



**Meridian  
Trust**

# **HEALTH, SAFETY & ENVIRONMENTAL POLICY**

## **Document Control**

<b>Version Number:</b>	<b>07</b>
<b>Applicable to:</b>	<b>All Academies</b>
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<b>Review cycle:</b>	<b>Annual</b>
<b>Date of next review:</b>	<b>July 2026</b>

## Revision Record Sheet

To ensure that the Meridian Trust Health and Safety Policy remains current, and sufficiently meets our business needs we ensure that it is reviewed at least annually either by ourselves or external by our health and safety consultants, currently 'Logic Safety Solutions Ltd'. Evidence of these reviews and what (if any) changes have been made is held in this document.

This record MUST be completed by any person conducting a review of the health and safety policy and then accepted by a senior member of Meridian Trust.

Issue number	Issue date	Description of Change	Approved by
01	June 2018	First Issue LSS Policy v1	M Hair
02	May 2019	Finalised following revision by CMAT & NASUWT	M Hair
03	September 2020	Annual Review executive summary updated	M Hair
04	November 2021	Minor clarifications throughout	M Hair
05	March 2023	Adjustments to key arrangements and additional arrangements to policy.	L Hook
06	March 2024	No changes	L Hook
07	June 2025	Annual review- Added: Radon Permit 19 for minibuses Drone Use on site Air Quality & Ventilation Security & Site Access Control Climate Control & Extreme Weather	

### This Health and Safety Policy is in five parts:

1. Meridian Trust Health and Safety Policy Statement.
2. Meridian Trust Environmental Policy Statement.
3. Principal's Accountability Statement
4. Organisation and Responsibilities for Managing Health and Safety.
5. Arrangements for Managing Health and Safety.

**Some departments e.g., Design and Technology Dept, should reference CLEAPS for additional guidance.**

## Executive Summary

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The primary objective of educational establishments is to provide learning, guidance, and skills. These establishments can be both private and public, non-profit, or for-profit institutions. They include primary schools, secondary schools, community colleges, universities, and ministries of departments of education. Why is workplace safety so important to the Meridian Trust? There is more to this question than the simple act of reviewing our working environment.

Workplace safety is very important for every employee, student, and visitor within the Trust. Everyone deserves to work in a safe and protected atmosphere. Health, safety, and wellbeing are key factors for all types of industries and organisations, including educational institutions. It is a duty and moral responsibility of the Meridian Trust to be mindful of the safety of our employees, students, and visitors.

Workplace health and safety procedures are vital for the well-being of employees, students, and visitors because loss or injuries can have an immeasurable impact on them, their families and to the Trust.

The Trust takes its responsibilities in this area very seriously and as such we have developed this document to act as our policy statement demonstrating our collective commitment.

Other than delivering a world class learning environment, safety is one of our biggest priorities and it is the responsibility of all Meridian Trust employees; managers, senior leaders, and their teams across the Trust, to make sure that all employees, students, and visitors, are able to work and learn in a safe and comfortable environment. Senior leaders are directed to make every effort to ensure that they motivate and empower their employees, students, and visitors, to join and be active in the working practices outlined in this policy.

Shirley Jamieson  
Chair of Trustees

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## 1. Health and Safety Policy Statement of Intent

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It is our policy to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees, and others who may be affected by our activities as far as is reasonably practicable.

We are committed to the prevention of ill health and injury and to a programme of continual improvement in the reduction of injury and ill health.

We will provide such information, instruction, training, and supervision that may be needed for the purposes of complying with any requirements to eliminate or reduce the effect of the hazards created by our undertakings.

We are committed to complying with our statutory health and safety responsibilities and all other responsibilities as prescribed in this policy. We recognise that these legal requirements represent the minimum level of achievement, and we will strive to ensure that higher standards are reached.

We firmly believe that health and safety objectives are equally as important as other business objectives, and so, each year, we will set health and safety performance targets aimed at achieving the principal objectives of:

- ✓ Reducing accidents year on year
- ✓ Reducing the potential and actual impact on work-related ill health
- ✓ Increasing employee knowledge and understanding of workplace risks
- ✓ Improving employee involvement in the development of safe systems of work

Sufficient financial, other resources and training will be made available to achieve our health and safety objectives. Every process, procedure and working practice will be designed to achieve our objectives and our programme of continual improvement.

Health and safety are responsibilities of management, and they rank equally with all other indicators of success. However, we expect every employee to be fully committed to ensuring that we meet our core health and safety objectives.

To ensure that every employee understands their responsibility and is able to work safely we will provide the necessary training. Where required, we will seek expert external advice from competent person(s).

We recognise the importance of good communication and consultation and so all employees will be involved and consulted in the development of those systems required to meet our objectives.

Employees will be required, as a condition of employment, to observe safe working practices and provide full cooperation and support to management in carrying out this policy.

This policy and the health and safety management system will be reviewed annually and updated as necessary; any revisions will be communicated to those affected by the changes.

Whilst I have responsibility for carrying out this policy, I expect every manager, supervisor, and employee to ensure that this policy is implemented within their departments as applicable, and as such, Principals are to develop, approve and publish HSE procedures appropriate to their individual school which in compliant with this document.

I will ensure that there are arrangements in place to strategic planning, regular review and development of the health and safety management system.

Mark Woods – Chief Executive Officer

Signature:



Date: June 2025

# Meridian Trust

## 2. Environmental Policy Statement of Intent

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We have an obligation to our employees, students, and visitors to protect the environment and human health and wellbeing. We believe that sound environmental management is crucial to our success. It is also an integral part of our values and helps to define Meridian Trust, as a responsible organisation.

In maintaining this commitment, we will adhere to the following goals and guidelines, in that we will:

- ✓ Meet or exceed the requirements of relevant laws, regulations and codes of practice regarding responsible stewardship.
- ✓ Have integrated pest management strategies will continue to be the cornerstone of our pest management practices throughout all our operations.
- ✓ Conserve raw materials and non-renewable natural resources by eliminating or reducing waste, by reusing materials and by recycling.
- ✓ Protect the biodiversity of sensitive areas within and near our operations.
- ✓ Continually improve environmental management systems by monitoring environmental performance and by integrating environmental considerations into our business decisions and planning activities
- ✓ Cooperate with responsible outside organisations and suppliers to improve our collective ability to protect the environment.

Every effort is made so that everyone at Meridian Trust understands and supports this policy and recognises that it is an integral part of our ongoing efforts.

Employees will be required, as a condition of employment, to observe environmental practices and provide full cooperation and support to management in carrying out this policy.

This policy and the environmental management system will be reviewed annually and updated as necessary; any revisions will be communicated to those affected by the changes.

Whilst I have responsibility for carrying out this policy, I expect every manager, supervisor, and employee to ensure that this policy is implemented within their departments as applicable.

We will ensure that there are arrangements in place to strategic planning, regular review, and development of the environmental management system.

Mark Woods – Chief Executive Officer

Signature:



Date: June 2025

# Meridian Trust

## 3. Academy Principal's Accountability Statement

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The senior leaders are fully committed to the effective health, safety, welfare and environmental management at Meridian Trust.

It is their collective aim to achieve and maintain high standards of compliance with regards to all activities, thus ensuring a safe, healthy working environment at all times.

They will:

- ✓ Ensure appropriate advice and resources are available to determine the risks associated with work activities.
- ✓ Put in place suitable arrangements to ensure that the requirements of all Acts, Regulations and Approved Codes of Practice (ACoP's) are implemented.
- ✓ Identify and minimise the risk of injury or harm to persons, property and the environment through the provision of information, instruction and training.
- ✓ Ensure all employees are aware of their legal obligations with regards to Health, Safety and the Environmental
- ✓ Continuously improve standards of health, safety and environmental management systems
- ✓ Ensure that this policy is brought to the attention of all employees within our workforce.
- ✓ Ensure that the health, safety and environmental management system remains an integral part of the business and that it is reviewed regularly.

Our obligation to our students and employees is to protect the environment and human health. We believe that sound health, safety and environmental management is crucial to our business success. It is an integral part of our mission and values and helps to define Meridian Trust as a responsible company.

Principal \_\_\_\_\_

Signature:

Date:

## 4. Organisation, Duties and Responsibilities

### Scope

This policy applies to the whole organisation at all sites and covers all business activities, including those undertaken by contractors. Where joint responsibility has been identified within the table, it is each person's responsibility to ensure that they are effectively managing this topic / issue within their area / workplace of control, this also includes where contractors are permanently based on site.

