

Health & Safety Organisation, Responsibilities & Arrangements



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Organisation

Overall and final responsibility for Health and Safety is that of:
The Board of Trustees

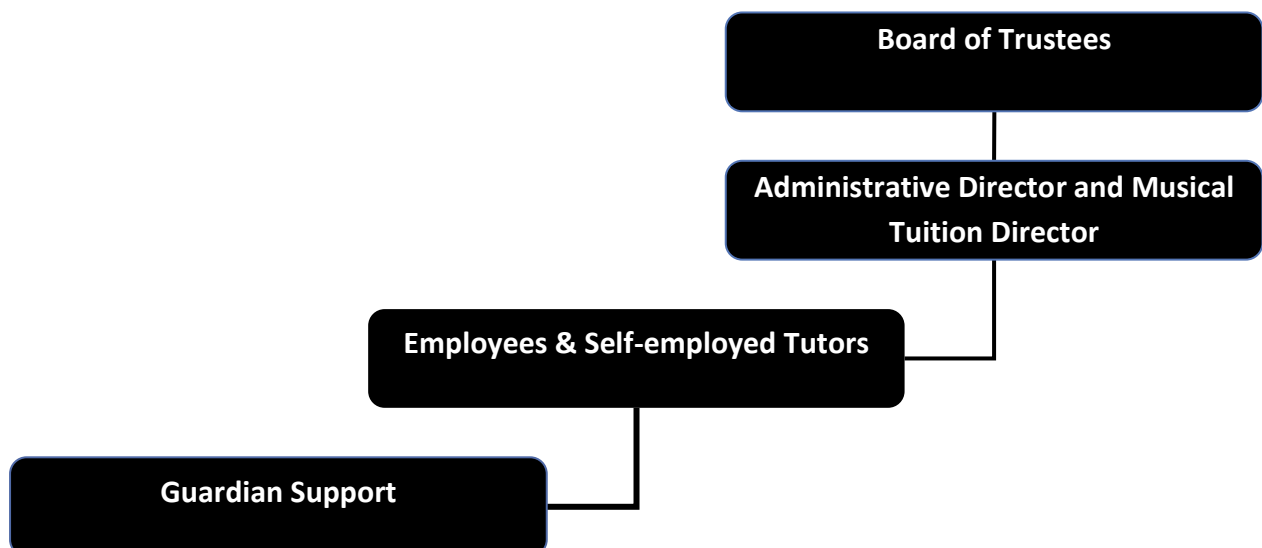
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:
The Administrative Director and the Musical Tuition Director

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

Name:	Responsibility:
<i>Board of Trustees</i>	Strategic, operational implementation and monitoring.
<i>Administrative Director and the Musical Tuition Director</i>	Operational implementation and monitoring.
<i>Employees Self Employed Tutors</i>	Operational implementation.

Health and Safety Organisational Chart

Health and Safety Organisational Chart:



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Individual Responsibilities

To ensure that Health and Safety standards are maintained and improved, the following people have the responsibility in the following areas:

The Board of Trustees Responsibilities

The Board of Trustees will champion the Health and Safety of all employees.

They will delegate much of this work to the Administrative Director and the Musical Tuition Director. The Administrative Director and the Musical Tuition Director will ensure, by leadership that they take an active interest in Health and Safety Matters.

The Board of Trustees are responsible for:

- Issuing the Organisation Health and Safety Policy Statement
- Ensuring that the Policy Statement and Organisation Policies are understood and implemented by all subordinates;
- The appointment of one or more competent persons with the responsibility for providing Health and Safety assistance and, ensuring that those appointed have the time available to fulfil their duties;
- Setting objectives for the reduction of risks to Health and Safety;
- Taking appropriate action to deal with any item within the minutes of the Health and Safety committee meetings;
- Ensuring that there are effective means of involvement, communication and consultation with employees;
- Ensuring that there are arrangements in place to protect any young person employed from any risks to their Health and Safety at work;
- The co-ordination and monitoring of the Health and Safety Performance of all Directors;
- Ensuring that any necessary contacts with external services are arranged;
- Ensuring that all employees, receive relevant training;
- Establishing a review procedure, so that the progress and performance can be assessed.

