

COALFIELDS REGENERATION TRUST
HEALTH, SAFETY AND WELFARE MANUAL



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SECTION ONE

GENERAL POLICY STATEMENT

The Coalfields Regeneration Trust regards effective health and safety management as a key business objective equal to any other and as a mutual objective for Trustees, managers and employees throughout the organisation.

It is therefore Coalfields Regeneration Trust's Policy as far as is reasonably practicable;

- To provide and maintain a working environment for our employees that is safe and without risk to health and with adequate welfare facilities; and
- Ensure that any persons not in the company's employment are not exposed to risks to their health and safety that could arise from any of the company's activities.

The Trust will achieve this through:

- effective management arrangements for putting the policy into effect;
- the provision and maintenance of equipment and systems of work that are safe and without risks to health;
- arrangements for ensuring the safe use, handling, storage and transport of articles and substances which are inherently or potentially dangerous;
- the provision of comprehensive information, instruction, training and supervision with the object of ensuring, so far as is reasonably practicable, the health and safety at work of every employee;
- the maintenance of the workplaces in safe and risk-free condition and the provision of safe means of access to and egress from the workplaces; and
- the provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements.

The Board of Trustees demand that each employee with management or supervisory responsibility must:

- recognise the need and accept responsibility for, the health and safety matters arising from all undertakings coming within their area(s) of control;
- ensure that the employees, and contractors, they appoint and manage are competent to work safely and are adequately and effectively supervised;
- ensure that employees are provided with adequate and comprehensible information, instruction and training to safeguard their own health and safety and of others who may be effected by their activities; and
- ensure the adequate delegation of their responsibilities when they are absent.

To this end, the Board will ensure the provision of such resources and competent advice as may be necessary to ensure health and safety responsibilities are met.

The Trust will consider the health and safety implications of its actions including when considering direct intervention in regeneration projects and balance the potential risk against the benefits.

Successful implementation of this policy demands the wholehearted commitment of everyone in the Trust and acceptance by each individual Trustee and employee of their own health and safety responsibilities.

All are reminded that it is a criminal offence to contravene the requirement for every employee to take reasonable care for their own health and safety and that of others. It is also a criminal offence to contravene the requirement that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions. Criminal offences committed in the course of employment are included as an example of Gross Misconduct in Coalfields Regeneration Trust's Disciplinary Rules and Procedure; Gross Misconduct will normally lead to instant dismissal.

A copy of the general statement shall be given to every employee and appropriate instruction on safety, welfare and environmental matters and will ensure that personnel are competent and adequately trained and resourced to meet these responsibilities.

The Health and Safety Policy will be modified and revised from time to time and may be supplemented where appropriate by specific Arrangements and Guidance Notes. All such changes will be brought to the immediate attention of all relevant personnel and implementation monitored.

Signed:



Chief Executive

Date: 7th January 2014

SECTION TWO

MANAGEMENT ARRANGEMENTS FOR PUTTING THE HEALTH AND SAFETY POLICY INTO EFFECT

1. The Trust as an Employer

The Trust has obligations under the Health and Safety at Work Act 1974 as set out in the general Health, Safety and Welfare Policy Statement.

2 Board of Trustees

The Trustees embrace their collective obligations as the Employer, as outlined in the General Policy Statement, and will reflect the policy aims in their deliberations and decisions.

3. Chief Executive

The Trust's Chief Executive is accountable to the Board for the implementation of the Health, Safety and Welfare Policy. In particular:

- ensuring that responsibility for health, safety and welfare is assigned and accepted at all levels in the organisation;
- ensuring adequate resources are applied to provide for the effective implementation of the Health, Safety and Welfare Policy in its entirety;
- that occupational safety and health issues are accorded necessary priority;
- be the management lead on health and safety issues ensuring that the Trust meets its moral and legal responsibilities;
- ensure that health, safety and welfare is a regular agenda item at Management Team Meetings;
- be the responsible person appointed to meet the requirements of The Regulatory Reform (Fire Safety) Order 2005;
- be the nominated person appointed to meet the requirements of The Fire Safety (Scotland) Regulations 2006;
- ensure the appointment, direction and supervision of 'competent persons' in accordance with Regulations 7 and 8 of the Management of Health and Safety at Work Regulations 1999, the fire safety legislation referred to above and otherwise as may be required;
- ensure that the Policy, including its detailed arrangements, is kept under review as necessary and in particular in light of the outcome of risk assessments, new working practices and new legislation/regulation; and
- ensure any necessary recommendations for change are put before the Board, as necessary, as a result of the above.

In the absence of the Chief Executive responsibility passes to the Head of Finance & Corporate Services.

4. Managers (members of the Management Team)

Managers are responsible generally for ensuring that the Trust's Health, Safety and Welfare Arrangements are implemented within their areas of responsibility.

They will ensure that:

- Managers are aware of, and are implementing, their duties in respect of health, safety and welfare;
- risk assessments are carried out and the necessary preventative and protective measures are applied, in accordance with the "Principles of Prevention", to ensure, so far as is reasonably practicable, safe and healthy working;
- health and safety arrangements and safe working practices are adhered to;
- accidents, incidents and dangerous occurrences are reported and fully investigated and that the findings of the investigations inform the process of risk assessment and the development of safe working practices;
- employees/managers are competent to carry out the tasks they are employed to do;
- there is adequate and competent supervision of employees in the interests of their health and safety;
- employees are inducted, instructed and trained as necessary in the health and safety aspects of their work and are competent to carry out their duties safely and without risk to health;
- ensure that the Trust's responsibility to co-operate with other employers in the workplace (Management of Health and Safety in the Workplace Regulations 1999) is discharged;
- ensure that the Trust's Health and Safety Policy Arrangements are reviewed as necessary in light of any new or revised Legislation, Regulation or Approved Code of Practice that relates to their area of responsibility;
- include health and safety competencies and performance in the employee appraisal process; and
- act immediately whenever necessary to ensure compliance with the Health and Safety Arrangements and/or bring about any necessary improvement in an individual's performance to safeguard his/her own health and safety and/or that of others.

The responsible member of the Management Team will assess the health and safety risks and implications of direct intervention in projects, and similar initiatives, and carefully consider the potential risk identified against the benefits the project will bring. The responsible member will ensure direct intervention projects are subject to the same health and safety measures as mainstream activities as set out in this document.

This will involve an assessment of:

- the risks involved;
- how the risks will be managed; and
- the extent that the residual risks are outweighed by the benefits that the project will bring to the community as a whole and to the direct beneficiaries and participants.

Managers will apply the Trust's Disciplinary Procedures wherever necessary to bring about any required improvement or change in employee behaviour.

5. Managers (including all employees who are in charge of outstation premises/activities/projects)

Managers will:

- assist members of the Management Team as necessary in ensuring that employees are competent to carry out their duties effectively, safely and without risk to health;
- have the direct responsibility to implement all the Trust's Health, Safety and Welfare Arrangements as they apply to the work activities, premises and environment for which they have responsibility; and
- have direct responsibility to ensure that employees discharge their health and safety responsibilities as outlined in this document and in the Trust's Health, Safety and Welfare Arrangements as they apply.

6. Head of Finance and Corporate Services

The Head of Finance and Corporate Services will:

- provide direct support to the Chief Executive in respect of his/her health and safety duties and responsibilities;
- support members of the Management Team and Managers, when required, ensuring the arrangements for employee induction are implemented; and
- support members of the Management Team and Managers to ensure adequate supervision, for the purpose of health and safety, is provided for in the management structure.

7. Appointed Health and Safety Support

The appointed Health and Safety Support Staff will be the 'Competent Person(s)', appointed in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. They will advise Trust Management on the development and effective implementation of the Health, Safety and Welfare Arrangements, provide technical support to Managers and interface as necessary with enforcement authorities, other agencies, external sources of advice and assistance, and other interested parties.

The appointed Health and Safety Support Staff will be the 'Competent Person(s)', appointed in accordance with Government Guidance issued in support the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (Scotland) Regulations 2006.

In particular the appointed Health and Safety Support Staff will:

- oversee the implementation of the Arrangements for Risk Assessment and Principles of Prevention, and Accident Investigation, providing assistance and technical advice to Managers and members of the Management Team as necessary;

- monitor new, and revisions to, Legislation, Regulation and Codes of Practice in order to initiate the process of reviewing and revising the Trust's Health and Safety and Welfare Arrangements; advising and assisting Managers, members of the Management Team and the Chief Executive as may be necessary;
- seek further advice on health, safety and welfare matters when necessary; and
- take responsibility for the development and implementation of the Arrangements for:
 - Fire Safety at Head Office;
 - Emergency Procedures; Head Office
 - First Aid at Head Office;
 - Health Surveillance;
 - Safe Working Practices;
 - Staff Consultation and Safety Representatives;
 - Maintaining Statistics and Records; and
 - Health, Safety and Welfare Audits.

The Trust will support Safety Representatives to discharge their duties and responsibilities as set down in the Safety Representatives and Safety Committee Regulations 1977 (as amended by the Management of Health and Safety at Work Regulations 1999) and as amplified by the Approved Codes of Practice issued as guidance in support of the Regulations.

8. Employees

It is the legal duty of every employee whilst at work to take reasonable care for their own health and safety and for the health and safety of others.

In this respect the Trust requires employees to accept personal responsibility for the safety of visitors, contractors and sub-contractors that they have charge of. It is particularly important to take account of visitors with impaired mobility, vision, hearing or any other form of disability.

It is the legal duty of every employee to use any equipment, safety device or motor vehicle provided for work in accordance with any training and instruction given.

It is the legal duty of every employee to inform her/his Manager:

- of any work situation which s/he reasonably considers represents a serious and immediate danger to health and safety; and
- of any matter which s/he reasonably considers to be a shortcoming in the protection arrangements applied for health and safety.

It is the legal duty of every employee to co-operate with the Trust in connection with the Arrangements for Health, Safety and Welfare including any Health and Safety Rules and Safe Working Practices which may be issued.

In respect of this the Trust requires employees to:

- identify key hazards in their own workplace, and report them to their Line Manager;

- report other potential health and safety problems to their Line Manager; and
- Contribute generally to improving health and safety within the Trust's workplaces.

It is the legal duty of every employee not to misuse or interfere with anything provided for Health and Safety purposes.

It is the legal duty of every employee to report any accidents or incidents following the procedure laid down in this policy. Employees must not in any circumstance give a false statement following an accident.

9. Reception

Employees working on reception have a number of responsibilities in relation to health and safety. These are as follows:

- to ensure that all visitors (including contractors and sub-contractors) sign in and out in the Visitors' Book;
- ensure that all visitors are shown a copy of the Visitors' Rules;
- ensure that the appointed Health and Safety Support Staff are informed of the presence of contractors and sub-contractors on-site; and
- acting as a 'competent person' in the event of an emergency by:
 - alerting the emergency services in the event of a fire or other emergency where he/she thinks it is necessary; and
 - ensuring that the Visitors' Book and in/out display boards are taken out of the building in the event of an evacuation for fire or other emergency.

10. Fire Marshalls

Fire Marshalls shall be the competent persons nominated in accordance with Regulation 8 of the Management of Health and Safety at Work Regulations 1999 to implement the Emergency (including fire) Procedures insofar as they relate to the evacuation of persons in the workplace.

The Management of Health and Safety at Work Regulations 1999 require that sufficient competent persons shall be located in work premises in order to implement fire and emergency procedures. The Fire Marshalls will assist in the safe evacuation of the building in the event that the Fire Alarm is raised. All staff will be informed during Fire Safety Training who the Marshalls are.

It is the responsibility of the Fire Marshalls to:

- assist in the evacuation of the premises in the event of fire or other emergency requiring evacuation, working with other Fire Marshalls (if any) and without placing themselves in danger;
- ensure that the premises are thoroughly checked for personnel, whilst evacuating the building making sure visitors and staff are evacuated;
- using firefighting equipment if safe to do so;
- liaising with the fire and rescue service on arrival;
- report any missing personnel to the Appointed Health and Safety Support Staff or their deputy and the fire brigade;

- shutting down vital or dangerous equipment;
- performing a supervisory/managing role in any fire or emergency situation; and
- assist generally with the implementation and review of the Trust's Fire and Emergency Arrangements.

12. First Aiders

The Trust will appoint First Aiders at Head Office as 'suitable persons' in accordance with Regulation 3(2) of the Health and Safety (First Aid) Regulations 1981. It is the responsibility of designated managers to carry out assessments for other areas e.g. satellite offices and direct intervention venues/activities.

