



HEALTH AND SAFETY

Policy and Management Procedures

Manual

UK

Arinite.

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CONTENTS **PAGE**

SECTION 1: GENERAL POLICY4

1.1 HEALTH AND SAFETY POLICY AND PROCEDURES MANUAL AMENDMENT SHEET..... 4

1.2 INTRODUCTION..... 5

1.3 SITE INFORMATION AND CONTACTS..... 6

1.4 THE GARD'NER MEMORIAL LIMITED T/A MORE HOUSE SCHOOL HEALTH AND SAFETY POLICY STATEMENT OF INTENT..... 7

1.5 THE GARD'NER MEMORIAL LIMITED T/A MORE HOUSE SCHOOL MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY 8

1.6 ROLES AND RESPONSIBILITIES 9

1.7 HEALTH AND SAFETY OBJECTIVES AND TARGETS..... 12

SECTION 2: POLICIES AND PROCEDURES 14

2.1 ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION 14

2.2 ALCOHOL, DRUGS AND SUBSTANCE MISUSE 15

2.3 ASBESTOS..... 16

2.4 HEALTH AND SAFETY CONSULTATION..... 17

2.5 CONTROL OF CONTRACTORS..... 18

2.6 DISABLED OR TEMPORARILY DISABLED WORKERS 21

2.7 DRIVING FOR WORK 22

2.8 DISPLAY SCREEN EQUIPMENT (DSE)..... 23

2.9 ELECTRICAL SAFETY..... 24

2.10 EMERGENCY PLANNING 26

2.11 FIRE SAFETY..... 27

2.12 FIRST AID..... 29

2.13 HAZARDOUS SUBSTANCES 30

2.14 HOMEWORKERS 31

2.15 LEGIONELLA MANAGEMENT 32

2.16 LONE WORKING 33

2.17 MANUAL HANDLING..... 34

2.18 NEW AND EXPECTANT MOTHERS..... 35

2.19 NOISE AT WORK..... 36

2.20 OCCUPATIONAL HEALTH 36

CONTENTS		PAGE
2.21	OFF SITE WORKING	37
2.22	OFFICE AND WORKING ENVIRONMENTS	38
2.23	PANDEMIC POLICY	39
2.24	PERSONAL SAFETY AND VIOLENCE	40
2.25	RISK ASSESSMENT	41
2.26	SAFETY AUDITS AND INSPECTIONS.....	42
2.27	SLIPS, TRIPS AND FALLS	43
2.28	SMOKING IN THE WORKPLACE	44
2.29	STRESS AT WORK	44
2.30	TEMPORARY WORKERS	45
2.31	TRAINING	45
2.32	VIBRATION	46
2.33	VISITORS.....	47
2.34	WASTE MANAGEMENT	48
2.35	WELFARE FACILITIES	48
2.36	WORK AT HEIGHT	50
2.37	WORK EQUIPMENT (INCLUDING PERSONAL PROTECTIVE EQUIPMENT).....	50
2.38	WORK SAFE POLICY.....	51
2.39	WORKING TIME	52
2.40	WORKPLACE TRANSPORT	53
2.41	YOUNG PERSONS (UNDER 18-YEARS)	54
SECTION 3 HEALTH AND SAFETY FORMS		56
SECTION 4 HEALTH AND SAFETY FACTSHEETS		58

SECTION 1: GENERAL POLICY

1.1 HEALTH AND SAFETY POLICY AND PROCEDURES MANUAL AMENDMENT SHEET

Issue Number	Date	Index Reference	Brief Description of Amendment
001	07.10.2024	Whole document	First revision
001	09.10.2024	Whole document	Draft distributed to Client for comment
001	N/A	Whole document	Feedback received from Client
001	21.11.2024	Whole document	Final version completed and sent electronically. Separate copies of Health and Safety Policy Statement of Intent sent for signature and display on Health and Safety Notice Board

1.2 INTRODUCTION

This Manual was issued in November 2024 and reflects the requirements of health and safety legislation.

The document is divided into four sections:

- Section 1 – General Policy and Health and Safety Responsibilities.
- Section 2 – Policies and Procedures.
- Section 3 – Health and Safety Forms.
- Section 4 – Health and Safety Factsheets.

This Health and Safety Policy and Procedures Manual has been developed by Arinite Ltd in conjunction with The Gard'ner Memorial Limited t/a More House School's Health and Safety Responsible Person John Brady and has been signed off for implementation by the Governor Responsible for Health and Safety as a means of providing focus and direction for The Gard'ner Memorial Limited t/a More House School's Health and Safety Management System.

The Manual provides a policy framework for managing health and safety from a management perspective. It refers to relevant arrangements and procedures for implementing these policies, which are to be followed by all workers.

The Gard'ner Memorial Limited t/a More House School Health and Safety Policy Statement must be communicated to all workers and other interested parties. The Manual will be reviewed and updated annually or as required to ensure its continued relevance and suitability as part of an ongoing management review process. The review will ensure that:

- The responsibilities reflect the current staffing and appointments of The Gard'ner Memorial Limited t/a More House School.
- The organisational arrangements stay the same.
- Policies, and Arrangements reflect changes to legislation.
- The Policies and Arrangements reflect changes to working methods, and materials used.

The Manual is available to all workers and other interested and relevant parties and partners upon request to the Health and Safety Responsible Person.

Caveat

To assist with the implementation of the policies and procedures outlined in Section 2, you will see reference is made under the heading **Sources**, to Arinite UK Health and Safety Factsheets and Forms as well as the source legislation as follows:

- **Legislation Summary.**
- **Arinite UK Factsheets are identified as AFS ####. In Section 4 you will see a table with a list of these factsheets and a link to access the individual factsheets.**
- **Arinite UK Health and Safety Forms are identified as AF####. In Section 3 you will see a table with a list of these forms and a link to access the individual forms.**

1.3 SITE INFORMATION AND CONTACTS

Main Office

Organisation Name	The Gard'ner Memorial Limited t/a More House School
Address	Moons Hill, Lower Bourne, Frensham, Farnham, GU10 3AP
Telephone Number	01252 792303
Health and Safety Contact	John Brady, Estates Manager
E-mail Address	john.brady@morehouseschool.co.uk
Number of Locations	1
Total Number of Workers	C120

Health and Safety Committee Members 2024

Name	Department	Name	Department
John Brady	Estates Manager	Susie Pickett	Head of Science
Piers Lewis	Chief Operating Officer	Simon John	Catering
David Poole	H&S Governor	Nick Proctor	PE
Anne Jenkins	School Nurse	Luke Webb/Alex Rositano	Boarding

**1.4 THE GARD'NER MEMORIAL LIMITED T/A MORE HOUSE SCHOOL HEALTH AND SAFETY POLICY
STATEMENT OF INTENT**

I will ensure that The Gard'ner Memorial Limited t/a More House School complies with our responsibilities under relevant Health and Safety Legislation supported by industry standards that could impact on our operations.

Occupational Health and Safety Policy and arrangements will be proportionate to the level of health and safety risks arising from The Gard'ner Memorial Limited t/a More House School activities. To assist with the implementation of this Policy the Health and Safety Responsible Person is John Brady.

The Gard'ner Memorial Limited t/a More House School accepts the duty to prevent injury and ill health to workers, visitors, contractors, and temporary workers, as well as any members of the public who might be affected by The Gard'ner Memorial Limited t/a More House School's operations.

This Policy will be communicated to all workers and stakeholders who may be affected by The Gard'ner Memorial Limited t/a More House School's operations. To ensure that information about how risk will be managed reaches those exposed to risk, health and safety policies and procedures have been developed for our activities.

The key health and safety objective is to minimise the number of instances of occupational accidents and illnesses, and ultimately achieve an accident-free workplace and activities.

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

Everyone is responsible for taking reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person. Reporting hazards is everyone's responsibility.

I will ensure that reasonable finances and resources to implement this Policy are made available.

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

I am committed to continual improvement in performance related to the way that safety and health risks are managed. Our Health and Safety Policy and arrangements will be reviewed as part of our management review arrangements, or when there are changes in the nature and scale of The Gard'ner Memorial Limited t/a More House School operations.

The specific arrangements for consultation, implementation of Policies and the responsible persons are detailed in our Health and Safety Policy and Procedures Manual (this document).

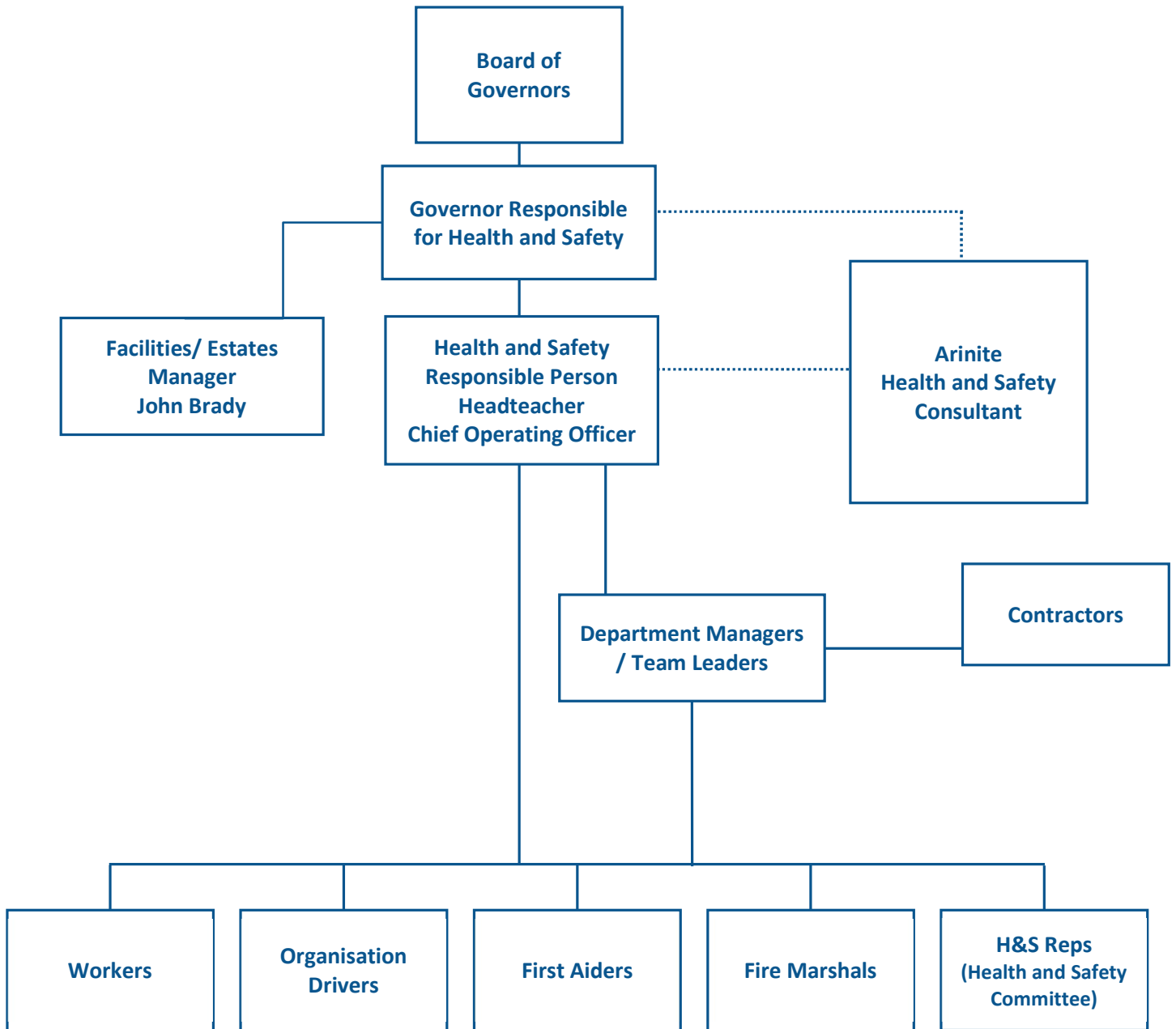
P H Lewis

9 Dec 24

**COO, RESPONSIBLE FOR HEALTH AND SAFETY
SIGNED ON BEHALF OF THE GARD'NER MEMORIAL LIMITED T/A MORE HOUSE SCHOOL****DATE**

1.5 THE GARD'NER MEMORIAL LIMITED T/A MORE HOUSE SCHOOL MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY

The following chart¹ represents the Organisation hierarchy with responsibilities for health and safety within The Gard'ner Memorial Limited t/a More House School.



Organisation Job Title	Health and Safety Responsibility
Governors	Accountable for Organisation's health and safety
Governor for Health and Safety	Director with Responsibility for Health and Safety
Estates Manager and Chief Operating Officer	Building and Services Health and Safety Maintenance
Health and Safety Competent Person	Provides advice and guidance to above

1.6 ROLES AND RESPONSIBILITIES

Directors (Inc. Company Officers)

All Directors are accountable for the management and control of health and safety within the Organisation, duties include:

- Making sure that all risks are properly managed and resourced.
- Providing support to other Board members to carry out their duties.
- Delegating the “daily” responsibilities of ensuring that health and safety is managed and controlled to other persons, as they deem necessary (but the total accountability for health and safety remains under the control of the Directors and other Organisation officers).

Director with Responsibility for Health and Safety

The key responsibilities include to ensure that:

- The Organisation produces, signs, and maintains a written Health and Safety Policy Statement of Intent.
- Risks to workers, customers and others who could be affected by work activities are assessed and appropriate controls are implemented.
- Effective planning, organisation, control, monitoring, and review of preventive and protective measures are implemented.
- Access to competent health and safety advice is available as required.
- Workers are consulted about their risks at work and current preventive and protective measures to ensure that they are suitable.
- That appropriate information, instruction, training, and supervision is provided.

Health and Safety Competent or Responsible Person

A Competent Person is someone who has experience, training or knowledge in health and safety standards. A Health and Safety Responsible Person is someone working within the Organisation who is responsible for co-ordination and implementation of health and safety standards. Arinite may act as one of the Organisations competent persons, but they must appoint their own competent/responsible person for help with legal duties as per Regulation 7 of the Management of Health and Safety at Work Regulations.

The Health and Safety Competent/Responsible Person is responsible for co-ordinating health and safety activities and for acting as the primary source of health and safety advice. Their role includes:

- Co-ordinating the Organisation’s Risk Assessment Programme.
- Administering the Accident Investigation and Reporting Procedure.
- Liaising with Enforcement Authorities, insurers and other health and safety external bodies.
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Co-ordinating Health and Safety Inspections.
- Identifying Health and Safety Training needs.
- Providing or sourcing Health and Safety Training.
- Providing Health and Safety Induction Training to new workers.
- Identifying the implications of changes in legislation or Health and Safety Authorities Guidance.
- Preparing and submitting progress reports and an annual Health and Safety Action Plan.