Administrative Director and the Musical Tuition Director Responsibilities

The Administrative Director and the Musical Tuition Director have overall responsibility for the day to day implementation of the health and safety organisation and arrangements.

- Ensuring the organisation has access to Competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999;
- Ensuring that there exists an effective policy for Health and Safety management, supplemented by additional documents as necessary, and that these documents are implemented throughout the business;

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- Placing on the agenda of each relevant meeting an item entitled “Health and Safety” where reports from the management team on the overall safety performance of the organisation and any necessary recommendations will be considered;
- Ensuring this policy is routinely reviewed on an annual basis to ensure the arrangements for Health and Safety remain current and valid;
- Ensuring that necessary resources and information is made available for the policy to be effectively put into practice;
- Ensuring that all employees including contractors carry out their respective duties regarding health and safety within their areas of control;
- Co-operating and assisting, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of their duties.
- The Administrative Director and the Musical Tuition Director in conjunction with the School also have responsibility for ensuring that: -
 - Equipment checks are carried out;
 - Any equipment which is or may become hazardous to the health, safety and welfare of employees is isolated or corrected;
 - The School Caretaker and Board of Trustees are reported to on the misuse of equipment or any concerns regarding the School premises which may become a Health and Safety risk;
 - Safety procedures and safe systems of work are followed and that any non-compliances are reported.

They may call on the help of appointed competent persons within the responsibility for providing Health and Safety assistance and other specialists to help them in exercising their responsibilities.

They will:

- Ensure that the Organisation Health and Safety policy statement and Organisation Policies are fully implemented;
- Actively seek the cooperation and suggestions for improvements from all in relation to our Health and Safety Policy;
- Promote a high standard of Health and Safety;
- Ensure that suitable and sufficient risk assessments are conducted, reasonable steps are taken to minimise all risks found and that the assessments are reviewed regularly;
- Ensure that no employee is required to undertake any task without adequate training / job instruction or which exceeds their capability;
- Provide appropriate information, instruction and training to ensure so far as is reasonably practicable the Health and Safety at work of employees;
- Provide and maintain a safe and healthy working environment, with statutory obligations as a minimum requirement
- Maintain the areas of the School in which they occupy in a safe and risk-free condition and provide a safe means of access to and egress from the School.
- Ensure that all persons under their control have been briefed on and understood Health and Safety Policy, are shown where Health and Safety information is held, and receive sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to their development.

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- Consult and co-operate with the Board of Trustees when matters arise requiring specialist knowledge.
- Comply with procedures laid down for reporting and investigating accidents; taking prompt action to prevent re-occurrence whenever possible.
- Ensure high standards of housekeeping are maintained within their area of responsibility.
- Provide and maintain equipment and systems of work that are safe and without risks to health

Employee Responsibilities

All employees have a statutory duty to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- Conform to any legal requirements, organisation rules, procedures and instructions necessary for ensuring Health and Safety;
- Seek advice and instruction from the Administrative Director and or the Musical Tuition Director when situations arise, which may affect the Health and Safety of themselves or others;
- Report any unsafe equipment, methods of work or any other safety concerns;
- Stop work and seeking advice if they believe there is an imminent risk of injury to themselves or others;
- Report any near miss or accident, however slight, and whether or not injury or damage has been sustained;
- Assist at all times in maintaining good housekeeping standards;
- Not interfere with anything provided to safeguard Health and Safety, e.g. remove or wilfully discharge fire extinguishers, etc;
- When there is a legal requirement to, or where the nature of the work requires it, wear the protective clothing and equipment specified;
- Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by the organisation in accordance with both any training and instructions they have received in the use of the equipment;
- Report unsafe plant, tools and equipment and unsafe practices or methods of work;
- Report any potential Health and Safety hazard including infectious or other diseases, accidents, injuries or concerns associated with the workplace;
- Assist in the maintenance of good housekeeping standards;
- Co-operate with their employer to enable their employer to comply with their statutory duties for Health and Safety Assist where necessary in the investigation of any accidents that occur;
- Take reasonable care for their own Health and Safety and that of others who may be affected by their actions or omissions at work.
- Positions of the fire exits, layout out of escape routes and assembly point location/s;
- Position of the first aid equipment and the identity of the trained first aid personnel.
- Do not attempt to lift or move articles as heavy as likely to cause injury;
- Do not over-reach for items on high shelves, use the equipment provided;

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Non-compliance with the Health and Safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Health and Safety Committee

Safety committee meetings are held at regular intervals within the organisation and are represented by both management and members of staff. The Organisation Health and Safety Committee will monitor and keep under review the measures taken to ensure the health, safety and welfare of Organisation employees and others engaged in legitimate activities on its premises. This involves the promotion of co-operation between management and staff in instigating, developing and carrying out measures to ensure health, safety and welfare at work. This work is an essential element in the development of a positive and progressive approach to Health and Safety and the evolution of a Organisation 'safety culture'.