Main duties of First Aiders are:

- rendering First Aid in the techniques they have been trained to employees who are injured or become ill at work;
- calling the emergency services if required;
- recording the treatment administered in the accident book;
- ensuring that all accidents are recorded in the accident book;
- liaising with the Quality Assurance Co-ordinator in connection with training in order to maintain the currency of their First Aid Certificate;
- ensuring that the First Aid kit is replenished and is appropriately signed or clearly visible, so as to be always immediately available to all staff; and
- to assist in carrying out the First Aid Risk Assessment.

The Regulations do not include the treatment of minor illnesses such as the administration of tablets or medicine.

13. Appointed Persons

The Trust will appoint 'Appointed Persons', in accordance with Regulation 3(3) of Health and Safety (First-Aid) Regulations 1981, at Head Office, and one at each of its other offices, to act in the absence of a First Aider to take charge of:

- any situation where an ill or injured employee requires attention from a medical practitioner or nurse, and
- First Aid Equipment and facilities when the First Aider is absent.

Appointed Persons trained and competent in 'Emergency First Aid' may assist with:

- cardio-pulmonary resuscitation,
- control of bleeding and the treatment of wounds, and
- treatment of unconscious casualties.

14. Enforcement Authority

The Enforcement Authority for Health and Safety issues in office premises is generally the local Borough Council. The name and address of the local Enforcement Authority will be entered on the Statutory Health and Safety Executive "Health and Safety Law" Posters displayed in each of the offices occupied by the Trust.

Authorised Officers of the Enforcement Authority shall be allowed access at any time for routine inspections, following complaint, or after an accident or incident.

15. Contractors and Sub-contractors

Managers will ensure, before coming on site that contractors discuss with an Appointed Health and Safety Support Staff member how their work can be carried out with the least possible risk to Trust staff. Any potential hazards should be identified in advance and contractors required to minimise any danger or risk. Trust staff will be involved in the work planning as appropriate.

Contractors bringing or holding dangerous substances on site are responsible for their safe storage, handling, labeling and transport. The Health and Safety Officer will ensure that contractors meet all statutory requirements in this regard.

The Appointed Health and Safety Support Staff will ensure that all contractors, and sub-contractors are given a copy of the Trust's Safety Policy as it relates to them order to discharge the Trust's obligations under Regulations 12 and 15 of the Management of Health and Safety at Work Regulations 1999.

16. Customers and Visitors

All customers and visitors will be shown a copy of the Visitors' Rules for ensuring their health and safety whilst at the Trust's Head office premises and a notice will be displayed to advise them that by signing in they are agreeing to abide by them. The Visitors' Rules will include the fire evacuation procedure and the location of the First Aider.

Managers in charge of satellite offices and outstations will adopt similar measures as necessary (they may already be a part of the building's safety measures) seeking the assistance of Shared Services should it be necessary.

SECTION THREE – DETAILED ARRANGEMENTS

PART ONE

FIRE & EMERGENCIES

The Coalfields Regeneration Trust will adhere fully to the duties and obligations placed on it by:

- The Management of Health and Safety at Work Regulations 1999;
- The fire Safety (Scotland) Regulations 2006; and
- The Regulatory Reform (Fire Safety) Order 2005.

The Chief Executive is the responsible person ultimately responsible Fire Safety as defined in the Regulatory Reform (Fire Safety) Order.

The Health and Safety Support Team / Fire Safety Officers will be the competent persons to carry out:

- fire risk assessments
- produce a fire emergency plan to meet the requirements of the order identifying the fire safety arrangements to include
 - adequate fire detection
 - fire alarm and firefighting equipment
 - fire and emergency escape routes
 - suitable signage
 - identify the location of a suitable fire assembly point and
 - undertake fire drills etc. as appropriate.

Related Documents:

- Fire Emergency Plan (Head Office) – can be found on the intranet

PART TWO

PROVISION AND USE OF WORK EQUIPMENT

1. POLICY

Coalfields Regeneration Trust will ensure that work equipment and installations, regardless of age, condition or origin, are relevant to the work for which they are used and that they are used without risks to health and safety of employees, beneficiaries and others.

2. LEGISLATION

In compiling this Arrangement the Coalfields Regeneration Trust has had regard to:

- Health and Safety at Work Act 1974;
- The Provision and Use of Work Equipment Regulations 1998;
- The Management of Health and Safety at Work Regulations 1999; and the
- Workplace (Health, Safety and Welfare) Regulations 1992,

together with the supporting Approved Codes of Practice and Guidance.

3. DEFINITIONS

“Work Equipment” means any machinery, appliance, apparatus, tool or installation for use at work.

“Use” in relation to work equipment means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

4. SUITABILITY

Managers and others responsible for specifying, ordering and managing work processes involving work equipment will ensure that it is:

- constructed or adapted so that it is suitable for its purpose and use;
- selected with the conditions of use and the users health and safety in mind;
- is only used for operations for which, and under conditions, for which it is suitable.

As with all work activity, work involving machinery and equipment should be subject to Risk Assessment as explained in the Arrangement for Risk Assessment at Section 3 Part 3 of this Manual.

5. MAINTENANCE, ETC

Managers and others responsible for maintenance regimes must ensure that work equipment is maintained in:

- an efficient state;

- efficient working order; and
- in good repair.

Compliance with the Regulations necessitates the involvement of all three criteria. In addition, where there are maintenance logs for machinery they must be kept up-to-date and available for inspection. Such logs should be supported by copies of relevant documentation, service certificates etc.

In many cases this will require routine and planned preventive maintenance and servicing of work equipment. When checks are made priority must be given to:

- Safety;
- Operating efficiency and performance;
- The equipment's general condition.

As with most aspects of health and safety it is a requirement that maintenance work is only entrusted to those with the required competencies.

Inspection and certification of all gas and electric consuming equipment and even refrigerators should be logged to evidence and record that at the time of testing they were operating safely and efficiently.

6. SPECIFIC RISKS

Where the use of work equipment involves specific risks its use must be restricted to those persons given the specific task of using it.

Designated persons must be properly trained to fulfil their designated tasks.

Depending upon the circumstances such training may be:

- one-to-one, on-the-job training by an experienced worker or supervisor; and
- on-the-job training in a more formal context by the equipment provider/installer; or
- in a specialist training course.

The less formal training may be based on manufacturers' recommendations, user manuals etc.

Training should be evidenced and recorded.

7. INFORMATION, INSTRUCTION AND TRAINING

Any person who uses work equipment must have adequate:

- health and safety information;
- where appropriate, written instructions about the use of the equipment;
- training for health and safety in methods which should be adopted when using the equipment including details of hazards and precautions which need to be taken to reduce risks.

The same applies to any person who, whilst not using the equipment themselves, supervises the use of work equipment.

The training of young persons is especially important with the need for special risk assessment. See the arrangement at Section 3 Part 24 of this manual.

8. CONFORMITY WITH EUROPEAN COMMUNITY REQUIREMENTS

When purchasing new equipment it is necessary to ensure that the equipment:

- has been manufactured to the requirements of the relevant Directive;
- has a CE marking;
- has suitable instructions; and
- a Certificate of Conformity.

9. IMPLEMENTATION

The above information is a brief outline of what is required and in discharging their responsibilities managers must have regard to the following Health and Safety Executive publications:

- Electrical Safety and you INDG 231;
- Maintaining portable electrical equipment in offices and other low risk environments INDG 236;
- Buying new machinery INDG 271; and
- Using work equipment safely INDG 229.

Should it be necessary then they will have due regard to:

- The Provision and Use of Work Equipment Regulations 1998; and
- Lifting Operations and Lifting Equipment Regulations 1998.

Specialist equipment for use in the context of sport and fitness is covered by the above and may also be the subject of specific regulation and guidance. It is the responsibility of the manager responsible for the activity to ensure compliance with all relevant law, regulation, guidance etc.

The Health and Safety Officer is responsible for assisting managers with any aspect of this arrangement as may be necessary.

PART THREE

ARRANGEMENT FOR RISK ASSESSMENT AND PREVENTION

The Trust shall ensure that it complies with the Management of Health and Safety at Work Regulations 1999 and the guidance contained in the supporting Approved Code of Practice.

The Risk Assessment for Head Office will be carried out by the health and safety support on behalf of the Chief Executive.

Risk Assessments carried out for other areas e.g. satellite offices and direct intervention venues/activities is the responsibility of designated managers and will involve one other competent employee if practicable.

General Risk Assessments will be carried out using the Health and Safety Executive downloadable publication 'five steps to risk assessment' INDG 163.

The findings of Risk Assessments, and the actions arising there-from, will be reported to the appropriate manager and the health and safety support.

The designated manager will check whether the implemented actions have removed or reduced the risks.

Risk Assessments will be reviewed every year, or whenever work processes, activities or methods change, whichever is the soonest.

The health and safety support team will ensure that Risk Assessment methods, processes and records meet the requirements of the Legislation, Regulations, Approved Codes of Practice and Guidance issued.

Should a Manager become aware that an employee is pregnant, or is a new mother, the Shared Services team and Health and Safety support should be informed. Risk Assessments will be reviewed, including the Display Screen Equipment Assessment, with a view to determining what measures may be necessary to ensure the health and safety of mother and baby.

Related Documents (on the intranet):

- Homeworking Risk Assessment Checklist
- External Venues Risk Assessment / Checklist relating to Young Persons
- Office Risk Assessment Template
- Host Organisation Health & Safety Assurance Questionnaire
- Fire Risk Assessment
- Arson Risk Assessment Checklist
- New/Expectant Mothers Risk Assessment Template
- Water Cooler Bottle Replacement Guidance & Assessment
- Manual Handling Risk Assessment

PART FOUR

DISPLAY SCREEN EQUIPMENT

1. Scope

This Arrangement embraces:

- all display screen equipment used by Trust employees, including those used for home-working
- all workstations used by Trust employees, including those used for home-working; and
- employees who 'qualify' as users according to Regulation 1 (d) of The Regulations and paragraphs 10 to 19 inclusive of the supporting Guidance.

Note: This document is not a stand-alone document; it is intended to be read alongside the Regulations and Guidance of The Regulations and paragraphs 10 to 19 inclusive of the supporting Guidance '*Work with display screen equipment*' L26 published by the Health and Safety Executive ISBN 0-7176-2582-6.

2. Policy

It is the Policy of the Trust to safeguard the Health and Safety of all employees who operate personal computers during the course of their work by ensuring that:

- all computer workstations are subject to suitable and sufficient analysis and risk assessment to reduce so far as is reasonably practicable;
- employees who qualify as users shall have their activities at work planned so 'that their daily work on display screen equipment is periodically interrupted by such breaks or changes of activity as to reduce their workload at that equipment'; and
- employees who qualify as users shall be subject to the eyes and eyesight provisions prescribed in Regulation 5 of the Regulations and provided with training, and information, in accordance with Regulations 6 and 7 of the Regulations.

To give effect to this Policy the Trust has adopted in full the Guidance, Schedule and Appendices to the Regulations.

3. Workstations

In specifying and installing equipment and workstations the Trust will have full regard to Regulation 3 of the Regulations.

4. Portable 'Laptop' Computers and Similar Items of Equipment

By virtue of their design the Trust believes it is almost impossible for a laptop computer to meet the requirements in the Regulations for workstations without a suitable docking station.

The purchase and use of portable display screen equipment in the Trust is only permitted when it is in strict accordance with Appendix 3 to the Regulations.

The Trust does not, therefore, consider them as suitable for prolonged use and does not encourage their use other than for short periods.

5. Work with a Mouse or similar Device

Most Trust computers will be used in conjunction with a mouse rather than other forms of pointing device.

6. Analysis of Workstations

In terms of risk assessments staff have the option of completing one either by themselves or through an assessor appointed by the Trust. This will ensure suitable and sufficient analysis to take place.

All workstation risk assessments should be sent through to Health and Safety support who will review them. Any necessary amendments to a member of staff's workstation will be addressed.

Assessors will be guided by paragraphs 48 to 51 when addressing how to reduce risks.

Risk assessment suggests that it is in the interest of employee health to review an assessment should the employee become pregnant.

Appendix 5 to the Regulations comprises a checklist which is useful as an aid to carrying out the risk assessment.

7. Daily Work Routine of Users

Accepting that in most tasks involving display screen equipment natural breaks occur, the Trust's managers will, nevertheless, explain to users the importance of interrupting workstation activity with non-display screen work to prevent fatigue and vary visual and mental demands.

The Trust recognise that users do have reasonable control over how they organise their own work and therefore expect them to manage their own activities.

It is the responsibility of Line Managers to ensure employees comply.

Users who experience, or anticipate, difficulty in complying with this requirement should immediately raise the issue with their Line Manager.