- Sourcing additional specialist health and safety assistance, when necessary.
- Displaying where appropriate the UK Health and Safety Law Poster, a copy of The Gard'ner Memorial Limited t/a More House School's Health and Safety Policy Statement of Intent, Employer's Liability Certificate, Health and Safety Responsibility Chart, Fire Safety Information and Accident Reporting Procedures.
- Ensuring the site(s) has adequate fire wardens/marshals and first aiders.
- Completing the Induction Checklist for new starters and long-term temporary workers.
- Co-ordinating Display Screen Assessments for new workers or whenever there has been a significant change in workstations.
- Maintaining the Health and Safety Policy and Procedures Manual (this document) and updating with any new procedures when given.
- Ensuring that any actions arising from the Health and Safety Audits are addressed.
- Recording any hazardous substances and materials and carry out workplace assessments where appropriate.
- Fulfilling the role of the competent person for health and safety².

Managers

Managers' health and safety responsibilities are to make sure that:

- Any health and safety controls highlighted through risk assessment are implemented and standards are monitored within their area of responsibility.
- Workers in their area of responsibility are provided with a working environment that is, as far as possible, safe and without risk to health, with adequate facilities and arrangements for welfare at work.
- Training, supervision, instruction, and information is provided to workers in health and safety policies and procedures, as necessary.
- Immediate and appropriate steps are taken to investigate and deal with any risks to health and safety arising from work activities in their area of responsibility.
- Any health and safety issues are brought to the immediate attention of the Health and Safety Responsible Person, as necessary.
- All accidents and near misses are properly recorded and reported, and an investigation is carried out to identify the causes.
- Safe access to and from the workplace is maintained.
- All workers receive adequate and appropriate Health and Safety Training in their tasks.

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

Workers

Workers' health and safety responsibilities are to make sure that they:

- Understand and follow the Health and Safety Policy.
- Do not put themselves or other people at risk through their actions or failure to act.
- Warn other, and particularly new, workers about known dangers.
- Act responsibly.

² As per the Management of Health and Safety at Work Regulations 1999 and HSG65 managing for Health and Safety 2013.

- Co-operate with The Gard'ner Memorial Limited t/a More House School on all aspects of health, safety, and welfare.
- Tell management about any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any tasks.
- Work in line with the information and training provided by their manager.
- Do not misuse or interfere with anything that has been provided for health and safety reasons.
- Report any accident or near miss, however small, to their manager and fill in the accident report.

Contractors

- Contractors must provide copies of their Health and Safety Policy and any other documents relating to health and safety that The Gard'ner Memorial Limited t/a More House School may reasonably ask for. If they fail to do so, they may be asked to leave the site and they may be charged fees.
- All work must be carried out in line with the legislation relating to the work activity and take account of the safety of others on the site and the public.
- All plant or equipment brought on to site by contractors or their sub-contractors must be safe and in good working condition. It must also be fitted with any necessary guards and safety devices and have any necessary certificates available for checking. The contractor must provide relevant information and assessments on noise levels of plant, equipment or operations before work starts.
- Contractors must report any injury or damage caused by our workers to the Health and Safety Responsible Person.
- Contractors' workers must follow any safety instructions that the Health and Safety Responsible Person gives them.
- Any material or substance brought on site, which has health risks, must be used, and stored in line with regulations and current recommendations. Contractors must carry out a risk assessment on any substance or process that could harm health and provide a copy of the COSHH Assessment Report to the Health and Safety Responsible Person before works start.
- Contractors must keep workplaces tidy and clear away all rubbish, waste materials etc. as work proceeds.
- Contractors carrying out high-risk activities must provide Risk Assessment(s) and Method Statement(s) before commencing work. These must be reviewed by the Health and Safety Responsible Person before work starts, and copies must be available on site so that everyone can follow the agreed Method Statement and Risk Assessment. In addition, for activities such as roof work, live electrical work, and hot work, a Permit to Work system must be used, and this will be managed by the contractors nominated authorised person.
- Where work falls under the Construction Design and Management Regulations (CDM), the roles of client, principal contractor, principal designer, designers, contractors, and workers will be clearly assigned. Parties fulfilling those roles will carry out their duties as specified under those regulations.
- Contractors' representatives must go to any safety meeting that the principal contractor asks them to go to. These meetings will be the main way of transferring information.

Arinite Health and Safety Consultant

The Arinite Health and Safety Consultant supports the Gard'ner Memorial Limited t/a More House School's appointed Health and Safety Responsible Person in their duties. In addition, Arinite will:

- Carry out annual health and safety and fire safety reviews.
- Be available to give expert advice on health and safety issues as required.
- Assist in the investigation of serious accidents and incidents.
- Support the Health and Safety Committee.

Fire Marshal

The Fire Marshal will:

- Participate in all required Fire Marshal Training.
- Take a robust lead during fire and other evacuation and emergency plans being carried out including liaison with Fire Brigade.
- Know who works in their allotted area.
- Ensure that all workers and others in their area are familiar with their Assembly Points, and nearest escape routes.

Fire Wardens (appointed in larger organisations to support Fire Marshal)

Fire wardens will:

- Participate in all required Fire Warden Training.
- Support the Fire Marshal during fire and other evacuation and emergency plans being carried out.
- Know who works in their allotted area.
- Ensure that all workers and others in their area are familiar with their Assembly Points, and nearest escape routes.

First Aiders

First aiders will:

- Act in accordance with their training, ensuring that they remain safe.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Record all treatments for which they are responsible, with specific details of the injury.
- Ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked, and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- Ensure that the First Aid Room is kept tidy and well-stocked.
- Keep their manager and/or the Health and Safety Responsible Person informed of annual leave dates.
- Ensure that all accidents that they become aware of are reported to the Health and Safety Responsible Person.

Health and Safety Representatives (Health and Safety Committee Members)

Requirements of a health and safety representative include:

- They must be approachable.
- Have the confidence to speak for the group that they represent.
- Be knowledgeable about the Organisation's processes and activities within their representation area.

1.7 HEALTH AND SAFETY OBJECTIVES AND TARGETS

Health and safety objectives and targets establish an important link between health and safety policies and the management procedures designed to implement them.

The Organisation top management sets health and safety objectives and targets consistent with the health and safety risks and policies for the business. The aim is to set realistic and achievable goals with the aim of continual improvement. These can be linked if appropriate to management performance and development plans to give them some gravitas in the Organisation. Guidance for setting objectives and targets:

- Ensuring senior management buy-in to the health and safety objectives. This ensures that adequate resources are applied and that the objectives are integrated with other organisational goals.
- In communicating objectives to workers, linking objectives to the actual improvements being sought, e.g., reducing injuries and improving wellbeing, as this will give workers something tangible to work towards.
- Being flexible with objectives, defining the desired result, then letting the people responsible determine how to achieve the result.
- Establishing objectives to maintain current levels of performance, or to improve performance.
- Communicating progress in achieving objectives and targets across the organisation. Considering regular reports on this progress at worker meetings.
- Keeping health and safety objectives simple initially, gaining some early successes, and then building on them.

The objectives and targets must be periodically monitored to ensure that progress is being made and records kept for auditable purposes.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Workers) Regulations 1996
- The Corporate Manslaughter and Corporate Homicide Act 2007.
- Institute of Directors/HSE Guide INDG 417 (rev 1) – Leading Health and Safety at Work.
- Arinite Factsheet – AFS 0070 Directors.

SECTION 2: POLICIES AND PROCEDURES

This section contains the management policies for specific health and safety topics. Some of the policies are explained in more detail in an associated procedure. Relevant forms and factsheets to help implement the policies and procedures are included in the Appendix.

2.1 ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

Legislation Summary

The Social Security (Claims and Payments) Regulations 1979 require a worker who suffers a personal injury by accident to inform the employer of the details. The employer must make available a means of reporting such accidents and this is most easily achieved with an Accident Book (BI510) or online reporting tool. To protect personal information that must be included in the Accident Book Report Forms, each page must be removed after completion and stored securely for at least three years. The accident victim is allowed to take a copy of the Accident Book entry.

Policy

Workers must report all accidents and incidents to the Health and Safety Responsible Person as soon as possible. Accidents resulting in serious injury (or that had the potential to be serious) must be reported by the fastest practical means (usually phone or email).

Procedure

Arinite Factsheet AFS 0010 - Accident Reporting displays the flowchart that is followed when reporting accidents. All accidents, incidents and near misses are to be reported to the Health and Safety Manager as soon as possible.

An Accident Book will be provided at each work site. All work-related injuries, however small, are to be recorded in the Accident Book by the worker (or their manager if they are incapable of completing it). An Accident Investigation Form is then to be completed by the manager. If necessary, an investigation will be carried out by the Health and Safety Responsible Person who is responsible for informing the enforcing authorities of all 'reportable accidents' within the timescale prescribed by the country. In the UK this is the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).

Either the worker, manager or first aider must record details of injuries in the Accident Book BI510 and send the page in a sealed envelope marked 'Staff Confidential' to the Health and Safety Responsible Person. The Department Manager must then complete an Accident Report and Arinite Investigation Form AF020 which is to be sent to the Health and Safety Responsible Person.

The Health and Safety Responsible Person will decide if the accident or near miss should be reported to the Enforcing Authority. If so, they will fill in the necessary details online within the time set by law.

Within the UK seven-day accidents (accidents resulting in the injured person being unable to work for seven consecutive days) must be reported (within 15 days) to the Health and Safety Executive.

The Health and Safety Responsible Person will take the appropriate steps to make sure that:

- The accident or near miss is investigated as soon as possible.
- The results of that investigation are recorded on the internal Accident Investigation Form.
- Measures are put into place to prevent the accident or near miss happening again.
- If necessary, an external accident/incident investigator will be selected to support the Organisation procedures.

If a member of the public (or other person who is not a worker) is injured because of the Gard'ner Memorial Limited t/a More House School activity and that member of public is taken directly to hospital for treatment, the accident must be reported to the Health and Safety Responsible Person without delay.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Arinite Factsheet - AFS 0010 Accident Reporting.
- Arinite Form - AF020 Accident and Near Miss Report and Investigation Form.
- Arinite Form - AF010 Accident Analysis Excel Template Form.

2.2 ALCOHOL, DRUGS AND SUBSTANCE MISUSE

Legislation Summary

Under the Health and Safety at Work Act, all employers have a legal duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of all workers while at work as well as a duty to protect others that may be affected by the employers undertaking.

Policy

Workers are not allowed to come to work under the influence of alcohol, illegal drugs, or other substances. They will be refused entry and may be subject to disciplinary action.

Every worker has a duty to report to their manager any prescription or over-the-counter drugs that may affect their ability to undertake their work. If this is the case an individual risk assessment will be completed by the Department Manager and reviewed by the Health and Safety Responsible Person.

Procedure

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

- Unexplained absences or repeated short-term sickness absence.
- Mood swings, depression, irritability, aggression.
- Persistent lateness.
- Irresponsibility or reluctance to accept responsibility.
- Poor work performance.
- Deterioration of general appearance.
- Deterioration in relationships with colleagues.
- Personal difficulties including marital and debt problems.
- Unsafe working, proneness to accidents.

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

The worker's manager must be informed if it is discovered that a worker is under the influence of alcohol or drugs whilst carrying out their work duties. If the worker's manager believes the worker is incapable of performing their duties (e.g., use of tools, vehicles, care of clients, etc.) without endangering themselves or others then they will be sent home immediately. The absence will be recorded as per the Gard'ner Memorial Limited t/a More House School's Absence Reporting Procedure.

On return to duty, the worker will report to their manager in accordance with the Gard'ner Memorial Limited t/a More House School's Absence Policy. If the worker has a safety-critical role, e.g., driver, machinery operator, etc. an assessment will be made of their ability to continue to work in this role or whether alternative work should be offered whilst the matter is investigated or resolved.

Self-referral

Workers are encouraged to seek voluntary help, e.g., talking to their manager, supervisor, Human Resource Department, GP, Organisation Doctor, or another agency.

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

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

Further Action

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

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Provision and Use of Work Equipment Regulations 1998.
- Arinite Factsheet – AFS 0470 Illegal Drug and Alcohol Testing.

2.3 ASBESTOS

Legislation Summary

The Control of Asbestos Regulations 2012 specify work that should only be undertaken by licensed contractors. The regulations require those in control of premises to identify any asbestos containing materials and make this information available to anyone who must work on the fabric of the premises.

Policy

The Gard'ner Memorial Limited t/a More House School has a duty under the Control of Asbestos Regulations 2012 to identify and manage any Asbestos Containing Materials (ACMs). Where subject to a survey ACMs are identified, they will be recorded in an Asbestos Management Plan and suitable warning signage will be used in situ. If any asbestos needs to be maintained or disturbed, then suitable risk assessments and trained personnel will be put into place to ensure the safety of all building occupants.

Procedure

In accordance with the Regulations, the Health and Safety Responsible Person will arrange for a competent person (usually a third-party contractor) to:

- Determine the location, condition and risk associated with materials likely to contain asbestos, with a presumption that materials contain asbestos unless there is evidence that they do not.
- Make a written record (the Register) of the location, condition and risk from asbestos and suspected asbestos material and keep it up to date.
- Assess the risk of exposure from asbestos and suspected asbestos materials and record the action necessary to

ensure that:

- Any material known or suspected to contain asbestos that may create a risk of exposure (because of its state and location) is encapsulated or, if necessary, removed. This can only be conducted by approved and licensed contractors.
- Any material known or suspected to contain asbestos is maintained in a good state of repair.
- Information about the location and condition of material containing asbestos, or suspected to contain asbestos, is known, and is given to anyone likely to disturb it.
- Prepare and implement a written Asbestos Management Plan to control these risks and ensure that information about the location and condition of any asbestos is provided to any person who is liable to disturb it.

The Health and Safety Responsible Person will record checks on the condition of asbestos in the Asbestos Management Plan annually or at intervals specified by the competent person, to ensure that they are not deteriorating.

Nearly all work which may result in asbestos fibres entering the air must be notified to the Health and Safety Executive. Such work must therefore not be undertaken by any worker or contractor without complying with the Control of Asbestos Regulations 2012. Any works likely to disturb the fabric of the building must therefore be agreed with the Health and Safety Responsible Person in advance so that risk assessments and contractor management can be instigated.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Control of Asbestos Regulations 2012.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Arinite Factsheet - AFS 0020 Asbestos.
- Arinite Form - AF030 Asbestos Management Plan Form.

