



RACE | RETRAIN | RECOVER

The Forces' Motorsport Charity

Registered Charity No. 1146159

Health and Safety Policy

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Section 1.

Health and Safety Policy Statement

Members of Mission Motorsport recognise and accept this Policy and Guide Lines on Health and Safety and acknowledge their accountability and responsibilities under the Health and Safety at Work etc. Act 1974. The Charity will, so far as is reasonably practicable:

- Ensure the provision of a safe and healthy workplace.

- Provide adequate welfare facilities for the Charity community.
- Make reasonable adjustments to ensure that the environment meets individual needs.
- Arrange for sufficient information, instruction and training to enable all their employees to contribute positively to their own and others' health and safety.

The Managerial team will implement the policy, and manage the arrangements and plans agreed by the Senior Management Team. Guidance published by the Health and Safety Executive will be used to develop Mission Motorsports approach to managing its risks. The emphasis in guidance is that the Senior Management Team are expected to lead the organisation's Health and Safety and measure its performance along with other business activities.

By following this model, the Charity seeks a common-sense approach to the management of Health and Safety and determines the control measures that are needed to manage any risk to an acceptable level, thus reducing accidents and ill health.

The success of this strategy will be defined by an organisation where all employees understand and fulfil their individual and collective responsibilities in controlling risk and in meeting Health and Safety objectives. This will, in turn, decrease business interruption, reduce the number and severity of incidents, while improving the health, safety and wellbeing of employees, students and others who may be affected by our activities.

Commitment

The Charity will ensure that all staff are aware of this policy statement, to reaffirm its commitment to quality in Health and Safety, as in all other aspects of its operation. Staff, volunteers and students have a responsibility to safeguard both themselves and those who may be affected by our work. All members of the Charity community must, therefore, be committed to safe working practices and to developing a positive, proactive approach to Health and Safety.

Signed: Chief Executive Officer

(ORIGINAL SIGNED)

JAMES CAMERON

Date: 10/07/20

Section 2 Organisation and Responsibilities

Responsibilities

The policy of Mission Motorsport, and all of its centres and sites, is to operate its services at all times in such a manner as to ensure 'so far as is reasonably practicable' the Health and Safety and welfare of its employees and/or all other persons who may be affected by our

activities. The Charity will meet its legal obligations taking every reasonable measure within its power to discharge its responsibilities for the provision, maintenance and improvement of:

- A safe and healthy place of work and working environment.
- Safe plant, equipment and systems of work.
- Safe handling, storage and transport of articles and substances.
- Information, instruction and training.
- Adequate facilities for welfare at work.

The success in meeting the above objectives is directly linked to the degree of active assistance given by EVERYONE in the Charity and on its sites, including employees, students, visitors and contractors. Employees are reminded of their legal duty to take reasonable care for Health and Safety of themselves and others and to co-operate with the Charity in meeting its legal obligation.

Charity

As the employer, the Charity has ultimate responsibility for Health and Safety within the Facility and on its sites and assumes the role of employer. As such their responsibilities are:

- To ensure the preparation and revision of an effective Health and Safety policy and the arrangements for the execution of that policy.
- To ensure sufficient resources are made available to achieve the objectives identified in this policy.
- Annually review and monitor the implementation of the Health and Safety policy.
- Initiate policy for Health and Safety.
- Encourage proportionate Health and Safety training for all levels of employees.
- Stipulate clearly and repeatedly to staff that safety is a Charity priority

The Chief Operating Officer (CEO)

The CEO has overall responsibility for managing and implementing Health and Safety policy on a day to day basis and will:

- Liaise with the Charity on policy issues.
- Ensure that any significant difficulties in implementing Health and Safety policies are reported to the Charity.