The aim of the committee is to resolve all safety and hazard related concerns and promote good working relationships between management and its work force in order to meet the organisation's objectives on Health and Safety.

Agenda:

- Any accidents or incidents that may have occurred;
- Any remedial actions considered necessary to eliminate repeated types of accidents or incidents;
- Identify further development of safe working systems;
- Identify further development of training needs;
- Safety publicity in the workplace;
- Analysis of reports from internal audits, union representatives and accident statistics;
- Analysis of reports by inspectors and/or environmental health officers;
- Provide a forum to discuss and make recommendations to the Board of Trustees on matters concerning accident prevention;

First Aider's / Appointed Person's Responsibilities

Competent and trained First Aiders will be appointed by the Organisation with the objective to preserve life, prevent deterioration and to promote recovery of personnel in an emergency by:

- Answering all emergency calls when on duty (this includes breaks);
- Reporting and recording all accidents/incidents promptly and forwarding original documentation to the relevant department immediately;
- Where accidents are of a serious nature, details of accidents are telephoned through to the relevant authority with immediate effect;
- Replenishing first aid boxes and facilities;
- Taking due care for the safety of themselves and the safety of others;
- Attending any training course provided, in particular the three-year refresher certificate;
- Frequently attend any first aiders' meeting scheduled.

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General Contractor's Responsibilities

Contractors appointed by the Organisation are obliged to follow all statutory and Organisation rules and regulations with regards to health, safety, welfare, hygiene and environmental procedures.

The competence and Health and Safety performance of the contractors will be checked by seeing their Health and Safety policies, risk assessments and method statements before the work commences.

Where the Organisation believes the required standard of safety performance is not being met, the Organisation has the right to stop any activities, until satisfied the standards have been achieved.

For all projects contractors must:

- Check clients are aware of their duties;
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- Provide information, training, and a suitable site induction for their workforce
- Ensure the site is suitably fenced and secured against unauthorised entry
- Ensure there are adequate welfare facilities for those who work on the site
- Ensure that any design work they do, complies with Health and Safety;
- Co-operate with others and co-ordinate their work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their Health and Safety;
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Visitor's Responsibilities

All visitors have the following responsibilities: -

- To observe warning signs and notices;
- To behave at all times having regard to the Health and Safety of themselves and others who may be affected by their acts or omissions;
- To co-operate with the Organisation to comply with any legal duty or requirement placed upon it;
- Not to interfere recklessly or intentionally with items provided in the interests of Health and Safety;
- In accordance with laid-down procedures all visitors must report to their host:
 - Any injury to themselves or others caused by Organisation activities;

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- Any hazards they find, including damage or defect to equipment;
- Any situation, working practice or procedure which is or might become potentially hazardous.
- All visitors required to wear their protective clothing and use protective equipment issued to them to perform their work/learning activity and must keep it clean and in a safe place, and must not misuse such equipment in any way.
- Any defaults/damage must be reported to your host immediately.
- All visitors must where appropriate in the course of their working/learning activity use or operate all machines, plant or other equipment in a correct and safe manner in accordance with manufacturers' and Organisation instructions. Interference or other action affecting the safety of any machine or other equipment, materials etc will be viewed very seriously.
- All visitors should ensure that they know the emergency procedures which may apply to their premises or the site where they visit. They must familiarise themselves with the escape routes, assemble point and the sound of the fire alarm.
- All visitors should be reminded that it is a fundamental condition of entry into the Organisation that they undertake to comply with the above requirements.

Arrangements for Implementation

All organisation policies and procedures in relation to Health and Safety are regarded as supplementary to this policy.