2.4 HEALTH AND SAFETY CONSULTATION

Legislation Summary

The Health and Safety (Consultation with Workers) Regulations 1996 and the Safety Representatives and Committees Regulations 1977, require employers to consult with workers on health and safety issues. The consultation may be directly, or through elected representatives of worker safety.

Policy

The Gard'ner Memorial Limited t/a More House School will consult with workers on matters of health and safety in the workplace that may include:

- Any change which may substantially affect their health and safety at work, for example in procedures, equipment, or ways of working.
- Planning Health and Safety Training.
- The consequences on health and safety of introducing new technology.
- The safety performance of the business.

Informal consultation will include open door policy, emails, notice boards, minutes of meetings, safety booklets, Intranet etc.

Procedure

Workers will be consulted informally via notice boards, meetings e-mails or other company communication systems.

Where formal consultation arrangements are in place, then departments or offices may appoint a nominated Health and Safety Representative that will sit on a company Health and Safety Committee. The Health and Safety Committee

Meeting provides an opportunity for representatives to confer with management on health and safety issues. Typically, the topics covered by the meeting are to:

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

If a Health and Safety Representative has been elected, management will tell workers the names of those representatives and which group of workers they represented so that workers can report their concerns and ideas easily.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Safety Representatives and Safety Committees Regulations 1977.
- Health and Safety (Consultation with Workers) Regulations 1996.
- The Management of Health and Safety at Work Regulations 1999.

2.5 CONTROL OF CONTRACTORS

Legislation Summary

Ensuring the safety of those not in employment and ensuring that those working on behalf of an employer (e.g., contractors) will not cause harm, is referenced in the Health and Safety at Work Act as well as several Regulations. There is also much case law to underpin these legal requirements.

Policy

When external contractors (including sub-contractors and the self-employed) are required to undertake work at the premises, where there may be a risk to their health or safety or that of The Gard'ner Memorial Limited t/a More House School workers or visitors, they will be assessed and reviewed by the Health and Safety Responsible Person / Facilities Manager prior to undertaking any work.

The measures to be taken will depend on the danger and the control measures required. All contractors must provide the Health and Safety Responsible Person / Facilities Manager with a risk assessment of the proposed task before work starts on the premises.

Procedure

The Gard'ner Memorial Limited t/a More House School have a duty to ensure that any contractor is competent to carry out the tasks required, contractors will complete AF050 Pre-Qualification Questionnaire and AF060 Contractor On-Site Checklist for approval. Cost will never be the main criteria for the selection of a contractor. Before commencing major works, a pre-contract meeting will be arranged by the Health and Safety Responsible Person to discuss safety matters.

The Health and Safety Responsible Person will undertake an assessment of all contractors prior to appointing them using AF050 Pre-Qualification Questionnaire. Part of the assessment process will be to verify health and safety documentation, and necessary insurances are in place prior to appointment.

Prior to any works being carried out contractors will be sent a copy of the Arinite Contractor On-Site Checklist AF060. The Contractor must complete and return the form and upon arrival on site will be given a suitable Induction. Contractors must, provide the Health and Safety Responsible Person with risk assessments and detailed Method Statements on how the tasks will be completed and what tools/equipment will be used.

Safety Requirements for Contractors on Site

The table below summarises the control measures that The Gard'ner Memorial Limited t/a More House School will follow to control the potential safety and health risks arising from contractor activities.

Potential Hazard/Issue	Control Measure
Insurance	<ul style="list-style-type: none"> The contractor must have Public Liability Insurance.
Security	<ul style="list-style-type: none"> All contractors will sign-in with the date and time of arrival. The responsible manager reserves the right to search all personnel, vehicles, containers, or goods before entry to or exit from the site, should this be required. All persons leaving the site must sign out prior to leaving. Property or scrap belonging to us must not be removed from site without proper authorisation. Permission can be obtained from the Health and Safety Responsible Person or the person commissioning the work.
Health and Safety Procedures	<ul style="list-style-type: none"> All contractors must discuss any site-specific health and safety requirements with their workers, advised to them by the manager commissioning the work.
Protective Equipment	<ul style="list-style-type: none"> Protective clothing and equipment required under health and safety legislation or Approved Code(s) of Practice for the work being undertaken, e.g., safety helmets, ear defenders, safety footwear and eye protection, must be provided by the contractor and worn or used by their workers/sub-contractors.
Fire Protection	<ul style="list-style-type: none"> There is a strict No Smoking Policy within the building. Persons found in violation of this rule may be asked to leave the site. Fire extinguishing equipment is available on site. However, should it prove necessary to use any of this equipment the Health and Safety Responsible Person must be advised, who will ensure that the extinguisher is replaced. The contractor and his workers or sub-contractors will be aware of the evacuation procedures in case of an emergency and follow any directions given by the fire marshals and first aiders. The Health and Safety Responsible Person must be informed of any work, which requires the disconnection of part or all the site fire alarm system.
Use of the Gard'ner Memorial Limited t/a More House School Equipment	<ul style="list-style-type: none"> Equipment belonging to us is not to be used or interfered with in any way without prior authorisation by the Health and Safety Responsible Person. Connections must not be made to the site services distribution systems, e.g., compressed air, water, electricity, or fire alarm, without the written permission of the Health and Safety Responsible Person. This permission will be withheld if the equipment to be connected to such services does not conform to Statutory Regulations of Codes of Practice and/or our Organisation requirements. All written permissions issued in accordance with the above shall be produced for inspection by our management if requested. Any connection/disconnection, which may affect the computer system must be agreed in writing in advance with the Health and Safety Responsible Person.
Equipment Supplied by Contractor	<ul style="list-style-type: none"> All tools and equipment must conform to and be tested in accordance with Statutory Regulations, or Approved Code(s) of Practice. We have the right to inspect and reject equipment considered unsuitable at no extra contract price. Certificates of compliance must be produced on request. Where portable equipment and tools are being used, these shall, where practicable, be battery or 110-volt type. Mains voltage (240 volts) may be used when a residual current device (RCD) is fitted. Lifting or hauling tackle, wrenches, ropes, etc., are not to be attached to any plant, equipment, pipework or building without written permission of the Health and Safety Responsible Person, all such tackle must be registered and have a current examination certificate where appropriate. The use of equipment which will expose either contractors' workers or our workers to noise levels more than 80 dB (A) must be agreed with the Health and Safety Responsible Person. prior to commencing work, and adequate protective measures taken.

Potential Hazard/Issue	Control Measure
Welfare and Facilities Available for Contractors' Use	<ul style="list-style-type: none"> The contractor must agree which of the site's facilities are to be made available to them with the Health and Safety Responsible Person. The site standards must be adhered to. If the contractor provides all facilities for the health, safety, and welfare of their workers, good housekeeping as determined by the site rules must be adhered to. Contractors, sub-contractors, and their respective workers are asked to eat and/or drink only in those areas defined for that purpose. When using site facilities, the site standards for behaviour and dress must be adhered to.
Materials to be Used on Site	<ul style="list-style-type: none"> Flammable liquids and liquefied petroleum gases must not be brought onto the site without the prior written permission of the Health and Safety Responsible Person. All such materials shall be stored and used in accordance with current statutory obligations. A complete list of all hazardous substances (as defined by the COSHH Regulations) intended to be used on the site, with the quantities and hazards of each defined, must be supplied to the Health and Safety Responsible Person along with the risk assessments. We reserve the right to require additional protection at the contractor's cost. At all times, all materials, whether hazardous or not, must be stored correctly and labelled appropriately.
Permit to Work System	<ul style="list-style-type: none"> A Permit to Work may be needed when maintenance work can only be carried out if normal safeguards are dropped, or when new hazards are introduced by the work. Examples include work at height, roof work, work on live electrical equipment, entry into confined spaces and hot work. Contractors will be responsible for their own Permits to Work in such circumstances.
Disposal of Materials	<ul style="list-style-type: none"> All materials brought onto the site and subsequently residual to the work remain the property of the contractor (unless already paid for by us) and must be disposed of by the contractor, unless specific agreement is given in writing by the Health and Safety Responsible Person. to use the site's disposal facilities. For disposal of hazardous products, all disposal details, including authorised carrier, disposal site and method are to be supplied to us for our records. Contractors must take all reasonable steps to prevent spillages and leaks. Any which do occur must be dealt with immediately, every effort being made to contain any material involved.
Accidents and Dangerous Occurrences	<ul style="list-style-type: none"> The contractor is responsible for notifying the H.S.E. of any injury, disease, or dangerous occurrence on our premises, where it involves their working operations and workers, as per RIDDOR Regulations. All reportable accidents or dangerous occurrences must also be notified to the Health and Safety Responsible Person. The contractor must nominate a competent person to have specific responsibility for all matters relating to safety. This person will liaise with the Health and Safety Responsible Person. on all matters, as required. All injuries must be reported (minor injuries to first aiders.)
Occupational Health and Hygiene	<ul style="list-style-type: none"> The contractor shall ensure that all workers are medically fit to carry out their duties on the site. We reserve the right to eject from the site, any contractors' workers considered to be acting under the influence of alcohol or drugs, etc.
Method Statements and Risk Assessments	<ul style="list-style-type: none"> The contractor must provide Method Statements, Risk Assessments and CoSHH Assessments where required, for the work to be undertaken, prior to commencement. All records pertaining to work undertaken on the behalf of us will be made available upon request. The contractor shall provide one copy of any drawings, manuals, etc., as required for the premises Health and Safety File.
Long Term Contractors	<ul style="list-style-type: none"> All contractors who provide an ongoing service(s) to us are defined as long term contractors. They will be subject to the terms and conditions of these guidelines in all respects. Long term contractors will undertake a refresher Induction annually.

Potential Hazard/Issue	Control Measure
Meeting Statutory Obligations and the Gard’ner Memorial Limited t/a More House School Guidelines	<ul style="list-style-type: none"> Contractors’ operations shall comply with all relevant Statutory Obligations, Approved Code(s) of Practice, and with The Gard’ner Memorial Limited t/a More House School procedures, guidelines, and directions. The cost of meeting such requirements shall be deemed to be included in the contract price. The contractor shall adhere to these guidelines and provide additional information as required.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Construction (Design and Management) Regulations 2015.
- Arinite Factsheet – AFS 0060 Control of Contractors.
- Arinite Factsheet – AFS 0340 Permit to Work.
- Arinite Form - AF050 Pre-Qualification Questionnaire.
- Arinite Form - AF060 Contractor On-Site Checklist Form.

2.6 DISABLED OR TEMPORARILY DISABLED WORKERS

Legislation Summary

The Equality Act (Disability) 2010 supported by Regulations (SI 2010/2128), includes provisions that support the definition of disability and came into force on 01.10.2010.

To be protected from disability discrimination under the Equality Act 2010, an individual must have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Policy

Where required a Personal Risk Assessment and Personal Emergency Evacuation Plan (PEEP) will be undertaken by the Health and Safety Responsible Person.

Procedure

If persons with disabilities are employed, or where existing workers become disabled, The Gard’ner Memorial Limited t/a More House School will make reasonable adjustments to the workplace to meet their needs, including arrangements to ensure their health, safety, and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from the workplace if adaptations are not reasonably practicable in the short timescales involved. If a ‘fit note’ indicates they may be fit to work subject to certain conditions, relevant changes will be made if necessary, and if the adjustments are reasonable with regards to temporary disabilities and the worker’s specific job role.

Sources:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Equality Act 2010.
- Equality Act (Disability) Regulations 2010.
- Arinite Factsheet - AFS 0080 Disabled Persons.

2.7 DRIVING FOR WORK

Legislation Summary

The Health and Safety at Work etc Act 1974 requires employers to take appropriate steps to ensure the health and safety of their workers and others who may be affected by their activities when at work. This includes the time when they are driving or riding at work, whether this is in a company or hired vehicle, or in the worker's own vehicle.

This does not cover commuting to/from workers' normal place of work.

Policy

Whether workers have a company provided vehicle, receive a car allowance, or use personal vehicles to drive for business, all vehicles must be driven within the law, and workers must not drive in any way which could reflect badly on the reputation of the Organisation.

The use of hand-held devices that are capable of interactive communication, even if that functionality is not enabled at the time, is strictly prohibited.

Workers will pay any fines, court costs, administration fees and excesses on the Motor Insurance Policy.

Procedure

At least annually every worker that drives for work must undertake a Driving for Work Risk Assessment using Arinite Driving for Work form AF100. This must be submitted to their Department Manager for review.

Whether receiving a car allowance or using personal vehicles to drive on our business, the following outlines what needs to be done to manage driving risks.

Car Insurance

Whenever a worker undertakes a journey for work, they must make sure they have Business Car Insurance appropriate for the work and mileage undertaken. Without the right business insurance, workers won't be able to drive for work or receive expenses.

Driving Within the Law

Vehicles must be driven within the requirements of the law, and workers must not drive in any way which could reflect badly on the Organisation. Workers must always:

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

Health and Safety Whilst Driving

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

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

Whilst driving, anything which may cause a lapse in concentration or inability to maintain control of the car must be avoided. This includes reading a map, drinking, making/answering calls, etc. Under the Road Safety Act penalty system,

the courts can issue fines and 'endorse' driving records with penalty points if the driver is convicted of a motoring offence.

Smoking in Vehicles

Vehicles used for work are covered by Smoking in the Workplace Legislation. During working hours, a personal vehicle used for business purposes also becomes a workplace. If using cars for business purposes workers must:

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

Smoking in the car during work hours whilst on our business and carrying passengers or other colleagues, may result in an on-the-spot fine for the driver, and The Gard'ner Memorial Limited t/a More House School facing prosecution and liability for a fine of up to £2,500 for driving without due care and attention.

Handheld Devices

Handheld mobile phones or other mobile devices must not be used to make or receive calls, send text or email whilst driving. Whilst driving, all such devices must be turned off or put into 'flight' mode and messages picked up later.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Arinite Factsheet - AFS 0110 Driving for Work.
- Arinite Form - AF100 Driving Risk Assessment Form.
- Arinite Form - AF110 Driving Self-Assessment Form.
- Arinite Form - AF111 Journey Planning Form.

2.8 DISPLAY SCREEN EQUIPMENT (DSE)

Legislation Summary

The Health and Safety (Display Screen Equipment) regulations 1992 (as amended in 2002) requires employers to undertake analyses of computer or similar workstations with the aim of reducing the main risks of musculoskeletal disorders, visual fatigue, and mental stress. The regulations set down requirements for workstations, and the right of DSE 'users' to eyesight tests and corrective spectacles if required.