### Responsibilities

Area	Responsibility	Name or Position of the Responsible Person(s)
Day-to-day responsibility	Has day to day responsibility for ensuring that this policy is implemented, monitored, and reviewed as necessary.	Principals Executive Principals Area / Hub Managers Site Manager Heads of Department Head of Health & Safety
Risk assessments. Person(s) responsible for ensuring that the risk assessments are completed, and the controls implemented including all training and documentation	General task-based risk assessments	Assistant Principals Area Managers Site Managers Heads of Department
	Fire risk assessments	Director of Estates and Facilities Head of Health & Safety Executive Principals Area Managers
	Hazardous substances risk assessments	Executive Principals Area Managers Heads of Department
	Manual handling risk assessments	Executive Principals Area Managers Site Managers Heads of Department
	Display screen equipment assessments (computer workstations)	Head of Health & Safety Dept. Managers Site Managers Director of People & Culture

	Work / Teaching Equipment	Director of Estates and Facilities Area Managers Site Managers Heads of Department
	Work at Height	Director of Estates and Facilities Area Managers Head of Health & Safety

Area	Responsibility	Name or Position of the Responsible Person(s)
		Site Managers
Training	Responsible for ensuring that all employees are provided with induction training and any other training commensurate with the tasks they carry out, and maintaining records	Head of Health & Safety Executive Principals Area Managers Director of People & Culture
Incident (accidents and near misses) reporting, recording and investigation	Responsible for ensuring that all accidents are reported, recorded and investigated and reports sent to the HSE as and when required.	Assistant Principals Area Managers Heads of Department Designated First Aider/First Aid Coordinator Head of Health & Safety
Building and working environment	Responsible for ensuring that the buildings and working environment are maintained, tested and inspected as required. Includes fire safety, asbestos and legionella surveys, heating and ventilation, PAT testing, fixed wiring etc.	Director of Estates and Facilities Head of Health & Safety Executive Principals Area Managers Site Managers

## Employees' Duties

Employees have a duty to take reasonable care for the safety of themselves and other persons who may foreseeably be affected by their acts or omissions at work.

Employees must co-operate with the management team to enable Meridian Trust to perform and comply with any statutory duties.

Employees must not intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health and safety. Failure to comply with this policy may lead to disciplinary action up to and including dismissal.

Employees must only use machinery, equipment, substances, etc. as reasonably directed or trained.

Employees must report any work situation or deficiencies in control measures, which could lead to serious and imminent danger to health and safety, to a member of the management team.

Each employee is personally responsible for making their manager aware of any injury, illness or disability which could affect their own safety or well-being or the safety or well-being of others.

## Workforce Involvement and Consultation with Employees

Meridian Trust employees will be involved in the development of risk controls and consulted before any significant changes are introduced which could affect their health or safety.

Health and safety will be included in all formal team meetings/briefings as a standing agenda item.

If any employee wishes to discuss a health and safety matter, they may bring it to the attention of the Responsible Person or their immediate line manager.

Where any employee is not fluent in English, arrangements will be made for translation (either verbal or written) to their native tongue. Any such translations will be externally verified as accurate.

We will recognise any elected Safety Representative in line with the requirements of the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and INDG232 Consulting employees on health and safety: A brief guide to the law (Latest Rev) and support the functions of the safety representative to support their specific duties.

## Access to Competent Advice

Meridian Trust have contracted Logic Safety Solutions Ltd to provide health and safety advice and they will (subject to the detailed agreement) advise on:

- All matters of health and safety
- Training and competency needs.
- The carrying out of risk assessments
- Inspections and audits and advising on improvements where necessary.
- Changes to legislation as applicable.

Logic Safety Solutions Ltd subscribe to recognised sources of health and safety information (Barbour Index, SHP, HSE, BSC, RSS feeds etc.) to ensure that regular updates are available on legislation, standards and guidance and these are either passed on or made available to all managers/employees.

All employees have access to the Health, Safety and Environmental Policy and will be provided with information and risk controls arising from the risk assessments.

## Health Surveillance

### Policy

We recognise the importance of health surveillance in the early identification of ill health and the identification of any corrective action. Where health surveillance is required by law (for example noise vibration, solvents, fumes, dusts, biological agents, lead and asbestos) we will ensure that the risk assessment procedure for the particular hazard identifies any requirements for health surveillance and

that they are included in the relevant safe system of work. We will use the HSE's health surveillance cycle to enable us to manage health surveillance. The Responsible Person will be provided with the competent advice where necessary.

### Arrangements

The Responsible Person will:

- Ensure that all risk assessment procedures include a method for identify whether health surveillance is required.
- Where a need is identified arrange for appropriate surveillance to be carried out seeking advice from a competent person if required
- Ensure that records of health surveillance are maintained.
- Manage the outcome of all health surveillance and act on the results.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

### Monitoring auditing and review

#### Policy

We will carry out regular monitoring, auditing and review of the health and safety management system to ensure ongoing statutory compliance and continual improvement.

In particular:

- We will carry out regular audits to measure how effectively we are implementing this policy and how effectively we are controlling our risks.
- Heads of department will carry out regular inspections and record the findings.
- All incidents will be investigated to identify any system failures.

### Arrangements

The Responsible Person will:

- Review the Health, Safety and Environmental Policy annually as a minimum.
- Review risk assessments regularly and at least annually
- Monitor accident data for trends and indicators.
- Ensure that regular inspections are carried out of the workplace and activities.
- Seek feedback from employees and safety representatives (where appointed)
- Prepare an annual report on health and safety performance and share this with the recognised unions.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## 5. The Arrangements for Managing Health and Safety

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### Abrasive Wheels

#### Policy

We recognise that several risks are associated with the use of abrasive wheels. All abrasive wheel operators will be suitably trained and competent. All wheels will be marked to conform to Annex "A" of BS EN 12413 Understanding the Marking System for Abrasive Wheels (Latest Rev), Safety requirements for bonded abrasive products. All wheels must be guarded, secured in position and properly adjusted before the wheel is run.

#### Arrangements

The Responsible Person will ensure that:

- All users have received training in accordance with HSG17 Safety in the use of abrasive wheels (Latest Rev)
- Only trained and authorised people change and dress abrasive wheels.
- All abrasive wheels are included in the equipment register/inventory and subject to regular visual inspection and test.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

### Access Equipment

#### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using access equipment for working at height.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

#### Arrangements

The Responsible Person will ensure:

- Key personnel are responsible for the management and monitoring of the risk assessment process relating to the use of access equipment for working at height under the areas of their control.
- Persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- We provide suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Communicate any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Purchasing suitable access equipment and ensuring that it is erected and regularly inspected by competent persons.
- Adequate provision and documentation of any necessary training.
- We act promptly to address any issues concerns raised.
- Ensure that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic.

Safety Solutions Ltd

- Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Accident/Incident reporting, recording and investigation.

### Policy

An incident is defined as 'a work-related event(s) in which an injury or ill health or fatality occurred or could have occurred'.

Notes:

- An accident is an incident which has given rise to injury or ill health or fatality.
- An incident where no injury, ill health or fatality occurs may be referred to as a near miss or near hit.

All incidents involving employees, contractors, visitors and members of the public must be reported, recorded and investigated.

The report must be made as soon as possible after the incident, preferably on the same day, and an entry made in the Accident Book (if applicable) and/or Incident Report Form.

Some accidents must be reported to the Health and Safety Executive as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). See Logic Safety Solutions guide to Accidents for details. Where applicable, the Responsible Person will complete the relevant Form F2508 using the on-line reporting procedure at <https://www.hse.gov.uk/forms/> or by calling 0845 300 99 23.

Detailed information and definitions on the types of accidents that must be reported and the timescales for reporting can be found in the 'Meridian Trust First Aid Procedures v3 (002).

### Arrangements

The Responsible Person will ensure that there are adequate numbers of people to respond to an incident and to complete reports and investigations.

The responsible person (or their deputy) on being notified or becoming aware of an incident will:

- Report to the scene and ensure that first aid and other emergency actions have been carried out if applicable.
- Freeze the scene as much as possible to retain evidence.
- Make a note of any witnesses or people in the vicinity.
- Raise an Accident/Incident Report and capture as much information as possible of the injured person, equipment, conditions, PPE etc.
- Carry out an accident/incident investigation.
- Identify the cause(s) of the accident/incident and act to ensure that there will not be a reoccurrence as far as is reasonably practicable.
- Review the risk assessment if applicable.
- Communicate the findings to interested parties.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Aggression and Violence

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with aggression and violence.

For this reason, we will identify job roles that are at an increased risk and adequately manage them.

### Arrangements

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the issue of aggression and violence at work.
- Provide suitable arrangements and procedures to enable the responsible persons to effectively identify and manage areas where there are risks of aggression and violence.
- Ensure that we have the involvement of our employees in the development and communication of any policy.
- Ensure that all line managers are trained to recognise symptoms of work-related violence and aggression.
- Ensure that any suitable arrangements and procedures in place for the recognition of violence or aggression at work are communicated to all employees.
- Ensure that suitable resources are made available to implement the provision of counselling and occupational health support.
- Act promptly to address any issues/ concerns raised.
- Ensure that we have access to competent health and safety advice; this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Air Quality and Ventilation

### Policy

We are committed to maintaining good indoor air quality to support the health and wellbeing of pupils, staff, and visitors. This aligns with HSE and DfE guidance on ventilation and infection control.

### Arrangements

- The Site Manager is responsible for monitoring and maintaining all mechanical ventilation systems and ensuring they operate effectively.
- CO<sub>2</sub> monitors are used in teaching and shared spaces to assess ventilation adequacy.
- Classroom staff are expected to open windows/doors regularly where safe and appropriate to support airflow.
- Where poor air quality is identified, the Headteacher or SLT will arrange suitable mitigation such as use of air purification units or changes in room occupancy.
- Maintenance and servicing of ventilation systems are scheduled at least annually, with records retained in the school's compliance file.

## Alcohol and drugs

### Policy

The use of alcoholic beverages and/or non-prescription drugs that affect safety at work is absolutely prohibited at work by any employee.