8. Eyes and Eyesight

The Trust recognise that there is no real evidence that suggests that work with display screen equipment causes any permanent damage to eyes or eyesight. The Trust also recognise that such work activity may make users with pre-existing vision defects more aware of them and that this may give some users temporary visual fatigue or headaches.

Similarly uncorrected vision defects may render work at display screens more tiring or stressful than it should be.

The Trust therefore encourages users to correct vision defects as this may improve comfort, job satisfaction and performance.

The Trust will therefore ensure that any user, or any employee who will become a user by virtue of their Trust employment, who requests an eye and eyesight test will be provided with one. Further tests to check the requirement for special corrective appliances will also be supported.

Managers who receive a request from an employee should seek the advice of Shared Services.

9. Competence and Training of Users

Managers are responsible for ensuring that, on appointment or on becoming a user:

- users are capable of using the equipment efficiently;
- users are trained in the health and safety aspects of workstation activity.

Should the work or the workstation/equipment change, appropriate, training will be given.

10. Provision of Information

Managers are responsible for ensuring that on appointment, or on becoming a user, information is given to users.

The Shared Services Administrator will:

- assemble an information pack to assist managers in meeting this responsibility ;
and
- provide information packs to Safety Representatives.

To assist with the provision of information each user will be given a copy of the Health and Safety Executive pamphlet 'Working with VDUs'.

11. Home-working, working off-site and agency workers

The Trust does not require employees to work at home. See the Trust's Arrangement for home-working.

Any manager who permits home working, or appoints an agency worker, should seek the advice of the Shared Services Administrator.

12. Implementation

Line managers are responsible for ensuring that this arrangement is implemented although the Shared Services Administrator will provide such technical support as may be necessary and in turn seek such advice as may be necessary.

Related Documents:

- VDU Checklist, can be found on the intranet.
- Introduction to working with VDUs can be found on the website www.hse.gov.uk/pubns/indg36.pdf

PART FIVE

ACCIDENT, INCIDENT, DANGEROUS OCCURRENCE AND DISEASE REPORTING AND INVESTIGATION

1. Scope

This arrangement embraces all Trust workplaces: Head Office; Satellite Offices; direct intervention workplaces and venues, vehicles being used for Trust business; conference and meeting venues and home-working.

2. Policy

It is the Trust's policy to investigate and analyse all accidents, incidents and dangerous occurrences (near misses) with a view to securing any improvements necessary to ensure safe and healthy workplaces and working practices. The Trust provides a BL510 Accident Book in an accessible place in each office, instructs all employees to report all accidents, no matter how minor, to their Manager who will ensure that an appropriate entry is made, and retains Accident Books indefinitely.

In particular the Trust will comply with the following:

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

3. Health and Safety at Work Act 1974.

The Trust requires all employees to report all accidents, incidents and dangerous occurrences to their Manager who will carry out a full investigation and analysis as required by the Health and Safety at Work Act 1974. In carrying out investigations Managers may call upon the assistance of the Health and Safety Officer, or other competent person, as they deem necessary.

4. Management of Health and Safety at Work Act 1999 and supporting Approved Code of Practice (ACOP)

In order for the Trust to comply with the above it is the Manager's responsibility to:

- ensure that adverse events (accidents, ill health, dangerous occurrences) trigger a review of the original Risk Assessment; and
- adequately investigate the immediate and underlying causes of incidents and accidents and ensure that remedial action is taken, lessons are learnt and longer term objectives are introduced. (ACOP 36 [b]).

5. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In order to comply fully with these Regulations the Trust has adopted in full the Health and Safety Executive publication 'RIDDOR Explained' and the publication is accordingly incorporated as a part of these arrangements.

The Health and Safety Officer is the 'Responsible Person' nominated by the Trust to ensure compliance with the requirements of the Regulations for all Trust employees and workplaces.

The names and addresses of the Enforcement Authorities to whom reports should be made under RIDDOR will be inserted in the appropriate place on the Approved Health and Safety Law Posters which are displayed in Head Office and the Satellite Offices.

The Enforcement Authority in each case will be the Environmental Health/Public Protection Department of the Local Authority in which the office is located. In addition, to aid the reporting process, the Health and Safety Officer will hold the details centrally and also keep details of the Police Authority for each of the offices.

Reports are made on-line.

6. Process

Accidents and incidents will be reported immediately to the appropriate Manager.

In the event of a death, major injury - or dangerous occurrence which could have resulted in a serious injury - the Manager will immediately inform the Health and Safety Officer who should in turn report immediately by telephone to the Enforcing Authority, the Police and the Trust's insurers.

The appropriate form be submitted online (www.hse.gov.uk)

All accidents, incidents and dangerous occurrences will also be investigated by the Manager, assisted as necessary by the Health and Safety Officer, or some other competent person appointed by the Health and Safety Officer, and details entered on the appropriate pro forma. The relevant Risk Assessment will then be reviewed following the process described in the Part of this manual concerned with Risk Assessment.

It is a matter of judgment whether the member of the Management Team should personally visit the Satellite Offices for the purpose of accident investigation.

All Managers and staff to note that in the case of reportable accidents and injuries the scene should not be disturbed or interfered with unless to prevent risk to the health and safety of persons, or serious damage to plant and premises, until approval has been given by the Health and Safety Officer.

7. Investigations

Only competent persons i.e. those with appropriate training, knowledge and experience should normally carry out accident investigations. The following are useful reminders.

- Check whether the scene has been interfered with.
- Keep to the facts; not the opinions of others. Opinions are peripheral and may distract the investigator from the real facts.
- In respect of witnesses satisfy yourself that they were there and actually witnessed what happened.
- Photographs or drawings of the scene are useful.

- Take measurements when appropriate.
- Beware of those who arrived after the event, but believe they know or saw what happened.
- Note all conditions which may prove contributory to the incident e.g. weather conditions, injured person's clothing, lighting, slipping/tripping hazards.
- Do not remove, use or otherwise interfere with anything directly involved.
- Record the date and time of the investigation and record your observations contemporaneously.

Related Documents:

- Accident Investigation Form can be found on the intranet.

N.B. In addition all accidents must be recorded in the Accident Book. Each office should retain their own accident book.

PART SIX

VEHICLE SAFETY

1. Scope

This arrangement applies to motor vehicle journeys carried out by employees in the course of their employment.

It applies to company cars being used for personal and business use and employees' private vehicles being used in the course of their employment.

2. Preamble

The Trust recognises that driving on public roads is inherently dangerous and is probably the most hazardous task that an employee may have to perform. It is, of course, the Trust's policy to safeguard, so far as is reasonably practicable, the health and safety of employees, and others who may be affected by its activities. The Trust has accordingly given a great deal of thought to how they manage vehicle safety.

The backdrop to the issue of Trust vehicle safety is:

- a geographically scattered network of premises with no practical public transport links between them, either by rail or bus or a combination of both;
- an on-going requirement for face-to-face meetings involving Head Office and satellite office personnel;
- a continuing requirement for staff to visit venues in the coalfield communities; very often having to take bulky and heavy promotional equipment and material with them;
- demanding work routines requiring staff to arrive at venues and meetings on time and relatively relaxed; and
- a workload that can only be accomplished within budget by the use of accessible and efficient transport arrangements.

To achieve its policy aims in terms of health and safety and its business goals the Trust has adopted the following transport policies:

- provision of company cars only when the business case warrants it;
- provision and maintenance of company cars with safety, and fitness for purpose as prime considerations;
- payment of an allowance for the use of approved private cars on company business only when the business case warrants it and with the prior approval of either the Chief Executive or Head of Finance and Corporate Services
- approval of private cars for use on company business only in circumstances when the car is considered fit for the business purpose and when it meets basic safety requirements;
- avoid the use of motor vehicles whenever practicable except in circumstances where their use avoids a greater hazard;
- ensure that drivers are competent to drive safely;

- take into account individual drivers' risk assessments where appropriate when allocating company cars and when authorising the use of private cars;
- ensure that vehicles are maintained in a safe and roadworthy condition;
- ensure that journeys are planned with safety as a priority; and
- ensure that working practices are as safe as possible.

In determining and applying these policies the Trust has given, and will give, due consideration to the following:

- The Health and Safety at Work Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- The Provision and Use of Work Equipment Regulations 1998.
- Health and Safety (First Aid) Regulations 1981;
- Working Time Regulations 1998; and
- The Highway Code.

3. Business Case

The business case for provision of a company car or approval of an allowance in lieu is outside of the scope of this Health, Safety and Welfare Manual. It is a matter for the Chief Executive, in conjunction with the appropriate member of the Management Team to determine.

4. Alternatives to the Motor Vehicle

The Trust requires Managers and vehicle users to give serious consideration to alternatives when considering and planning journeys. The objective being to avoid the journey (risk) altogether.

Alternatives may be:

- telephone call;
- video conferencing;
- telephone conferencing;
- letter/written report;
- email etc.

Should the journey be unavoidable then other, safer, forms of transport, e.g. rail, should be considered.

The Trust recognises that not all its premises provide convenient access to public transport and that the use of public transport may be impracticable.

Regulation 4 of the Management of Health and Safety at Work Regulations 1999, concerned with the Principles of Prevention, referred to in Section 3 Part 3 of this Manual, is relevant to these considerations.

The Trust acknowledges that in certain circumstances personal safety may be aided, and the fear of crime reduced, by personal transport, e.g. evening work in areas where physical assault is a consideration.

The Trust also accepts that the use of personal transport may lessen manual handling hazards provided the vehicle is fit for purpose i.e. it has been chosen with equipment handling in mind e.g. estate car with low tail-gate.

Those who decide (managers and employees) that there is no reasonably practicable alternative to a journey involving private road transport will certify as such when claiming and approving claims for vehicle mileage allowance.

5. Company Vehicles

The following will be taken into account in deciding what vehicles may be purchased as company vehicles.

5.1 European New Car Assessment Programme (EuroNCAP)

EuroNCAP assesses vehicles in terms of the survivability of occupants in the event of frontal or side collision. It rates each vehicle out of a maximum of 5 stars. The higher the star rating the higher the chance of the occupants surviving a car crash and minimising the chance of serious injury.

Research shows that drivers of 4 and 5 star rated vehicles have a 30% better chance of escaping death or serious injury in the event of a crash than those rated 2 stars or less.

Only in exceptional circumstances, e.g. when other safety requirements suggest a specific model, will the Trust consider a vehicle rated 3 stars or less.

5.2 Fitness for Purpose

Fitness for purpose is a prime consideration e.g:

- low loading sill/tail gate, to minimise risk of manual handling injury when loading and unloading, as in an estate car or light van;
- depending on the type of items carried the risk of them hitting the occupants in the event of impact should be taken into account – the load needs securing or being kept in a separate compartment;
- car that allows relaxed and comfortable driving if long distances have to be travelled or long hours spent driving; and
- generally designed for business or family transport rather than for performance or as an item of recreational or sports hardware.

5.3 Reliability

Reliability information is available and breakdowns increase risks.

Where there is any doubt the Chief Executive will be required to satisfy them self, in terms of the vehicle model and the age, whether the vehicle is likely to prove to be sufficiently reliable so as to be fit for the purpose.

5.4 Safety Features

Risk Assessment suggests that the following safety features are desirable:

- laminated side windows if vehicle driven through areas with a reputation for crime;
- front passenger and driver front and side airbags;
- anti-lock braking system (ABS);
- brake assist (or other electronic braking aids), to be considered if driver spends most of time driving in built-up areas;
- high level brake lights;
- side impact protection to be considered depending upon the nature of the driving; and
- conventional design rather than a model that would attract criminal attention.

5.5 Ancillary Equipment

Risk Assessment suggests that the following should be provided in company vehicles:

- hazard warning triangle;
- first aid kit;
- fire extinguisher;
- torch; and
- membership of the R.A.C. or similar should also be provided in order that journeys may continue in the event of breakdown.

The Trust will not permit vehicles to be fitted with 'Bull Bars' or similar accessories that are not required for the safety of the vehicle occupants and can cause considerable harm to pedestrians in the event of collision.

5.6 Ergonomics

It is particularly important that drivers who:

- drive long distances or spend long hours in the car;
- are overweight; and
- have a history of back or neck pain.

can achieve a comfortable seating position.

5.7 Drivers' Responsibilities

Drivers are required to ensure their company vehicles:

- have a current M.O.T. Certificate (if required); and
- hold a current certificate of insurance relevant for the vehicle use.