The Chief Operations Officer (COO)

- Know the statutory requirements affecting Training and Sporting Operations.
- Ensure that safety directives (new legislation etc.) are conveyed throughout all management levels.
- Support arrangements for funds & facilities to meet requirements of the policy.
- Promote the liaison on Health and Safety matters between all Trustees.
 - Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of Health and Safety to meet the requirements of the policy

- Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury or damage.
- Ensure appropriate training is given to all employees and contractors as necessary.
- Know and promote the policy for Health and Safety and ensure that it is brought to the notice of all employees

Employees

The duties of employees are to:

- Take reasonable care for the Health and Safety of themselves, their visitors and others who may be affected by their acts and omissions while on the Charities premises, its sites, and work placement or sub-contractor training organisations.
- Co-operate with Charity executives in achieving legal and Charity Health and Safety objectives.
- Familiarise themselves with and conform to Mission Motorsport Health and Safety Policy, area codes of practice and associated policies on the maintenance of professional boundaries.
- Report promptly all accidents, incidents, unsafe conditions or practices and potential risks to their Line Managers and copy to Health and Safety Manager (CEO).
- Personally, demonstrate good standards of Health and Safety within the Mission Motorsport environment.
- Take particular care in all practical Workshop and training areas, particularly where there are inexperienced students or those with learning difficulties and or disabilities.

Students

Students have a duty, by a contractual undertaking in their conditions of enrolment, to look after their own well-being. They are held to be equally responsible for the Health and Safety of others, or those who may be affected directly or indirectly by their behaviour on Charity premises. This will be reinforced through the induction and teaching process. This also applies where a trainee is undertaking a work placement. They will:

- Familiarise themselves with all Health and Safety information provided by the Training Provider, Placement Provider, or Training Sub-Contractor.
- Follow and act upon any instructions that are given either verbally or in writing by the Training Provider, placement provider or training sub-contractor in connection with health and safety.
- Bring to the attention of the Training Provider, Placement Provider or Training Sub-Contractor any difficulty in understanding Health and Safety information or instructions provided by the relevant organisation.
- Always co-operate fully with all parties to ensure that statutory obligations are met.
- Report immediately to their supervisor, any hazard, potential hazard, breakdowns in practice or procedures, unsafe conditions or defects to equipment which may affect Health and Safety in the Workplace or Charity.
- Ensure that where necessary the relevant Personal Protective Equipment, supplied in connection with the task in hand, is used in the interests of Health and Safety.
- Advise their immediate supervisor of any personal difficulties associated with the use of any equipment provided.
- Attend all general and specific training required in connection with Health and Safety.

- Provide the Training Provider, the Charity and sub-contract training provider with any medical information which may affect personal Health and Safety or Welfare.
- Report any accidents, incidents and potentially dangerous near misses they are involved in.

Key Roles

To provide a framework to build the essential skills required to implement this policy, a structured professional development plan will be implemented to support all key personnel in developing the skills and knowledge identified as vital to the success of our Health and Safety strategy. Each development plan can be used to define training and progression according to goals set within performance review meetings and to create activities in your CPD record to complete and reflect on.

Health and Safety Manager (s) (CEO/COO)

- Develop, promote and advise on the implementation of the Health and Safety policy.
- Monitor and evaluate new legislation and disseminate information to all staff, together with allied procedures and guidance notes.
- Implement risk assessments for all areas of Charity and monitor the implementation of Health and Safety practices and risk assessments on all Charity sites.
- Investigate accidents and incidents on all Charity sites, implement corrective action where required and recommend means of preventing reoccurrence.
- Interpret new safety legislation or changes in existing legislation.
- Recommend or provide safety training for all levels of employees.
- Manage the implementation of bimonthly walk round checks carried out by department Managers and maintain a record to ensure that only safe methods of work are in operation and that all regulations are being observed.
- Ensure Health and Safety meetings with “toolbox talks” commence as a minimum monthly.
- Promote a positive safety culture and set a personal example.
- Ensure that adequate Employee and Public Liability Insurance cover exists in both training provider premises and employer premises prior to entering trainees on a training programme.
- Screen potential staff and provide training for Health and Safety competence within their curriculum area, especially in high risk activities

Department Manager's

Department Managers will report to the Health and Safety Executive(s) (CEO/COO) on all Health and Safety matters.