No employee on or off duty is permitted to drive or operate any Company vehicle, equipment or machinery

after consuming any alcoholic beverages or prescribed drugs which impair driving or operating ability.

Any employee identified using alcohol or drugs that affect safety on property may be dismissed and any employee suspected of having consumed alcohol or drugs on duty may be subjected to a test and if found positive may be dismissed (subject to company disciplinary policy and procedures).

We will provide employees with information on sensible drinking and drug awareness. The aim is to encourage those with drug or alcohol-related problems to seek medical advice and counselling by an outside agency.

An employee should not permit any person who is, or appears to be, intoxicated or under the influence of drugs to enter or remain in the workplace or on the premises where machinery is used if that person's presence constitutes a threat to the safety of themselves or other persons in the workplace.

## Asbestos at Work

### Policy

We recognise that we have a duty under the Control of Asbestos Regulations to protect employees, contractors, and visitors from exposure to asbestos fibres.

Where employees or any person working on our behalf has reason to work on asbestos containing materials (ACMs) or suspect ACMs, whether on our own premises or at another employer's premises, then we will ensure that they have been properly trained on asbestos awareness as a minimum, and that they have access to the asbestos management plan before any work starts so as to avoid the likelihood of exposure or inadvertent exposure.

If any employee should find or discover asbestos in the workplace, they must take the following emergency actions:

- Stop work immediately.
- Keep everyone out of the area.
- Report the problem to the person in charge as soon as possible.
- Put up a warning sign 'possible asbestos contamination'.
- Arrange for the material to be analysed.
- Act on the results of the report

### Arrangements

The Responsible Person will:

- Ensure that all our non-domestic premises have asbestos risk assessments and asbestos management plans in place.
- Ensure that a copy of the asbestos assessment and asbestos management plan is kept at reception, or some other easily accessible place and all contractors sign as having read and understood it before carrying out any work on the premises that may lead to the disturbance of asbestos containing materials.
- Ensure that additional training is provided where the need is identified by risk assessments.
- Ensure that when working on another employer's site that a copy of the asbestos survey/plan is seen before work starts. (This must include a refurbishment/demolition survey if required)
- Ensure that all employees who may come into contact with asbestos containing materials receive asbestos awareness training from a competent person following the syllabus set out in the HSE guide EM2 Information, Instruction and Training (Asbestos Essentials)
- Ensure that any work on ACM is restricted to non-licensed work or notifiable non-licensed work.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Building Services

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with inadequately controlled building services (i.e., electricity, gas, water, lighting, heating, ventilation, air-conditioning and sewerage).

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for reducing the risks posed by the services to our employees and others (including contractors and visitors)
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required assessments.
- Ensuring that suitable resources are made available to implement any identified actions as a result of this process.
- Effectively communicating any significant findings from the result of the assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented to identify all of the major services in the workplace e.g., gas, electricity, water etc. conducting regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Climate Change and Extreme Weather Preparedness

### Policy

We acknowledge the increasing impact of climate change and are committed to preparing for extreme weather conditions, including heatwaves, flooding, and storms, to maintain the safety and wellbeing of the school community.

### Arrangements

- The Principle or SLT will monitor severe weather alerts from the Met Office and communicate timely guidance to staff and parents.
- The Site Manager is responsible for maintaining heating and cooling systems, checking drainage, and ensuring that paths and access routes are gritted or cleared as needed.
- Staff must follow seasonal risk assessments and adapt activities (e.g. limiting outdoor play in extreme heat/cold).
- Contingency plans are in place for temporary closure, remote learning, or relocation in the event of a climate-related disruption.
- The school's Emergency Plan is reviewed annually to incorporate extreme weather response and climate resilience strategies.

## Compressed Air/Pressure Systems

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using compressed air systems.

For this reason, we will identify these risks and adequately managing them.

### Arrangements

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the assessment process to identify risks posed by the use and maintenance of compressed air and/or pressure systems under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensure that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular statutory inspections and tests on any pressure systems present (i.e., air receivers), to identify their suitability for continued safe use. Ensuring that any documentation is recorded accordingly.
- Ensure the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensure that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Confined Spaces

### Policy

For the purpose of clarification, a confined space is defined as any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. We will avoid working in confined spaces as far as is reasonably practicable.

All work in confined spaces will be subject to a detailed risk assessment and method statement and may also require a Permit to Work before entry. All operatives required to enter confined spaces will receive suitable instruction/training before entering. Each confined space activity will be under the supervision of a competent person.

All confined space work will be carried out in accordance with Confined Spaces Regulations 1997. Approved Code of Practice, Regulations and Guidance, HSE Publication L101, Safe work in confined spaces

### Arrangements

The Responsible Person will ensure that:

- All confined space work is subject to risk assessment before work starts employees are competent to work in the confined space.

- Safety equipment is provided and used.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Construction Design and Management (CDM) Client

### Policy

CDM 2015 makes a distinction between commercial clients and domestic clients. Client duties apply in full to commercial clients (for domestic clients the duties normally pass to other duty holders).

A commercial client is any individual or organisation that carries out a construction project as part of a business.

Commercial clients have a crucial influence over how projects are run, including the management of health and safety risks. Whatever the project size, the commercial client has contractual control, appoints designers and contractors, and determines the money, time, and other resources for the project.

Within the terms of CDM 2015 CMAT would be regarded as a “Commercial Client” therefore, we recognise the provision of health and safety as a high priority not only for our own employees but also for others who may be affected by our activities.

Therefore, we acknowledge our legal responsibilities for any construction work that is carried out where we are acting as a Client under the Construction (Design and Management) Regulations 2015.

### Arrangements

For all projects, CMAT’s appointed person must:

- make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
  - appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience, and organisational capability.
  - allowing sufficient time and resources for each stage of the project
  - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.
  - making sure suitable welfare facilities are provided for the duration of the construction work.
- maintain and review the management arrangements for the duration of the project.
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.
- For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must:
  - notify HSE in writing with details of the project.
  - ensure a copy of the notification is displayed in the construction site office.

Any actions that arise from operating these arrangements will be used to review our health and safety management systems.

Ensure that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

## Control of Contractors

### Policy

We recognise our general duty under the Management of Health and Safety at Work Regulations (MHSW) 1999, and additional duties as defined in the Construction (Design and Management) Regulations (CDM) 2015, to ensure that contractors carrying out any work on our site are competent and that they carry out the work safely. The Responsible Person will ensure that all contractors are subject to checks on their competency to carry out the work safely and will monitor their working methods to ensure they follow a safe system of work or method statement. We will refer to HSE guide Using Contractors - A brief guide (HSE INDG368) in managing contractors.

When engaging contractors, we will give preference to those with The Contractor Health and Safety Assessment Scheme accreditation, or any similar and appropriate accreditation recognised under the Safety Schemes in Procurement (SSIP) Scheme.

### ***Co-operation and Co-ordination***

Where more than one contractor or other employer is working on site, we will appoint a suitable manager to ensure co-operation and co-ordination of the activities so as to ensure that their work does not conflict and result in an increase in risk.

### Arrangements

The Responsible Person will:

- Identify all regular contractors who carry out work on site.
- Ensure that contractors and subcontractors comply with our site-specific company rules.
- Send contractors a copy of the contractor's appraisal questionnaire for them to complete.
- Review and assess the returned questionnaires.
- Add approved contractors to the approved list/folder.
- Request risk assessments and method statements for work to be carried out.
- Monitor the activities of contractors on site to ensure they work safely (within levels of own competency)
- Review the approved list annually.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Control of Contractors (non-construction)

### Policy

We understand that when we use contractors, their activities can create additional hazards that may pose a risk to our employees. In order to protect the health, safety and welfare of our employees and others (e.g. contractors, visitors etc.) we have introduced control measures to ensure that all contractors and subcontractors that we engage are competent, conduct their activities with the minimum risk and are in ownership of any relevant documentation needed to carry out any work necessary.

### Arrangements

The Responsible Person will:

- Ensure that key personnel coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Ensure that contractors or sub-contractors have a suitable health and safety policy.
- Checking the competence of contractors and subcontractors and evaluating their health and safety documentation.

- Ensure that contactors or sub-contractors are in possession of required health and safety documents, i.e., risk assessments and method statements and that these are adhered to.
- Effectively communicating any significant findings from the result of risk assessments to contractors, sub-contractors, employees, and others that may be at risk.
- Ensure that contractors and subcontractors comply with our site-specific company rules.
- Ensure that contractors and subcontractors' activities are effectively monitored/ supervised to ensure that they conduct their activities in a safe manner and in line with method statements and risk assessments.
- Ensure that their equipment is tested and maintained in the statutory timescales by competent persons and documentation relating to this confirmed.
- Acting promptly to address any issues/ concerns raised.
- Ensure that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Critical Incident

### Policy

An incident becomes a critical incident when it constitutes a serious disruption arising with little or no warning on a scale beyond the coping capacity of the school operating under normal conditions, and requiring the assistance of the Emergency Services, Members of the Trust Executive Board and/or Local Authority and others. Where there has been a death or serious injury arising through interpersonal violence, this will constitute a Critical Incident, regardless of the perceived capacity of the school to cope. The incident or event may be unanticipated, imminent or in progress. It may occur on the school property, in the local community or out of the school area (e.g., a school trip).

The trust recognises the importance of strategic planning and preparation for an unseen event that could take place that could have detrimental impact on the students/school or the local community.