Policy

Working with a poor posture at a computer or other display screen equipment over a long period, or intensively, may result in posture related injuries and harm. The Gard'ner Memorial Limited t/a More House School will provide suitable workstations and information to workers on good posture and working practices via e-training. All DSE users will undertake a DSE Assessment for all normal workstations, i.e., home office and Organisation office, where applicable.

All DSE users may request an eyesight test paid for by the Organisation and if corrective glasses are required for computer use then we will pay towards the cost of the glasses.

Procedure

The DSE/Workstation Assessment identifies any possible problems with a person's workstation before their health and safety is affected. It is issued by Department Managers/HR, the results will be reviewed by the Health and Safety Responsible Person and records kept for auditable purposes. Any reasonable adjustments such as a footrest or ergonomic equipment will be provided.

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

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

On receiving a request from a DSE user for reasonable adjustments, ergonomic equipment, or eye tests or for glasses, the Health and Safety Responsible Person must review the application and determine what equipment is to be provided or what financial contribution the Organisation will make towards the cost of glasses.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Health and Safety (Display Screen Equipment) Regulations 1992.
- Arinite Factsheet - AFS 0090 Display Screen Equipment.
- Arinite Factsheet - AFS 0100 Display Screen Equipment Mobile.
- Arinite Form - AF120 Display Screen Equipment Assessment Form.
- Arinite Form - AF130 Display Screen Equipment Self-Assessment Form.

2.9 ELECTRICAL SAFETY

Legislation Summary

The Electricity at Work Regulations 1989 (EAWR) apply to electrical systems as a whole and includes the use of both portable and fixed machinery and equipment and appliances which are capable of being made live by an electrical system. It is the responsibility of the Organisation to ensure that the electrical equipment used by workers will not cause danger, where danger is defined as 'risk of serious injury or death'.

Policy

The Gard'ner Memorial Limited t/a More House School have systems in place to ensure that both portable appliances and the building (fixed) electrical installation are maintained and in a safe condition.

Procedure

The Health and Safety Responsible Person will ensure, through planned preventive maintenance, that:

- Mains supplies are inspected and checked for breaks, clean and tight connections, and loading.
- Plant and equipment are maintained according to the manufacturers and installer's guidelines.
- Appropriate warning and safety signs will be posted alongside plant, equipment, or supplies.

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

All possible risks that might arise from using, or being near, electricity must be identified. Under the Electricity at Work Regulations 1989, it is necessary to tag each electrical tool, device, distribution box and cable. Each must have a unique number (or other way of identifying it) and a corresponding maintenance record.

All devices will be visually checked by a competent person for damage to the cable, and all cable connections to the device and plug must be secure. The Health and Safety Responsible Person will assess how often devices need to be checked (see table 8). A computer which does not move might only need checking every 2-3 years. However, an electric drill which is handled by its cable may need to be checked every shift.

Prior to use every worker must always visually check flexes, plugs, and equipment for obvious signs of damage before use. Report damaged items to the Health and Safety Responsible Person and take them out of use until repaired or

disposed of. Workers must not attempt to change electric plugs or to carry out any other electrical work unless authorised and competent to do so. All work on electrical equipment is to be carried out by qualified electricians only.

Workers are not allowed to bring their own portable electrical appliances into the workplace unless authorised by their Department Manager and the appliance is added to the PAT Register. Mobile phones can be charged via USB leads with the owner present when connected.

Installation: Only a competent certificated electrician may install an electricity supply.

Table 8 – Suggested Intervals for Checking Portable Electrical Equipment

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, e.g., fans, table lamps	No	Yes, 2–4 years	No
Double insulated (Class II) equipment: Hand-held, e.g., some floor cleaners, some kitchen equipment	Yes	Yes, 6 months – 1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment, and irons	Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to

Permits for Live Working

Live working is not normally acceptable unless it has been assessed that there is no safer alternative available. If this is the case, additional precautions must be taken for the risks to be managed, and the process formally agreed as safe enough to proceed. For work on live equipment and conductors, a ‘Permit to Work’ system must be prepared and used. The system gives details of:

- The equipment to be used for testing the live conductors within the work area.
- The precautions that must be taken to prevent any unauthorised people from entering the area while people are working.
- The limits on the Permit to Work, giving the details of the equipment that work will be carried out on, and the nature of the operation.
- How long the Permit will last, and the date it runs out.

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

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Electricity at Work Regulations 1989.
- BS7671 Current Edition.

- Arinite Factsheet - AFS 0120 Electricity at Work.
- Arinite Form - AF140 Electrical Inspection and Test Form.
- Arinite Form - AF310 Permit to Work – Electrical Work Form.

2.10 EMERGENCY PLANNING

Legislation Summary

The Health and Safety at Work etc Act 1974 requires employers to take appropriate steps to ensure the health and safety of their workers and others who may be affected by their activities when at work.

Policy

To protect the safety of workers and any other person, The Gard'ner Memorial Limited t/a More House School has emergency plans and procedures in place to tackle situations that could be, or are, dangerous.

Procedure

Arrangements outlined below or in other sections of this plan set out clear guidance on when workers and others at work must stop work and how they can move to a place of safety. In some cases, the whole workplace will need to be evacuated. In other cases, it might mean some or the entire workforce moving to a safer part of the workplace.

The Health and Safety Responsible Person will appoint competent people within the workplace to implement arrangements, which relate to evacuating any part of the workplace.

All workers are responsible for minimising fire and other emergency incidents through practiced procedures and good housekeeping along with regular workplace and fire inspections. Good fire safety and housekeeping will reduce the risk of fire, death or serious injury, environmental spillage etc. Workers are encouraged to be vigilant in preventing fire and emergency risks and reporting any concerns immediately to the Health and Safety Responsible Person.

Fully stocked first aid boxes will be maintained on site. Workers are encouraged to make sure they know who is the nearest first aider. Names of first aiders will be displayed and are also available from the Health and Safety Responsible Person.

Suitable and adequate Fire and Emergency Arrangements are in place to make evacuation safer and to make sure that workers' health and safety is not put at risk. The Gard'ner Memorial Limited t/a More House School has the following procedures in place:

Bomb (Real or Hoax)

If a bomb (real or hoax) is discovered or threatened, the following action is taken:

- Evacuate the area.
- Inform the Department Manager, who will make the decision to phone the Police.
- Workers must report to the Assembly Point and follow instructions from the Emergency Services.
- Give full details of the incident to the Health and Safety Responsible Person as soon as possible.

First Aid

There are appointed first aiders located throughout the office/site and they have immediate access to first aid boxes.

Medical Emergencies

If a worker is injured or becomes ill, the following action must be taken:

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

- Full details of the injured or ill person, and the details of the injury or illness, must be given to Health and Safety Responsible Person as soon as possible.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Arinite Factsheet – AFS 0140 Emergency Planning and Recovery.
- Arinite Form - AF040 Bomb and Terrorist Threat Policy Template Form.
- Arinite Form - AF150 Emergency Evacuation Response Form.
- Arinite Form - AF170 Fire and Emergency Plan Form.

2.11 FIRE SAFETY

Legislation Summary

The Regulatory Reform (Fire Safety) Order 2005 requires those in control of premises (the responsible person) to undertake a Fire Risk Assessment to ensure that the general fire precautions in place are adequate.

Policy

The Gard'ner Memorial Limited t/a More House School is committed to an ongoing policy of assessing fire risk, providing adequate Fire Safety Training, and providing suitable fire detection, fire alarm and safe fire escape arrangements.

The Director Responsible for Health and Safety has overall responsibility to ensure fire risks are assessed and that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire. The Health and Safety Responsible Person has responsibility for implementing the requirements of the Fire Safety Order, including:

- Arranging Fire Risk Assessments and actioning the outcomes.
- Arranging Fire Safety Training for all workers.
- Co-ordinating fire safety precautions.

Procedure

The Gard'ner Memorial Limited t/a More House School has the following arrangements in place:

Fire Precautions

The Health and Safety Responsible Person will ensure arrangements are in place for the following:

- A fire marshal is nominated and trained so they can take overall control in the event of an emergency.
- Enough fire wardens are appointed, trained, their names publicised at: Noticeboards and cover is arranged during absences.
- Adequate firefighting equipment is available within the premises, and it is inspected regularly and tested/maintained by an external contractor at least once a year.
- Workers have training and instruction on escape routes, using the firefighting equipment and the fire-drill procedure.
- The fire-drill procedure is tested regularly, ideally 6-monthly.
- Records are kept of the testing of the fire alarm and detection system, firefighting equipment, emergency lighting and fire evacuation drills.
- Electric, gas and oil equipment not needed overnight is switched off.
- Equipment being used overnight is safe, batteries, phones, and other equipment must not be left to charge overnight.
- Advice is provided on the safe use and disposal of lithium batteries.
- Advice is provided on the safe use of battery charging point for electric cars.

- Fire doors and smoke stop doors are closed.
- Windows are closed, outside doors are locked and the premises are secure against intruders.

Fire marshals and wardens are in place to make evacuation safer, take charge of evacuation procedures within their areas and to aid in the implementation of emergency plans.

Action if you Discover a Fire

- Raise the alarm (if you are not near an alarm device, shout 'fire' and give the location). The fire alarms are break-glass call units, which sound alarms.
- Phone Reception and they will phone the Fire Brigade or check that they have been notified through an automatic call-out system.
- Evacuate the building.
- Only attempt to put out the fire if that is possible without putting yourself in danger.

Action if you Hear the Alarm

- Leave the premises quickly and quietly. Do not wait to finish a phone call or to collect personal belongings.
- Report to the Assembly Point.
- Do not go back into the building until the Fire Co-ordinator(s) says that it is safe to do so.

Action if there is a Fire or Explosion on Organisation Premises

- Evacuate the area.
- Use portable fire extinguishers to try to put the fire out or to contain it. You should only do this if it will not put anyone at risk.
- Workers must report to the Assembly Point.
- Give full details to the Health and Safety Responsible Person as soon as possible.

Workers are encouraged to be vigilant in preventing fire risks and reporting possible fire risks to the Health and Safety Responsible Person or a fire marshal/warden. Workers are instructed not to leave fire doors propped open or obstruct fire extinguishers and means of escape. In addition, they are instructed not to allow combustible material to accumulate.

Sources:

- The Regulatory Reform (Fire Safety) Order 2005.
- Arinite Factsheet - AFS 0160 Fire Marshal.
- Arinite Factsheet - AFS 0162 Fire Drills.
- Arinite Factsheet - AFS 0163 Fire Training.
- Arinite Factsheet - AFS 0165 Fire Safety Responsible Person.
- Arinite Factsheet - AFS 0166 Lithium Batteries - The Safe Use and Storage of Lithium-ion batteries in office/home.
- Arinite Factsheet - AFS 0167 Lithium Batteries - Electric Cars Safe Use Lithium-ion batteries and Charging.
- Arinite Factsheet - AFS 0168 Fire Doors.
- Arinite Factsheet - AFS 0169 Fire Risk Assessment.
- Arinite Factsheet - AFS 0170 Fire Safety Awareness.
- Arinite Factsheet - AFS 0172 Fire Safety Management.
- Arinite Factsheet - AFS 0175 Fire Extinguishers.
- Arinite Factsheet - AFS 0176 Firefighting Lifts and Fire Lifts.
- Arinite Factsheet - AFS 0177 Maintenance and Testing of Firefighting Lifts and Fire Lifts.
- Arinite Form - AF170 Fire Emergency Plan Form.
- Arinite Form - AF180 Fire Log Form.
- Arinite Form - AF190 Fire Safety Inspection Checklist Form.
- Arinite Form - AF290 Personal Emergency Evacuation Form.

2.12 FIRST AID

Legislation Summary

The Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice 'First Aid at Work' are intended to provide a framework for effective first aid arrangements. Employers are required to provide adequate and appropriate equipment, facilities and personnel that enable first aid to be given to workers if they become ill or injured at work.

Policy

First aid equipment and facilities that are adequate and appropriate for giving first aid to workers will be provided. The Health and Safety Responsible Person in co-ordination with Human Resources will ask for volunteers to act as first aiders. They will also arrange training (including refresher training) taking account of the specific risks that workers may face during their daily tasks.

Procedures

The Health and Safety Responsible Person will undertake a First Aid Risk Assessments to:

- Review the hazards and risks associated with the workplace.
- Determine the likelihood of injuries by looking at the Organisation's accident history.
- Review work patterns and shifts.
- Identify and train a suitable number of first aiders.
- Determine the suitable and sufficient first aid facilities and supplies required.

We will ensure that first aid facilities, equipment, and personnel are available. The minimum first aid arrangements for each work area are:

- A suitably stocked first aid container.
- A person to take charge of first aid arrangements.
- Information for workers on first aid arrangements.

The Health and Safety Responsible Person uses the Arinite Factsheet AFS 0180 - First Aid at Work and the risk assessments to help identify suggested numbers of people to be trained in first aid. The Health and Safety Responsible Person will communicate with workers about first aid arrangements and arrange for signs to be erected to identify first aiders and equipment.

Workers must record all accidents, including injuries that need first aid, in the Accident Book and Accident and Near Miss Form. First aiders and appointed people are responsible for looking after and maintaining first aid boxes and equipment, and their contents, and for letting management know if anything needs replacing. This will be done monthly. Tablets and medication must not be kept in first aid containers.

As there is no compulsory list of items that should be included in a first aid container, the Health and Safety Responsible Person will determine what to include from information collected during the assessment of first aid needs. As a guide, if there is no special risk in the workplace, a minimum stock of first aid items would normally be:

- A leaflet giving general guidance on first aid (for example, HSE leaflet 'Basic Advice on First Aid at Work').
- 20 individually wrapped, sterile adhesive dressings (different sizes) appropriate to the type of work (dressings may be brightly coloured for people who handle food).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium-sized, individually wrapped, sterile, unmedicated wound dressings (roughly 12cm x 12cm).
- Two large, sterile, individually wrapped, unmedicated wound dressings (roughly 13cm x 13cm).
- One pair of disposable gloves.

If mains tap water is not readily available to wash out eyes, the Health and Safety Responsible Person will ensure at least one litre of sterile normal saline in sealed, disposable containers is available. First aiders are responsible for advising the Health and Safety Responsible Person when these needs replacing.

Sources

- Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice L74 (2009).
- Arinite Factsheet - AFS 0180 First Aid at Work.
- Arinite Factsheet - AFS 0011 Accident Investigation Factsheet.
- Arinite Form - AF020 Accident and Near Miss Report and Investigation Form.

2.13 HAZARDOUS SUBSTANCES

Legislation Summary

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 lay down the essential requirements for the control of hazardous substances and for protecting people exposed to them. The Control of Substances Hazardous to Health Regulations (COSHH) aim to control the exposure of workers to hazardous substances encountered at work, requiring employers to assess the risks from hazardous substances and take appropriate precautions.