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Management of Health and Safety

Safety Audits and Inspections

The implementation of an annual Health and Safety audit will be the responsibility of the Director's and will consist of an in-depth examination of all the Organisation activities and premises.

The safety audit will subject each area of the Organisation's activities to a systematic critical examination with the object of minimising loss. Every component of the total system will be included e.g. management policy, attitudes, training, features of the premises (the design and layout of areas, rooms etc), emergency plans and procedures, accident records etc. The audit will aim to highlight the weaknesses and strengths, and the main areas of vulnerability or risk.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the Organisation will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

The risk assessments will:

- Identify what the hazards are and identify the people who might be harmed by the hazard;
- Disregard insignificant risks;
- Evaluate the risks from the identified hazards;
- Ensure all aspects of the work activity are reviewed, including routine and non-routine activities and operations;
- Take into account any existing control measures;
- Take account of the way in which the work is organized, and the effects this can have on health;
- Take account of the risks to the public;
- Take account of the need to cover fire risks;
- Identify the period of time which it will be valid for;
- Enable us to prioritise remedial actions;

Risk assessments will be undertaken by the Administrative Director, with assistance from our advisors, **Guardian Support**. Approval for the required action to remove or control risks will be given by the Administrative Director.



Dynamic Risk Assessments

Dynamic risk assessment is a continuous process of identifying hazards. The risk is assessed and action taken to eliminate or reduce risk. Dynamic risk assessment will be applied in a changing environment. The dynamic assessment will be conducted by the relevant competent person managing the activity.

The competent person must halt the operation if it is believed the risk outweighs the control measures applied.

The Administrative Director is responsible to ensure competent people have been trained in dynamic risk assessing.

Specific Responsibilities

- The Board of Trustees and Directors must identify all such processes and planned activities within their area of responsibility and ensure that suitable written systems are produced, employees trained and records kept.
- The Board of Trustees and Directors must familiarise themselves with the safe systems of work and ensure that employees comply fully at all times whilst carrying out the identified processes.
- All Employees and Tutors must observe and understand the system of work at all times; reporting any circumstances which prevents compliance or undermines its effectiveness to the Directors.

Monitoring Health & Safety Performance

In addition to the reactive monitoring of accidents/ill-health, the Organisation will also carry out proactive monitoring of Health and Safety performance. To check our working conditions, and ensure our safe working practices are being followed. The **Administrative Director and Musical Tuition Director** will conduct routine inspections of the workplace and review the effectiveness of our risk assessment and work practices.

Consultation with Employees

The Organisation will consult with its employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation with employees will be provided direct to individuals and through the Administrative Director and Musical Tuition Director as necessary.

Health & Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, the Organisation has access to competent Health & Safety advice. This advice is available from:

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Guardian Support
Tel: 0845 2626260
Email: advice@guardiansupport.co.uk

Qualifications in Health & Safety includes:

Technical member of the Institute of Occupational Safety and Health (TechIOSH)

Accredited Associate Member Chartered Institute of Environmental Health (ACIEH)

RSPH Diploma in Health and Safety Management.

NEBOSH Certificate in Occupational Health and Safety.

Fire Protection Association's, The Institution of Fire Engineers, Accredited Advanced Fire Risk Assessor.

Information, Instruction, Training and Supervision

The Organisation will provide adequate information, instruction, training and supervision to employees in accordance with the Operations duties on employers under Section 2 of the Health and Safety at Work etc. Act 1974 and associated regulations.

All employees including any temporary and casual workers will be provided with information on any risks relevant to their particular activity and work area. All information, instruction and training given to employees, temporary and casual workers will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt or understanding of the training.

- Training and Instruction

Induction training for all new employees, temporary and casual workers is the responsibility of the Administrative Director and Musical Tuition Director. Job specific training and instruction will be identified, arranged and monitored also by the Administrative Director and Musical Tuition Director.

The Health and Safety component of induction training will contain the following:

- Health and Safety Policy
- Accident reporting / first aid procedures
- Fire precautions and procedures, including our emergency plan;
- Introduction to safety legislation – the **Employee** will be introduced to the legislation that applies to our Organisation and the workplace, e.g. manual handling

The supervision of trainees will be arranged, undertaken and monitored by the Administrative Director and Musical Tuition Director.

