kits are displayed in all Develop Centres.

Staff should make themselves aware of and inform any accompanying learners of the First Aid arrangements when working/visiting a non-Develop premises.

Where there is no First Aid arrangements available at external destinations, then the provision must be allowed for as part of the activity risk assessment.

14. General Housekeeping

Whilst our offices and Centres are cleaned regularly, all staff should ensure that their own work area or classroom is kept clean and tidy to minimise any unnecessary hazards. Welfare facilities must also be kept clean and tidy.

15. Hazard Identification and Risk Assessment

The hazards and risks associated with our activities will be identified and risk assessments carried out where required. Hazards will be identified through inspections and walk rounds and from accident data. The Head of Centre / Programme Manager supported by the Health & Safety Manager will ensure that risk assessments for activities or organised by Develop are carried out and reviewed annually. Copies of Centre risk assessments are available for display at Centres and held electronically on the Company drive. Where specific risk assessments e.g. for new and expectant mothers then these are completed when required.

Staff encountering unforeseen safety hazards should report them to their line manager immediately for action.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

16. Hygiene and Welfare Facilities

Toilets are provided in all buildings with hot and cold running water, soap and hand towels. Please ensure that these facilities are left as you would wish to find them.

Kitchens are provided in most buildings with kettles, fridges and microwaves. Staff are asked to ensure that kitchen equipment and crockery are kept clean and that food waste is disposed of appropriately.

17. Lone Working

Lone workers are defined as staff, visitors and contractors who work by themselves without close or direct supervision, outside normal working hours. An assessment will be undertaken to identify any activities presenting a significant risk to the lone worker and guidance is provided in the Lone Working Policy

18. Mental Health

Develop understands the positive impact that healthy engaged employees make to the success of the business. As such, Develop pledges to provide initial and ongoing help and support for employees going through mental health problems. Develop has a Mental Health Policy to assist with creating an open and honest workplace where line managers and employees can discuss mental health problems to ensure the necessary support is known and offered to employees when needed.

19. Mobile Phones

Where appropriate, staff are provided with a Develop mobile phone. Personal use of the Develop mobile phone is allowed for emergencies or occasional necessary use (i.e. informing a relative that you are working late) and use of the Develop phone will be monitored.

Mobile phones should not be used by the driver for making calls or texting whilst a vehicle is being driven.

Staff should note that although research into adverse health risks has so far proved inconclusive, the use of mobile phones for prolonged periods is discouraged.

20. Monitoring

Inspection of all Develops centres will be carried out by the Health and Safety Manager, supported by the Head of Centre/Programme Manager using the electronic placement assessment record.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

Findings and observations for action from the inspection will be raised with the Head of Centre /Programme Manager and reported to the senior management in order to be addressed. In addition, accidents and incidents will be analysed and investigated in order to identify any lessons learned.

Health and Safety Quality Improvement Group (QIG) meetings are held on a regular basis to consider, monitor and agree for action - policy, accidents & incidents, general procedures, documentation and operational health & safety delivery.

Develops health and safety documentation will be regularly reviewed.

Health and safety is a standing item on the agenda of Board meetings and Management Team and staff meetings when required.

21. Moving and Handling

Whilst all staff are provided with instruction in safe moving and handling techniques during induction, the following general guidance applies:

- If an object is heavy or bulky, assistance should be sought rather than risk injury.
- Staff suffering from a physical complaint or condition that may put them at risk or injury should not lift or carry heavy equipment or materials.
- If moving and handling cannot be avoided, staff should assess the load and take action to minimise the risk of injury.

To assess loads and lift correctly, you should consider the following:

- Survey the load and your environment (i.e. is the load heavy, awkward, hard to grasp, cold or hot? Do you need to bend, twist, stretch or stoop? Is the floor level? Are there any steps or stairs to negotiate? Is the route clear?)
- Relax before lifting – tension can lead to a rigid lifting technique that in turn can cause damage.
- Plant your feet close to the load and comfortably apart to aid your balance.
- Bend your knees not your back.
- Maintain your balance through the lift.
- Keep your back as straight as possible and maintain the natural curve in your back.
- Grip the load properly by taking its weight in your palms, not on your fingers alone.
- Lift your head to straighten your back just before you lift.
- Lift using your thigh and calf muscles.
- Keep the load close to your waist as you carry it.
- Avoid jerky movements.
- Reverse the process when you set the load down.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

22. Noise

Noise levels are considered to be below action levels in most Centres. However, some centres may use noisy equipment as part of their construction learning delivery. As this equipment is only used on a periodic short term learning basis and under supervision, it is deemed that the use of ear defenders will be a suitable control and these will be provided for use by Develop.

23. Personal Protective Equipment (PPE)

We provide all PPE identified through the risk assessment process. Head of Centres/ Programme Manager will ensure its efficient provision, use, storage and maintenance.

PPE and clothing provided must be used appropriately and staff must immediately report any damage or defects in protective clothing or equipment issued to them. The use of safety shoes is job specific and as identified in risk assessments.