Policy

All hazardous substances (liquid, solid, gas or biological) used by, or affecting workers, will be assessed by the Health and Safety Responsible Person, who will ensure through discussions and training, that workers are made aware of the preventive and protective measures for eliminating or reducing any associated health risks. Where possible, hazardous substances will be avoided or replaced with less harmful ones. Where identified by the CoSHH Assessment, health surveillance will be put in place to monitor workers and prevent harm to health.

Procedure

The Health and Safety Responsible Person will compile an inventory of all hazardous substances that workers and others may be exposed to in the workplace. The Procurement Manager or personal responsible for purchasing will assist where required. Once the inventory is compiled, they must then arrange to get copies of Manufacturers Safety Data Sheets (MSDS) in preparation for undertaking CoSHH Assessments.

In co-ordination with others the Health and Safety Responsible Person will:

- Identify which substances are used in operations.
- Establish how each substance is used, the work practices and the method of handling, storing, transporting, and disposing.
- Assess the exposure and risk to health of workers that may be affected by the process in normal, abnormal, and emergency conditions.
- Agree upon the action required to reduce the exposure where an assessment indicates an unacceptable exposure or risk. Suggestions are:
 - The removal of the substance from use.
 - Making changes to working practices.
 - Using a less hazardous substance.
 - Using a less hazardous form of the same substance.
 - Improvement of the environment by local exhaust ventilation or, for substances with minor toxicity, general ventilation.
 - Introducing other control measures such as containment and the wearing of personal protective equipment.
- Record the CoSHH Assessment including arrangements for control and keep copies for audit purposes.

Where it is required for the protection of the health of workers who may, or are liable to be, exposed to a hazardous substance, the Health and Safety Responsible Person will ensure that such workers are under suitable health surveillance.

The risk management process for hazardous substances is shown in Arinite Factsheet - AFS 0200 Hazardous Substances. This includes a review of the risk assessment if there are any changes in the work process that may affect the risk.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002.
- Arinite Factsheet - AFS 0200 Hazardous Substances.
- Arinite Form - AF070 COSHH Assessment Form.
- Arinite Form - AF080 COSHH Assessment Short Form.
- Arinite Form - AF090 COSHH Inventory Form.

2.14 HOMEWORKERS

Legislation Summary

Under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998, employers have the same health and safety responsibilities for people working at home as for any other worker.

Policy

The Gard'ner Memorial Limited t/a More House School recognises our responsibilities to consider the health, safety and wellbeing for our home workers while recognising that their home will not be subject to the same safety standards as the workplace. A homeworker is a worker who contractually works at home, instead of a normal place of work. This arrangement normally involves an agreement to work a set number of days a week or month. It does not apply to those workers who may work at home on an ad-hoc basis, e.g., to make it easier to complete a work project.

Procedure

The environment must be safe to work in as it is classed as a workplace for the duration of the work being carried out. The worker will need to comply with the Organisation to undertake a joint risk assessment, including a DSE Assessment, and must follow any preventive and precautionary measures identified.

When undertaking the assessment of the hazards to which homeworkers are exposed, we will consider:

- Isolation and worker engagement.
- Work equipment.
- Electricity.
- Display screen equipment.
- Manual handling.
- Fire and means of escape.
- First aid.
- Accident reporting.

All equipment provided must be safe to use by flexible, and home workers. Health and safety legislation requires the maintenance of equipment provided and all equipment used will be subject to the same maintenance regime as that used in the workplace. The legislation does not apply to maintenance of the home; Access to the home; The home environment (e.g., heating and lighting) or means of escape.

Homeworkers also have legal obligations, which include taking reasonable care for their health and safety; Co-operating with employers on health and safety issues; Not interfering with anything provided for their health, safety, or welfare; Correctly using all work equipment in accordance with their training.

Prior to the commencement of any home working, this must be agreed by the Department Manager and the Human Resources department. The Health and Safety Responsible Person will arrange with the Department Manager for a 'Homeworker Assessment Form' or 'Temporary Homeworker Assessment Form' to be completed for the homeworker before permission is given to work at home.

- The Gard'ner Memorial Limited t/a More House School relies on honesty in completing all forms and retains the right to revoke any homeworking arrangements given, should any information prove to be inaccurate.
- The Department Manager reviews the assessment form and provides such equipment, software, etc., as appropriate. This assessment will be reviewed by the Department Manager on an annual basis or when something significant changes.
- If using display screen equipment, all sections of the Homeworker Assessment Form must be completed by the homeworker as this includes the DSE Self-Assessment.
- Human Resources and the Department Manager must be informed of the homeworker's location and availability in order that they may be contacted in an emergency.
- If a worker is in any doubt about safety issues in their home, this must be referred to their Department Manager and/or the Health and Safety Responsible Person prior to the commencement of work.
- Any equipment or software provided to the worker must be returned when it is no longer necessary for their duties, when the worker is no longer based at home, or when their contract of employment ends.
- Arrangements are in place for back-up arrangements to ensure that information is not lost in the event of fire, equipment failure, or the equipment being stolen.
- Any waste generated by the work activity, such as paper, may be disposed in normal household waste, unless it is confidential, where it needs to be shredded or returned to the office for disposal.
- The homeworker must ensure that the work area remains free of trip and slip hazards and is maintained in a safe manner.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Provision and Use of Work Equipment Regulations 1998.
- Arinite Factsheet - AFS 0230 Homeworking.
- Arinite Form - AF230 Homeworker Assessment Form.
- Arinite Form - AF231 Temporary Homeworker Assessment Form.

2.15 LEGIONELLA MANAGEMENT

Legislation Summary

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 lay down the essential requirements for the control of hazardous substances, which includes legionella bacteria. 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' outlines the arrangements to prevent the growth of legionella bacteria in water systems.

Policy

The Gard'ner Memorial Limited t/a More House School will ensure that all water systems within our control are assessed to ensure that Legionella and other potential waterborne organisms don't pose a risk to the health of building users and others that may be affected.

Procedure

The Health and Safety Responsible Person will arrange for a competent person to undertake a Water Risk Assessment (WRA) bi-annually/or as required and the findings will be managed, controlled, maintained, and monitored through the implementation of AF450 Water Systems Management Plan and Log. Wherever possible, exposure to legionella will be eliminated, or otherwise managed to an acceptable level.

Legionella risks will be managed by regular assessment, control, maintenance, and monitoring, including:

- Appointment of John Brady as the 'responsible person' with authority and responsibility for day-to-day implementation of the universal precautions and testing specified in the HSE's Approved Code of Practice, and any specific precautions specified in the Legionella Risk Assessment.
- Ensuring that testing and monitoring is undertaken and that maintenance records are held together with a copy of the Legionella Risk Assessment in a suitable place for audit purposes.
- Ensuring that monitoring and through regular Health and Safety Audits are undertaken to check the records and confirm that precautions have been implemented.

In the event of difficulties in implementing the Risk Control Programme, or where test results fall outside of the required parameters, the Legionella Responsible Person must escalate the problem to the Director Responsible for Health and Safety and additional resources, e.g., water treatment contractors or plumbing specialists will be employed as necessary to resolve the causes.

All plumbing alterations will be carried out by competent persons to ensure compliance with water regulations and byelaws.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002.
- 'Approved Code of Practice (L8) – Legionnaires Disease
- Arinite Factsheet - AFS 0255 Legionella.
- Arinite Form - AF450 Water Systems Management Plan and Log Form.

2.16 LONE WORKING

Legislation Summary

The requirement of the Health and Safety at Work etc. Act 1974 for employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of workers, extends to those workers who work alone.

Policy

While the risk of injury to lone workers from work activities remains the same, the consequences, should any accident occur, could be more serious because there may be a lack of immediate aid. Lone working is defined as working with no other person within visual or normal audible range.

Whilst workers have responsibilities to take reasonable care of themselves, The Gard'ner Memorial Limited t/a More House School recognises its duty to organise and control working patterns to minimise the occasions where lone working poses a risk to workers.

Procedure

The Health and Safety Responsible Person will undertake an assessment of working patterns to identify any workers working alone. AF240 Lone Working Risk Assessment will be used to undertake and record Lone Working Risk Assessments by the Health and Safety Responsible Person.

Where the work to be undertaken consists solely of low-risk activities such as office administration, then no special action may be required however considerations will be made for anxiety and loneliness for workers who may work for long periods with no human interaction.

Workers working alone are not allowed to undertake medium/high risk activities which require other workers to be present e.g., lifting heavy weights, electrical work, access to confined spaces etc.

Sources

- The Management of Health and Safety at Work Regulations 1999.
- Arinite Factsheet - AFS 0260 Lone Working.
- Arinite Form - AF240 Lone Working Risk Assessment Form.

2.17 MANUAL HANDLING

Legislation Summary

The Manual Handling Operation Regulations 1992 require, so far as is reasonably practicable, the avoidance of the need to lift or move heavy objects which may cause injury. Where such handling tasks cannot be avoided, a risk assessment of the task will be made to determine how injury can be prevented.

Policy

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

In line with the Manual Handling Operations Regulations, The Gard'ner Memorial Limited t/a More House School will, wherever practical, avoid the need for workers to undertake manual handling tasks that involve a risk of injury. Where manual handling cannot be eliminated, we will:

- Adequately assess tasks that cannot be avoided. The assessment will consider the manual handling task, individuals, the load, and the working environment (TILE). Unless the assessment is very simple, The Gard'ner Memorial Limited t/a More House School will record the assessment and share the results with workers.
- The Manual Handling Assessment will include measures to reduce the risk of injury as far as practicable.

Procedure

The Health and Safety Responsible Person will make a suitable and sufficient assessment of manual handling tasks with the aim of reducing risks to the lowest level that is reasonably practical. This will include, where possible, providing information such as:

- The weight of each load.
- The heaviest side of any load.
- The centre of gravity where this is not positioned centrally.

The Health and Safety Responsible Person will ensure that the Manual Handling Risk Assessment is made available to workers. They must also review the assessment if it is no longer valid, if there is significant change in the matter it relates to or periodically. The Health and Safety Responsible Person will ensure that all workers know about their responsibility to make full and proper use of any system of work or lifting equipment made available to eliminate or reduce manual-handling operations.

Where training is required as a control measure under Manual Handling Risk Assessments, the Health and Safety Responsible Person/HR will arrange for Manual Handling Training to be undertaken and periodically refreshed.

Sources

- The Health and Safety at Work etc. Act 1974.

- The Management of Health and Safety at Work Regulations 1999.
- The Manual Handling Operations Regulations 1992.
- Arinite Factsheet - AFS 0280 Manual Handling.
- Arinite Form - AF250 Manual Handling Assessment Form.

2.18 NEW AND EXPECTANT MOTHERS

Legislation Summary

The Management of Health and Safety at Work Regulations 1999 specifically requires the Organisation to take account of risks to new and expectant mothers when assessing risks in the workplace.

Policy

New and expectant mothers will not be exposed to significant risk from a work process, working condition or physical, chemical, or biological agent. A new or expectant mother means a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding.

The Gard'ner Memorial Limited t/a More House School recognise the risks to new and expectant workers, and they will continue to be employed in their existing jobs unless a risk assessment has identified that the job is potentially unsuitable due to danger to the worker or the unborn baby.

Procedure

The worker must notify Human Resources of their pregnancy at the earliest opportunity once the pregnancy is confirmed. The Department Manager will be informed of the pregnancy by Human Resources. The Department Manager must complete the Pregnancy Risk Assessment using Arinite Form AF270 (New and Expectant Mothers Risk Assessment Form) to establish that it is safe to continue employment in the existing role throughout the pregnancy. If there are any specific concerns, then the New and Expectant Mothers Risk Assessment will be carried out by a Health and Safety Specialist. All records will be confidential.

If the Department Manager considers that there is a danger to the worker or the unborn child, the risk assessment will be referred to the Health and Safety Responsible Person for review to consider if the existing job needs to be modified to eliminate the risk. If this is not possible, Human Resources must be contacted for further advice. The Pregnancy Risk Assessment will be continually monitored and reviewed as necessary by the Department Manager.

The Health and Safety Responsible Person will review the Pregnancy Risk Assessment to determine if there is a risk from a work process, working condition or physical, chemical, or biological agent.

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

Return to Work After Childbirth

Suitable facilities will be provided to support new mothers who are breastfeeding, so that they can express and store milk at work. Additional information is available from Human Resources or the Health and Safety Responsible Person.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Arinite Factsheet – AFS 0290 New and Expectant Mothers.
- Arinite Form - AF270 New and Expectant Mothers Risk Assessment Form.

2.19 NOISE AT WORK

Legislation Summary

The Control of Noise at Work Regulations 2005 (the Noise Regulations) aim to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

Policy

The Gard'ner Memorial Limited t/a More House School commit to protect workers from levels of noise that could damage their hearing. This includes taking potential noise exposure into consideration when purchasing new equipment and maintaining equipment to minimise noise.

In a low-risk workplace such as an office, educational or healthcare environment, under normal circumstances, exposure to harmful noise levels is unlikely. However, where excessive noise is experienced, we will carry out Noise Risk Assessments that will identify the actual noise levels that workers are being exposed too.

Procedure

Where the Noise Risk Assessment indicates that noise levels are potentially high the Health and Safety Responsible Person will arrange for a Noise Survey to be commissioned to identify actual noise levels.

If exposure is less than the lower exposure action value, no further action will usually be necessary, but if there are simple, inexpensive practical steps that would reduce risks further The Gard'ner Memorial Limited t/a More House School will consider implementing them.

If exposure is between the lower exposure action value and the upper exposure action value or the peak pressure levels are exceeded, the assessment results will be shared with the affected workers, they will be instructed about industrial hearing loss. Department Managers will provide workers with hearing protectors and act as appropriate to reduce the risks, e.g., reducing exposure further. These can include introducing hearing protection zones where the use of hearing protection will be enforced, and relevant workers will be subject to a regime of monitoring and regular audiometric testing. If a worker requires additional protection, such as under 18's or those with specific medical conditions then the Health and Safety Responsible Person will take specific action to reduce noise exposure through the most effective means.

Under Health and Safety Legislation, workers have a responsibility to comply with controls introduced by their employer to wear hearing protection provided if exposure is above the upper exposure action value. The Gard'ner Memorial Limited t/a More House School will keep records of all surveys and any action taken.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Noise at Work Regulations 2005.
- Arinite Factsheet - AFS 0300 Noise.
- Arinite Form - AF280 Noise Assessment Form.