- Job-specific

Training will include skills training, explanations of applicable safety regulations and organisational rules, and a demonstration of the use of any equipment and personal protective equipment that may be required including correct fit and use. The use of risk assessment findings will be used as a training aid to identify training needs.

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- Information

The Health and Safety Law Poster is provided in booklet format to employees. A copy of the Employers Liability Insurance certificate is available on request.

- Supervision & Management

Training at all levels is necessary to ensure that responsibilities are known and the organisation's policy is carried out. Key points to cover in the training are:

- The organisation's safety policy or programme;
- Legal framework and duties of the organisation, its management and the workforce;
- Specific laws and rules applicable to the workplace;
- Safety inspection techniques and requirements;
- Causation and consequences of accidents and their reporting, recording and investigation;
- Basic accident prevention techniques;
- Disciplinary procedure and application;
- Control of hazards in the workplace and use of personal protective equipment;
- Techniques for motivating employees to recognise and respond to organisational goals in Health and Safety.

- Specialised training

Specialised Health and Safety training will be required to cover both legal requirements and others necessary for the safe running of the organisation, for example:

- First aid, taking into account the nature of the work and the size of the organisation
- Use of fire-fighting appliances such as extinguishers
- Use and maintenance of work equipment.

- Reinforcement or Refresher training

Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce, i.e. during a training needs assessment. Factors to be taken into account are the complexity of the information to be held by the employee, and the amount of practice required and the opportunity for practice in the normal working requirement. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives. Refresher training is vital in areas such as response to plant emergencies.

The **Administrative Director and the Musical Tuition Director will ensure the** following procedure will be followed:

- Arrange for the induction training to be given to all staff;

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- Comprehensive and relevant information will be provided to the employee in respect of risks to his / her Health and Safety and on preventative and protective measures;
- Information will be provided on the Organisation's emergency arrangements, including staff nominated to help if there is an evacuation;
- Ensure that the employee understands all the information provided to them and that they have the opportunity to ask any questions in relation to the training;
- After a suitable length of time the training should be followed up with the employee to assess its effectiveness and to correct any misunderstandings.

Young Persons

Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental). Consequently, the Organisation will ensure that a specific risk assessment is conducted for all Young Persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

The Administrative Director and Musical Tuition Director are responsible for ensuring that all Young Persons are assessed prior to the commencement of work. The assessment is to take into consideration the full nature of the work and the specific hazards present in order to determine if the current controls and precautions are sufficient or whether additional controls are necessary.

The Administrative Director and Musical Tuition Director will ensure a suitable mentor is appointed with whom the Young Person can confide in. The Mentor will assist the Young Persons to ensure that they are provided with appropriate induction and job specific training and instruction and will be responsible for ensuring the close supervision of the Young Person.

New and Expectant Mothers

The Organisation has strong obligations towards its employees who become pregnant or who have recently given birth. In accordance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999 the Organisation, on notification, will assess the individual and their workplace to ensure they, (and the unborn child) are not exposed to undue risk.

Employees becoming pregnant or having recently given birth are to notify the Administrative Director so that an assessment can be carried out and appropriate arrangements made.

The assessment is to be reviewed at regular periods with the individual to ensure any necessary adjustments to the work or workplace can be identified and taken. In some cases, special provisions, such as altering the individual's conditions or hours of work if it is reasonably practical to do so will be taken. Alternatively, dependant on the circumstances at the time, the Organisation may suspend the individual from further work, on full pay, in accordance with the Employment Rights Act.

In order to protect the unborn child, if the Organisation becomes aware of any case of Rubella (German Measles) among the staff the expectant mother will be informed immediately and given to opportunity to be suspended from work (on full pay) in order to minimise the risk of exposure.

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Home Working

The Organisation will undertake a risk assessment of the work activities carried out by home workers. The Directors will be responsible to ensure a risk assessment involving identifying the hazards relating to the home workers' work activities and to ensure the premises and fixed services (such as lighting, heating), work equipment, articles, materials and substances specified having a basically sound property and its fitness for purpose.

Home Workers have a duty to co-operate in this process and bring to the attention of the Directors any matters which may affect the validity of the assessment.

The **Home Worker** is to ensure workplace/home insurance Organisation are aware of their working and provide evidence of appropriate cover.