Drivers are also required to:

- maintain/service their vehicles in accordance with the vehicle manufacturer's requirements and ensure that they are in a safe and roadworthy condition; and

- carry out safety checks, as frequent as may be necessary, to ensure:
 - sufficient fuel;
 - lights, including brake lights, fully operational;
 - tyres, including spare, correctly inflated and sufficient tread;
 - engine oil level within safe limits;
 - coolant water level within safe limits;
 - windscreen washer water level satisfactory and operational;
 - rear view mirrors correctly adjusted;
 - windows clear; and
 - effective windscreen wipers.

5.8 Occasional Drivers

Driving an unfamiliar vehicle can add to the risks of road travel.

Drivers, on preparing to undertake a journey in an unfamiliar company vehicle should:

- plan the route – do not map read whilst driving;
- check the vehicle has road tax;
- carry out safety check as detailed in 5.7 above;
- familiarise themselves with the controls, visual displays and warning lights;
- adjust seating, seat belt, rear view mirrors and steering column as necessary; and
- drive slowly for the first few miles, familiarise yourself with the handling of the vehicle and check the brakes.

6. Driver Competencies

As a part of the selection process to a post that requires the use of a motor vehicle in the course of work, and also when circumstances concerning an existing employee warrant it, the Shared Services Administrator will check:

- that the applicant has a valid driving licence; and for
- driving licence endorsements and penalty points;

The purpose of these checks is to assist the Line Manager in arriving at a decision about the employee's ability to carry out the job in a safe manner.

The checks will be repeated annually.

Employees who drive in the course of their employment are required to:

- report any formal cautions or impending prosecutions to their Line Manager;
- report all incidents and accidents using the appropriate forms;
- report any licence endorsements, changes to insurance or any other matter which has a bearing on their ability to drive safely and keep within the law.

The Arrangement (at Section 3 Part 5 of this manual) for reporting, and investigating, accidents and incidents applies to driving as much as to any other work activity.

Should doubt arise about an individual's ability to drive safely the Health and Safety Officer, together with the individual's Line Manager, will carry out a Risk Assessment in accordance with Section 3, Part 3, of this Manual. The Risk Assessment will assist the Line Manager in confirming whether the individual should continue to carry out the driving task concerned and/or what control measures may have to be adopted.

7. Vehicle Safety – Employee Owned Vehicles

The Trust's responsibility for the safety of vehicles used for Trust business extends to privately owned vehicles.

The Shared Services Administrator will check the following during the selection process to a post that requires the incumbent to use their private motor vehicle whilst at work

- that the vehicle is fit for purpose and likely to prove reliable*;
- that the vehicle meets basic safety requirements*;
- Vehicle Registration Document V5;
- Current M.O.T. certificate if required;
- Valid vehicle excise licence; and
- Current Certificate of Insurance valid for business use.

* The Shared Services Administrator will refer these matters to the Chief Executive for decision. The Chief Executive may arrange for an assessment by a competent person should he consider it necessary.

The purpose is to help determine whether the vehicle is available for use and is in a sufficiently safe and roadworthy condition.

Drivers are required to:

- have a current M.O.T. Certificate (if required);
- hold a current certificate of insurance valid for business use;
- report any changes e.g. purchase of a new vehicle, change of insurance;
- maintain/service their vehicles in accordance with the vehicle manufacturer's requirements and ensure that they are in a safe and roadworthy condition; and
- carry out safety checks, as frequent as may be necessary, to ensure:
 - sufficient fuel;
 - lights, including brake lights, fully operational;
 - tyres, including spare, correctly inflated and with sufficient tread;
 - engine oil level within safe limits;
 - coolant water level within safe limits;
 - windscreen washer water level satisfactory and washer operational;
 - rear view mirrors correctly adjusted;
 - windows clear; and
 - effective windscreen wipers.

8. Journey Planning

Figures published by the Government indicate that fewer accidents of all types (fatal, serious and slight) occur on motorways than on any other type of road and that most accidents happen in built-up areas.

The Trust requires drivers to pre-plan their route; avoiding troublesome areas, and allowing themselves adequate time for their journey. Planning should:

- allow for hold-ups;
- recognise a working day, including driving to and from work, of no longer than 12 hours;
- allow for a twenty minute break after every two hours of driving during which the drivers should get out of their cars and 'stretch their legs';
- avoid driving between midnight and 6.00 a.m.;
- avoid peak time travel if practicable; and
- choose the least congested practicable route.

For personal safety drivers should have regard to the Arrangement for Lone Working at Section 3, Part 9, of this Manual. (Drivers should let someone know where they are going, their route and approximate time of travel and arrange for checks to be made in accordance to the Risk/Security & Buddy Arrangements policy).

9. Safe Working Practices

When travelling mobile telephones are a particularly useful aid. For example; they may be used to call for help and assistance in the event of illness, accident, breakdown or incident, or when feeling vulnerable. The Trust encourages their use for such purposes and, in appropriate cases, will provide them.

The Trust also accepts the findings of the British Medical Association that there is strong evidence that conversations on mobile telephones impair a driver's ability to react to potential hazardous situations. Their report also states that this is the case both for hand-held and hands-free mobile telephones.

Under the Road Traffic Act 1988 drivers must exercise proper control of their vehicles at all times. This includes never using hand held telephones whilst driving. The Road Vehicles (Construction and Use) (Amendment) Regulations 2003 make it a specific offence to use a hand held telephone whilst driving; this includes sitting in the vehicle with the engine running.

The Trust, therefore, does not permit the use of hand held mobile telephones whilst driving on Trust business under any circumstances, nor will the Trust cause or permit their use by initiating a conversation over a mobile telephone whilst the person receiving the call is driving. If drivers need to make or receive a call they should pull over to a place of safety and stop the vehicle engine *prior to handling the instrument*.

Use of hands-free devices will be permitted but discouraged.

The Trust insists that drivers comply with requirements of the Road Traffic Acts and observe the Highway Code. The Highway Code is a source of authoritative safety advice

such as wearing seat belts, rules of the road, being fit to drive (e.g. not being under the influence of alcohol or drugs).

The Trust also requires drivers to store any loose items securely in their vehicle, for example a briefcase stowed safely in the boot cannot move during braking or acceleration nor can it become a dangerous missile during a collision.

Fatigue can be a killer and the Trust does not expect drivers to embark on road journeys if they are feeling tired or unwell.

Some additional safety rules are:

- if running late stop in a safe place and telephone to explain, do not take risks or worry about having to make up time;
- set flexible appointment times – take the pressure off;
- stay cool if stuck in a hold-up;
- in certain situations it will be safer to stop your journey and book into a hotel rather than continue the journey e.g. extreme weather, lateness of the hour, fatigue, illness. Safety must be the highest priority;
- if taking prescription or over the counter drugs, check the accompanying leaflet, or label, to ensure you are aware of any driving restrictions or warnings;
- try always to have at least a quarter of a tank full of fuel; whilst driving be alert to the condition of your vehicle: don't wait till it breaks down completely. Stop and seek assistance at an appropriate safe place;
- consider keeping 'sensible' clothing in the car. It will keep you warm and dry in an emergency and you will look less conspicuous;
- park in well-lit areas whenever possible and check around the vehicle and the interior, especially the back seats, before re-entering;
- don't give lifts to strangers; and
- should you break down on a motorway, set the hazard warning lights, get out of the car and wait a safe distance away from the hard shoulder. Wear a reflective jacket if you have one. If you wish you may leave the near-side door unlocked so that you can enter and lock the door if you feel threatened; but remember that the hard shoulder is a dangerous place.

10. Road Rage

The incidence of road rage appears to be higher during Friday afternoon peak hours, under moderately congested traffic conditions, and during fair weather, particularly in urban areas motorists who wish to avoid confrontations should be especially cautious under these conditions.

The Trust advocates a three-strand approach by drivers:

- avoid causing road rage in others, drive courteously and with due consideration for other users and abiding by the Highway Code;
- non-engagement; and
- avoid putting yourself under pressure when driving; follow the advice given in this Arrangement.

11. Information and Instruction to Employees

The Health and Safety Officer will ensure that, on induction to a post requiring the employee to drive in the course of employment or when becoming a vehicle user, employees will be given a copy of this Health, Safety and Welfare Manual in its entirety, together with a copy of the Arrangement concerned with Accident and Incident Reporting and Investigation.

Line Managers will ensure that employees have read and understood the Arrangements and understand that they have been produced for the purpose of Health and Safety and consequently employees have a legal duty to co-operate and comply.

Employees who use their own vehicles on Trust business do so on the understanding that they agree to adhere to these arrangements and comply with any reasonable request to produce any relevant original documentary evidence (see paragraph 12 below).

12. Document Checks

The Shared Services Administrator will routinely carry out spot-checks of documentation referred to in this arrangement and report accordingly to the appropriate member of the Management Team.

The outcome of such checks will also be reported as part of health and safety audit reports.

Related Documents (on the intranet):

- Employee Vehicle Spot-check Form
- Driver Checklist

PART SEVEN

MANAGEMENT OF WORKPLACES

1. Scope

This Arrangement embraces Head Office and Satellite Office premises. It does not apply to home-working and company vehicles.

Note: this document is not intended to be a stand-alone document. It must be read in conjunction with the Health and Safety Executive publication '*Workplace health, safety and welfare*' L24. ISBN 0-7176-0413-6.

2. Policy

The Trust will ensure that it complies with the Workplace (Health, Safety and Welfare) Regulations 1992 and will adopt in full the guidance detailed in the associated Approved Code of Practice.

3. Implementation

It shall be the responsibility of those in charge of buildings, on behalf of the Trust, to ensure that full compliance is maintained and, in particular, to establish and maintain such systems as may be necessary to ensure:

- owners and Landlords of premises occupied by Trust employees fully discharge their responsibilities under the Regulations;
- the workplaces, together with equipment, devices and systems etc., necessary to
- ensure compliance with these Regulations (for example mechanical ventilation systems provided in respect of Regulation 6 – Ventilation), are maintained in an efficient state, in efficient working order, and cleaned as necessary;
- devices and equipment etc. conform to the requirements of the Regulations, and any British Standards that apply;
- maintenance arrangements conform to the appropriate Regulation and the manufacturers' requirements or recommendations; and that
- only contractors and sub-contractors who are competent, and where appropriate registered, shall be employed to assist carrying out the requirements of the Regulations.

Such *systems* may include:

- regular inspections and monitoring checks, including monitoring the work of contractors and sub-contractors,
- regular Maintenance Contracts (including as necessary, inspection, testing, adjustment, lubrication and cleaning).
- cleaning contracts,
- a procedure for the reporting of defects and ensuring remedial work is carried out,
- the maintenance of suitable and appropriate administrative systems, files and records to ensure this Arrangement is properly implemented and to assist in validating maintenance programmes.

The following aspects of the workplace are embraced by this Arrangement.

- Ventilation
- Temperature
- Lighting
- Cleaning
- Handling and storage of waste
- Room dimensions and space
- Workstations and seating
- Condition of floors, corridors and pedestrian routes
- Falls or falling objects
- Windows and transparent or translucent doors and walls
- Windows, skylights and ventilators
- Ability to clean windows etc. safely
- Doors
- Sanitary conveniences
- Washing facilities
- Drinking water

It shall be the responsibility of Managers and employees to report any apparent failure or discrepancy, in connection with any of the above, to the person in charge of the building (Shared Services Administrator) who will where required refer them up.

Managers shall maintain work areas under their control in accordance with this arrangement assisted as necessary by the Health and Safety Officer.

PART EIGHT

OFFICE SAFETY

1. Policy

Risk Assessment reveals that work in the Trust's offices is low risk. However they are not without hazards and the Trust considers it appropriate to adopt the following Office Safety Rules. The rules apply to all offices and the home working environment.

2. Implementation

Managers will ensure that this Arrangement is brought to the attention of all employees. Managers will ensure that employees implement and adhere to the Office Safety Rules.

3. Office Rules

General

- Do not obstruct stairways, passages or access routes within offices.
- Use the handrails provided when ascending or descending stairs.
- Never run, walk.
- Never use chairs as a working platform; use steps or other equipment provided for the purpose.
- Practise good housekeeping; keep your working environment, desk or workstation tidy.
- Do not place papers or plastic wallets on the floor; they are a potential slipping hazard.
- Report any defects, damaged furniture or equipment, to the Shared Services Administrator immediately.
- Familiarise yourself with the equipment that is there for your use; if necessary make sure that you receive appropriate training.
- If you spot a hazard (a hazard is something with the potential to cause harm); report it to the Health and Safety Officer.
- If you intend to work alone familiarise yourself with the Arrangement for Lone Working.
- If you intend to work at home familiarise yourself with the Arrangement for Home Working.
- If you are required to drive a vehicle on Trust business familiarise yourself with the Arrangement for Vehicle Safety.
- If you have to use a computer in the course of your work familiarise yourself with the Arrangement for Display Screen Equipment; it may apply to you.
- If you are unsure or worried about any aspect of your work, or have concerns about its effect on your health, you must report your concerns to your Manager.
- Never attempt to carry any load that you feel may be too heavy for you.
- Never store anything other than the lightest of items above shoulder height.
- Never bring children into the workplace. Workplaces and work routines are designed around workers not children.