### Arrangements

Whilst no amount of planning can totally prevent accidents and problems occurring, it is hoped that some can be prevented, and the effects of others minimised by taking sensible precautionary measures:

- Staff and pupils will be familiar with the schools' routines for fire and the evacuation of the school building on hearing the fire alarm.
- Staff will be familiar with the routines and procedures for dealing with emergencies (as detailed in this policy);
- Staff and pupils will be familiar with the school's security procedures, in particular that all visitors not wearing a visitors' badge should be questioned and escorted to the school entrance area;
- Staff organising school trips and visits follow the guidelines and write a risk assessment to be signed off by the principal.
- Staff will sign in and out of the premises.
- Staff are aware of pupils with medical needs or health problems.
- Staff are aware of school policy in dealing with violence at work.
- Staff are aware that they should assess associated risks to children before carrying out a curriculum or other activity.

Staff are aware that they are responsible for assessing risks to themselves before undertaking an activity. Additionally, in the event of a critical incident the priorities of those adults in charge of the school or trip will be to:

- Save life.
- Minimise personal injury.
- Safeguard the interests of all pupils and staff.

- Minimise loss and to return to normal working as quickly as possible.

A list of useful contacts will be published in the school office to improve the effectiveness of communication during an emergency. Staff will be informed as to the specific location of this.

## Display Screen Equipment

### Policy

We recognise that the risks posed by computer workstations and similar devices must be managed and that we have duties under the Health and Safety (Display Screen Equipment) (DSE) Regulations.1992 (As amended)

We will ensure that all workstation 'users' and their workstations, as defined in the DSE Regulations, are subject to risk assessments. Where required, we will make suitable adjustments to those workstations to ensure users safety as far as is reasonably practicable.

We will provide, on request, free eye tests to those employees assessed as users. We will also pay a contribution to the cost of spectacles if you need special corrective appliances (normally spectacles) that are prescribed for the distance the screen is viewed at.

### Arrangements

The Responsible Person will:

- Identify all employees with a workstation and, if necessary, record their name and location
- Assess if they are a DSE 'user'. See Logic Safety Solutions guide to Display Screen Equipment for details.
- Provide all users with a DSE self-assessment form for completion.
- Ensure that a competent DSE Assessor carries out a workstation assessment for each user taking into account the results of the self-assessment.
- Ensure that any actions arising out of the assessment are discussed with the user and their line manager.
- Employers must undertake a DSE risk assessment as part of the induction processes a new assessment must be conducted if there has been a new workstation is set up, a change is made to an existing workstation, or the workstation user complains of pain or discomfort.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

- Ensure that all other controls identified in the assessment, including personal protective equipment, are in place and being followed.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Driving for Work

### Policy

We recognise that driving associated with work activities exposes employees to risks and that those risks should be assessed and managed along with all other work-related risks.

The Responsible Person will ensure that systems are in place for assessing work-related driving risks and that those systems follow the guidelines from the HSE and the Department for Transport Driving at work - Managing work-related road safety INDG382(rev1), published 04/14, HSG 136 A Guide to Workplace Transport Safety, INDG199 Workplace Transport Safety (Rev 2)

Where identified by the assessment, information, instruction, and training will be provided to Company employees.

### Arrangements

The Responsible Person will:

- Identify all drivers that drive on company business or drive company vehicles.

- Ensure that all drivers have the correct licence and, where applicable, medicals, insurance, and MOT documents
- Ensure that they have been issued with a driver's handbook and/or other relevant information.
- Ensure that drivers are aware of the procedure for dealing with emergencies such as breaking down on the motorway and dealing with a flat tyre.
- Ensure that each vehicle has adequate emergency equipment.
- All minibus drivers must be first aid trained
- Drivers must hold the appropriate driving licence entitlement and receive suitable training, including familiarisation with school transport safety procedures.
- All minibuses are subject to regular maintenance and safety checks, and records are retained in line with the **DVSA (Driver and Vehicle Standards Agency)** guidelines to ensure continued roadworthiness and compliance, and have the required permit under section 19. Under **Section 19 of the Transport Act 1985**, which allows educational establishments to use minibuses for the carriage of pupils, staff, and other authorised persons on a **not-for-profit basis**.
- All vehicles are operated in accordance with the **Road Vehicles (Construction and Use) Regulations 1986**, the **Road Traffic Act 1988**, and the **School Transport Regulations** where applicable.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Drone Use on Site

### Policy

The use of drones (Unmanned Aerial Vehicles) on school premises must comply with the UK Civil Aviation Authority (CAA) regulations under the Air Navigation Order 2016. Drones may only be operated by competent, authorised personnel for approved purposes such as educational activities or site inspections.

### Arrangements

- The Site Manager or Principle must approve all drone use in advance.
- A risk assessment must be carried out before any flight, including consideration of airspace, weather, safeguarding, and data protection.
- The drone operator must hold appropriate CAA registration, insurance, and operational competence.
- Pupils are only permitted to participate in drone activities under direct staff supervision.
- Any incidents, near misses, or breaches must be reported in line with the school's accident and incident procedures.

## Electrical Safety (including portable electrical equipment)

### Policy

We recognise that poorly designed and maintained electrical equipment and systems pose a significant risk to employees and other users. We will ensure therefore that the risks from electrical equipment are included in the task risk assessments as applicable. Wherever possible we will use low voltage equipment or safety devices to reduce the risk.

We will ensure that all portable and transportable electrical equipment is subject to periodic inspection and examination (PAT testing). The frequency will be:

- As required by the general requirements of the Electricity at Work Regulations 1989 (As amended)
- In line with the Code of Practice for In-service Inspection and Testing of Electrical Equipment (Latest Rev) from The Institution of Engineering and Technology
- In line with the findings of any relevant risk assessment

This frequency may vary from site to site or even department to department and it is therefore the responsibility of the Responsible Person to liaise with department heads as to the agreed frequency.

Heads of department are also required to carry out formal visual inspections (subject to the frequency of the PAT testing) to check for damage and defects.

All users of portable electrical equipment are required to carry out before use checks to inspect for damage and defects. If found these must be reported – users are not permitted to carry out any repairs or alterations unless they have been specifically authorised. Checks should include:

- damage (apart from light scuffing) to the supply cable, including fraying or cuts.
- damage to the plug or connector, e.g., the casing is cracking, or the pins are bent.
- inadequate joints, including taped joints in the cable.
- the outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Evidence would be if the coloured insulation of the internal cable cores were showing.
- the equipment has been subjected to conditions for which it is not suitable, e.g., it is wet or excessively contaminated.
- damage to the external casing of the equipment.
- loose parts or screws.
- evidence of overheating (burn marks or discolouration).

We will also ensure that the fixed electrical installation for all Company properties is subject to periodic inspection and test to British Standard BS 7671 "Requirements for Electrical Installations. IET Wiring Regulations" (Latest Rev) by a competent person. The frequency will be determined by the competent person and the Health and Safety Adviser.

All employees who are expected to work on electrical equipment will be suitably trained and deemed competent. Where work on mains voltage is required, this will be carried out by a competent (18<sup>th</sup> Edition Trained) person.

### Arrangements

The Responsible Person will:

- Identify all portable and transportable electrical equipment and create an inventory of type and location.
- Ensure that users are aware of the duty to carry out before-use checks and are carrying them out and reporting defects.
- Ensure that formal visual inspections are carried out and recorded as part of the general workplace inspection procedure.
- Ensure that a combined inspection and test (PAT test) is carried out by a competent person at the frequency identified by the head of department or the relevant risk assessment.
- Ensure that records of all inspections and tests are maintained.
- Arrange for damaged equipment to be quarantined and repaired.
- Ensure that the fixed electrical installation for all Company properties is subject to periodic inspection and test to BS 7671 by a competent person and records kept.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Enforcement Action

### Policy

We acknowledge the advantages through liaising with the enforcement authorities and taking prompt action following their advice or recommendations. To take advantage of this acknowledgement we have implemented an effective health and safety management system and have procedures in place to ensure that any issues raised are affectively dealt with.

### Arrangements

This will be achieved by:

- Ensuring that suitable resources are available to liaise with and meet the requirements of Enforcement Authorities.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.
- Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Events

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with organising special events.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible to coordinate and be in overall control of health, safety and welfare at each event that we arrange.
- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by each event that we arrange. Ensuring that all relevant health and safety documentation has been received from each external organisation taking part in any event.
- Ensuring that suitable resources are made available to implement any identified actions.
- Effectively communicating any significant findings to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of the event to identify hazards that require assessing.
- Ensuring that suitable arrangements have been undertaken in the event of an emergency situation, (fire, first aid etc.).
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Fire Safety Management

### Policy

We recognise the risks posed by fire and our responsibility under the Regulatory Reform (Fire Safety) Order 2005 (As amended) to carry out fire risk assessments.

We will ensure that fire risk assessments are carried out on all non-domestic premises owned, occupied or controlled by us.

CMAT will appoint adequate numbers of trained personnel to provide support and leadership in the event of a fire or similar emergency. This will include fire co-ordinators and fire marshals/wardens as identified in the fire

risk assessment.

The Responsible Person will ensure that the findings of the risk assessment are acted upon and that any fire safety management systems are inspected and maintained as required and recorded in the Fire Logbook (or electronic version of similar).