- Supports the Health and Safety Manager in implementing policies and procedures within the Charity.
- Collates all safety data sheets and produces COSHH assessments to meet legal requirements.

- Maintains the adverse event recording spreadsheet.
- Assists in maintaining an up to date file of risk assessments.
- Maintaining all First Aid boxes, First Aid facilities and First Aid rota.
- Promotes Health and Safety specifically in workshop areas Health and Safety Policy.
- Ensure that Health and Safety requirements of planned activities and courses can be satisfied before delivering these activities or courses.
- Ensure that potential students are informed of the Health and Safety requirements of courses via approved materials.
- Ensure that the Charities Health and Safety policies are implemented on a day to day basis.
- Ensure that staff, students and visitors to the site are provided with information on emergency and accident procedures and work-related ill-health, if appropriate.
- Ensure that safe working practices covering operations within their area are developed, maintained and reviewed as necessary.
- Reinforce the importance of Health and Safety among their staff and students.
- Ensure that new/inexperienced teaching staff receive a suitable level of training/induction/support to carry out their Health and Safety responsibilities.
- Acquire the necessary COSHH safety data sheets for hazardous substances undertaken in their area of responsibility.
- Provide assistance in completion of risk assessment of their work area.
- Ensure that defects or concerns are promptly reported according to safety procedures and that appropriate action is taken.
- Ensure that initial assessment and monitoring of work placement or training sub-contractors' suitability to manage the Health and Safety of any trainee placed with them by Mission Motorsport Training Wing or in work experience placements is carried out in accordance with the relevant government body operating instructions.
- Report all adverse events.
- Ensure that equipment is maintained, safe to use or removed from use.

Trainers

Trainers have a key responsibility for student safety. They will:

- Oversee the safety of the students in the classroom, workshop, laboratory or any curriculum activity, including off site.
- In the case of students with special needs, the environment in which the learning is delivered should be such that the risk has been reduced to the lowest level practicable.
- Set a good example, supervise and practise safe working procedures.
- Promote 'good practice' through the quality of learning, understanding of Health and Safety and in developing a set of safe behaviours.
- Encourage students to understand the hazards present and the control measures put in place for their safety.
- Maintain adequate records in relation to student Health and Safety e.g. induction and curriculum safety training.
- Undertake visual inspections of all tools and equipment prior to use by students and take any item that appears damaged out of use.
- In the event of an emergency, oversee the safe evacuation of the students to the Assembly points.

- Report all accidents and incidents in accordance with Charity procedures.
- Report hazards / defects and make recommendations where necessary.
- Ensure all COSHH substances are included on the Charity COSHH Register.
- Familiarise themselves with and conform to the Charity Health and Safety Policies and codes of conduct.
- Co-operate with senior Manager s in achieving legal and Charity Health and Safety objectives.

Section 3

Arrangements for the Implementation of the Policy

Adverse Events (Accident or Incident) Recording and Reporting

An adverse event is any unexpected or dangerous event which led to, or had the potential to, cause injury or damage.

Adverse events are often a culmination of a chain which can be broken down into –

- Immediate cause - the actual item that caused the injury or ill health (e.g. the blade)
- Underlying cause – an unsafe act or unsafe condition (e.g. the guard removed)
- Root cause - the failure from which all other failings grow, often remote in time and space from the adverse event (e.g. failure to identify training needs)

To manage adverse events, the Charity takes a proactive approach to all accidents and incidents that may occur, ensuring that a proportionate investigation is carried out to provide a deeper understanding of the risks associated with our activities. These investigations are an important tool in developing and refining our risk management system and all employees are required to embrace this procedure and understand that it is completed within a no blame culture, with a sincere desire to support our valued team and improve safeguarding of our students. The information gathered will help in determining why an adverse event has occurred and the steps needed to make sure it does not happen again. We therefore ask that all adverse events are reported, these include –

- Accidents – minor, requiring First Aid or major, requiring an ambulance or hospital treatment
- Incidents – minor such as a near miss which may not have caused harm but had the potential to do so or major such as a dangerous occurrence*

* Dangerous occurrence: a specific, reportable adverse event as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. (RIDDOR)

If an adverse event has resulted in an unsafe condition, please inform The Operations Manager to facilitate make-safe actions immediately. Adverse events of a serious nature must be reported to the Health and Safety Manager as soon as the situation is under control in order to start an investigation.