2.20 OCCUPATIONAL HEALTH

Legislation Summary

As an employer, The Gard'ner Memorial Limited t/a More House School are required by law to prevent physical and mental ill health in workers that may occur because of business activities.

Policy

Where any risk assessments (e.g., noise, COSHH, stress) identify a requirement for health surveillance, The Gard'ner

Memorial Limited t/a More House School will ensure that occupational health services are available to provide these services.

Procedure

An important part of occupational health is concerned with how work and the work environment can impact on workers' health, both physical and mental. It also includes how workers' health can affect their ability to do their job.

The Health and Safety Responsible Person will review workplace activities and take account of new technologies or new information about products and use this information along with legal requirements to determine where occupational health services are required.

Where occupational health services are required, these will be arranged by Human Resources/ the Health and Safety Responsible Person who will ensure that any results are acted upon, and that all medical information is kept confidentially. Where the assessment identifies a requirement for ongoing health surveillance, records will be kept by Human Resources/ the Health and Safety Responsible Person for 40 years or as directed by the occupational health professional.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002.
- The Control of Noise at Work Regulations 2005.
- Ionising Radiation Regulations 2017.
- Arinite Factsheet – AFS 0200 Hazardous Substances.
- Arinite Factsheet - AFS 0240 Ionising Radiation.
- Arinite Factsheet – AFS 0300 Noise.
- Arinite Factsheet – AFS 0380 Stress at Work.

2.21 OFF SITE WORKING

Legislation Summary

The Health and Safety at Work etc. Act 1974 places a duty on the employer to ensure, so far as is reasonably practicable, the health, safety, and welfare of workers irrespective of where those workers work.

Policy

When workers must work in or visit outside work sites, a risk assessment will be undertaken beforehand. Arrangements such as Safe Systems of Work or Permit to Work systems may be put in place.

Procedure

Off-site working relates to areas outside the work site where workers may have to work or visit on The Gard'ner Memorial Limited t/a More House School business. The guidelines outlined below will assist managers and project leaders when undertaking the risk assessment for work activities carried out away from the normal place of work.

Identification of Hazards

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

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

Pre-project Site Visits

In some instances, pre-project site visits can be arranged, and these could be used as a basis for a risk assessment. In these situations, it is essential that the visiting the Gard'ner Memorial Limited t/a More House School project leader has adequate knowledge of the general working environment and has had suitable training or experience in hazard spotting and risk assessment.

Previous Experience at the Site

Where the Gard'ner Memorial Limited t/a More House School makes repeated visits to a customer's premises or has experience of work in a similar unit, records will be kept of the main hazardous situations so far experienced. This information will be of advantage to the manager assessing the risk. However, this information must only, in any case, be regarded as guidance, and must be treated with caution.

Risk Assessment

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

Off Site Working Procedure

The Arinite Factsheet AFS 0310 Off Site Working describes the Off Site Working and Accident Reporting Procedures.

Overseas Travel

Before travelling overseas, workers must either consult the Health and Safety Responsible Person on relevant details for inoculations, travel advice and political state of the country being travelled to, or visit the following Department of Health website for the latest health update: <https://www.gov.uk/foreign-travel-advice>

Sources

- The Management of Health and Safety at Work Regulations 1999.
- Arinite Factsheet – AFS 0260 Lone Working
- Arinite Factsheet - AFS 0310 Off Site Working.
- Arinite Form - AF210 Foreign Travel Checklist Form.
- Arinite Form - AF240 Lone Working Risk Assessment Form.
- Arinite Form - AF350 Risk Assessment Form.

2.22 OFFICE AND WORKING ENVIRONMENTS

Legislation Summary

The Workplace (Health, Safety and Welfare) Regulations 1992 places duties on employers to provide a safe working environment and adequate welfare facilities.

Policy

The Gard'ner Memorial Limited t/a More House School recognise that different working environments have very different hazards and risks and therefore we commit to ensuring that all our workplaces including low risk environments such as offices will:

- Have arrangements to keep the workplace tidy and clean.
- Display information on health and safety with advice on various topics in the office.
- Provide and maintain office equipment, e.g., photocopiers, guillotines, etc., according to the manufacturer's instructions.
- Have arrangements to report any fault, accident, or dangerous occurrence.

Procedure

The Health and Safety Responsible Person will ensure that arrangements are in place so that regular Workplace Health and Safety Inspections and Workplace Health and Safety Audits are undertaken.

The Gard'ner Memorial Limited t/a More House School will provide suitable and sufficient facilities and working environments to make sure we protect the health, safety, and welfare of our workers. This duty also extends to outside contractors, visitors, or other people on our premises. Arinite Factsheet - AFS 0320 Office Safety shows some potential office hazards and suggested risk control methods.

Sources

- The Management of Health and Safety at Work Regulations 1999.
- Arinite Factsheet - AFS 0320 Office Safety.
- Arinite Form - AF420 Workplace Health and Safety Checklist Form.
- Arinite Form - AF425 Workplace Departmental Checklist Form.

2.23 PANDEMIC POLICY

Legislation

Pandemic infection is a public health matter. There are, however, clear health and safety requirements (COSHH i.e., the Control of Substances Hazardous to Health Regulations 2002 as amended - Infection at work) to protect workers who encounter infectious micro-organisms such as the influenza virus either as a direct consequence of their work, or that may be exposed in the course of their work.

Individuals are at risk from pandemic infections if they are in close contact with someone who has the disease or with objects that have been contaminated by infectious material. This means that there may be other workers to whom COSHH applies.

The main piece of legislation that applies to infections at work is the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The general requirements of COSHH, i.e., risk assessment and prevention or control of exposure will apply to most workplaces.

Policy

The World Health Organisation defines a pandemic as the worldwide spread of a new disease. The objective of this Policy is to ensure that workers, visitors, contractors, and customers are protected from the spread of diseases that might impair their health, the health of others, and reduce business effectiveness.

The Gard'ner Memorial Limited t/a More House School's approach is to treat pandemics as another business risk. Factors to consider include:

- Home working (and associated risk minimisation).
- Welfare.
- Mental health.
- First aid and other emergencies where there may be reduced numbers of responders at the workplace.
- Enhanced cleaning / sanitisation regimes.
- Social distancing.
- Self-isolation.
- Training.
- Consultation, communications, reporting.
- Personal protective equipment such as face masks, gloves, visors, aprons.
- Sick leave and covering for absent workers.
- Commuting.
- Family concerns, bereavement.

- “At risk” groups.
- Contact tracing.
- Visitor Reception.
- Time off for health checks, vaccinations, etc.

Procedure

- Visitors / contractors are notified of social distancing rules, procedures on accessing building etc. prior to visit.
- Instructed not to attend if they or anyone in their household is showing signs of relevant disease.
- Sign displayed in Reception area reminding visitors/contractors of procedures and the Receptionist to ask them to read upon arrival.
- Visitors / contractors requested to sanitise hands upon arrival.
- Visitors not permitted to wander around the office – meetings should be held outdoors if practical, or in room close to Reception area. Persons attending meetings limited to essential personnel only.
- Number of visitors limited at any one time.
- Essential service visits and contractor visits scheduled where possible out of hours to avoid/minimise interaction.
- Only contractors conducting essential works are permitted on site. Contractors are to inform the Facilities Manager of their pandemic safe working practices prior to attending site, these will be confirmed prior to work starting. On day of visit, contractor to confirm that they or anyone in their household are not displaying any symptoms of illness.
- Visitor records maintained to enable contract tracing if needed.
- Visitors / contractors not required to sign in to avoid cross contamination of pens etc, but Receptionist to make a record of arrival and departure times.
- Visitors / contractors always accompanied within social distancing guidelines.

Sources

- Workplace (Health, Safety and Welfare) Regulations 1992 for welfare facilities.
- Construction (Design and Management) Regulations 2015 by providing adequate welfare facilities.
- Control of Substances Hazardous to Health 2002 Regulations (COSHH).
- Arinite Factsheet – AFS0060 Control of Contractors.
- Arinite Factsheet – AFS 115 Ebola.
- Arinite Factsheet – AFS 0150 Environmental Management.
- Arinite Factsheet – AFS 0200 Hazardous Substances.
- Arinite Factsheet – AFS 0210 Health Risk Management.
- Arinite Factsheet – AFS 0355 Personal Protective Equipment.
- Arinite Form – AF060 Contractor Pre-Start and On-Site Checklist Form.
- Arinite Form – AF070 Hazardous Substance COSHH Assessment Form.
- Arinite Form – AF350 Risk Assessment Form.

2.24 PERSONAL SAFETY AND VIOLENCE

Legislation Summary

Under the Workplace (Health, Safety and Welfare) Regulations 1992, employers have a legal duty to ensure, so far as is reasonably practicable, the health, safety, and welfare at work of our workers. The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) requires employers to assess and control risks to protect workers.

Policy

The Gard'ner Memorial Limited t/a More House School commit to the creation and maintenance of a working environment, which presents a minimum risk to the personal safety of all workers, is mutually beneficial and conducive to the efficient and effective delivery of services. The underlying principle is that violence, in all its forms, is

unacceptable, irrespective of the reasons for that violence. This includes the physical act of violence, threats of violence, aggressive or abusive behaviour, harassment, bullying or other persistent antisocial behaviour.

Any incidents that fall into this remit will be reported and investigated through the Accident and Incident Investigation and Reporting Procedure.

Procedure

It is recognised that there is always a potential for the personal safety of workers to be placed at risk, this could be through exposure to threats and violence from third parties such as the public, or from lone working risks such as not being able to raise an alarm if they fall ill because there is no one checking on them. For lone working a Lone Working Risk Assessment must be completed and all affected workers need to be informed of the findings. For personal violence risks, evidence suggests that the risk to workers from acts of violence or the threat of violence is very low, even so we are committed to minimising that risk, so far as is reasonably practicable, by:

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

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

Further information is outlined in the Arinite Factsheet AFS 0350 Personal Safety.

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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/471687/victims-of-crime-leaflet.pdf

Advice may also be available from the following:

Citizens Advice Bureau <http://www.citizensadvice.org.uk/>
Victim Support Schemes <https://www.victimsupport.org.uk/>
The Suzy Lamplugh Trust <https://www.suzylamplugh.org/>

Sources

- Arinite Factsheet – AFS 0350 Personal Safety.
- Arinite Form – AF400 Violent Incident Report Form.

2.25 RISK ASSESSMENT

Legislation Summary

The Management of Health and Safety at Work Regulations requires every employer to:

- Make effective plans for identifying, assessing, and controlling risks.
- Appoint 'competent persons' to assist in advising on compliance with relevant statutory provisions.
- Establish emergency procedures.
- Provide workers with comprehensible and relevant information on risks to health and safety, protective and preventative measures, and emergency procedures.

Policy

Risk assessments identify any risks to the health and safety of workers and others affected by the Gard'ner Memorial Limited t/a More House School activities. As part of the risk assessment process, control measures will be put in place to either remove or reduce risks to health and safety arising from workplace activities.

Procedure

The Gard'ner Memorial Limited t/a More House School will undertake risk assessments on activities that could, or do, present a significant health and safety risk to either the Gard'ner Memorial Limited t/a More House School workers or others affected by our activities.

These assessments are carried out where the risk is likely to be encountered, and measures will be taken to make sure that the people at risk are informed about the assessment findings and precautionary measures to be taken.

Risk assessments are carried out by a competent person following Arinite Factsheet - AFS 0360 Risk Assessment or equivalent process. Results are recorded on Risk Assessment Form AF350 and made available to workers.

Risk assessments are reviewed annually if no longer valid, or if there has been a significant change in the matters that the assessment relates to.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Arinite Factsheet - AFS 0360 Risk Assessment.
- Arinite Form - AF350 Risk Assessment Form.
- Arinite Form - AF370 Risk Assessment Review Form.

2.26 SAFETY AUDITS AND INSPECTIONS

Legislation Summary

The Health and Safety at Work etc. Act 1974 places a duty on an employer to ensure, so far as is reasonably practicable, the health, safety, and welfare at work of all their workers. To ensure that health and safety precautions are suitable and are working appropriately the safe systems of work in place will be monitored and reviewed regularly.

Policy

The Gard'ner Memorial Limited t/a More House School will regularly carry out a systematic audit of all safety arrangements, as well as regular inspections of work areas. How often will depend on the level of risk imposed by the activity within that area.

Procedure

Health and Safety Audits will be carried out by an authorised the Gard'ner Memorial Limited t/a More House School representative, such as an Arinite Health and Safety Consultant, who could carry out a formal audit and inspection of the workplace. This gives external professional verification that the Gard'ner Memorial Limited t/a More House School is complying with health and safety legislation and best practice.

Audit findings and recommendations are listed in Audit Reports in priority order for action. The Health and Safety

Responsible Person will co-ordinate the compilation of actions, which may involve participation by managers and/or workers.

The Health and Safety Responsible Person monitors how prepared workers, and the workplace would be to cope with an emergency against the requirements of health and safety legislation, through regular training.

Workplace Inspections are carried out monthly by managers, using the Workplace Environment Checklist Form. Copies of completed checklists will be sent to the Health and Safety Responsible Person for information and/or action.

The Gard'ner Memorial Limited t/a More House School will keep records of safety inspections and audits so that management can monitor performance and improve the overall safety culture within the workforce.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Arinite Form - AF420 Workplace Health and Safety Checklist Form.
- Arinite Form - AF425 Workplace Departmental Checklist Form.

2.27 SLIPS, TRIPS AND FALLS

Legislation Summary

The Health and Safety at Work Act 1974 requires employers to ensure the health and safety of all workers, and anyone affected by their work, so far as is reasonably practicable, which means balancing the level of risk against the measures needed to control the risk in terms of money, time, or trouble. This includes taking steps to control slip and trip risks.

Policy

The workplace will be reviewed for slip, trip and fall hazards periodically in accordance with Section 2.25 and action taken to resolve the issues identified.

Procedure

Housekeeping standards and the condition of floors are reviewed monthly as part of the Workplace Inspections carried out by managers. The results of this monitoring are recorded and actioned by the Health and Safety Responsible Person.

The prevention of slip and trip accidents also relies on the involvement of all workers who also have a duty of care to look after themselves and others, and everyone is encouraged to deal with hazards when noticed. Workers must store equipment in designated locations and in particular keep walkways free from obstructions and trailing cables. Arinite Factsheet - AFS 0370 Slips, Trips and Falls details the steps that are taken to reduce the risk of slips trips and falls.

Potential slip/trip hazards must also be dealt with promptly, if necessary, reporting to the Health and Safety Responsible Person.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Arinite Factsheet - AFS 0370 Slips, Trips and Falls.
- Arinite Form - AF020 Accident Report and Investigation Form.