**Action to be taken in the event of a fire or emergency.**

- On discovering a fire
  - Sound the alarm.
  - Call the fire service.
  - Evacuate by the nearest exit and proceed to assembly point.
- If you hear the alarm
  - Evacuate by the nearest exit and proceed to assembly point.

**Arrangements**

The Responsible Person will:

- Identify all buildings requiring a fire risk assessment.
- Ensure a fire risk assessment is carried out by a competent person.
- Ensure all actions arising from the assessment are completed.
- Ensure all fire management hardware systems such as smoke detectors, emergency lighting, alarm sounders etc. are tested, inspected, and maintained and recorded in the Fire logbook or similar.
- Ensure there is an emergency fire evacuation plan for each building and people to assist with the evacuation.
- Ensure employees and visitors are made aware of the emergency plan.
- Ensure that weekly fire alarm tests are carried out and recorded in the Fire Logbook
- Ensure that an annual fire evacuation drill is carried out (as a minimum)
- Ensure all other tests, inspections and maintenance is carried out as outlined in the Fire Logbook.
- Ensure that all vulnerable employees are considered and PEEPs are in place for those who require it – See PEEP Policy.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

**First Aid**

**Policy**

We recognise our duty under the Health and Safety (First Aid) Regulations 1981 (As amended) to provide adequate numbers of people and equipment to ensure timely first aid response and treatment for employees in the event of an injury at work.

We will use the HSE first aid at work “Needs Assessment Tool” to assess the cover required.

In assessing our first-aid needs, we should consider:

- the nature of the work we do
- workplace hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of our workforce
- the work patterns of our staff
- holiday and other absences of those who will be first aiders and appointed persons.
- our organisation's history of accidents

in addition, we may also need to consider:

- the needs of travelling, remote and lone workers
- the distribution of our workforce
- the remoteness of any of our sites from emergency medical services
- whether our employees work on shared or multi-occupancy sites
- first-aid provision for non-employees (e.g., members of the

public). Then as a minimum, we will provide:

- Suitable emergency response plans appropriate to all perceived accidents and illnesses.
- a suitably stocked first-aid kit and its location clearly signed.
- an appointed person to take charge of first aid arrangements.
- First aid trained personnel.
- information for all employees giving details of first-aid arrangements (signs on H&S notice boards).

### Arrangements

The Responsible Person will:

- Ensure that the mandatory “First Aid Needs Assessment” has been undertaken and documented.
- Ensure that for all areas there are adequate numbers of Appointed Persons or trained first aiders (as identified by the “First Aid Needs Assessment”) available at all times that people are at work.
- Ensure that where first aiders are not available, due to unforeseen circumstances, that an Appointed Person is designated to take charge in an emergency.
- Ensure that there are suitable first aid kits, signs, and other equipment to ensure that first aid treatment is provided in good time.
- Ensure that there is a record of treatment provided by the first aider.
- Ensure that where employees are working remotely or on another employer’s premises that there are arrangements in place to ensure first aid cover.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Hand Tools

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using hand tools.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safety implications of using hand tools under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensure that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the maintenance of any hand tools.
- Ensure that hand tools provided are suitable for the intended use and work undertaken and maintained in an effective condition.

- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensure the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## House Keeping

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with an unsanitary workplace.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the risk assessment process in relation to housekeeping and cleaning duties under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular housekeeping inspections to identify actions that require assessing.
- Ensure the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensure that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Hoists and Lifts

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using hoists.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the risk assessment process relating to the provision and safe use of hoists under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensure that Lifting operations be properly planned and carried out in a safe manner in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). The Workplace, Health, Safety and Welfare Regulations 1992 require those in control of workplaces to make sure that floors and traffic routes are maintained in good condition and free from obstructions, and that there is suitable lighting and ventilation in the workplace.
- Ensure that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Carrying out statutory examinations of lifts used for lifting people every six months.
- Purchasing approved BS, IS or EN marked equipment.
- Acting promptly to address any issues/ concerns raised.
- Ensure the adequate provision and documentation of any necessary training.
- Arranging for the statutory examinations of this equipment at the appropriate intervals.
- Purchasing approved BS, IS or EN marked equipment.
- Acting promptly to address any issues/ concerns raised.
- Ensure that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Home Working

### Policy

It is our policy to manage homeworkers' health, safety and welfare in exactly the same way that we would if these staff were based on our premises.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risks posed from home working.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments for home working into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.

- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Hot Works

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with welding and hot cutting operations.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the assessment process relating to risks posed in the management of hot work under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake, issue and document the required hot work permit.
- Where required we will ensure that a hot work permit is carried out by competent person and finding implemented - Hot Work Permit form is available on SharePoint.

as a result of using hot work permits.

- Effectively communicating any significant findings from the result of hot work permits to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Infection Control

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) from occupationally acquired infections including COVID-19.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by spread of infection under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and

document the required risk assessments.

- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment and health surveillance.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Ladders, stepladders, and Podiums

### Policy

Ladders will only be used as access equipment or for short duration work (maximum 30 minutes) and then only for light work involving the use of one hand and/or carrying loads up to around 10kgs. The ladder will be secured by tying off, wedging, providing a ladder stability device or footing. Steps may be used as working platforms provided, they are used safely and in accordance with HSE guide INDG402 Safe use of ladders and stepladders, and associated documents. All ladders and steps will be Industrial Class 1 or BSEN131 Ladders, standard.

### Arrangements

The Responsible Person will ensure that:

- All users have received training or toolbox talks using INDG402.
- All ladders and steps are included in the equipment register/inventory and subject to a 3 monthly formal visual inspection.
- Ladders and steps are included in the site inspection programme.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Lead

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with exposure to lead.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating hazards posed where workers are exposed to lead under the areas of their control.

- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Legionnaires disease

### Policy

We recognise that Legionnaires Disease has the potential to cause ill health and fatalities to employees and others and that we may have duties under statutory standards to manage the potential exposure.

### Arrangements

The Responsible Person will:

- Identify any systems that fall within the requirements of the statutory standards and, where required, carry out risk assessments of those systems.
- Ensure that, where applicable, a written scheme is drawn up for managing the risk from legionella and implement and manage the scheme accordingly.
- Ensure that records are kept and that any remedial works and examinations have been effective.
- Ensure that any contractors appointed to manage these systems are assessed as being competent.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Local Exhaust Ventilation (LEV)

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) from exposure to the inhalation of airborne contaminants.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them with the use of Local Exhaust Ventilation (LEV) systems.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the implementation and maintenance of LEV. using the HSG258 ACoP Controlling airborne

contaminants at work: A guide to local exhaust ventilation (LEV) as a point of reference.

- Ensuring that those persons responsible are suitably trained and competent to undertake and document these actions.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively review our arrangements and procedures for the management of hazardous substances and risk to identify where existing controls are not sufficient to protect workers or others (contractors, visitors etc.) from the risk of ill health.
- Effectively communicating the need for and correct use of LEV to key personnel involved.
- Identifying where LEV is required to reduce risk to an acceptable level or provide further protection.
- Ensuring that the LEV supplied is fit for use and facilities are provided for its maintenance.
- Providing suitable resources for the statutory testing of LEV by competent persons.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Lifting Equipment, Accessories and Operations

### Policy

We will ensure that all lifting equipment and accessories are subject to inspection and maintenance in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 (As Amended).

We recognise that equipment such as cranes, mobile elevated working platforms, harnesses, lanyards, shackles, eye bolts, chains ropes and strops, and anything used to lift a load, is considered lifting equipment.

We will ensure that we only use equipment that has been subject to inspection by a competent person and has a current test certificate.

Any employee required to use lifting equipment will have suitable instruction/training.

With regards to lifting operations there will be a nominated competent person in charge of the lift who will take charge of planning and supervising the lift. Any major lifts or lifting operations will be subject to detailed method statements specific to the lift and under the control of a competent person.

### Arrangements

The Responsible Person will ensure that:

- The use of lifting equipment/operations is considered in the risk assessment.
- Employees are competent to use the lifting equipment.
- All lifting equipment and accessories have a current certificate of inspection.
- Ensure that key personnel are responsible for the management and monitoring of the risk assessment process relating to safe lifting operations and the provision and use of lifting equipment under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that, where necessary, suitable resources are made available to implement any identified actions as a result of the risk assessment process.

- Ensuring that all lifting operations are planned, supervised and carried out in a safe manner by competent persons.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Conducting statutory examinations of any lifting equipment and accessories.
  - Equipment used for lifting people every six months.
  - Lifting accessories (e.g., slings, chains, hooks, etc.) every six months; and
  - All other equipment annually.
- Ensuring that all lifting equipment and accessories are purchased in accordance with BS, IS or CEN standards and CE marked.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Lone working

### Policy

We recognise that lone working may, in some cases, increase the risks to people carrying out their work. We will ensure that when carrying out risk assessments lone working risks are taken into consideration and, if required, controls put in place.

### Arrangements

Lone working will be considered in the general task-based risk assessments and, where required, suitable controls put in place to ensure that employees are not exposed to an unacceptable risk.

## Manual Handling

### Policy

We recognise that manually handling loads by physical force can lead to injuries and long-term illness. We will therefore aim to reduce or eliminate any manual handling wherever reasonably practicable.