24. Safety Signs

Where risks cannot be controlled by any other means, safety signs will be displayed to highlight potential hazards. Fire exit and directional signs will be displayed in all buildings to highlight safe exit routes. Each Develop Centre will display the following, as a minimum:

- Employers Liability Insurance Certificate
- Health and Safety Law Poster
- Health and Safety Policy Statement
- Emergency Fire Evacuation Procedures
- First Aiders

25. Slips, Trips and Falls

Floor surfaces must be kept free of obstructions (i.e. cables, boxes, equipment etc.). Walkways, stairs are fire escape routes and must be kept clear so that access and egress are not impeded during any emergency. Trailing cables must be secured away from walkways and steps and from under desks.

Liquid spills and broken glass or crockery must be swept up and the area dried immediately.

26. Storage

Materials and equipment must be stored or stacked neatly in such way that they are not likely to fall and cause an injury or damage to property. Heavy or sharp objects should not be stored above head height.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

Storage units and shelves must be stable and strong enough for the loads placed on them.

27. Temperature, Lighting and Ventilation

As far as possible, appropriate heating and ventilation will be provided to ensure that temperature and humidity are maintained within the recommended comfort range and to provide a comfortable working environment. The minimum temperature in an office environment is 16°C. Whilst there is no maximum temperature, fans or adjustable blinds are provided for use in hot weather.

Adequate lighting, whether natural or artificial, is provided. If required, local lighting will be provided in places of particular risk. If staff or learners have a concern about temperature, lighting or ventilation, the issue should be raised with the Head of Centre/ Programme Manager.

28. Training, Instruction and Induction

All staff and learners are briefed on health and safety matters, including fire emergency and first aid arrangements during induction and when exposed to new risks such as the introduction of new equipment, work practices and learning activities. Training in other activities will be assessed with training and instruction provided where necessary. Records of safety related training are maintained by Human Resources.

29. Trips and Educational Visits

All trips and educational visits must be pre-planned and appropriate arrangements put in place, including completion of Parent/Guardian/Carer Medical Consent forms, activity risk assessment and booking of approved transport if required. Staff to notify CEO of any off site visits that pose potential higher risk, e.g. outward bound/residential, to ensure sufficient insurance is in place.

30. Vehicle Safety

Staff driving their own vehicles on Develop business should ensure that:

- Vehicles are in a roadworthy condition, serviced regularly and have current MOT, Business Insurance and road tax.
- They hold a current driving licence.
- They adhere to the Highway Code and Road Traffic Act.
- Vehicles are not driven whilst under the influence of alcohol or drugs.
- Food or drink should not be consumed by the driver whilst the vehicle is in motion.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

- If taking medication that may affect your driving this should be discussed with HR
- Mobile phones should not be used by the driver for making calls or texting whilst the vehicle is being driven.
- Sat navs should be set while the vehicle is parked.
- All accidents and road traffic incidents are reported to HR.
- Vehicles are loaded and unloaded safely using safe manual handling techniques.
- Driving offences and endorsements are reported to HR.

Human Resources will periodically review driving licences, insurance and MOT or after a Road Traffic Accident.

31. Work Related Stress

We are committed to protecting the health, safety and welfare of our staff and recognise that workplace stress could be health and safety related. We accept the Health and Safety Executive's (HSE) definition of work related stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them".

We acknowledge that any member of staff could experience stress and understand that whilst it is not an illness, if it is prolonged or very intense, it can lead to health problems. We believe that seeking help and support is a positive action and not a sign of weakness.

Our procedure reflects the HSE's Stress Management Standards and we will provide the resources necessary to effectively monitor and manage work related stress. We aim to reduce harmful levels of stress by:

- Identifying workplace stressors and, where necessary, carry out individual stress risk assessments to eliminate or control the risks by reasonably practicable means;
- Consulting with staff on any proposed actions relating to the prevention of workplace stress;
- Intervening early to deal with problems and providing staff support if required;
- Encouraging sensitive management and providing instruction in work related stress.

32. Working at Height

Working at height can be very hazardous, even when using small ladders or stepladders. Ladder failure (due to age, damage or overloading) can cause people and equipment to fall; contact with electrical supply can be lethal; people can fall due to over-reaching or stretching too far; and ladders can slip if not correctly secured.

Only competent experienced staff and contractors are to use ladders and step ladders. Learners are not permitted to use ladders or step ladders or work at height unless training is being provided as part of a learning programme under supervision.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

33. Work Experience and Work Placements

All work experience placements and other work placements that are found for learners are subject to pre placement checks. The health, safety and welfare assessment check takes into account risks to health and safety which are associated with the learners lack of experience, lack of awareness of existing risks, or immaturity, the occupational area, the work experience job opportunity to be carried out and any health or medical condition of the learner. Placements are given a High, Medium or Low risk category as part of the assessment process to determine the frequency of future assessment checks. These checks must be carried out by persons who are sufficiently competent.