Working Time

It is the Organisation policy to eliminate the need for employees to work excessive hours without appropriate breaks.

The following will be provided:

- **Employees** will be provided an uninterrupted break of 20 minutes every 6 hours worked during the working day.
- **Young Workers**, under 18 years of age will be provided an uninterrupted break of 30 minutes every 4.5 hours worked during the working day.
- **Employees** will be provided with a rest period of 11 consecutive hours' rest in each 24-hour period
- **Young Workers**, under 18 years of age will be provided with a rest period of 12 consecutive hours' rest in each 24-hour period
- An **Employee** will be provided with one day off a week; this can be averaged over 2 weeks
- **Young Workers**, under 18 years of age will be provided with 2 days off a week; this cannot be averaged over 2 weeks

A record of working hours will be kept and averages of defined 17 week periods will be maintained by the Administrative Director. Excessive work is defined in excess of 48 hours.

Fitness for Work

If an Employee has a medical condition that could affect their fitness for work, that Employee must inform the Directors of the likely impact of the medical condition on their fitness for work. The Employee is not obliged to disclose confidential medical information, however the Organisation will, where necessary, confer with relevant external experts to confirm whether a Fitness for Work plan is required.

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Any person taking prescribed medication must seek the advice of their doctor before working, written evidence of their fitness to work whilst taking the drugs may be required and held by the Administrative Director.

Data Protection

The Directors will ensure the Organisation will comply with the General Data Protection Regulation, when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

Civil Claims

The Organisation will ensure claims for compensation for injury or damage suffered are handled correctly. Claims for compensation must be acknowledged within 21 days. Therefore, it is important that any claim (and subsequent correspondence received) is notified to the Board of Trustees and acknowledged without delay.

Where the claim is verbal, ask the person making the claim to put their comments in writing and forward to the Directors and Board of Trustees, also make a note of any verbal comments and forward in the same manner.

Employees are not to engage in conversation regarding the claim and should never admit liability. If necessary, explain that the matter has been referred to the Directors in accordance with procedures

Occupational Stress

Systems of work that give rise to risk of stress are clearly not safe, and the Organisation therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

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

The Organisation is committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, the Organisation will:

- Ensure jobs are 'do-able', matching the job with the person in it.
- Strive to identify all workplace stressors and control the risks from stress.
- Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.

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Employees requiring advice or who have concerns that they are affected by stress can seek advice from the Administrative Director who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

Drugs, Alcohol and Smoking

The Organisation will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by smoking, alcohol, drug or substance abuse recognizing the effects of health, safety and welfare to the user and potential impact on work colleagues and the business. The Organisation therefore operates a policy which ensures that employees' health and performance is not impaired at any time they are on the School premises.

The Disciplinary Procedure will be followed in any case where an employee is found to disregard this Policy and/or to be under the influence of or in possession of any alcohol or illegal substance whilst at work or on the Schools premises.

The Organisation will encourage employees with drug or alcohol abuse or dependency problems to seek help and treatment voluntarily through their own GP. Help and advice will however be available from the Directors.

Employees who suspect an employee to be suffering from drug or alcohol problems will refer the individual to the Directors, who will assist them in finding advice and treatment. In certain circumstances, disciplinary action may be taken against employees who fail to accept or co-operate with a course of treatment.

The Board of Trustees and Directors will endeavor to provide sufficient information, instruction and training to ensure the Health and Safety of persons on the School premises is not affected by smoking, alcohol, drug or substance abuse.

The Directors will be trained in awareness of alcohol and substance abuse and will be advised of the action necessary when an employee is found to be in contravention of this Policy

The designated smoking area is **the external area of the School buildings off site.**

Violence

The Organisation will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by violent, abusive or aggressive behaviour occurring in the work place.

The Organisation recognizes that verbal and physical abuse at work can affect the health, safety and welfare of the victim and can have an impact on work colleagues and the business. The Organisation therefore operates a zero-tolerance policy which ensures that people on the School premises are not put at risk of bullying in any form.

The Disciplinary Procedure will be followed in any case where an employee is found to be displaying violent or aggressive behaviour towards any person within the Organisation.

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- The Directors will endeavour to provide sufficient information, instruction and training to ensure the Health and Safety of persons within the Organisation are not threatened by violent, abusive or aggressive behaviour by the Organisations employees.
- The Directors will be trained in awareness of bullying in the work place and will be advised of the action necessary when an employee is found to be in contravention of this Policy.