It is a requirement of employment that all employees operate in a safe manner and that other people are not affected by their 'acts and omissions'. If a hazardous situation is discovered, it must be pointed out to those who could become involved and be reported for further investigation.

This is to be filled out wherever there is an Injury, Disease or Dangerous Occurrences where there is potential for harm but only for Health and Safety incidents. The Charity is required by law to notify serious adverse events under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

RIDDOR

Serious workplace accidents and specific dangerous occurrences need to be reported to the enforcing authority via the HSE website. This is only applicable to accidents / incidents that arise from a work situation. For students and visitors to the site, an adverse event would only be reportable under RIDDOR if the following criteria are met –

- The accident arose out of or in connection with a work activity and was fatal; or
- An injury arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

To decide if an accident to a student 'arises out of connection to work', an investigation should be undertaken to decide if –

- There was a failure in the way a work activity was organised (i.e. lack of supervision on an external visit)
- The event occurred due to the way equipment or substances were used (i.e. set up of experiments)
- The condition of the premises (i.e. slippery floors or trailing cables)

Any adverse event, therefore, would be reportable. e.g. If a student slips and fractures an arm because the workshop floor was too slippery due to a spill.

Any fracture has to be reported unless it is to fingers, thumbs or toes, whatever the cause.

On the reverse of the First Aid form and incident form is a summary of the RIDDOR major injuries and incidents required to be reported. If there is any doubt, please contact the Health and Safety Manager for advice.

In summary, over both forms, the following must be reported (if due to a workplace accident / incident) –

- Any fatal workplace accident.
- Fractures, not including fingers, thumbs or toes.
- Amputations.
- An injury likely to result in permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping which requires hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- The collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power Lines.
- Explosions or fires causing work to be stopped for more than 24 hours.

There is also a requirement to report injuries where the employee is away from work or unable to perform normal work duties for more than 7 consecutive days as a result of an injury occurring at work - not counting the day of the accident. These should be referred to Health and Safety as soon as this becomes apparent this is the case or is suspected to be the case as there are specific timescales for reporting. Under no circumstances can this go beyond 15 days.

Anti-Social Behaviour / Incident Management

Students and Staff must recognise that all people regardless of age, disability, gender, race, religious beliefs or sexual orientation have an equal right to protection from all types of harm or abuse and is committed to safeguarding the welfare of vulnerable adults that we work with.

Safeguarding is a term used to denote the duties and responsibilities that those providing a health, social or education service must carry out / perform to protect individuals from harm.

Immediate action may be necessary at any stage in involvement with Vulnerable Adults.

If emergency medical attention is required, this can be secured by calling an ambulance (dial 999) or taking a Vulnerable Adult to the nearest Accident and Emergency Department.

If an adult is in immediate danger the police should be contacted (**dial 999**) as they alone have the power to remove an adult immediately if protection is necessary, via their powers to use Police Protection.

Car Park and Vehicle Movement Areas

All road users must drive with care and park only designated vehicles within the designated areas. The speed limit on the Charity site is 5 mph. Breaches of these procedures may lead to disciplinary action.

Display Screen Equipment (DSE)

The Charity and its sites comply with The Health and Safety (Display Screen Equipment) Regulations by providing DSE training, staff are required to complete a Display Screen / Workstation Assessment available on SharePoint, refresher training will be delivered as required. This should be completed prior to your first month review and any issues discussed with your Line Manager during the review. According to the regulations, the Charity will accommodate an eye check-up as required.