Fire

- Keep clothing and other flammable substances away from sources of ignition or heat that may give rise to fire.
- Do not obstruct access to fire exit doors or fire fighting equipment.
- Do not interfere with, or move, any item provided in the interest of Health and Safety.
- Do not prop open Fire Doors that are there to prevent the spread of fire and smoke.
- Familiarise yourself with the Fire Safety Rules.
- Familiarise yourself with the Fire Alarm system; how it is activated, what it sounds like.
- Ensure that you know what to do on discovering a fire, how to raise the alarm, and what action to take on hearing the fire alarm.
- Familiarise yourself with your means of escape for use in the event of fire or emergency.

First Aid and Accidents/Incidents

- Familiarise yourself with the arrangements for First Aid.
- If you are injured make sure you receive treatment from one of the named First Aiders.
- Familiarise yourself with the accident reporting procedure; report all accidents, no matter how minor or insignificant they may seem, and ensure that it is recorded in the Accident Book. Also report all 'near misses'. This will assist in the identification of hazards and the avoidance of risk.

Electricity – avoid electrical hazards, ensure:

- electrical sockets and extension leads are not overloaded;
- cables or wires are not arranged or left where they may cause a tripping hazard.
- cables, leads and wires are undamaged free from cuts, abrasions, fraying and non-standard joints e.g. taped joints;
- plugs are correctly wired, undamaged, fused relevant to the loading of the equipment and that the outer cover of the cable is securely gripped;
- outer covering of equipment is undamaged with no obvious loose parts or screws;
- there are no marks (burn marks or stains) indicating possible overheating on sockets, plugs, leads, cables or equipment;
- equipment, cables etc. are not situated where there is risk of water or other liquid coming into contact with electricity;
- unserviceable equipment is taken out of use until repaired;
- equipment is switched off when not in use except when the manufacturer specifies otherwise; and
- private equipment is not brought into the office for use without conforming to the standards in this arrangement.

PART NINE

LONE WORKING

1. Policy

The Coalfields Regeneration Trust recognises that employees working alone do not automatically benefit from the comprehensive arrangements that are designed to ensure a workplace that provides a safe and healthy working environment. The Coalfields Regeneration Trust has accordingly adopted specific arrangements, as described here, which, so far as is reasonably practicable, provide for the Health and Safety of employees working alone.

The Arrangement applies to those working alone in any Trust workplace, at home, at conference venues, visiting other organisations or individuals etc. and travelling by private or public transport.

Managers should note that there are risks involved in lone working, such as assault, accident or sudden illness.

2. Risk Assessment.

Risk Assessment suggests that lone working is inherently no more hazardous than other work but that the risk from the following hazards is increased in the case of lone workers.

- Illness or injury;
- Assault;
- Fire; and
- Manual handling.

3. Illness or Injury

Should a lone worker suffer illness or injury the risk is increased because there may be no First Aiders available to give treatment and no Appointed Persons to provide emergency aid or call the emergency services.

The Policy on First Aid provides for travelling, remote and lone workers' provision as envisaged in paragraph 20 of the Guidance (to the Health and Safety {First Aid} Regulation 1981) with access to a telephone/mobile telephone, lone-worker surveillance, special training and personal first aid kits.

The First Aid provision described is only effective if the casualty remains conscious. It is therefore essential that arrangements are in place for lone workers to be subject to frequent and reliable telephone checks/lone worker surveillance and for the person carrying out the checks to know precisely where the lone worker is or the details of their journey in order that they may raise the alarm.

Employees who are likely to work alone should inform their immediate Manager who will discuss and agree suitable arrangements with them and determine what, if any, other

arrangements may be relevant to the particular circumstances of the employee concerned (see paragraph 7 below).

4. Assault

Risk Assessment suggests only a low risk due to the non-confrontational nature of the Trust's activity. However the risk of assault (e.g. opportunity crimes involving theft, sexual assault) is there and Managers and employees are required to organise activity so as to minimise the opportunity.

5. Fire

Fire is no more a hazard to lone workers than to those working in a busy office. Indeed it may be less of a hazard with less equipment in use. It is the effects of fire that raise the level of risk. Fire may have time to develop and spread undetected. The further the work area is from a place of safety the greater the risk. Additionally there will be no Fire Wardens present to manage the evacuation or carry out 'first aid' fire fighting. As with the risk of assault Managers should bring fire risk into the planning process and generally ensure that the Trust's Fire Safety Arrangements are applied thoroughly and comprehensively.

6. Manual Handling

An accepted means of reducing the risk of injury in manual handling operations is to secure assistance. This is clearly not available to lone workers.

In planning the work employees should ensure that there is no requirement for any manual handling operation likely to cause harm or injury.

7. Work Planning, Risk Management and Lone Worker Supervision

- i. Managers will adopt robust measures to ensure they comply with the Health and Safety Executive downloadable publication [INDG73- Working Alone in Safety - Controlling the risks of solitary work](#). Those measures will be written down and communicated to all staff and to all new staff at induction
- ii. Managers should ensure that a responsible person (ideally the manager) knows where lone working employees are and their estimated times of arrival and return (to the office or to their home). The lone worker should inform the manager by telephone when they arrive/return. Should the lone worker fail to telephone then the manager should have in place a plan to follow with contact details etc. (see Risk/Security & Buddy Arrangements).
- iii. Employees who work alone regularly or infrequently should ensure, where practicable, that someone at home knows the name and telephone number of their immediate Line Manager who they should contact should the employee fail to return home when expected. Clearly Line Managers should have in mind what to do should they receive such a telephone call and have the necessary information to hand. Responsibility does not extend to normal home-office-home

travel from the main place of work although responsibility would effectively extend to home-office-home journeys if an employee's normal place of work involved lone-working.

- iv. For those who work alone for long periods managers should ensure that arrangements are in place for lone workers to be subject to frequent and reliable telephone checks/lone worker surveillance and for the person carrying out the checks to know precisely where the lone worker is or the details of their journey in order that they may raise the alarm when necessary and have in place a plan to follow with contact details etc. (see Risk/Security & Buddy Arrangements).
- v. Should managers decide that the detailed arrangements set out in sub-paragraphs ii and iii are not relevant or proportionate to the risks then they should adopt such measures as they may consider reasonable in their particular circumstances provided, of course, that they comply with the guidance referred to in sub-paragraph i.

8. Guidelines

Managers and employees will ensure that the following guidelines are followed in order that safe working may be ensured for any employee who may have to work alone.

- a) Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious without first seeking the approval of your manager.
- b) Report and investigate incidents of assault, threats, sexual and other harassment etc. to develop the Risk Assessment/Prevention model.
- c) Avoid lone working whenever practicable, other than in your own home or in your car.
- d) Wear clothes that give out the signals you intend. There are perceptions about clothing and dress that you need to consider.
- e) Do not arrange for a stranger, or strangers, to meet you in your home or office if you are alone. Similarly never arrange to meet a stranger in his or her own home; insist upon a suitable venue where you will feel safe.
- f) If you have to work alone, even in the office, plan it; don't just let it happen. Assess the risk, consider the time of day, the weather, environment etc. and consider what actions you could take to reduce the risks. (See u below).
- g) Carry your mobile phone with you when working alone but do not carry it in a way which might attract an opportunity thief.
- h) Exercise extreme caution when carrying luggage or equipment (e.g. a valuable lap-top computer), particularly in poorly lit and lonely places.

- i) If staying away from home and selecting a hotel include safety in your selection criteria. Ask the hotel how they can ensure your safety if you arrive alone after dark. Ask about car parking safety.
- j) When arranging an evening presentation or meeting bring personal safety into your planning process. Insist that the organiser accepts that they have a responsibility for your safety and demand their co-operation if necessary.
- k) If it is practicable for the Trust to have a say in where, and when, presentations are to be held bring personal safety into your considerations as a key factor.
- l) When choosing conference venues remember that they will become a workplace and choose your venue carefully.
- m) Plan journeys by public transport with personal safety as a determining factor in travel plans, timings, routes etc.
- n) Never enter into a situation where you will feel insecure, stay where you are or go to a place of safety and telephone for assistance. If you feel threatened in a lift get out at the next floor. Never get in a car with someone you do not know and trust. If you feel scared or uneasy don't ignore it; act on it right away!
- o) If necessary develop confidence; learn how to deal with difficult situations; learn communication skills and how to be assertive. Take care to look and appear confident. Keep fit to develop confidence, stamina and strength.
- p) When there is real danger, get away fast; abandon belongings if they are the focus of the incident or may hinder your escape. Never be afraid to dial 999.
- q) Be careful who you reveal your plans or whereabouts to. Do not give your home address or phone number to people you do not know and trust.
- r) Avoid confrontation; do all you can to defuse a potentially violent situation.
- s) Contain aggression; do not meet aggression with aggression. Stay calm and speak gently, slowly and clearly. Keep your distance and avoid body language which may be seen as aggressive e.g. looking down on someone, folded or raised arms. Allow for means of escape for yourself and the aggressor. Do not try to win arguments in potentially dangerous situations. Never turn your back; move slowly backwards.
- t) Managers will ensure that all employees who are likely to work alone are given a copy of this arrangement.
- u) If you have to work alone in the office you should take the following precautions: Any member of staff required to work in the office outside of normal hours should ensure that at least one other colleague is also on site ideally within 'hailing

distance', or with both parties having mobile phones programmed with each other's numbers. If you arrive at work outside of normal hours and find another colleague is already in the building, let them know you are on site. If you are about to leave the building, and just one or two colleagues are remaining on site, let them know you are leaving. Try to co-incident arrangements for leaving the office. The aim is to reduce lone working to the minimum. It is particularly risky to work alone in the office after normal working hours as it will be some hours, or even days, before other employees arrive.

- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the location of your nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a mobile phone with you.
- Park your car where there is an external light. Move it if necessary whilst there are still others on site if you are planning to work late.
- When leaving, limit the amount you are carrying to have one hand free.
- If you arrive at work and find any sign of intruders, do not enter the building. Instead, call the police.
- If you became aware of intruders or vandals, do not challenge them. Instead, call the police. **Make sure that you know the address of the workplace and the postcode!**

Related Documents:

- Risk/Security & Buddy Arrangements

PART TEN

MANUAL HANDLING

1. Policy

To minimise the risk of manual handling injuries through rigorous risk assessment and careful application of control measures and safeguards having full regard to the Manual Handling Operations Regulations 1992 (as amended) and the related Guidance.

The following publication L23 Manual Handling: Manual Handling Operations Regulations 1992 (as amended) and INDG143 (rev3).

The Trust recognises that manual handling operations will be few and far between in general office activity but that there are hazards in connection with the handling and storage of the quantity of publicity and information material, in setting up conferences, exhibitions and presentations, in loading water bottles onto dispensers and in handling quantities of files.

Employees who have not been trained in manual handling will not be required to carry out manual handling operations.

At least one person in each of the Trust's premises will be trained.

2. General Risk Assessments (Part Three, Section Three of this Manual)

Managers are charged with ensuring that Risk Assessments are carried out and, in the event that manual handling operations are identified, this Arrangement will provide for appropriate prevention and control measures to be considered and applied.

4. Training

The Trust will require all employees who may carry out manual handling to be trained in manual handling (by a competent person) unless their health or condition suggest it would be unwise to do so. At least one person in each of the Trust's premises will be trained.

5. Record Keeping

Managers will ensure that comprehensive records of assessments and remedial steps taken are maintained. These records are stored on the HR drive.

PART ELEVEN

SAFE SYSTEMS OF WORK

1. Scope

This arrangement applies to all Trust employees no matter where they are working.

2. Policy

The Trust embraces its general duty, under the Health and Safety at Work Act 1974, to provide systems of work that are safe and without risks to health, so far as is reasonably practicable.

Where Risk Assessments, carried out in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999, indicate that an element of risk remains following implementation of the Principles of Prevention specified in Schedule 1 of the Regulations, a safe system of work will be provided.

Risk Assessments suggests that it is unlikely that the Trust will have to adopt formal Safe Systems of Work other than that in the Health and Safety Arrangement for driving whilst on business. The Arrangement is however available should special events or building maintenance work require its activation.

3. Implementation

It is the responsibility of Managers, drawing upon the assistance of the Health and Safety Officer, to ensure safe systems of work are developed and implemented as necessary in accordance with the policy; and that they are monitored and periodically assessed when and if necessary.