We recognise our duties as set out in the Manual Handling Operations Regulations (MHOR), (As Amended), and we will ensure that all manual handling activities are subject to an assessment by a competent person. We recognise that detailed manual handling risk assessments may be required in some cases, but our policy is that where the risk is obviously low, and it falls within the limits set out in the Regulations then it may be included in the general risk assessment for the activity.

All employees required to carry out moving and handling activities will receive training. This may vary from department to department but should at least cover:

- manual handling risk factors and how injuries can occur.
- how to carry out safe manual handling, including good handling technique
- appropriate systems of work for the individual's task and environment.
- use of mechanical aids; and
- practical work to allow the trainer to identify and put right anything the trainee is not doing safely.

## Arrangements

The Responsible Person will:

- Ensure that all tasks involving manual handling are subject to a preliminary assessment by a competent person.
- Ensure that, where required, detailed manual handling risk assessments are carried out by a competent person.
- Ensure that all low-level manual handling risks are included in the general risk assessment.
- Ensure that manual handling risks are eliminated or reduced as far as is reasonably practicable.
- Ensure that moving and handling training is provided to all employees as outlined above.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Migrant Workers (Managing)

### Policy

We acknowledge that there may be an increased risk to the health and safety of migrant workers due to the lack of familiarity with English as a prime language.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the employment of migrant workers. Ensuring that those persons responsible are suitably trained and competent to undertake and document such actions.
- Ensuring that suitable resources are available. Providing such health and safety information, instruction and training for migrant workers in a language / format (possibly pictorial) understood by them as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Ensuring the provision and documentation of training to Supervisors so that they can effectively manage migrant workers.
- Having access to competent translation services.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Mobile Elevating Work Platforms (MEWPs)

### Policy

All MEWP operators will be trained by a recognised training provider such as International Powered Access Federation (IPAF).

We require all MEWPs to be thoroughly examined at least every 6 months by a competent person. In addition, the operator will carry out before use and weekly inspections.

The selection of suitable MEWPs will be in accordance with;

- HSE -GEIS6 The selection, management and use of mobile elevating work platforms

- Working at height: A brief guide Leaflet INDG401(rev2)
- Inspecting fall arrest equipment made from webbing or rope Leaflet INDG367 (Latest Edition)

BS 8460:2017 Code of Practice for The Safe Use of MEWPS When not in use all keys will be removed. Chin straps must be used when wearing hard hats.

A full body harness (BSEN361) and lanyard (BSEN354) will be used for all MEWP types including scissor lifts. The lanyard length will be set short enough to prevent a person reaching a position where they could fall. Fall arrest (inertia reels or retractable) are not permitted when working from MEWPs unless a detailed assessment has been carried out. Operators will receive instruction in the use of the harness/lanyards and the procedure for periodic inspection.

### Arrangements

The Responsible Person will ensure that:

- Only competent people operate MEWPS.
- Training certificates are checked, are suitable for the equipment to be used and are in date.
- The MEWP is subject to inspection, including:
  - Check LOLER 6-monthly inspection certificate on arrival at site.
  - Check daily inspections are carried out.
  - Check weekly inspections are carried out and recorded.
- Checked after any event liable to have affected its stability.
- Harnesses and lanyards are subject to 6-monthly inspections.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## New and Expectant Mothers

### Policy

We recognise that new and expectant mothers may be put at additional risk by some workplace activities. We further recognise that we have a specific duty under the Management of Health and Safety at Work Regulations (MHSW) to consider risks to new and expectant mothers in our risk assessment procedures.

When an employee provides us with written notification stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, we will immediately take into account any risks identified in their workplace risk assessment. If that risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and protective measures under other relevant health and safety legislation, then we will take action to remove, reduce or control the risk.

If the risk cannot be removed, we will take the following actions:

- Temporarily adjust her working conditions and/or hours of work; or if that is not possible.
- Offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible.
- Suspend her from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

### Arrangements

The Responsible Person will:

- Ensure that all risk assessments take account of the specific risks to new and expectant mothers.
- Ensure that all employees are aware that they need to inform HR of their condition before the workplace assessment can be considered.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Noise

### Policy

We recognise that our employees may become exposed to excessive noise from their own work and the work of others if we do not have suitable controls in place.

We will ensure that our employees are made aware of the effects of noise and the actions required for reducing exposure.

We will provide suitable hearing protection, but we will also endeavour to eliminate or reduce the noise at source as far as is reasonably practicable.

Where an employee is frequently exposed to noise above the upper exposure action value, we will provide health surveillance.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by work related excessive noise under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment and health surveillance.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Taking measurements of exposure to noise to identify where statutory action levels apply.
- Ensuring that all items of equipment are suitable for their task and subject to regular maintenance and noise inspections by competent engineers.
- Acting promptly to address any issues/ concerns raised.

Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

The Responsible Person will ensure that:

- Noise exposure is considered in the general risk assessment.
- Noise risk assessments are carried out if required.
- Employees at risk are provided with suitable hearing protection.
- Hearing protection is worn when required.

## Office Equipment

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using office equipment.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safety implications of using office equipment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular maintenance and inspections of office equipment to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Pest Control

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with the control of pests.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

It is our policy to safeguard the safety, health and welfare of our employees and others (contractors, visitors etc.) who enter our premises from the hazards and risks that arise because of pest infections on our premises and pest control measures.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible to control the incidence of pests within our work premises, to minimise the risk posed by pests.

- Identifying and implementing control measures, developing procedures and Safe Systems of Work.
- Ensuring that where relevant pest control work is undertaken by competent, trained personnel, using the correct personal protective equipment.
- Ensuring that the safest option or substance is used to control pests.
- Ensuring regular inspections are carried out by competent accredited persons to determine the levels of pests affecting our premises ensuring that any pest control work is subject to Safe Systems of Work and suitable control measures.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented. Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Premises

### Policy

We acknowledge that there may be an increased risk to health and safety if our premises are poorly designed and maintained.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the hazards posed to anyone entering our premises, using our facilities including glass and glazing systems under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Conducting regularly monitoring of our premises to ensure that conditions are maintained and any hazards are identified and actioned accordingly.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Playgrounds, Play/Gym and Climbing Equipment

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with playgrounds play/gym and climbing equipment.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed from the use of playgrounds play/gym and climbing equipment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of playgrounds play/gym and climbing equipment to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Provision and use of Work Equipment and Machinery

### Policy

It is our policy to provide a safe working environment for our employees and others (contractors, visitors etc.) who use our premises at all times.

To help us do this, we have introduced a policy to cover the purchase, maintenance and safe use of any work equipment and machinery that will be used on our premises. This applies to second-hand machinery as well as new.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the purchase, maintenance and safe use of machinery under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.

- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the issuing of Personal Protective Equipment.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing in accordance with The Provisions and Use of Work Equipment Regulations (PUWER) 1998 (As Amended).
- Carrying out regular maintenance and servicing on any equipment
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.
- For ease of understanding the following general work equipment falls under PUWER. The list is not definitive and is simply a list to highlight some equipment items. Tools - Power Tools, Glue Guns, Saws Welding Equipment, Wood Presses Sanders, etc
- Machinery Lift trucks, Standing Drills, Food Processors, Sewing machines Lathes etc.
- Apparatus – Cooking equipment, Laboratory items, Ladders, Fire Fighting Equipment, Medical Equipment i.e., AEDs etc
- Appliances – Commercial fridges and freezers, Ovens and Microwaves, Computers, Copiers, Coffee Machines etc.
- Installations Electrical wiring, Lighting, Air conditioning, plumbing systems, Lifts, hoists, Escalators and emergency stop controls, etc.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Personal protective equipment

### Policy

We recognise our duties under the Personal Protective Equipment Regulations 2002 (As Amended), and we will provide, free of charge, any personal protective equipment required at work.

### Arrangements

The Responsible Person will:

- Ensure that employees are provided with suitable PPE as identified in risk assessments and that there is a record of issue.
- Ensure that the employees receive training on the correct use of the equipment.
- Ensure that, as required, the PPE is inspected and maintained as per the manufacturer's instructions.
- Arrange for regular checks to ensure that PPE is worn as detailed in the safe system of working.

## Power tools

### Policy

We recognise that hand-operated power tools can be hazardous if they are not suitable for the job, are not used correctly or are not maintained correctly.

We will ensure that power tools are purchased that reduce the noise and vibration impact as far as is reasonably practicable. We closely monitor each activity to ensure that exposure levels are not exceeded.

We will ensure that all operators receive training on the correct use of each piece of equipment including how to avoid the inherent hazards.

Where possible we will use battery-operated or low voltage (110v). If we need to use 220V - 240v equipment it will only ever be used with an RCD protected supply".

All electrically powered tools will be subject to a formal visual inspection and a combined inspection and test.

### Arrangements

The Responsible Person will ensure that:

- All users receive training on the use of handheld power tools.
- All power tools are included in the equipment register/inventory and subject to inspection as per this policy.
- Vibration risk assessments are carried out as required.
- Power tools are included in the site inspection programme.

## Racking Storage and Mezzanine Floors

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with racking storage systems and mezzanine floors.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to racking storage systems and mezzanine floor safety under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate such risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing concerning racking storage systems and mezzanine floors.
- Ensuring that employees are provided, where necessary, with safe working load information and Personal Protective Equipment.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Radon

### Policy

We recognise radon gas as a potential health hazard and are committed to identifying, assessing, and mitigating radon exposure in all our premises to protect the health and safety of our employees, visitors, and contractors.