34. Working Outdoors and Outdoors Activities

There are particular hazards associated with working outdoors and outdoor activities and staff should note the following:

The Sun – the dangers of exposure to the sun are well known. Sunburn is both painful and there is a danger of long-term skin damage. If you are outside wear a hat, loose, long sleeved clothing and keep in the shade if possible. A high factor sun block should be used.

Dehydration - on hot and cold days, it is possible to become dehydrated. If you are away from the Centre, it is important that you take plenty to drink and drink regularly. Signs of dehydration include a headache and feeling thirsty.

Heat Exhaustion – maintaining your body temperature whilst outdoors can be difficult and suffering from heat exhaustion is not limited to hot, sunny days. It can be caused by the loss of salts and water due to excessive sweating and can be induced by hard physical activities and dehydration. Symptoms include feeling dizzy and sick, confusion, headache, pale sweaty skin and cramps in the limbs or abdomen. If you think you are suffering from heat exhaustion, let the person in charge know, move to a cool place and replace lost fluids and salts.

Hypothermia – this condition develops when the body temperature falls and can be caused by prolonged exposure to the cold and/or wet conditions. A high ‘wind-chill factor’ can substantially increase the risk of hypothermia setting in. It is always important to take correct clothing with you and never underestimate the changeability of the British weather – plan for the worst and hope for the best – a waterproof coat is essential! If you do get caught out and start to feel shivery and cold, let the person in charge know immediately. Symptoms include pale, dry skin, bluing around the lips and nails and disorientation. There will normally be somewhere that you can go to warm up and dry off and a warm drink and high-energy foods can quickly help you to feel better.

Lyme disease – this is a rare bacterial infection, generally occurring in summer or early autumn, which is transmitted from animals to humans by the bite of a sheep or deer tick. It is characterised by a patch on the skin steadily increasing in size and gradually clearing in the centre to form a series of concentric rings – known as a target lesion. It is treatable at this stage by antibiotics. Later stages of the disease are much more difficult to treat and quite diverse in their nature, affecting various body systems.

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

If you have been bitten by a tick or suspect that you may have contacted the disease, seek medical treatment immediately. Protective clothing and insect repellent should be worn if you may come into contact with grazing sheep or deer.

Tetanus – this is a very prolonged and extremely unpleasant illness which can be fatal. It can be contracted through contact with soil via cuts, abrasions or puncture wounds. Immunisation should be kept up to date and booster jabs are required every 10 years in most cases. Talk to your General Practitioner (GP) for advice.

Toxicara Canis – this microorganism is found in dog faeces and one can encounter it on any outdoor activity. It can cause blindness in children although the risk to adults is not considered to be so great. If you get dog faeces on your skin or clothes, wash off immediately with soap and water.

Leptospirosis (Weils Disease) – is a rare bacterial infection carried in the urine of rats, foxes and domestic animals, which can contaminate water and wet banks.

This infection can be contracted through outdoor activities. Infection usually occurs through cuts, abrasions and the lining of the nose, eyes and mouth. An incubation period of one to two weeks is followed by feverish flu-like symptoms, including redness of the eyes. The illness will usually last 4-9 days. In rare cases, where people are jaundiced, a second phase can develop and this is known as Weil’s disease and it can be severe.

When working in or near potentially contaminated water, cuts should be covered with waterproof plasters and contact with water should be avoided. Exposed skin should be covered and waterproof gloves worn whenever possible. Hands should be washed before eating, drinking or smoking. Seek prompt medical attention from your GP and tell them that you have been near water if symptoms appear.

35. Further Information

The policy is supported by the following which contain examples of documents, guidance, other information and systems used in support of the company’s business activities.

- Accident & incident reporting and analysis
- Company shared drive health and safety folder, files A- Z
- Fire and evacuation precautions
- Health & Safety Executive (HSE) website
- HSG65 Managing for health and safety
- Induction process – new staff and learners
- National Counter terrorism Security Office (NaCTSO) Guidance
- Risk assessments in company shared drive health and safety folder
- Preventing extremism and radicalisation policy
- Safeguarding, child protection and vulnerable adults policy
- Keeping Children Safe in Education
- Behaviour Management and Support Policy, Procedure and Pack
- Staff handbook

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike

- SEND Policy
- Work Placement Assessment Record (Electronic Veryan or paper based)

36. Relevant Legislation

The Health and Safety at Work Act 1974 (HSWA) is the primary UK legislation on health and safety. There are a number of regulations and guidance that support, enhance and clarify the requirements of the HSWA that apply to Develops business activities, examples of which are:

- Electricity at Work Regulations 1989 and amendment
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Training for Employment) Regulations 1990
- Management of Health and Safety at Work Regulations 1999
- Managing for health and safety (HSG65)
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment (PPE) at Work Regulations 2002
- Provision and Use of Work Equipment (PUWER) Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013
- Working at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992

Form Number	Document Name	Location/File path	
PY3	Health and Safety Policy	\\developserver\Data\Company\Policies\Policies2017-18	
Version No.	Date Issued	Created by	Approved by
2.0	05/01/2018	Mike Davis	Mark Pike