4. Components of a Safe System of Work

Components of a Safe System of Work include:

- the organisation and co-ordination of the work of those involved;
- training, instruction and supervision;
- workplace layout;
- correct choice of equipment and its effective maintenance;
- methods to be used; and
- general conditions of work.

A Safe System of Work is defined as a formal procedure which will allow a specific task to be carried out safely, after systematic examination of that task has identified and eliminated all the associated hazards, or at least minimised the risks.

Safe Systems of Work will always be recorded in writing; verbal systems are not satisfactory.

It is recognised that the devising and implementation of Safe Systems of Work applies not only to routine and permanent activities and processes carried out by permanent

employees. It also applies to jobs which may vary from day-to-day as well as 'one-off' jobs, which may occur at infrequent or irregular intervals and may well be carried out by contractors or temporary workers. High-risk activities will require a particularly formal Safe System of Work i.e. a Permit to Work.

The Trust has adopted the Five Step approach to devising Safe Systems of Work

Step 1. Assess the Task

Step 2. Identify the Hazards

Step 3. Define Safe Methods

Step 4. Implement the System

Step 5. Monitor the System

It is important to check that the system works, that the rules and precautions deal adequately with all the risks and are followed by those doing the work; this is of particular importance if they are working outside "normal" working hours with less supervision than usual.

5. Layout of Safe System of Work

The Safe System of Work should include references to the following:-

- The layout of plant and appliance for special tasks.
- Method of using particular machines or carrying out particular processes.
- The sequence in which the work is to be done.
- Modification and improvements to meet circumstances arising during the hours of work.
- Co-ordination of different departments and activities.
- The training requirements for Managers and employees to effect the system.
- Particular attention should be paid to the instruction of inexperienced staff.

6. Check List

- Who has responsibility for carrying out the task?
- Has he/she been adequately instructed and trained to carry out the task?
- Are there established safe ways of doing the job?
- Are there any relevant codes of practice or guidance notes?
- Are there any relevant safe working guidance notes which are applicable to the job?
- What protective clothing or equipment is necessary?
- What protective clothing or equipment is available?
- Is it appropriate for the task and is it suitable for the individual?
- Have instructions been given in its use?
- Are the tools and equipment available for the job suitable and well maintained?
- Is the adopted system of work regularly monitored and reviewed as necessary?
- Who has this responsibility?

- Where the system is not being followed is the employee corrected?
- Where the system is shown to be inadequate or ineffective is the system re-analysed and re-designed?
- Who has responsibility for ensuring implementation of the above?

PART TWELVE

CONSULTATION WITH EMPLOYEES

1. Policy

The Trust recognises that health and safety may best be assured by involving employees in all aspects its development and implementation, in particular:

- in identifying hazards to safety and health;
- applying the principles of prevention; and
- developing, implementing and monitoring the effectiveness of Health and Safety Arrangements.

In implementing this policy the Trust will have full regard to:

- Safety Representatives and Safety Committees Regulations 1977 (as amended);
- Health and Safety (Consultation with Employees) Regulations 1996; and
- The Management of Health and Safety at Work Regulations 1999.

Note; this is not intended as a stand-alone document. It should be read in conjunction with the Health and Safety Executive publications:

- *'Consulting workers on health and safety' L146.* ISBN-978-0-7176-6311-8; and
- *'Involving your workforce in health and safety' HSG 263.*

2. Implementation

It is the responsibility of the Chief Executive to ensure that the Health and Safety Officer implements this policy.

3. Representatives

The Trust will support Safety Representatives to discharge their duties and responsibilities as set down in the Safety Representatives and Safety Committee Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and the Approved Codes of Practice and Guidance published in support of the Regulations.

Whilst the Trust encourages and supports the appointment of Safety Representatives, by the recognised Trade Union, the absence of Trade Union appointed Safety Representatives will not hinder the Trust in the application of this policy. In such circumstances the Trust will encourage volunteer Safety Representatives to come forward and play a full part in workplace health and safety.

4. Risk Assessments

The Risk Assessments section of this Manual describes activities and general hazards to be subject to detailed Risk Assessments and provides for employees affected to be consulted. It is open to an appropriate Safety Representative to be directly involved in Risk Assessments, applying the principles of prevention and the other activities outlined in the Arrangement.

PART THIRTEEN

OUTREACH/WORK BASES GUIDANCE

1. Policy

All workplaces, including outreach offices and other workplaces occupied by Trust employees must adhere to the General Policy Statement and supporting Arrangements adopted by the Trust.

2. Scope

Due to the nature of some of the services delivered by a variety of Trust employees, staff can often be working out of different locations and therefore must ensure that they make themselves aware of any health and safety arrangements for the safety of themselves and their customers.

All venues where staff regularly work from should be risk assessed [RA] by the member of staff and a copy of the signed RA should be sent to Shared Services. This should be completed before the service commences.

If employees are based at a centre for the majority of their working week they should also:

- find out who's responsible for Health and Safety within the premises;
- ask for a copy of any Risk Assessments ; and
- establish what Health and Safety measures are in place.

The Risk Assessment will include things such as:

- Evacuation Procedures;
- Fire Drills;
- First Aid Box Locations;
- First Aid person (s); and
- Health and Safety named person.

If Trust employees are contributing to an event then it is down to the host organiser to make sure the venue is suitable and safe. Nevertheless staff should ask the question and find out what measures are in place.

PART FOURTEEN

HOME WORKING

1. Policy

Trust policy is that office-based work is preferred.

There are a number of reasons for this including:

- the need to maintain effective supervision and support;
- more effective communication;
- handling immediate issues e.g. telephone call, emails, post and issues raised by colleagues; and
- health and safety.

In addition it is recognised that it is impractical to work from home for some jobs e.g. reception work and where the absence of an individual can impose additional burdens on colleagues.

The Trust does however acknowledge that employees may, on the odd occasion, wish to work from home. This may be for a number of reasons:

- to spend concentrated quiet time preparing a report or presentation; or
- to overcome expected travel problems on a particular day.

Other circumstances may be when home working is suggested by a Medical Advisor for example as a part of a return to work strategy following illness.

Employees may also wish to exercise their statutory right under the Employment Act 2002 which gives employees with more than 26 weeks' service, who have a child under the age of five (or a disabled child under the age of 18), have a statutory right to request a variation to their terms and conditions of employment in respect of (among other things) working from home. Such applications must be considered seriously by the Trust and it is essential that the statutory procedure is followed.

All applications for home working will be considered seriously by the Trust in accordance with Working at Home Policy & Procedures.

2. Operational Considerations

The Trust's business processes have been designed around office-based teams with a professional supervision and support infrastructure.

In considering requests to work from home it is incumbent on Managers and members of the Management Team to act in the Trust's interests and take fully into account the impact an employee's absence may have on the efficiency and effectiveness of the team.

In the event that an employee will be working at home it is necessary to determine whose responsibility it will be to inform others about the working arrangements on the day(s) for example: Shared Services, colleagues, internal and external customers.

3. Health and Safety

The Trust recognises that the following law applies to employees at work whether they are in the workplace or the employee's home:

- Health and Safety at Work Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Electricity at Work Regulations 1989;
- Gas Safety (Installation and Use) Regulations 1998;
- Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002;
- Provision and Use of Work Equipment Regulations 1992;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995;
- Health and Safety (First Aid) Regulations 1981;
- Employer's Liability (Compulsory Insurance) Regulations 1998
- Working Time Regulations 1998 (as amended in 1999); and
- Manual Handling Operations Regulations 1992.

Employers' responsibility for their employees' welfare, health and safety extends to employees working from home. The Trust considers that it cannot realistically be responsible for the safety of employees who work from home. It is just not reasonably practicable for the Trust to commit the level of resources necessary to ensure the health and safety of employees working in their own home.

As the control that can be exercised over a member of staff working from home is limited, the main responsibility will be with the home-worker under Section 3 (2) of the Health and Safety at Work Act 1974. This places obligations on home-workers themselves to ensure that they and other persons, who may be affected, including other members of the household as well as the public, are not endangered by work activities undertaken at their home using the Trust's equipment.

The Trust believes that employees who work from home should accept responsibility for their own safety.

Managers will not authorise employees to work from home unless they:

- acknowledge formally that they are responsible for their own health and safety when working from home; and
- have conducted a health and safety risk assessment and submitted a satisfactorily completed pro-forma (intranet)

4. Procedure

4.1. Requests under the Employment Act 2002

Employees exercising their right under the Employment Act 2002 should follow the statutory procedure

www.direct.gov.uk/en/Employment/Employees/Flexibleworking/DG_10029491.

They should submit their case to their immediate Line Manager and enclose:

- formal acknowledgement that they are responsible for their own health and safety when working from home and that they have sought advice in respect of home working in connection with their house and content insurance; mortgage or tenancy agreement and council tax; and
- have conducted a health and safety risk assessment and a Homework Self-Assessment Checklist.

Note that such requests are for a permanent variation to the contract of employment to provide for a change in the workplace.

If such a request is approved the Trust will implement a 'trial period' to assess whether home-working arrangements are suitable for both parties and will reserve the right to end the arrangement if it is not proving satisfactory.

4.2. All other requests

In all other cases the employees will submit their request in writing to their Line Manager enclosing:

- formal acknowledgement that they are responsible for their own health and safety when working from home; and
- have conducted a health and safety risk assessment and submitted a Homework Self-Assessment Checklist.

4.3. In all Cases

Line Managers on receiving a request will give consideration to the operational and health and safety implications of the request and immediately inform their senior manager who will in turn involve the Head of Finance and Corporate Services and the Health and Safety Officer.

Requests for more than two days ad-hoc home-working will be considered corporately and involve the Chief Executive.

Important considerations where there is a permanent or long term variation to the contract of employment or long-term arrangement in place may be the following:

Permissions

The Trust will make clear that they will not accept any responsibility for an employee who suffers any detriment, loss or legal action as a result of not

obtaining the necessary permissions from their insurer, mortgage lender, landlord or local authority.

Place of work

It is important to establish whether the home-worker's principal place of work should be their home, or the Trust premises.

It should be expressly made clear that the home-worker is required to attend the Trust premises from time-to-time and the extent to which they may choose to use the Trust premises as an administrative base.

The employer must also ensure that the workplace is maintained and inspected regularly from a health and safety perspective.

Hours of work

The Trust must ensure that the home-worker is aware of their hours of work, and whether they must be available at set times during the day.

The employer must also ensure that the home-worker takes the appropriate breaks. This may be achieved by implementing a 'core-hours working pattern' to the home-worker's day, incorporating a provision for rest periods.

Annual leave/sick leave

An adequate system of record keeping for reporting sickness absence must be in place to ensure that home-workers take their full statutory entitlement to statutory leave.

Likewise, the employer must ensure that an adequate system for reporting sickness is in place to deter abuse of the system, and to enable the employer to monitor the home-worker's wellbeing.

Equipment

The Trust must consider which equipment is required for the home-worker to carry out their duties, and must be responsible for servicing and maintaining this equipment.

The Trust will specify that the equipment should be used solely for Trust purposes, and ensure that appropriate insurance policies are in place.

The Trust will also reserve the right to enter the employee's home for the purposes of maintaining and servicing equipment.

Insurance

The Trust will ensure that all equipment supplied to a home-worker is covered by the employer's insurance policy, or ensure that adequate steps

are taken to ensure that the employer's equipment is covered by a valid insurance policy.

Expenses

The Trust will specify which expenses the employee may claim, such as travel expenses and utilities.

Discipline/confidentiality and data protection

The home-worker should be contracted to adhere to the same standards of behaviour that are expected at the Trust premises, including adhering to the Trust's Disciplinary Rules and Procedure, Data Protection and e-mail policy.

Related Documents (on the intranet):

- Working at Home Policy & Procedures
- Homework Self-Assessment Checklist

PART FIFTEEN

HANDLING AND STORAGE OF MATERIALS

1. Preamble and Risk Assessment

The Trust maintains comprehensive records and files relative to its operations and handles, stores and distributes a significant volume of publicity and related material. Risk assessment reveals that there are risks involved in the activities and tasks involved. The hazards and risks identified include:

- items falling from a height;
- unsecured racking toppling over;
- overloaded racking collapsing;
- manual handling;
- stored items protruding into work areas or walkways;
- working from a height; and
- stored items posing a fire hazard.