Work Equipment

The Organisation will ensure that all plant and equipment is suitable and without risks to Health and Safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The Organisation will advise when this is the case.

- Portable Electrical Equipment

Portable electrical appliances are tested “in house” by an engineer at selected intervals in accordance with HSE guidance. Notwithstanding this operational inspection/test programme, very high usage common use facilities (i.e. mobile phone/laptop/tablet charges,) are inspected/tested annually and replaced as necessary to ensure high standards of provision and electrical safety is maintained for all employees.

- Defects and Problems

It is recognised that even with the best pre-planned maintenance programmes, problems and defects with plant and equipment will occur from time to time. Accordingly, any problems with plant or equipment should be reported in the first instance to the Directors.

Housekeeping

Poor housekeeping is a common cause of accidents and fire related incidents. The three basic precautions for the prevention of poor housekeeping are:

- Return equipment and materials to their designated locations;
- Remove waste daily;
- Report problems.

Inspections will be carried out on a regular basis by the School Caretakers while the Organisation occupy parts of the School to identify areas where standards require improvement. These areas will be highlighted for remedial action to the School. Storage areas will be defined within the workplace and requirements will be reviewed periodically when necessary. Articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins emptied daily by

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the School Caretakers. Rubbish will be kept in suitable containers and will not be allowed to overflow. Combustible waste will be kept away from ignition sources.

Welfare Facilities

The Organisation in conjunction with the School who are ultimately responsible are committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Adequate numbers of clean toilets and washing facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available. In addition, drinking water and a means to prepare hot drinks and food are provided in the Kitchen. To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are to be maintained for use. Notwithstanding this planned cleaning programme, any employee who has concerns with the standard of cleanliness and hygiene should report the matter to the School Caretaker who will investigate and advice accordingly.

Access and Egress

The Organisation in conjunction with the School who have ultimate responsibility are committed to providing a safe place of work and a safe means of access and egress within all parts of our workplace, which includes movement in and out of the workplace.

Access and egress includes all of the following:

- Access to and egress from the workplace;
- Routes through working areas;
- Accessibility of storage areas;
- Access to and egress from an individual's workplace;
- Emergency exit routes;
- Any temporary arrangements for access;
- Limitation of access to hazardous or high security areas;
- External pathways and roadways around the workplace;
- Common parts of the building, e.g. Reception, Stairs etc.

The School have ultimate responsibility to ensure risk assessments are completed to identify that:

- The workplace shall be organised to ensure pedestrians and vehicles (as appropriate) can circulate in a safe manner;
- All articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately;
- Any access restrictions are adhered to so that suitable and safe arrangements for work in confined places and other areas of high risk are guaranteed;
- Objects are not stored in walkways or precariously on top of cabinets / shelves;
- All work equipment when not in use must be stored in its designated storage area;

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- Waste items shall not be allowed to accumulate in walkways and floor surfaces shall be capable of being kept sufficiently clean and cleaned as appropriate;
- All access equipment is regularly inspected to ensure that it is maintained in a safe condition;
- Formalised systems of work are designed and implemented in all areas of significant risk;
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed.
- The workplace floors and traffic route surfaces are suitable for their purpose and maintained in a safe condition and suitably indicated where necessary for reasons of Health and Safety;
- The working activities of contractors are monitored so that they do not hinder safe access / egress;
- So far as reasonably practicable we will take suitable and effective measures to prevent persons falling a distance likely to cause personal injury and to prevent any person being struck by a falling object.

Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, the Organisation will eliminate the need for manual handling wherever possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable by job design and the provision of mechanical aids etc. Manual handling risk assessments will be carried out by the Directors. Approval for the required action to remove or control risks will be also given by the Directors.

Display Screen Equipment (Computer Users) including Laptops and Tablets

The Organisation will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests on request and to vision correction appliances but only where these are needed specifically for work with display screen equipment.

Display Screen Equipment workstation assessments will be arranged by the Administrative Director who will also give any necessary approval for corrective action to remove or control risks. Habitual Display Screen Equipment users will be required to complete a self assessment of their workstation. The complete assessment is to be returned to the Administrative Director, who will review and arrange for any necessary corrective actions.