Radon is a naturally occurring radioactive gas that can seep into buildings from the ground. It is invisible, tasteless, and odourless. Long-term exposure to high radon levels increases the risk of lung cancer.

### Arrangements

- We will identify whether any of our properties or workplaces are located in designated radon-affected areas as defined by the UK Health Security Agency (UKHSA) or relevant national body.
- Where applicable, we will conduct radon testing in accordance with regulatory guidance.
- If radon levels exceed the action level (currently 300 Bq/m<sup>3</sup> in the UK for workplaces), we will take appropriate remedial actions to reduce exposure to as low as reasonably practicable.
- Remedial measures may include increased ventilation, sealing of floors/walls, or installation of radon mitigation systems.

- **Arrangements**

#### **Responsibilities**

- The principle will be responsible for ensuring radon assessments are carried out and any necessary mitigation measures are implemented.
- Line managers will ensure that their teams are informed of radon risks and any controls in place.
- Employees must cooperate with any radon monitoring or mitigation measures and report any concerns.
- Radon assessments will be reviewed every 10 years, or sooner if significant structural changes are made to the building or there is a change in occupancy/use.
- This section of the policy will be reviewed annually and updated to reflect changes in legislation or best practice.

## Radiation

### Policy

We recognise our responsibilities set out under Ionising Radiation Regulations 2017 (IRR17) and using the *Acop Ionising Radiations Regulations 2017* to ensure compliance. The regulations require all radioactive substances and sources to be accounted for, stored properly, handled safely, and monitored regularly. We will follow guidance from CLEAPS and ensure that all requirements set out are followed to ensure we mitigate the risk. Each school must ensure that compliance is managed accordingly and will seek guidance from the Radiation Protection Supervisor (RPS) and the Radiation Protection Adviser (RPA). Each school will be required to appoint an RPS.

Each school will undertake an external audit regularly using an approved RPA to fulfil the requirements under the IRR17.

### Arrangements

- The Trust will ensure they appoint a competent person as an RPS in each required school.
- Restrict exposure to vulnerable people i.e., new & Expectant mothers.
- Ensure that all sources have been designed appropriately to ensure adequate control measures are in place to reduce exposure.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.

- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

**The Radiation Protection Supervisor (RPS)** Is responsible for the following.

- The security, safe storage, use and monitoring of radioactive sources in the school.
- Ensuring that all relevant staff are aware of and have been adequately trained against any standard operating procedures and model risk assessments.
- Creating and reviewing risk assessments to ensure risks are adequately identified and monitored.
- Working with the departments to establish radioactive sources and putting together a register to ensure adequate maintenance and compliance.
- Arranging all necessary external audits to ensure compliance and acting on any remedial actions that arise.
- Carrying out regular inspections of our work activities to identify hazards that require assessing concerning Radiation.

## Risk Assessments

### Policy

We recognise our duties under the Management of Health and Safety at Work (Amendment) Regulations 2006 to carry out workplace/task risk assessments.

Risk assessments will be carried out for both routine and non-routine activities in the workplace and the existing controls compared with statutory standards. Where the controls fall below this standard, changes will be made to working practices or the design of the work area, process, substance, or equipment to ensure that risks are eliminated, or reduced to an acceptable standard.

Where necessary, additional specialist assessments will be carried out – for example hazardous substances or working from height.

For each assessment, all individuals, and groups at risk from the hazard will be considered in the assessment. Hazards originating outside of the workplace will be considered where they may adversely affect the health and safety of employees and others.

The assessment process will account for human behaviour, personal capabilities and other human factors.

Assessments will be reviewed whenever there are changes or proposed changes that would make the assessment and the controls no longer valid.

The assessment process will consider all statutory obligations relating to the assessment of risk and the implementation of controls.

When determining controls or considering changes to existing controls we will adopt the following hierarchy:

- Elimination of the risk
- Substitution with a lower risk
- Engineering controls
- Signage, warnings, and other administrative controls
- Personal protective equipment

Personal risk assessments will be required for those that are deemed vulnerable to ensure any heightened risk is

managed to a reasonable level. A personal risk assessment must be completed with the support of the vulnerable person(s) to ensure this is practical and agreed. i.e., New & Expectant mothers.

### Arrangements

The Responsible Person will:

- Ensure that each work-related activity throughout the organisation is identified, recorded, and assessed.
- Ensure that any potentially hazardous materials are identified, recorded, and assessed.
- Ensure that any potentially hazardous equipment is identified and assessed.
- Ensure that any building or infrastructure-related equipment or processes are identified, recorded, and assessed.
- Ensure that the risk assessments are carried out and recorded by a competent person.
- Ensure that employees are fully informed on the findings of the assessments and in particular the control measures they are required to follow.
- Ensure that the assessments are reviewed regularly, after any significant incident or whenever there is any doubt about the effectiveness of the assessment and the control measures.

## Safety Harness and Lanyards

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using safety harnesses and lanyard equipment for working at height.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the use of safety harnesses and lanyards for working at height under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision, inspection and storage of safety harnesses and lanyards.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Safe Systems of Work

### Policy

Where there is a significant risk of injury from conducting work activities or tasks, it is our policy to provide a formal procedure (Safe Systems of Work (SSOW)) for our employees, to give them safe methods of working, ensuring that all hazards are controlled sufficiently, and risks minimised to an acceptable level while undertaking hazardous work.

### Arrangements

The Responsible Person will:

To ensure that the above is developed and integrated into our activities effectively we will:

- By identifying through the risk assessment process all areas, tasks and activities that require a formal SSOW to be developed and implemented.
- Ensuring that SSOW are documented to a satisfactory level by competent persons with the involvement of employees.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate SSOW into our working environment.
- Ensuring that key personnel are responsible for the management and monitoring of the SSOW process under their areas of control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required SSOW.
- Effectively communicating any SSOW to key personnel involved. Regularly monitoring our activities to ensure employees and others (e.g., contractors, visitors etc.) are complying with these systems.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that SSOW are regularly reviewed to ensure that they remain effective.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd. Ensuring the adequate provision and documentation of any necessary training.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Safeguarding Visitors

### Policy

We recognise that visitors to our premises or site may not be aware of the hazards to which they may be exposed or what to do in the event of an emergency.

### Arrangements

- We will inform all visitors on the local arrangements, likely hazards and what to do in the event of an emergency via safety briefs/induction dependent on the level of risk that is posed to them.
- Where appropriate, visitors will be asked to sign in and acknowledge the information provided.
- Ensuring that key personnel are responsible for the management and monitoring of the hazards which pose risk to visitors.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Ensuring that procedures are developed and implemented for members of the public and others who visit our workplace, including the introduction of a visitor's record to control their attendance whilst on our premises.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.)

are complying with control measures implemented.

- Carrying out regular inspections of our work activities and building structure to identify hazards that could pose new risk to visitors.
- Ensuring the adequate provision and documentation of any necessary training, including induction training that may be required.
- Provision of suitable supervision, proportionate to the visitor's activities/ areas attending.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd

Any actions that arise from operating these arrangements will be used to review our health and safety management system on The Action Manager

## Security and Site Access Control

### Policy

**We are committed to maintaining a safe and secure environment by managing site access and preventing unauthorised entry, in line with DfE school security guidance and safeguarding requirements.**

### Arrangements

- The Site Manager is responsible for ensuring that all gates, fencing, and access points are secured and checked regularly.
- The School Office Team manage the visitor signing-in process and issue visitor passes.
- All staff are responsible for challenging unauthorised persons on site and reporting concerns to the Designated Safeguarding Lead (DSL).
- The Principle ensures regular reviews of security arrangements and leads on implementing changes, including liaison with local police or safeguarding partners.
- Lockdown drills are conducted termly, and all staff are trained in emergency access/egress procedures.

## Sharps

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with sharps.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by the handling and disposing of sharps under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.

- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Slip, Trips and Falls

### Policy

It is our policy to safeguard our employees and others (contractors, visitors etc.) who enter our premises from the risks of slipping, tripping and falling due to badly maintained access and exit routes, stairs and floors.

### Arrangements

The Responsible Person will:

- Ensuring that key personnel are responsible the management and monitoring of the risk assessment process posed by hazards to pedestrian access and egress facilities, including stairs and floors under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required duties.
- Ensuring that pedestrian walkways are clearly defined (where practicable), maintained and checked on a regular basis.
- Ensuring suitable arrangements are available for in the event of an emergency (i.e., spillage kits).
- Ensuring any areas at height are suitably controlled and maintained to minimise the risk of persons or items falling.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards involving slips, trips and falls that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Shift Working

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst working shift work.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

## Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management for hours of work and safe shift working activity on site.
- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by employees working shifts under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our shift patterns to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Stress at Work

### Policy

We understand that pressure is a natural part of all work and helps to keep us motivated, but that excessive pressure may lead to stress-related ill health in some people.

We recognise that under the Management of Health and Safety at Work Regulations 2006 (As Amended), we have a duty to assess the risk of stress-related ill health arising from work activities, and under the Health and Safety at Work etc. Act 1974 to take measures to control that risk.

We will adopt the HSE Stress Management Standards in ensuring that we minimise the impact of work-related stress. The Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.