2. Policy

The Trust's policy is to secure the safety and health of employees and others by ensuring the safe storage and handling of materials through:

- addressing the hazards at source; keeping under review its policies with regard to what, how and for how long materials are stored and handled;
- the provision and securing of suitable racking etc.;
- well organised storage facilities;
- suitable working platforms and steps;
- adopting a suitable arrangement for Manual Handling;
- the provision of suitable information and instruction to employees; including
 - the provision of suitable information/warning signs and notices; and
 - the adoption of safe systems as prescribed in this Arrangement.

3. Legislative and Regulatory Background

In determining the detail of this arrangement the Trust has taken into account the following:

- The Management of Health and Safety at Work Regulations 1999, Regulations 3, 4, 5, 10, 13, and 14;
- Construction (Health, Safety and Welfare) Regulations 1996, Regulation 6 and Schedule 5;
- The Manual Handling Operations Regulations 1992;
- Workplace (Health, Safety and Welfare) Regulations 1992, Regulations 13 and 17;
- The Health and Safety at Work Act 1974; and
- Health and Safety (Safety Signs and Signals) Regulations 1996.

4. Implementation

Members of the Management Team and Managers are responsible for the implementation of this Arrangement assisted as necessary by the Health and Safety Officer.

5. Organisation of Storage Facilities

The Trust will ensure that storage facilities are;

- suitably sited to avoid fire hazard i.e. at a suitable distance from sources of heat or ignition;
- suitably sited so as not to interfere with the free movement in gangways/means of escape or to create a hazardous blind spot.

6. Working Platforms and Steps.

The Trust will ensure that suitably designed and robust equipment is provided, maintained and stored so to be convenient for use. Steps are not suitable if their use involves having to stand on the top, or one of the higher, steps. It is important to ensure that unserviceable or damaged equipment is taken out of use.

The Trust will ensure that:

- the equipment is sufficiently robust for the purpose;
- it is of the correct design and size and can be used safely without the need for over-reaching; and
- it conforms to the relevant British Standard.

7. Safe Systems.

The Trust will ensure that employees who may have to carry out manual handling are competent and this will involve formal manual handling training; see Section 3, Part 10, of this Manual.

The following safety measures must be observed:

- if the work involves handling, other than the lightest cartons or packages, at above shoulder height a working platform or steps should be used;
- platforms and steps should be placed safely on a level surface to prevent unbalancing;
- store the heaviest items on the lower (not the lowest) shelves, thus minimising manual handling operations; and
- do not store items that protrude into a corridor or gangway.

8. Vehicles.

The Trust has adopted an Arrangement intended to ensure the Health and Safety of employees who use motor vehicles in the course of their employment with the Trust.

The Arrangement for Vehicle Safety, at Section 3, Part 6 of this Manual, takes into account the measures necessary to support this Arrangement providing for:

- the safe handling of materials into and out of vehicles; and
- and the safe storage of materials in vehicles.

PART SIXTEEN

CONFERENCES AND SIMILAR EVENTS

1. Introduction

The Management of Health and Safety at Work Regulations 1999 require the Trust to:

- carry out Risk Assessments and put in place such measures as may be necessary to manage risks; and
- establish written procedures, including evacuation procedures and procedures to call the emergency services, to deal with foreseeable situations that could present serious and imminent danger.

2. Policy

The Trust will, so far as is reasonably practicable, safeguard the health and safety of Trustees, employees, guests, delegates and others who may be affected by their activities whilst attending conferences and similar events, including 'Away-Days', organised by the Trust.

The Trust requires all Managers leading off-site activity to carry out suitable and sufficient risk assessments (including ensuring that necessary emergency procedures are in place) to ensure, so far as is practicable, the health and safety of themselves, those they are working with and those that may be affected by Trust activities.

To this end the Trust will ensure that relevant personnel are provided with:

- sufficient in-house training, and where necessary support, to ensure that they are competent to discharge their responsibilities under this arrangement;
- manual handling training; and where necessary
- sufficient competent health and safety support.

3. Scope

This arrangement applies to off-site working generally effectively any venue where employees are expected to be in the course of employment.

The Trust regard the whole of the period and activities of employees attending such events as 'in the course of employment' in the context of Health and Safety at Work.

4. Alcohol

Alcohol intake can give rise to health and safety and other concerns.

5. Implementation

In selecting venues for conferences and other events the Trust will only consider venues where they are satisfied with the adequacy of the Health and Safety Arrangements in place at the venue.

Implementation is the responsibility of the most senior manager involved; with the advice, if required, of the Health and Safety Officer.

The responsible senior manager shall exercise adequate supervision – within the meaning of the Health and Safety at Work Act and supporting Regulation, Approved Codes of Practice and Guidance – over the full period of the event and encompassing all activities carried out.

The responsible senior manager will request copies of relevant risk assessments and emergency procedures for the premises.

The following should normally be obtained:

- fire emergency evacuation procedures;
- gas leak procedure;
- risk assessment for the room(s) in question;
- any other emergency arrangements in force; and
- details of first aid/appointed person provision.

It is also advisable to ensure that contact details of those to be contacted in an emergency in the event of an incident involving a participant can be accessed for those attending.

If necessary a first aid kit will be provided.

Attendance on site should be in sufficient time to allow for the following prior to commencement of the activity.

Check of the fire emergency evacuation procedures:

Check of other emergency procedures.

Carry out an electrical safety check:

- cables or wires are not arranged or left where they may cause a tripping hazard.
- cables, leads and wires are undamaged free from cuts, abrasions, fraying and non-standard joints e.g. taped joints;
- plugs are in serviceable condition and that the outer cover of the cable is securely gripped;
- outer covering of equipment is undamaged with no obvious loose parts or screws;
- there are no marks (burn marks or stains) indicating possible overheating on sockets, plugs, leads, cables or equipment; and
- equipment, cables etc. are not situated where there is risk of water or other liquid coming into contact with electricity.

Carry out a dynamic risk assessment including:

- room dimensions acceptable;
- access and egress areas including stairs;
- slipping and tripping hazards;

- falling objects;
- temperature and ventilation;
- furniture and equipment in satisfactory condition and free from defects which could cause cuts and abrasions etc.; and
- welfare arrangements satisfactory (cleanliness, sanitary and washroom facilities, access to drinking water and drinking vessels).

Check of the First Aid provision:

- First Aid kit; and
- First aider/appointed person.

At the start of session all present should be informed of housekeeping.

PART SEVENTEEN

CONTRACTORS AND SUB-CONTRACTORS

1. Policy

It is the Policy of the Trust to ensure that employees and others are not put at risk by the actions of contractors, sub-contractors or other persons or bodies hired to provide goods or services, and that the Trust discharges its statutory duty with regard to the health and safety of contractors and sub-contractors and other persons or bodies hired to provide goods or services.

2. Scope

This Arrangement applies to all employed and self-employed persons who are contracted to carry out work or provide services in Trust workplaces or elsewhere on behalf of the Trust. This includes cleaners, tradesmen/women, service engineers, painters, decorators, sports coaches, trainers etc.

3. Legislative and Regulatory Background

In implementing this Policy the Trust will have due regard to:

- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- The Fire Safety (Scotland) Regulations 2006;
- The Regulatory Reform (Fire Safety) Order 2005;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (Applies to contractors who are self-employed persons only); and
- Control of Substances Hazardous to Health Regulations 2002 (COSHH), the related Approved Code of Practice and Guidance.

4. Implementation

All employees who hire contractors and/or sub-contractors are responsible for ensuring the implementation of this Arrangement.

Members of the Management Team who delegate responsibility for hiring contractors and/or sub-contractors will ensure that this Arrangement is brought to the attention of the employee concerned.

5. Health, Safety and Welfare of Trust Employees

On employing a contractor the hirer, with the assistance and advice of the Health and Safety Officer if necessary, shall be satisfied of the contractor's:

- competence in delivering the work or service by securing proof of membership of trade bodies, professional organisations, taking up references etc.; and
- competence in terms of the management of Health and Safety.

This is of course in addition to making the appropriate checks with regard to insurances etc. relevant to the business or activity being carried out.

The Health and Safety Officer will review the contractor's risk assessment relating to the specific work to be carried out and initiate such control measures as may be necessary to ensure the Health and Safety of Trust employees and others using the premises.

Whenever appropriate the risks identified and the necessary control measures will be communicated to employees and visitors.

6. Health, Safety and Welfare of Contractor's Personnel

Prior to work commencing the Health and Safety Officer will provide the contractor with a pack containing the following information and instructions:

6.1. Fire Plan extracts.

- Action on discovering a Fire;
- Fire Alarm warning system;
- Evacuation Procedure;
- Escape Routes/ Means of escape;
- Assembly Point; and
- Fire Fighting Equipment.

6.2. Where to access:

- Sanitary Facilities;
- Washing Facilities;
- Drinking Water;
- First Aid Box. (the Trust has no obligation to treat contractors but is required to make the First Aid Box available).

6.3. Specific Workplace Hazards (if any)

6.4. In addition the Health and Safety Officer will ensure that other employers on Trust premises provide their workers with comprehensible information on:

- any special occupational qualifications or skills required to be held by the employee if the work is to be performed safely; and
- the specific features of the jobs to be carried out insofar as they are likely to affect their health and safety e.g. working from heights.

7. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Arrangement at Section 3, Part 5, of this manual applies in full to contractors who are self-employed persons.

8. Record Keeping

Managers will maintain complete and accurate records in connection with all checks and actions taken in connection with this Arrangement.

PART EIGHTEEN

ELECTRICAL SAFETY

1. Hazards

The Trust recognises that the hazards associated with electricity are:

- electric shock arising from contact with 'live' wires and equipment;
- electrical burns;
- fire started by faulty installation or lack of maintenance; and
- explosion caused by electrical apparatus igniting gas, flammable vapours or dust.

2. Policy

It is the Trust's policy, so far as is reasonably practicable, to protect employees, and others who may be affected by Trust activities, from dangers associated with electricity by ensuring:

- electrical systems are suitable for the task and properly designed, constructed and installed by competent persons;
- electrical equipment is appropriate for the task, meets the required standards, and is purchased or leased from a reputable supplier;
- isolator and fuse boxes are secure from unauthorised access;
- electrical systems and equipment are properly maintained by competent persons that they may be safe and effective in use;
- employees are given appropriate instruction and information; and that
- there is full compliance with the Electricity at Work Regulations 1989, the Electrical Equipment (Safety) Regulations 1994 and related guidance.

3. Implementation - Fixed Electrical Installations and Systems

It is the responsibility of Managers with responsibility for premises to:

- ensure that fixed electrical installations are periodically (minimum recommended standard 5 years) checked and tested by a competent person;
- ensure that isolator and fuse boxes are secure from unauthorised access;
- ensure that mains switches are readily accessible and clearly identified.
- ensure that there sufficient and suitable electrical sockets without overloading.
- obtain appropriate written assurance from landlords, or their agents, as often as may be necessary, that there is compliance with the Regulations including the above; and
- to acquaint themselves as necessary with the Electricity at Work Regulations 1989, the Electrical Equipment (Safety) Regulations 1994 and related guidance.

4. Implementation - Portable Electrical Appliances

It is the responsibility of Managers with responsibility for premises to ensure that portable electrical appliances are tested in accordance with HSE guidance (IND(G) 160L 'Maintaining Portable Electrical Equipment in Offices and other low-risk environments) and that they are maintained in accordance with the manufacturers' instructions.

5. Implementation - Use of Equipment

It is the responsibility of Managers with responsibility for premises, to ensure that the following Electrical Safety Rules are observed:

- electrical sockets and extension leads are not overloaded;
- cables, leads and wires are undamaged free from cuts, abrasions, fraying and non-standard joints e.g. taped joints;
- plugs are correctly wired, undamaged, fused relevant to the loading of the equipment and that the outer cover of the cable is securely gripped;
- outer covering of equipment is undamaged with no obvious loose parts or screws;
- there are no marks (burn marks or stains) indicating possible overheating on sockets, plugs, leads, cables or equipment;
- equipment, cables etc. are not situated where there is risk of water or other liquid coming into contact with electricity;
- unserviceable equipment is taken out of use until repaired;
- equipment is switched off when not in use except when the manufacturer specifies otherwise; and
- private equipment is not brought into the office for use without conforming to the standards in this arrangement.

6. Implementation - Maintenance and Records

It is the responsibility of Managers with responsibility for premises to ensure that:

- anyone carrying out electrical work is competent to do so e.g. membership of National Inspection Council for Electrical Installation Contracting (NICEIC); and that
- adequate records of maintenance, inspection and testing are maintained.

7. Information and Instruction

It is the responsibility of Managers with responsibility for premises to ensure that employees on induction are:

- instructed that it is their legal duty to co-operate with the arrangements for health and safety;
- informed of the hazards associated with electricity; and
- informed of the Electrical Safety Rules, which are incorporated into the Office Safety Rules at Section 3 Part 8 of this manual.