Employees who have declared a disability or existing upper limb disorder to the Administrative Director, will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.



Emergency & Continuity

Accidents, First Aid and Work-Related Ill-Health

The Organisation is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities. However, the Organisation recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes so as to prevent recurrence.

First Aid Provision

The Directors will ensure that adequate first aid trained personnel and equipment is provided, in accordance with the Health and Safety (First Aid) Regulations 1981 as amended.

The Directors are responsible for ensuring the location of the first aid kit, accident book and the names of First Aiders and or Appointed Persons are known to all employees. Quarterly checks on provisions are to be made by the **First Aider** and or **Appointed Person** and any shortfalls addressed.

Accident Reporting

All accidents and incidents are to be recorded in the accident book. The Directors are to ensure that the Board of Trustees are also notified when the accident or incident is RIDDOR reportable.

The Board of Trustees are responsible for investigating accidents and incidents of ill-health with the Directors, who are also responsible for acting on the findings of the investigation to prevent a recurrence. The Board of Trustees are also to be notified of the findings of all investigations so that any deficiencies that may have implications elsewhere in the Organisation may be addressed.

Reporting of Accidents/Incidents to the Authorities

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported by the Directors to the enforcing authority within the relevant timeframes. The following types of work related incident/accident need to be reported:

- Death
- Major Injuries e.g. broken bones, dislocations, amputations, loss of sight etc.
- Any accident resulting in more than 7 days lost from work
- Any non-employee (i.e. customers, visitors and contractors) being taken directly to hospital
- Certain types of disease e.g. dermatitis, asthma, upper limb disorders, carpal tunnel syndrome etc.
- Certain types of dangerous occurrence, even when no one is injured e.g. electrical fires, etc.

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First aid boxes/kits are maintained.

All records of all reportable accidents, dangerous occurrences and reportable diseases will be kept for at least 3 years.

Fire and Evacuation

The Organisation has procedures in place to follow in the event of emergency. These are communicated to all employees during induction. In simple terms the procedure is as follows:

In the event of a fire:

- *Immediately sound the alarm by shouting “Fire, Fire, Fire” and activating the nearest alarm point.*
- *Only attack the fire if trained to do so – do not put yourself at risk.*
- *Dial 999 and ask for the fire brigade – give the building address and location of the fire ensuring it is heard by the operator.*
- *Evacuate the building by the nearest exit and proceed to the designated assembly point.*
- *Do not stop to collect personal belongings.*
- *Do not re-enter the building until told it is safe to do so.*

The La Sainte Union School has appointed a ‘responsible person’ who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto the Organisation property and of anyone not on the premises but who may be affected.

The School Caretaker has been appointed as the ‘responsible person’. The Directors are responsible for the buildings common area safety arrangements whilst at the School. The maintenance of a building fire alarm and detection system is that of the School and the Caretaker. Therefore, in accordance with the Regulatory Reform (Fire Safety) Order 2005, the Organisation will ensure that a Fire Risk assessment is conducted and adequate precautions put in place.

The La Sainte Union School is responsible for ensuring that the fire risk assessment is undertaken and completed. To achieve this duty, the School will appoint specialist consultants to assist in the completion of the assessment and also in the maintenance of suitable fire fighting equipment.

The day-to-day responsibility for ensuring all fire precautions are in place and in order is that of the La Sainte Union School Caretaker. In particular:

- Escape routes are checked daily to ensure they are free from obstruction
- Fire extinguishers are maintained and serviced annually where applicable
- The fire alarm system where applicable will be tested weekly
- Emergency Lighting is maintained and serviced quarterly and records kept where applicable
- Adequate numbers of Fire Wardens as applicable are appointed to assist in the event of a fire evacuation.
- A full fire evacuation will be undertaken every 12 months organised by the School together with refresher training.

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Waste Disposal

It is the policy of La Sainte Union School and this Organisation that where waste is generated during the course of organisational activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down the School procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

The Directors will lead the process of implementing this policy and will keep the policy under continual review.

Record of Document Amendments

Date of amendment	Amendments made	Amended by	Document issue number
19/02/18	Organisational arrangements and School Responsibilities	Julia Morrison	QCV1.0