2.28 SMOKING IN THE WORKPLACE

Legislation Summary

Smoke-free legislation was introduced in England in 2007, banning smoking in nearly all enclosed workplaces and public spaces. The law states smoking isn't allowed in any enclosed workplace, public building or on public transport in the UK. Vaping is not governed by law, but companies may set their own standards and prohibit it on their premises and grounds.

Policy

Workers must understand that smoking is a personal choice, and the Gard'ner Memorial Limited t/a More House School accepts no liability for any ill health suffered by any individual because of their smoking. The availability of a smoking area(s) is not an encouragement to smoke. This Policy has the aim of protecting non-smokers from the effects of passive smoking and other smoking-related hazards. Therefore, a total ban on smoking applies in the workplace.

Procedure

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

- Workers are not permitted to smoke or vape in the entrances (or adjacent to the entrances) of any buildings.
- Smoking is also strictly forbidden in any part of the car parks (including smoking in parked cars) or within the confines of any Organisation owned or occupied space.
- Workers are also requested to refrain from smoking, if asked to do so by another worker, whilst travelling together on business in a private car.
- All new workers are informed of this Policy.
- Managers are responsible for the compliance with this Policy by workers under their control. Non-compliance is to be dealt with under normal disciplinary procedures, having regard to individual circumstances.
- The facility is provided for workers who wish to smoke and is not to be regarded as lunch or rest areas.
- For hygiene reasons, food and drink must not be taken into or consumed in the smoking area(s).
- Workers using the smoking and vaping areas will do so on their own time, at their own risk and at the discretion of their manager.

Sources

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

2.29 STRESS AT WORK

Legislation Summary

The Management of Health and Safety at Work Regulations 1999 require employers to assess risks including those that could cause stress-related ill health arising from work activities. The Health and Safety at Work etc Act 1974 requires an employer to take measures to control that risk.

Policy

Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. The Gard'ner Memorial Limited t/a More House School recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. The Organisation monitor sickness and other indicators that may highlight areas of concern.

Procedure

The Gard'ner Memorial Limited t/a More House School follows the Stress Management Steps outlined in Arinite Factsheet AFS 0380 - Stress at Work. Human Resources monitor sickness and other indicators that may highlight areas

of concerns and where necessary a Stress Assessment will be either carried out or arranged by the Health and Safety Responsible Person.

Bullying, harassment, and discrimination are not tolerated, and the Gard'ner Memorial Limited t/a More House School has Human Resources policies in place in respect of these issues, together with a 'Grievance Policy'. These policies have been publicised to workers.

Sources

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc Act 1974
- Arinite Factsheet - AFS 0380 Stress at Work.

2.30 TEMPORARY WORKERS

Legislation Summary

Under the Agency Workers Regulations 2010 businesses using temporary workers must provide the same level of health and safety protection for them as they do for workers.

Policy

The Gard'ner Memorial Limited t/a More House School recognise that the health and safety of workers who are temporary, or from an employment agency, must be protected. We will pass our health and safety arrangements and information to the employment agency and/or temporary worker prior to commencement.

Procedure

Human Resources will ensure they pass the following requirements and information to the employment agency and/or temporary worker:

- Any special qualifications or skills the worker needs to have if they are to carry out their work.
- Any specific health and safety features of the jobs.
- Any health checks that are required legally.

Additional Check: Ensure that the information provided to an employment agency is passed to the worker.

On the first day of work the temporary or agency worker will undergo a full Induction relevant to the work and they will be issued any PPE required for the work by their manager.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Agency Workers Regulations 2010.

2.31 TRAINING

Legislation Summary

Section 2.2(c) of the Health and Safety at Work etc. Act 1974 places a duty on an employer to provide such information, instruction, and training as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of workers.

Policy

So, that the Gard'ner Memorial Limited t/a More House School workers can work safely and efficiently, we will ensure that each person receives training that is appropriate to their job role. The training will range from externally

accredited qualifications to internal training and on-the-job instruction such as toolbox talks or coaching, or full internal training programmes.

Procedure

All workers and managers will receive appropriate Induction Training at the start of their employment, or if they change location. Induction Training will include as a minimum:

- Making workers aware of their statutory duties.
- The emergency arrangements.
- Welfare arrangements.
- Workplace hazards and risk assessments.
- Policies and procedures including an explanation of the Health and Safety Policy.

We consider that an awareness of safety issues at all levels is an important feature in promoting a positive health and safety culture.

A Training Plan will be developed in conjunction with Human Resources/ Department Managers and the Health and Safety Responsible Person so that we can match the competence required against the needs or risks associated with a job role or risk assessment.

Where training is undertaken records will be kept for auditable purposes.

Arinite Factsheet - AFS 0390 Training outlines the sorts of topics that may need to be covered. Human Resources will maintain the records of all training.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Provision and Use of Work Equipment Regulations 1998.
- Arinite Factsheet - AFS 0390 Training.
- Arinite Form - AF220 Health and Safety Induction Form.
- Arinite Form - AF430 Induction Form for Young Persons Form.

2.32 VIBRATION

Legislation Summary

The Control of Vibration at Work Regulations 2005 sets two types of exposure limits. The Exposure Action Value (EAV) is the level of daily exposure to vibration, which if exceeded requires certain actions to reduce exposure, whereas the Exposure Limit Value (ELV) is the maximum amount of vibration a worker may be exposed to on any single day.

Policy

The Gard'ner Memorial Limited t/a More House School will assess work equipment or tasks for risks of Hand Arm Vibration Syndrome (HAVS) We will manage, so far as reasonably practicable, vibration hazards through our procurement of work equipment, provision of information to workers and where required provision of health surveillance.

Procedure

Should workers need to use powered hand-tools or equipment which will expose them to vibration the Department Manager must first complete a Vibration Risk Assessment. The risk assessment will be passed to the Health and Safety Responsible Person for review and action before any such equipment can be used. The Vibration Risk Assessment will:

- Identify equipment that vibrates and determine the levels of vibration, using information from suppliers/manufacturers in the first instance or from vibration monitoring.
- Categorise equipment in terms of hazard contribution, the level of vibration produced and frequency of use.
- Ascertain from workers whether they have noticed any specific problems with certain types of equipment or machinery.
- Monitor the workload of workers who use vibration tools/machinery and estimate the exposure they may be receiving.

The Health and Safety Responsible Person will as part of their risk assessment review ensure that exposure action limits are not breached and to protect workers will consider the following:

- Purchase or hire tools that have a low level of vibration.
- Consider the need to use the current types of tools, or whether a task may be achieved a different way.
- Minimise the need for operations and tools that expose workers to hazardous vibration.
- Review the effectiveness of hand tools that require physical pressure from the operator to control output.
- Evaluate the current asset management /maintenance programme of equipment, and ensure it is suitable and sufficient.
- Reduce exposure times by breaking up activities to minimise prolonged exposure.
- Provide thermal gloves and other warm clothing that can be useful to protect vibration-exposed workers from cold, helping to maintain circulation.
- Provide workers with information and training.
- Introduce health surveillance for workers at risk of HAVS.

NOTE: Anti-vibration gloves are not particularly effective at reducing the frequency-weighted vibration associated with risk of HAVS and they can increase the vibration at some frequencies.

Sources

- Control of Vibration at Work Regulations 2005.

2.33 VISITORS

Legislation Summary

The Health and Safety at Work etc. Act 1974 (Section 3) includes a requirement to protect people other than those at work from risks to their health and safety arising out of or in connection with the activities of people at work.

Policy

The Gard'ner Memorial Limited t/a More House School will ensure the health and safety at all times of any visitors or customers we invite onto our premises.

Procedures

When planning for visitors, the host will:

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

Visitor Checklist (AF410) may be used to assist with planning arrangements if necessary.

Upon arrival at Reception visitors will be provided with a Health and Safety Induction.

Sources

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Equality Act (Disability) Regulations 2010.
- Arinite Form - AF410 Visitor Checklist Form.

2.34 WASTE MANAGEMENT

Legislation Summary

The Environmental Protection Act and various Waste Management Regulations require employers to store waste safely and dispose of it correctly. In addition, the Control of Substances Hazardous to Health Regulations 2002 (as amended 2004) requires employers to control substances that are hazardous to health.

Policy

The Gard'ner Memorial Limited t/a More House School will ensure that all waste will be managed and disposed of in a controlled, safe, and proper way so that it will not cause a hazard to the environment, individuals health or become a potential fire fuel source.

Procedure

Wherever possible we will adopt the waste management principles of Reduce, Re-use and Recycle to minimise waste.

Whenever we create waste because of our activities, we will dispose of that waste in a controlled, safe, and proper way in accordance with waste management legal requirements.

Where special control disposal measures to reduce dangers (such as hazardous waste, electronic (WEE) waste, contamination, or risk of environmental pollution) are required, we will use fully licenced waste contractors to dispose of the waste as safely as possible.

All waste transfer or consignment notes will be recorded and kept by the Health and Safety Responsible Person for inspection, monitoring, and audit purposes.

Sources

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

2.35 WELFARE FACILITIES

Legislation Summary

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces. They aim to ensure that workplaces meet the health, safety, and welfare needs of all members of a workforce, including people with disabilities.

Policy

The Gard'ner Memorial Limited t/a More House School will provide suitable and sufficient welfare facilities and measures to make sure we protect the health, safety, and the welfare of our workers or others who may access the premises.

Procedure

The Gard'ner Memorial Limited t/a More House School will use our risk assessment procedure to identify risks to health, safety and welfare at our premises. The risk assessment will identify the minimum standards for the workplace

including the following:

Maintenance

Work equipment, devices and systems will be maintained in an efficient state and working order, and in good repair. Where appropriate, they will be subject to a suitable system of maintenance by using the manufacturers' recommendations as a guide.

Ventilation

Enclosed workplaces will be ventilated by enough fresh and purified air. Workplaces with no specific risk of pollution may be ventilated by mechanical or natural means. Where natural ventilation is used, workplaces must contain windows or other openings to the outside that may be controlled by the occupants.

Temperature

A reasonable temperature will be maintained inside buildings during working hours (e.g., office spaces, washrooms, toilets, eating facilities and first-aid facilities). We will ensure measures are in place necessary to protect workers from the cold and from any adverse bad weather.

Lighting

Lighting will be suitable and sufficient, and natural so far as is reasonably practicable. Emergency lighting must be provided where lighting failure would cause danger.

Cleanliness

Workplaces and furnishings will be kept sufficiently clean. Waste materials will not accumulate, except in suitable receptacles.

Space

Workrooms will have sufficient floor area, height, and unoccupied space.

Floors

Floors will be suitable and not be uneven or slippery, so presenting a safety risk. They will be kept free from obstructions likely to cause a slip, trip, or fall. Handrails must be provided on staircases, except where they would obstruct traffic.

Windows

Windows, and transparent and translucent surfaces, will consist of safe material; be clearly marked; and be safe when open.

Traffic

Workplace traffic must be organised to allow safe circulation by pedestrians and vehicles.

Doors

Doors and gates must be suitably constructed and comply with certain specifications. For example, where we have swing doors and gates, these will be transparent or have transparent panels, and their dimensions and characteristics are determined by the nature and use of the rooms.

Toilets

Suitable and sufficient sanitary conveniences will be provided at readily accessible places.

Washing

Suitable and sufficient washing facilities will be provided at readily accessible places.

Water

An adequate supply of wholesome drinking water, and cups, will be provided, readily accessible and conspicuously marked.

Clothing

Suitable and sufficient accommodation for clothing will be provided, as well as changing facilities where special clothing is worn.

Restrooms

Suitable and sufficient rest facilities will be provided at readily accessible places. Rest rooms and areas will include suitable arrangements to protect non-smokers from discomfort. Suitable facilities must be provided for pregnant or nursing workers to rest; and for workers to eat meals.

Sources

- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Health and Safety at Work etc Act 1974.

2.36 WORK AT HEIGHT

Legislation Summary

The Work at Height Regulations 2005 aim to prevent death and serious injury caused by a fall from height. Employers and those in control of any work at height activity must make sure work is properly risk assessed, planned, correct access equipment selected, supervised, and carried out by competent people.

Policy

The Gard'ner Memorial Limited t/a More House School will ensure that all work is undertaken in accordance with the Work at Height Regulations. The first consideration will always be to avoid work at height and seek an alternative means of completing the work where at all possible.

Procedure

Every manager will ensure that no person engages in any activity, including organisation, planning, and supervision, in relation to work at height or work equipment for use in such work, unless they are competent to do so.

Any work at height activity where there is a significant risk of injury will be undertaken by following the risk reduction steps outlined in Arinite Factsheet - AFS 0420 Work at Height. For most low-risk workplaces working at height is limited to storage areas where shelving may be used. Where possible, shelving will be at a level that can be accessed while stood on the ground, but we recognise that workers come in different heights, so small industrial steps (1-3 steps only) are permitted in this environment.

All other work at height activities that requires the use of ladders, stepladders, and other significant work at height equipment, and where there is a significant risk of injury, will be undertaken by approved sub-contractors or trained workers only. For this type of work, specific risk assessments will be completed and kept by the Health and Safety Responsible Person.

Sources

- The Management of Health and Safety at Work Regulations 1999.
- The Work at Height Regulations 2005.
- Arinite Factsheet - AFS 0420 Work at Height.
- Arinite Factsheet – AFS 0421 Work at Height – Use of Ladders.

2.37 WORK EQUIPMENT (INCLUDING PERSONAL PROTECTIVE EQUIPMENT)

Legislation Summary

Work equipment is subject to the Provision and Use of Work Equipment Regulations 1998 (PUWER), which place duties on employers, and those who control work equipment. Work equipment may also be subject to more specific

legislations some examples include: The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER); The Electricity at Work Regulations 1989; The Personal Protective Equipment at Work Regulations 1992.

Policy

The Gard'ner Memorial Limited t/a More House School will ensure that equipment used at work (including Personal Protective Equipment), is safe to use and is maintained as required under PUWER and associated regulations. In addition, we will ensure that those using work equipment have the information, instruction, and where required, training necessary to ensure that they are safe when using the equipment.

Procedure

The Gard'ner Memorial Limited t/a More House School will ensure that work equipment is suitable for the work it is provided to do (both for the operation concerned and for the conditions under which it will be used). As a minimum it will be:

- Suitable for the intended use and safe for use.
- Maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case.
- Used only by people who have received adequate information, instruction, and training.
- Provided with suitable safety measures such as protective devices, markings, and warnings.

The definition of work equipment is given in Arinite Factsheet - AFS 0430 Work Equipment. We will ensure that equipment provided for our workers, and self-employed people working for us, meets the standards of the regulations.