Electrical Work (and portable appliance testing - PAT)

Portable electrical equipment is in use throughout the Charity and its centres. It is subjected to periodic inspection to ensure its continual safety in use. If any person identifies a worn cable, defective plug, damaged casing, exposed wires, signs of overheating or any issue with electrical equipment which does not work correctly, it is their duty to report the hazard either to their Line Manager or directly to the Health and Safety Manager. If in doubt, withdraw the equipment from use until it has been inspected by a competent person. All mains electrical items can only be brought onto any Charity site if authorised and must be checked before use and assessed thereafter. No one other than a designated and authorised qualified electrician should repair electrical equipment.

Fire Safety

The Charity have three fire risk assessments (FRA) in place, one for Unit 11, one for Unit 17 and one for the office building. All FRAs are reviewed annually. The Responsible Person for the premises is The Operations Manager, in the event of an absence the Workshop Manager then the Training Manager takes over. J4 Governance - General documents, Policies, Risk Assessments, H&S - Health and Safety – Fire

In order to carry out our duties under the Regulatory Reform (Fire Safety) Order 2005, the Charity appoint fire marshals to assist in an evacuation. Fire Marshals will receive periodic training to assist them in carrying out their role. If a fire is discovered or on activation of the alarm, an irreversible sequence of events will occur –

- All personnel should leave the building by the nearest route.
- Do not delay by collecting your belongings.
- If you have difficulty in managing evacuation from the first floor, remain with the fire marshal who will assist you once the initial evacuation has passed.
- Proceed to the assembly point located at the closest corner of Vale Powder Coatings or in front of the On-Site yard gates.
- Do not remain near the building and do not leave the Charity without reporting to the assembly point.
- Do not obstruct any of the wide paved areas which provide access for fire appliances.
- Await further instructions; in adverse weather or where there may be a delay in re-entering the building.
- Do not attempt to re-enter the building until the all clear has been given.
- Only the responsible person (set out above) should call the fire brigade.
- Occasionally the Charity will test arrangements for safe evacuation by carrying out a Fire Drill. These play an important part in assessing the effectiveness of both our staff training and the passive fire protection measures in place for your safety. While every effort will be taken during a fire drill to ensure the minimum of disruption, there may be occasions where the alarm has been activated for other reasons and a complete evacuation will be required. While this may not be ideal, it is essential that the irreversible sequence continues, although the evacuation will be recorded, and a further drill will not be required for the term
- Fire extinguishers are placed according to the requirements of the Fire Risk Assessment to facilitate escape, you are not required to use them to fight fires.
- A personal emergency evacuation plan (PEEP) will be carried out if any person that has or may have difficulty in evacuating under the Charity emergency plan and specific arrangements will be put in place to manage their evacuation. Any issues please contact the Health and Safety Manager to discuss.
- Please ensure that the fire protection measures in place are maintained to ENSURE YOUR SAFETY.
- Never prop open fire resisting doors, move fire extinguishers, place combustible materials in escape routes, obstruct escape routes (placing items in corridors / routes to exits) or parking near fire exits / exit stairs – even for very short periods.
- Further detail on the emergency plan are set out in the appendices at the end of this policy.

First Aid Provision

All full-time Charity Staff are required be First Aid trained, most full-time Charity Staff are trained to provide emergency first aid work. New staff will only be trained on the designated first aid training days.

First aid needs will be assessed for all Charity events and any additional provision specified within the risk assessment; no event will be permitted to take place without review of cover. This is more likely to be an issue for weekend events where the provision is naturally reduced.

Please remember that the Charity policy directs that first aid cannot be provided by a person without an in-date First Aid training certificate. All first aid provided must have an accompanying record form; accident book is located in the Main Office with the Operations Manager. but only first aiders are permitted to complete an accident report form.

Accidents/incidents which occur off site must first be reported to venue and a copy of their completed record should be immediately forwarded to the Operations Manager.

Medical Treatment and Drugs

FIRST AIDERS ARE NOT QUALIFIED OR PERMITTED TO ISSUE DRUGS OF ANY KIND.

Medication taken to control or treat physical or mental conditions, must be self-administered.

Persons with a condition that is controlled by medication e.g. diabetes, or who uses an EpiPen, should inform their Line Manager or tutor.

If any form of medication is lost or found, please inform any member of staff in the main Office. No other drugs are allowed on the Charity sites.