### Arrangements

The Responsible Person will ensure that the HSE Stress Management Standards, and the associated tools, are used to evidence that a high level of health, well-being and organisational performance is present in the organisation.

## Staff Amenities and rest areas

### Policy

It is our policy, so far as it is reasonably practicable, to provide adequate and appropriate welfare facilities.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for assessing the needs for providing and

maintaining suitable facilities.

- Acting promptly to address any issues/ concerns raised.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Safety in Food Preparation Areas

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst preparing food.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

We will manage our food hygiene and safety procedures by utilising food management safety procedures (HACCP). Food safety management procedures should be based on HACCP principles as follows.

- looking closely at what we do in our business, what could go wrong and what risks there are to food safety.
- identifying any critical control points the areas of our business needs to focus on to ensure those risks are removed or reduced to safe levels.
- deciding what action, we need to take if something goes wrong.
- making sure that our procedures are being followed and are working.
- keeping records to show our procedures are working.

It is important to have food safety management procedures that are appropriate for our business.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the hazards posed in food preparation under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of food preparation areas to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Temporary Staff (including Agency Workers)

### Policy

We acknowledge that there may be an increased risk to the health and safety of agency and temporary staff due to the lack of familiarity of our workplace.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for liaising with recruitment agencies and coordinate the selection process of suitable, competent agency staff/ temps.
- Ensuring that those persons responsible are suitably trained and competent to undertake such liaisons.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment following the identification of any specific risks to temporary or agency staff whilst they are working at other premises.
- Effectively communicating any significant findings from the result of risk assessments conducted to agency and temporary staff.
- Ensuring that agency staff and temporary workers comply with our specific company rules.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Training on health and safety

### Policy

We recognise that the Health and Safety at Work Act 1974 (HASAW) and other regulations explicitly require health and safety training for all employees including managers. To ensure we meet these duties we will carry out training needs analysis to identify the requirements.

We further recognise that instructions must be provided for employees, visitors and contractors to site indicating site rules and procedures. We will provide health and safety induction training for all new starters, and this will include the risks and controls associated with their jobs as well as training on emergency arrangements.

The findings of risk assessments and the associated controls will be passed on to those who may be exposed to the risk so that they understand how to avoid it. The method of communication will be determined by the level of risk and the complexity of the control measures, so may range from verbal instruction to written procedures.

In all cases, a record will be kept of the information, instruction or training carried out and details of the information provided.

### Arrangements

The Responsible Person will ensure that:

- A training needs analysis is carried out to identify the training requirements for all employees.
- Records of training are maintained including refresher training.
- All new employees receive suitable induction training.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Vibrating tools and equipment

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using vibrating tools and equipment.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the use of vibrating tools and equipment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Ensuring that all equipment purchased is fit for purpose and subject to regular maintenance and inspection by competent persons.
- Ensuring that any Occupational health surveys are undertaken by qualified persons.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Violence and bullying at work.

### Policy

We recognise that we have a legal duty to protect our employees from foreseeable violence at work and we will ensure that systems are in place to ensure this. We have a zero tolerance for any bullying or violence at work whether from other employees, members of the public or visitors.

We will continually monitor for any signs of a problem and, if there is a problem, we will take action immediately. Any employee found to be bullying any other employees will face disciplinary action.

## Water Safety

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with water hazards.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the risk assessment process associated with working near to water under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensure that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensure the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensure that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Water Temperature Control

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with burns arising from hot water temperatures.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

The Responsible Person will ensure that:

- Ensuring that key personnel are responsible for the management and monitoring of the assessment process for risks created by hot water systems i.e., burns, under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment. Completed risk assessments will be stored on Parago and the VLE system.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Carrying out regular inspections to ensure that water temperatures are maintained and checked at appropriate intervals.
- Ensuring the provision and use of any equipment necessary to control the water temperature,
- Ensuring the adequate provision and documentation of any necessary training.

- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Waste (Hazardous and Non-Hazardous)

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with the disposal of hazardous and non-hazardous waste as defined in The Controlled Waste Regulations (England and Wales) 2012 that states that household, industrial and commercial waste are classed as controlled waste and are subject to the Environmental Protections Act 1990

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Adherence to The Waste Duty of Care Code of Practice which is produced by the Government to provide practical guidance on how to meet statutory requirements with regards to the disposal of waste in England and Wales. It is issued under the Environmental Protections Act 1990 and Waste (England and Wales) Regulations 2011.
- Ensuring that everyone who deals with waste has a statutory obligation to ensure the waste is managed correctly to protect the human health and the environment. It therefore applies to anyone who imports, produces, handles or manages controlled waste from business or industry or acts as a waste broker in this respect.
- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the disposal of waste, both hazardous and non-hazardous wastes under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment to ensure compliance with environmental legalisation.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Ensuring that waste disposal is undertaken by competent, approved personnel, using the correct personal protective equipment.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Welding and Flame Cutting

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst welding and flame cutting.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and

adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the assessment process for risks posed from welding and flame cutting under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Welfare

### Policy

It is our policy to ensure that there are systems in place for welfare and the provision of a safe working environment for our employees whilst in our employment.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for overseeing the provision of welfare facilities and a safe working environment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document any records and actions.
- Ensuring that suitable resources are available to maintain our workplace including buildings and fixtures in good order and according to required standards.
- Providing welfare facilities that include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation, sufficient light, heat and ventilation.
- Ensuring that procedures are in place for housekeeping, cleaning and maintenance regimes.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Work Equipment

### Policy

We recognise the risks posed by work equipment and the specific duties under the Provision and Use of Work Equipment Regulations 1998 (PUWER), (As Amended), Pressure Systems Safety Regulations 2000 (PSSR) (As Amended) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), (As Amended).

We further recognise that some specialist work equipment is subject to specific Guidance and Approved Codes of Practice (i.e., tools machinery, gas boilers, lifts) and we will seek advice from our health and safety advisers in identifying any additional and specific duties for ensuring compliance.

We will maintain records of appropriate maintenance and inspection of work equipment.

We will provide appropriate training as identified through the induction process and the risk assessment procedure.

We will provide appropriate signage and instructions as identified by the risk assessment of the task that includes the work equipment.

### Arrangements

The Responsible Person will:

- Identify all work equipment owned, hired or otherwise used Meridian Trust.
- Maintain a register of this equipment. Within that Register, identify:
  - The specific Regulation or Guidance relevant to the equipment
  - The maintenance, inspection, and test requirements
  - The training requirements relevant to the equipment
  - Any restrictions on use such as age or pregnancy
  - That the use of the equipment is covered by a current risk assessment
- Ensure that all the requirements identified in the Register are being met and recorded.
- Ensure that regular spot checks or audits are carried out to ensure that the requirements are being maintained.

## Wheelchairs (disabilities)

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using wheelchairs and mobility aids.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safe use of wheelchairs/mobility aids under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments with the co-operation of the wheelchair/mobility aid user.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.

- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Ensuring that all wheelchairs that are purchased are fit for purpose and maintained by competent persons.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Working at height

### Policy

'At Height' means a place that, unless the Regulatory guidance is followed, a person could be injured falling from it, even if it is at or below ground level.

'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

It is our policy to comply with the Work at Height Regulations and any guidance made under the Regulations. We will achieve this by carrying out risk assessments of all activities that fall within the definition of working at height as detailed in the Regulations.

We will do all that is reasonably practicable to prevent anyone falling by applying the following hierarchy:

- We will avoid work at height wherever we can.
- Where we cannot avoid working at height, we will use work equipment or other measures to prevent falls and,
- Where we cannot eliminate the risk of fall, we will use work equipment or other measures to minimise the distance and the consequences of a fall should one occur.

We will provide suitable training and supervision as is necessary to control the risks from working at height.

### Arrangements

The Responsible Person will ensure that:

- Where work at height is required, a risk assessment is carried in order to identify the risk control measures required to minimise the risks, so far as reasonably practicable, and that the risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations
- Where applicable, risk control measures include arrangements for rescue.
- The assessment includes any training requirements and equipment inspection requirements.

## Workplace Transport (management and pedestrian control)

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) from the use of transport on our premises.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

The Responsible Person will ensure that systems are in place for assessing work-related driving risks and that those systems follow the guidelines from the HSE and the Department for Transport (Driving for Better Business) Driving at work - Managing work-related road safety INDG382(rev1), published 04/14, HSG 136 A

## Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to workplace transport safety under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Monitoring and recording of periodic checks carried out in the workplace by competent persons.
- Ensuring that segregated traffic and pedestrian routes are provided and appropriately signed.
- Ensuring all vehicles that are purchased are fit for purpose.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

## Young Workers

### Policy

Although we don't currently employ young workers, we recognise that young workers (above minimum school leaving age but below 18) may be put at additional risk by some workplace activities. We further recognise that we have a specific duty under the Management of Health and Safety at Work Regulations 1992 (MHSW), (As Amended) to consider risks to young people in our risk assessment procedures.

Before employing a young person, we will review our risk assessment. The method may vary depending on whether the guardian of the young person provides us with a form for completion or, where this is not provided, we will use our own method to meet this requirement.

### Arrangements

The Responsible Person will:

- Ensure that all risk assessments take account of the specific risks to young workers.
- Ensure that all employees are aware of the requirement to review assessments before employing young people.

## Zoonoses

### Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with exposure to Zoonoses.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

### Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by exposure to zoonoses under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.