Where using maintenance equipment this must also be maintained in safe working order and in good repair. A visual inspection of all equipment must be carried out prior to use.

Periodic Work Equipment Inspections will be carried out in accordance with the risk assessment either by those using the equipment or by an approved inspector at scheduled intervals in accordance with statutory requirements. The Health and Safety Responsible Person will keep Work Equipment Inspections and Certificates for audit purposes.

Sources

- The Management of Health and Safety at Work Regulations 1999.
- The Provision and Use of Work Equipment Regulations 1998.
- Arinite Factsheet – AFS 0185 Forklift Truck Safety.
- Arinite Factsheet - AFS 0190 Guarding Machinery.
- Arinite Factsheet - AFS 0258 LOLER Industrial.
- Arinite Factsheet – AFS 0355 Personal Protective Equipment.
- Arinite Factsheet - AFS 0356 Pressure Systems.
- Arinite Factsheet - AFS 0430 Work Equipment.

2.38 WORK SAFE POLICY

Legislation

There is legislative basis for refusing to work on grounds of health and safety by Section 44 of the Employment Rights Act 1996. This Act also refers to the Consultation with Workers (Health and Safety) Regulations 1996.

Policy

Where a worker feels that they are being asked to carry out a task or operation which they feel places themselves or others at risk to their health or safety or may have future impact to the end user's health and safety, the worker is to stop work and report the matter to the Health and Safety Responsible Person.

Procedure

When a worker feels a task or operation places them or others at risk to their health and safety the worker must stop

work in a safe manner and report the concern immediately to their manager and the Health and Safety Responsible Person who will investigate the matter. The Health and Safety Responsible Person will liaise with the Client (for off-site work) or worker's manager, to resolve issues arising from site work. Where the worker feels that this cannot be done due to confidentiality or where the concerns are in relation to senior management, the worker may speak directly with the Human Resources Manager or a Director.

The Gard'ner Memorial Limited t/a More House School's approach will be one of encouraging and supporting workers who raise concerns. All reported events will be investigated and support both the worker raising the concern and the person issuing the instruction in carrying out a review of the work required and agreeing a safe working method. However, if a worker is identified as giving an instruction with the knowledge that it places an individual clearly at risk, the Organisation disciplinary procedures will be considered.

Sources

- Consultation with Workers (Health and Safety) Regulations 1996.
- Employment Rights Act 1996.

2.39 WORKING TIME

Legislation Summary

To protect workers health, safety, and wellbeing the Working Time Regulations 1998 sets rules to deal with workers' rights in relation to hours of work, night-time working, breaks from work and paid holidays.

Policy

The Gard'ner Memorial Limited t/a More House School will work with workers and their representatives to agree how the Working Time Regulations will be implemented in the organisation.

Procedure

The Gard'ner Memorial Limited t/a More House School can amend some of the rights under the Working Time Regulations 1998 where they have a 'Collective' or a 'Workforce' Agreement with workers.

There are two types of agreement -

- A Collective Agreement is one that has been negotiated through a Trade Union.
- A Workforce Agreement is one that The Gard'ner Memorial Limited t/a More House School has agreed with workers or their representatives.

We will follow the key principles of the Working Time Regulations as outlined below:

Hours of Work

We will ensure that workers do not work more than an average of 48 hours a week (including overtime), in any reference period that will normally be 17 weeks.

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

Night-Time Working

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

A 'night worker' is a person who normally works at least three hours of their daily working time during night-time, but

this arrangement can be altered through a Collective or Workforce Agreement.

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

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

We will offer free Health Assessments to any workers who are to become night workers.

Workers under the age of 18 are entitled to a Health and Capacities Assessment if they work during the period between 10pm and 6am.

Rest Periods

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

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

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

A Collective or a Workforce Agreement may alter the rest breaks of adult workers. The rest breaks of workers under the age of 18 must not be altered.

Records

We will keep adequate records to demonstrate the limits on weekly hours of work and night-time work for each of our workers.

We will keep adequate records for workers who have chosen to work more than 48 hours in their working week. In addition, we will keep records of the terms on which they are working more hours and set out the hours they work during each reference period.

We will keep, where appropriate, records showing any Health and Capacity Assessments undertaken.

We will keep the above records for two years from the date they are made.

Sources

- The Working Time Regulations (1998).

2.40 WORKPLACE TRANSPORT

Legislation Summary

The Workplace (Health, Safety and Welfare) Regulations 1992 require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. In addition, the Management of Health and Safety at Work Regulations 1999 requires risk assessments are undertaken to identify the nature and levels of risk associated with a work activity.

Policy

The Gard'ner Memorial Limited t/a More House School premises include areas where there is a mixture of moving vehicles and pedestrians. These areas include:

- Customer and worker car parks.
- Delivery yard.
- Trade yard.

We will complete risk assessments to cover these areas and any activities to implement procedures to keep workers and visitors safe.

Procedure

The Health and Safety Responsible Person will ensure that risk assessments are undertaken in areas where there is a mixture of moving vehicles and pedestrians. Risk control measures will be identified and acted on, such as speed limit controls, physical barriers etc. Safety Signs or road markings will be put in place as required to highlight the risks for those accessing areas where there are vehicles.

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

Sources

- The Management of Health and Safety at Work Regulations 1999.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Health and Safety at Work Act 1974.
- Arinite Factsheet - AFS 0440 Workplace Transport.

2.41 YOUNG PERSONS (UNDER 18-YEARS)

Legislation Summary

The Management of Health and Safety at Work Regulations require that any young people you employ are not exposed to risk because of lack of experience, being unaware of existing or potential risks or lack of maturity.

Policy

The Gard'ner Memorial Limited t/a More House School will undertake Young Person's Risk Assessments for any workers under the age of 18 before they start work.

Procedure

Human Resources will ensure that risk assessments are undertaken for any workers under the age of 18 before they start work. The risk assessments will follow the same procedure as that for other risk assessments but will specifically take account of the key potential hazards facing young people. The risk assessments will follow the same procedure as that for other risk assessments but will specifically take account of the key potential hazards facing young people outlined in Arinite Factsheet AFS 0450 - Young Persons.

Human Resources will maintain records for all young persons and ensure a copy of the risk assessment and the Young Person Induction Form is sent to the parent/guardian of the young person and receipt confirmed.

Different working time provisions apply to workers who are under 18. Workers under the age of 18 are entitled to a Health and Capacities Assessment if they work during the period between 10pm and 6am. The issues that need to be included in this Assessment are build, skills and competencies. The Organisation must also take account of the type of work that the young person will do.

A worker under the age of 18 is entitled to a rest period of at least 12 hours in a row. Workers under the age of 18 are entitled to rest periods of at least 48 hours in each seven-day period. Workers under the age of 18 are entitled to a rest break of at least 30 minutes if they work for more than four-and-a-half hours a day. The rest breaks of workers under the age of 18 must not be altered.

Sources

- The Management of Health and Safety at Work Regulations 1999.
- Arinite Factsheet - AFS 0450 Young Persons.
- Arinite Form - AF350 Risk Assessment Form.
- Arinite Form - AF430 Young Persons Induction Form.

SECTION 3 HEALTH AND SAFETY FORMS

This section lists the Health and Safety Forms which are referenced throughout the document and identified as AF###. To assist with the implementation of the policies and procedures you will see reference is made to Arinite UK Health and Safety Forms.

Please click [HERE](#) to access the individual forms listed below.

Form Reference	Form Name	Referenced In HSM
AF010	Accident Analysis Excel Template Form	
AF020	Accident Report - Investigation Form	Y
AF030	Asbestos Management Plan Form	Y
AF040	Bomb and Terrorist Threat Telephone Checklist Form	Y
AF050	Pre-qualification Questionnaire (PQQ) Form	Y
AF060	Contractor Pre-Start and On-Site Checklist Form	Y
AF070	Hazardous Substance COSHH Assessment Form – Complex	Y
AF080	Hazardous Substance COSHH Assessment Form – Simple	Y
AF090	Hazardous Substance COSHH Inventory Form	Y
AF100	Driving Risk Assessment Form	Y
AF110	Driving Self-Assessment Form	Y
AF111	Journey Planning Form	Y
AF120	Display Screen Equipment Assessment Form	Y
AF130	Display Screen Equipment Self-Assessment Form	Y
AF140	Electrical Inspection and Test Form	Y
AF150	Emergency Response Form	Y
AF160	Employee Health and Safety Feedback Form	
AF170	Fire and Emergency Plan Form	Y
AF180	Fire Log Form	Y
AF190	Fire Safety Inspection Form	Y
AF200	Forklift Truck Checklist Form	
AF210	Foreign Travel Checklist Form	Y
AF220	Health and Safety Induction Form	Y
AF230	Home and Flexible Working Assessment Form	Y
AF231	Temporary Homeworker Assessment Form	Y
AF240	Lone Working Risk Assessment Form	Y
AF250	Manual Handling Assessment Form	Y
AF260	Method Statement Template Form	
AF270	New and Expectant Mothers Form	Y

Form Reference	Form Name	Referenced In HSM
AF270C	New and Expectant Mothers Form COVID-19	
AF280	Noise Assessment Form	Y
AF290	Personal Emergency Evacuation Form	Y
AF290A	Personal Emergency Evacuation Plan Form - Questionnaire	
AF290B	Personal Emergency Evacuation Plan Form	
AF290C	Personal Emergency Evacuation Plan Form - Reasonable Adjustments	
AF300	Permit to Work Form - Confined Spaces	Y
AF310	Permit to Work Form - Electrical	Y
AF320	Permit to Work Form - Hot Work	Y
AF330	Permit to Work Form - Roof Work	Y
AF340	Permit to Work Form - Work at Height	Y
AF350	Risk Assessment Form	Y
AF351	Balcony Risk Assessment Form	
AF360	Risk Assessment Form (with example)	
AF370	Risk Assessment Review Form	Y
AF380	Risk Assessment Short Form	
AF390	Risk Assessment Short Form (with example)	
AF400	Violent Incident Report Form	
AF410	Visitor Checklist Form	Y
AF420	Workplace Health and Safety Checklist Form	Y
AF425	Workplace Health and Safety Audit Form	Y
AF430	Young Persons Form	Y
AF440	Return to Work Assessment Form	
AF450	Water Systems Management Plan Form	Y
AF460	Work Equipment Inspection Record Form	

SECTION 4 HEALTH AND SAFETY FACTSHEETS

This section lists the Health and Safety Factsheets which are referenced throughout the document and identified as AFS ####. To assist with the implementation of the policies and procedures you will see reference is made to Arinite UK Health and Safety Factsheets

Please click [HERE](#) to access the individual factsheets listed below.

Factsheet Reference	Factsheet Name	Referenced In HSM
AFS 0010	Accident Reporting	Y
AFS 0011	Accident Investigation	Y
AFS 0012	Arinite Service Summary	
AFS 0020	Asbestos	Y
AFS 0030	Communication	
AFS 0035	Competence	
AFS 0040	Compliance (Health and Safety)	
AFS 0050	Confined Spaces	
AFS 0060	Control of Contractors	Y
AFS 0070	Directors	Y
AFS 0080	Disabled Persons	Y
AFS 0090	Display Screen Equipment	Y
AFS 0100	Display Screen Equipment Mobile Working	Y
AFS 0110	Driving for Work	Y
AFS 0115	Ebola	
AFS 0120	Electricity at Work	Y
AFS 0121	Emergency Lighting	
AFS 0125	Electromagnetic Fields	
AFS 0126	Portable Appliance Testing Durations	
AFS 0130	Employees	
AFS 0140	Emergency Planning and Recovery	Y
AFS 0150	Environmental Management	
AFS 0155	Ergonomics	
AFS 0160	Fire Marshals	Y
AFS 0161	Lithium Batteries – EV Bikes and EV Scooters	
AFS 0162	Fire Drills	Y
AFS 0163	Fire Training	Y

AFS 0165	Fire Safety – Responsible Person	Y
AFS 0166	Lithium Batteries - The Safe Use and Storage of Lithium-ion batteries in office/ home	
AFS 0167	Lithium Batteries - Electric Cars Safe Use Lithium-ion batteries and Charging	
AFS 0168	Fire Doors	Y
AFS 0169	Fire Risk Assessment	Y
AFS 0170	Fire Safety Awareness	Y
AFS 0172	Fire Safety Management	Y
AFS 0173	Fire Safety Accountable Person: Who is? (High-Rise Buildings Only)	
AFS 0174	Fire Safety Accountable Person: Legal Duties (High-Rise Buildings Only)	
AFS 0175	Fire Extinguishers	Y
AFS 0176	Firefighting Lifts and Fire Lifts	Y
AFS 0177	Maintenance and Testing of Firefighting Lifts and Fire Lifts	Y
AFS 0180	First Aid at Work	Y
AFS 0182	Food Safety	
AFS 0185	Forklift Truck Safety	Y
AFS 0190	Guarding Machinery	Y
AFS 0200	Hazardous Substances	Y
AFS 0210	Health Risk Management	
AFS 0221	Health and Safety Management – Policy	
AFS 0222	Health and Safety Management – Business Risk	
AFS 0223	Health and Safety Management – Culture	
AFS 0225	Health and Safety Management - 45001-HSG65	
AFS 0227	Health and Safety Management – Legal Registers	
AFS 0230	Homeworking	Y
AFS 0240	Ionising Radiation	Y
AFS 0250	Laser Safety	
AFS 0255	Legionella	Y
AFS 0258	LOLER Industrial	Y
AFS 0260	Lone Working	Y
AFS 0280	Manual Handling	Y
AFS 0290	New and Expectant Mothers	Y

AFS 0300	Noise	Y
AFS 0310	Off Site Working	Y
AFS 0320	Office Safety	Y
AFS 0330	Overseas Working	
AFS 0340	Permit to Work	Y
AFS 0350	Personal Safety	Y
AFS 0351	Personal Emergency Evacuation Plans (PEEPs)	
AFS 0355	Personal Protective Equipment	Y
AFS 0356	Pressure Systems	Y
AFS 0360	Risk Assessment	Y
AFS 0367	Sentencing Guidelines	
AFS 0370	Slips, Trips and Falls	Y
AFS 0380	Stress at Work	Y
AFS 0390	Training	Y
AFS 0420	Work At Height	Y
AFS 0421	Work At Height – Use of Ladders	Y
AFS 0430	Work Equipment	Y
AFS 0440	Workplace Transport	Y
AFS 0450	Young Persons	Y
AFS 0470	Illegal Drug Alcohol Testing	Y
AFSSc 0365	School Health and Safety	N/A