Hazardous Substances

The Charity strictly complies with COSHH Regulations in storage and use of hazardous substances. All remaining substances handled due to work activity or in practical workplace learning will be controlled in accordance with The Control of Substances Hazardous to Health Regulations 2002. No substance will be introduced into use without evaluation. If a new substance is required to be used, a justification for the requirement, accompanied by a Safety Data Sheet (SDS) will need to be created and saved to SharePoint before use. It is the responsibility of the Workshop Manager to request hazard data sheets from suppliers and ensure the substance is not used before a COSHH Assessment has been completed.

The Technical Training Manager is responsible for ensuring that students and Training staff using the substances are fully trained in the control measures required and ensures these measures are adhered to.

The Workshop Manager is responsible for ensuring that workshop staff and volunteers using the substances are fully trained in the control measures required and ensures these measures are adhered to.

Staff, students and volunteers will ensure they do not use any substances for which they have not been trained and fully understand the set procedure. You are also reminded of your duty to ensure your own safety and others while using the substances.

Consumption of food and drink is not allowed in any workshop or training area.

Hazardous Waste Management

The Charity has a duty of care to ensure that the different types of waste are correctly segregated and disposed of in compliance with the Waste (England and Wales) Regulations 2011. Products classed as hazardous waste include; chemicals, electrical appliances, oils, motor vehicle waste, gases, batteries, paints, adhesives, solvents and metal. Staff should:

- Ensure waste is separated and stored in specific labelled containers
- Not mix hazardous waste with non-hazardous waste
- Ensure containers are suitable for each product

Smoking

The Charity sites operate a 'No Smoking Policy'. Smoking is against the law in public places and only permitted in the designated smoking areas. Smoking areas are signed and have a waste bin which is only for cigarette waste. This policy is enforced.

Operating Machinery

Anyone operating machinery of any type must be trained and authorised to use the equipment. They should also observe the following general guidelines:

- Make sure the machine is correctly set.
- Keep machines in clean operating condition - report any defects at once.
- Wear suitable shoes, ensure that nothing projects from clothing and that hair cannot become entangled in rotating parts.
- Know how to stop the machine and the location of emergency cut out buttons.
- Never operate a machine with defective or missing guards.
- Keep hands away from moving parts or material.
- Wear appropriate protective equipment, e.g. eye and ear protection.
- Hold evidence of competence in using the piece of equipment.

Personal Protective Equipment

Personal Protective Equipment (PPE) is issued as a last resort for protection where it is not possible to remove all the risks from a process or operation by other means. Use of PPE requires discipline to use correctly and all workshop staff must remain vigilant for students and volunteers not observing the correct procedures. In general, it is a requirement to:

- Wear or use PPE when indicated in risk assessments.
- Ensure that PPE is worn in accordance with training or instruction provided.
- Take reasonable care of PPE to ensure it remains in good condition.
- Report any defects to the Workshop Manager as soon as they are noticed.
- Ensure that others who may be affected by activities are either isolated from contact or are issued with temporary PPE.
- Any shared PPE is cleaned after use and records are maintained on a monthly basis.

Risk Assessment

The Charity will undertake risk assessments for all practical areas, classrooms, communal areas, external areas and offsite activities. Training staff are responsible for conducting hazard identification assessments for students or activities not covered on the standard risk assessments and where additional control measures may be necessary to ensure the safety of the students. Other risk assessments required by specific legislation:

- COSHH assessments
- Display Screen Equipment
- Manual Handling
- Lone Workers

- Return to Work assessments

These assessments can be accessed on SharePoint.

Site Maintenance and Security

The Charity recognises that they have a duty of care under the Occupiers Liability Act 1984 to take reasonable care that visitors can safely use the premises for the purpose for which they have been invited or permitted to be there. The duty of care extends to trespassers in that non visitors should not be hurt because of the condition that the premises is left in if we know or have reasonable grounds to believe that the trespasser is in the vicinity of the risks, and if the risk is one against which we can be expected to offer some protection in the circumstances. There is a higher duty of care for children.