PART NINETEEN

SMOKING

1. Policy

The Trust acknowledge that tobacco smoke, from smoking or passive smoking, is a serious health hazard and that there is a real risk that it can cause fatal disease.

The Trust also acknowledges that smoking is a fire hazard that should be avoided.

The Trust accordingly acknowledges that to allow employees to smoke at work, or others to smoke in the workplace, would be a breach of its duty:

- under United Kingdom anti-smoking laws; and
- under the Health and Safety at Work Act 1974 to safeguard the health of employees and others who would be affected.

It is therefore the Policy of the Trust not to permit:

- employees to smoke whilst at work;
- smoking in any Trust workplace;
- employees to work in an environment where tobacco smoke is present; and
- smoking at any Trust conference or event.

The policy extends to all locations where Trust employees work including offices, vehicles used in the course of employment, home working locations and conference, etc. venues, other activity venues and at all times during working hours.

2. Implementation

CEO and Members of the Management Team involved will ensure that this policy is made known, as appropriate.

Managers will ensure that all employees are instructed with regard to this arrangement during induction and reminded of their duty in law to co-operate with measures adopted in the interest of their Health and Safety and that it is against the law to smoke in workplaces including vehicles used for work.

Managers will enforce this Arrangement as with any other Arrangement adopted in the interests of Health and Safety.

3. Assistance to stop smoking

The NHS offers a range of free services to help smokers give up, including information, advice and a free 'Quit Kit'. Visit www.smokefree.nhs.uk or call the NHS Smoking Helpline on 0800 022 4332 for further details.

PART TWENTY

ALCOHOL, DRUGS AND SOLVENTS

1. Scope

This policy embraces all who work for the Trust, contractors, subcontractors and visitors.

This policy does not apply to prescription drugs, or those used for medicinal purposes, when taken in accordance with the manufacturer's or medical practitioner's advice.

2. Policy

The Trust recognises that employees and visitors under the influence of Alcohol, Drugs or Solvents pose a particular danger to themselves and others. As an employer it is the Trust's duty to promote and maintain a safe working environment.

The Trust, therefore, has adopted the policy that to permit people into the workplace who are under the influence of alcohol, drugs or solvents is to put at risk, not only the individual concerned, but others as well.

In addition all employees are engaged on the basis that they will provide the Trust with their best endeavours at all times. Judgement and the ability to make decisions are an essential element of jobs at all levels and to impair that ability is a matter of concern to the Trust.

3. Implementation

Anyone consuming alcohol, taking drugs or using solvents whilst at work, or being under the influence of alcohol, drugs or solvents, will be subject to the Disciplinary Procedure.

Visitors, contractors etc. adjudged to be a danger to themselves or others will be invited to leave the premises and informed of the reason.

If the Trust reasonably believes that anyone, subject to the Disciplinary Procedure as a result of this Policy, has a drinking or drugs problem then the outcome may be a requirement to seek professional help, e.g. General Practitioner, Alcoholics Anonymous, National Drugs Helpline. The Health and Safety Officer will assist Managers in implementing this policy.

Employees taking drugs for medical reasons should inform their manager if the notified side effects in any way suggest that their ability to work safely is impaired.

It is the responsibility of all Managers to implement and enforce this policy.

PART TWENTY-ONE

STRESS AT WORK

1. Introduction

The Trust's primary aim is to ensure that employees are kept safe and healthy at work and are not subjected to excessive pressures or other types of demand, which might, if unchecked, cause an employee stress.

The secondary aim is to identify and support those employees who are suffering from stress and finding it difficult to cope at work, by offering reasonably practicable alternatives and support.

2. Definition of Stress

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

3. Health & Safety Executive's Stress Management Standards

The Health & Safety Executive's Stress Management Standards identify six key potential stressors at work that, if properly managed proactively, can help to reduce work-related stress. These are:

- ***Demands***

Includes issues such as workload, work patterns and the work environment.

- ***Control***

How much say the person has in the way they do their work.

- ***Support***

Includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

- ***Relationships***

Includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

- ***Role***

Whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

- ***Change***

How organisational change (large or small) is managed and communicated in the organisation.

4. Relevant legislation

The legislation that covers work-related stress is as follows:

- Health & Safety at Work Act 1974 which places a legal duty upon the Trust to protect employees for all work-related risks, including stress.
- Management of Health and Safety at Work Regulations 1999 which places a duty upon the Trust to assess the risk of stress related ill health arising from work activities and take measures to eliminate or control these risks.

5. Duties & Responsibilities

5.1 Members of the Management Team/Line Managers

Members of the Management Team/Line Managers have the following responsibilities:

- Bringing this policy to the attention of their staff at induction.
- Conduct and implement recommendations of risks assessments.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Ensure that bullying and harassment is not tolerated.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

5.2 Employees Responsibilities

Trust employees have the following duties and responsibilities:

- To take care of their own health and safety at work.
- To bring to the attention of their manager and the Trust any problems/concerns that they may be experiencing that could affect their ability to carry out their work safely and result in work-related stress.

5.3 Human Resources Responsibilities

Human Resources have the following responsibilities:

- Give guidance to managers on the Stress Policy
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Provide continuing support to managers and individuals in a changing environment.

Related Documents (on the intranet):

The Health and Safety Executive have created a Management Standards Indicator Tool/Questionnaire. It will enable the Trust to determine working conditions and monitor future improvements. If anyone wishes to use The Stress Indicator Questionnaire and Stress at Work Assessment Action Plan, please contact Shared Services for assistance.

PART TWENTY-TWO

HAZARDOUS SUBSTANCES INCLUDING ASBESTOS

1. The Control of Substances Hazardous to Health Regulations (COSHH) regulations require that all potentially hazardous substances are assessed and suitable and sufficient control measures put in place. All employees who initiate purchasing processes shall be responsible for identifying all substances, prior to purchase that require an assessment under the COSHH.

Any employee who initiates or places a purchase order for a substance that has been identified as requiring an assessment under the COSHH Regulations must, with the assistance of the Trust's Appointed Health and Safety Officer:

- Obtain an up-to-date copy of the supplier's/manufacturer's safety data sheet (MSDS);
- Carry out a suitable and sufficient COSHH Assessment to assess the risk arising from those substances identified in relation to their use and the exposure of employees or other persons to the substance.
- Where any substance identified as requiring an assessment under the COSHH Regulation is being supplied and used by a sub-contractor, the sub-contractor shall be required to supply the Trust with a suitable and sufficient COSHH assessment prior to employing the substance on site.
- Managers and the Trust's Health and Safety Support will be responsible for ensuring that all relevant employees are informed of the contents of COSHH assessments undertaken and any implication in respect of employee's health and welfare through the use of those substances.
- Any action(s) required to be implemented to remove or control any risks identified by the COSHH assessment for the safe use of a substance shall be the responsibility of the employee named on the COSHH Assessment by the Management Team/Manager or Appointed Health and Safety Support Staff.
- COSHH Assessments shall be reviewed at least annually or when it is apparent that the assessment is no longer valid, or where the substance is to be used in an area where additional safety precautions may be required (e.g. confined spaces) or the substance may come into contact with other substances creating additional hazards, whichever is the sooner.
- Any substances received on Trust premises shall be stored and used in accordance with the manufacturers/suppliers instructions. In the event of a spillage, appropriate action must be taken in accordance with instructions detailed in the COSHH Assessment.

2. Asbestos

The Trust will put into effect an Asbestos Management Plan should one be necessary and ensure that any contractor or workman hired by the Trust, or by any representative of the Trust, is given the necessary Asbestos Management Information.

In discharging this duty the Coalfields Regeneration Trust will have full regard to the "Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance (L143)".

PART TWENTY-THREE

EMPLOYMENT OF YOUNG PERSONS

1. Policy

The Trust will ensure, so far as is reasonably practicable, that young persons are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or the fact that young persons have not yet fully matured.

In addition to meeting its responsibilities under the Health and Safety at Work Act 1974. The Trust will vigorously discharge its responsibilities under the Health and Safety (Young Persons) Regulations 1997 and Management of Health and Safety at Work Regulations 1999.

2. Definition

From the Management of Health and Safety at Work Regulations 1999, a young person is anyone under eighteen years of age (young people); a child is anyone who is not over compulsory school age. He or she has not yet reached the official age at which they may leave school, also referred to as the Minimum School Leaving Age (MSLA).

3. Special considerations applying to children and young persons at work

Young workers are regarded as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience.

Children under 13 years old are generally prohibited from any form of employment, whilst children between 13 and the minimum school leaving age are prohibited from being employed in industrial undertakings, service industries, etc., except when on work experience schemes approved by the local education authority.

Where the Trust offers work experience placements to children the Health and Safety (Training for Employment) Regulations have the effect of designating those children as employees for the purposes of health and safety legislation. Departments are then required to provide them with at least the same health, safety and welfare protection which are given to the existing staff.

The Trust will not employ a young person for work which is beyond his/her physical or physiological capacity.

4. Implementation

In all cases it is necessary to secure the approval of the Chief Executive before bringing a young person into the workplace.

Managers together with support from the Shared Services Administrator must carry out necessary risk assessments as part of the induction and put into place whatever measures are necessary to comply with the legislation and guidance specified in any new guidance, regulation or legislation and must be specific to the young person and

take into account the inexperience of the young person, the nature of the work and the provision of training. In particular:

- the layout of the workplace or workstation;
- the range and use of work equipment and the way in which it is handled;
- the organisation of processes and activities;
- the extent of the health and safety training provided, or to be provided, to the young persons concerned; and
- insurance arrangements are in order.

PART TWENTY-FOUR

INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

1. Policy

The Trust will provide as much information, training and instruction as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and those who may be affected by our activities.

In so doing the Trust will have full regard to its responsibilities under Section 2 of the Health and Safety at Work Act 1974.

2. Implementation.

The Health and Safety Law Poster 'Health and Safety Law – What you should know' will be displayed on a notice board located in a prominent position in each workplace.

For those who do not work in the Coalfields Regeneration Trust premises (e.g. peripatetic and outreach workers) individual Health and Safety Law leaflets 'Health and Safety Law – What you should know' are free to download from the HSE website.

Senior managers and Line Managers are responsible for ensuring that employees and volunteers are adequately and effectively supervised.

Should a young or inexperienced person be employed, or taken on as a volunteer, the Health and Safety Officer will ensure that they are adequately and effectively supervised and that the risk assessment is reviewed and any additional safety measures are adopted as necessary.

This document, together with the Health and Safety Policy Statement, Risk Assessments and other Assessments carried out in accordance with this document will be brought to the attention of all new employees or volunteers by the Health and Safety Support. All new employees will be directed to read the Health and Safety Law Poster 'Health and Safety Law what you should know'.

Information, Instruction, Training and Supervision as specified within the Management of Health and Safety at Work Regulations 1999 will be applied.

Induction Training

Induction training will be provided to everyone who commences employment with the Trust or who changes their job or workplace within the Trust.

A checklist is available on the intranet.

Once completed it should be filed securely in the personnel file of the individual employee.

Related Documents:

- H&S Induction Checklist

PART TWENTY-FIVE

GAS SAFETY

1. Policy

It is the policy to protect employees, and others who may be affected by our activities, from dangers associated with gas such as fire; explosion and toxic fumes, by ensuring that:

- installations, equipment and systems are suitable for the task and properly designed, constructed and installed by competent persons;
- installations and systems are properly maintained by competent persons;
- appliances have adequate ventilation, air inlets are not obstructed and flues and chimneys are not obstructed;
- employees are given appropriate instruction and information; and
- there is full compliance with the Gas Safety (Installation and Use) Regulations 1998.

2. Implementation

Those managers responsible for premises must ensure that:

- anyone carrying out electrical work is competent to do so e.g. Gas Safe (previously CORGI - Council for Registered Gas Installers); and
- that adequate records of maintenance, inspection and testing are maintained, and in circumstances where the Trust is not directly responsible for gas supplies and appliance a written confirmation from the landlord, or his/her agent is required to state that appliances are maintained in accordance with the manufacturer's instructions and as required by the Gas Safety (Installation and Use) Regulations 1998.
- where there is an escape of gas or emission of carbon monoxide (CO) from a gas appliance, the person responsible for the premises must take reasonable steps to prevent further escape (i.e. by closing an emergency control if safe to do so), and must inform the gas supplier immediately if the gas or CO continues to escape after the supply has been cut off or the smell of gas persists. The **Gas Emergency Freephone Number is 0800 111 999**.

Managers responsible for premises shall not use or permit to be used a gas appliance that is suspected or known to be faulty or incorrectly installed and a danger to any person.