- Ensure that access to the land, premises and building is suitably protected using fencing and natural barriers.
- A security system is in place during evenings and weekends.
- The entrance to the Charity will always be hazard free and unobstructed with safe access route for fire appliances.
- Parking facilities are not supplied for staff, beneficiaries, volunteers and students.
- End of day checks will be carried out to ensure obvious risks are removed or mitigated i.e. ladders secured or removed, hazardous substances secured.

Welfare

The Workplace (Health, Safety and Welfare) Regulations and Construction (Design and Management) Regulations specify appropriate working conditions to be provided for employees. Suitable and sufficient welfare facilities should be available at each site.

- Toilets will be ventilated, lit and maintained in a clean and orderly condition.
- Washing facilities will be provided with hot and cold running water, soap or other suitable means of cleaning, towels or other suitable means of drying.
- Drinking water will be available at all sites.

Visitors

It is important that strict control is maintained over visitors to the premises, for reasons of health, safety and security. Visitors should –

- Enter their details in the visitors' record book upon arrival and sign out on departure
- Remain in the reception area until they are inducted or escorted
- Receive a proportionate induction referring to fire procedures, person in control of the site and first aiders as well as on site facilities
- Wear standard PPE if they are to enter a practical area – the Trainers will advise
- Not be under the influence of drugs or alcohol
- Not enter any practical area without the authority of the Trainer during training sessions.

Lone workers

It must be remembered that lone working may not necessarily mean working in solitude; there may be occasions where other people are present, but our risk assessment has identified situations where an employee may not be under direct supervision and may therefore be vulnerable. Working in this way exposes employees to an increased level of risk and it is our intention to either entirely remove the risks from identified hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Employees will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with lone working. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures.

One person may be on site with the following controls observed –

- The lone worker should secure the door against intruders while working within the Charity buildings, but any emergency calls out should be able to enter.
- A call or text message must be made to a nominated person when leaving the site.
- If a call / text is not received, the nominated person will attempt to contact the lone worker and if not contactable, will immediately activate the emergency procedure.
- Emergency telephone numbers have been made available; please ensure you have been provided with these before attempting to work alone.
- Persons arriving at the Charity to assist in an emergency should assess the situation and immediately call for assistance before proceeding if a hazard is still present.
- All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to the Health and Safety Representative.

Contractors

Work involving contractors can prove hazardous to all Charity site users. Contractors must produce a dated copy of PUBLIC LIABILITY INSURANCE as requested. They should obtain and read the Charities Health and Safety Policy and sign to say they agree with and will abide by them. Some contractor's work, unless risk free, will require the contractor to provide the Charity with a RISK ASSESSMENT.

All contractors on-site must report to the main Office. When using contractors, both the Charity and the contractor will have duties under Health and Safety law. This also applies when a contractor employs subcontractors. Prior to employing contractor's judgment will be made to ensure:

- They must have the skills and knowledge to do the job safely and without risks to Health and Safety
- The correct control measures have been applied before work starts

Contractors are responsible for ensuring that all persons under their control are aware of the following Charity procedures: -

- Fire procedure
- First Aid arrangements
- The contractor must ensure that all equipment brought on to the premises is fit for the purpose and in a good state of repair.

The Charity reserves the right to inspect all equipment and procedures before commencement of the work and at regular intervals during the period of work.

Contractors could be requested to provide evidence that any portable electrical appliances have been tested by a competent person in the last 6 months.

The Charity reserves the right to remove any contractor from site not complying with the safety policy and/or safe systems of work.

Gas Safety

No appliances use mains gas, if any appliances that use mains gas are fitted appropriate Health and Safety measures should be taken.

Health and Safety Induction

All employees should receive a Health and Safety induction, preferably before starting work at the Charity all new staff, students and volunteers should have a Health and Safety induction. The induction will cover –

- Health and Safety Law and how it applies to you
- Fire safety and emergency evacuation
- Individual responsibilities to students or staff and PPE requirements
- First Aid provision
- Hazardous substances
- Display screen equipment and eyesight testing

Manual Handling

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying. The Charity will ensure that operations, which involve manual handling, are eliminated, so far as is reasonably practicable. Managers must ensure that: -

- Manual handling is eliminated where possible.
- A manual handling assessment is completed before carrying out the task (including off-site events).
- Only trained staff are permitted to carry out manual handling tasks.
- Information is provided to staff for them to carry out manual handling as safely as possible
- All staff follow safe systems of work
- Safety arrangements for manual handling operations are regularly monitored and reviewed.

Employees must ensure that: -

- They report to their Line Manager (in confidence) any personal conditions which may be detrimentally affected by any manual handling activity they may need to undertake
- They comply with instruction and training which is provided in safe manual handling activities
- Their own Health and Safety is not put at risk when carrying out manual handling activities
- They use equipment which has been provided to minimise manual handling activities

- Any problems relating to the activity are reported to the Health and Safety department.

Noise and Vibration

All noise or vibration hazards will be assessed and recorded in risk assessments. Where possible, students will not be permitted to carry out tasks where tools or processes have been assessed as at or above the noise threshold but where these are deemed to be essential to learning objectives, the stipulated control measures will be strictly adhered to. All tools and equipment will be evaluated for noise level and vibration magnitude prior to purchasing and the information provided for risk assessments.

During audits, a noise meter will be available to check any process believed to be at or above the noise threshold. Hearing protection is provided within identified Curriculum Areas should it be required.

Slips and Trips

Slips and trips are the most common cause of injury at work. On average, they cause over a third of all major injuries and can lead to other types of accidents, such as falls from height or falls into machinery. Most slips occur when floors become wet or contaminated and many trips are due to poor housekeeping. A tidy and well-ordered Charity and its sites are less likely to experience accidents. To help prevent these accidents, all persons at the Charity and its sites are expected to –

- Report any spillages they may see and where possible, ensure that while getting assistance, the area is made safe, i.e. someone stays at the location and warns others to take care
- Only well-lit areas are used; if the lighting is not working or not sufficient for the task, this should be reported to the Workshop Manager
- Cables, leads etc. to be taped / placed out of foot traffic areas and not placed across walkways
- Damage to flooring to be reported (internally or externally)
- Training areas are checked before students arrive and are confirmed as hazard free
- Students and staff are encouraged not to hang coats on the backs of chairs and keep bags away from traffic routes
- Not place signs or posters on protected fire escape routes
- Not sit on floors, particularly with legs extending out in a corridor

Spillages or damage is to be cleaned up immediately. Damaged seating or other classroom fixtures are to be reported to the Workshop Manager or Technical Training Manager. Unsafe areas or conditions are to be reported to the Workshop Manager.

Purchasing Work Equipment

When purchasing equipment, it must be ensured, as far as reasonably practicable, that it is safe to use and without risk to health. The Provision and Use of Work Equipment Regulations and Section 6 of the Health and Safety at Work etc., Act applies. To achieve this objective, the Charity will adopt the following best practice –

- The item will be CE marked
- An original manufacturer's user manual will be obtained and retained with the equipment. This is particularly important for the purchase of used items.

- Where practical, the manufacturer or supplier will provide training in set up and use of the machinery or equipment.
- All machinery and equipment will be equipped with controls that are clearly identified.
- Where appropriate, machines will be fitted with emergency stop buttons
- All dangerous parts of machines will be appropriately guarded
- Where possible, evidence of maintenance and testing will be supplied, and quotes obtained for future planned preventative maintenance to a strict schedule.

New equipment will not be put into use until a risk assessment has been carried out.

Statutory Examinations

Equipment in use may require statutory examination; these requirements should be stated at the time of purchase and existing equipment will be under a half annual or annual scheme of examination.

LOLER (Lifting Equipment and Lifting Operations Regulations) – For any mechanical lifting equipment and accessories; in the Charity this includes 6 monthly Thorough Examination of hoists and lifting equipment used in the workshop.

PUWER (Provision and Use of Work Equipment Regulations) – This covers most work equipment and will be organised by the curriculum area.