



Three
Spires
TRUST

'Life in all its fullness'

Health and Safety Policy

Policy owner	Director of Operations
Approved by	
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INTRODUCTION

This policy is available to access by all employees and officers of Three Spires Trust and any other interested person that may be affected by our work or activities. Electronic copies can be provided on request.

All employees are encouraged to fully familiarise themselves with this policy and accompanying documentation. Employees are required to confirm that they are aware of and understand the contents of this policy. If they are unsure of or do not understand any aspect, they should speak to their Manager at the earliest opportunity for clarification.

We ensure that this policy is managed effectively by regularly monitoring the policy (at least annually) and revising when necessary. Revisions and amendments may be necessary to reflect legislative change, or changes that have taken place within Three Spires Trust. Employees are informed when revisions or amendments are made.

Three Spires Trust encourages all employees to inform the Management of any aspect of this policy which they consider to be inadequate, ineffective, or in any other way unsuitable; with a view to ensuring that this policy is maintained as a true working document.

Three Spires Trust accepts that the responsibility for health, safety and welfare is ultimately with the Trust Board, and accepts the duty under law to provide a working environment that is free from danger or hazard, so far as is reasonably practicable.

Effective Health, Safety and Welfare management is a priority and will never be compromised for any other objectives.

POLICY STATEMENT OF INTENT

Three Spires Trust believes that the effective management of health and safety is an essential element within its overall business plan. An effective and practical health and safety ethos is reflected in high productivity and quality standards.

We engage the services of Rhino Safety Limited, an external Health & Safety consultancy, to provide us with expert advice, support and guidance. This demonstrates our commitment to the continuous monitoring and improvement of health, safety and welfare in our workplace, with a view to achieving high standards and best practices.

We recognise that our employees are our most important asset, and we are wholly committed to protecting their health, safety and welfare in our workplace at all times. We will also safeguard any other people who may be affected by our work activities – in particular children and young people.

We recognise that from an economic viewpoint, early prevention is not only better; it is also more cost effective than a later cure. High health and safety standards make sound commercial sense. Health and safety is never compromised for any other objectives.

We are committed to full compliance with all health and safety legislation. Whenever it is reasonably practicable and appropriate, we will strive to set standards beyond our statutory obligations. We will monitor and review our processes and procedures on an ongoing basis, in order that potential improvements in our health and safety standards can be recognised and implemented.

Our intentions:

- To identify, assess and proactively manage the health, safety and welfare hazards and risks that are associated with our business; and to ensure that all our employees (and any other person who may be affected by our work activities) are aware of and understand those hazards, risks, and control measures. Hazards and risks will be prevented, reduced or controlled to an acceptable level to ensure the potential for incidents and accidents is minimised.
- To require any sub-contractors or other person working in our workplace to prove their health and safety competence; and also require them to identify, assess, manage and communicate any health and safety hazards and risks associated with their work that may impact on our work activities.
- To actively involve our employees in consultation on matters affecting health, safety and welfare, and to promote and demonstrate open and transparent communication.
- To provide our employees with the appropriate information, education and supervision to ensure that they are competent in their duties.
- To provide and maintain safe resources and equipment; and provide adequate and effective control measures to identify, assess and manage the health and safety risks related to our work activities, our resources and our equipment.
- To do everything that is reasonably practicable to prevent incidents, accidents and instances of work-related illnesses; including by providing training and education to employees where appropriate.
- To review and (where appropriate) revise this policy regularly, and to assess its ongoing effectiveness.
- Ultimately, to maintain a safe and healthy working environment.

Signed on behalf of Three Spires Trust:

Name:

Position:

Date:

RESPONSIBILITIES

The Trust Board

The responsibilities of the Trustees are to:

- Be responsible for the implementation of the Three Spires Trust Health and Safety Policy.
- Regularly (at least annually) review the Health and Safety Policy to ensure that it remains in compliance with Three Spires Trust's objectives for Health and Safety.
- Ensure that Management and employees at all levels fully understand the arrangements for the implementation of the Health and Safety Policy.
- Ensure that all levels of Management and employees are aware of and carry out their responsibilities and obligation to comply with the Three Spires Trust Health & Safety policy (and other related rules or procedures) that are in place at their actual place of work.
- Ensure that all health and safety issues are communicated promptly and effectively.
- Ensure that sufficient funds/resources are allocated within the company budget for the requirements of health, safety, and welfare provisions.
- Ensure that statutory insurance cover is in place, and that the current statutory Certificate is displayed in a prominent position.
- Ensure that open and transparent consultations between Management and employees take place at regular intervals.
- Ensure that contractors, temporary workers, visitors etc., adhere to the Three Spires Trust health and safety rules and procedures and any other relevant legislation.
- Ensure that all risk and hazard assessments relating to the activities and hazards of Three Spires Trust are completed and recorded; the results communicated to all employees; and that the assessments are reviewed regularly (at least annually and/or whenever change occurs).
- Ensure that safe access and egress throughout the workplace is provided and maintained.
- Ensure that suitable and sufficient Personal Protective Equipment (PPE), if appropriate, is provided for any relevant hazards within Three Spires Trust's premises, or operations elsewhere by their employees.
- Ensure that appropriate First Aid personnel and resources are provided; and that employees are aware of the identity of First Aid personnel, the location of facilities, and the requirement to record all accidents/incidents, either in the Accident Book, or in another approved format.
- Ensure that adequate fire-fighting equipment is provided, and to ensure that all maintenance records are kept complete and up to date.
- Ensure that there are suitable means of raising the alarm in the event of a fire, and that checks are carried as per the statutory guidelines.
- Ensure that fire escape routes and doors are provided, maintained in good working order, and kept free from obstruction.
- Ensure that all reportable injuries, diseases, and dangerous occurrences are reported either by telephone or online, and that all required documentation is forwarded within the relevant time periods.
- Ensure that records are compiled for all statutory inspections, testing, or maintenance carried out on all work equipment, and that these are fulfilled by competent personnel.
- Ensure that any faulty work equipment is immediately taken out of service until either repaired or replaced.
- Ensure that all welfare facilities, including temperature, lighting, and ventilation levels, are appropriate and adequate.
- Ensure that all flammable and hazardous substances are contained and identified with signs to comply with the statutory C.O.S.H.H. Regulations.
- Understand that whilst responsibility for daily health & safety may be delegated to others, ultimate accountability always remains at the top.

EMPLOYEES

Health and Safety legislation requires Three Spires Trust employees to accept and comply with the following responsibilities:

- To take all reasonable care of their own health, safety and welfare; and that of any other person who may be affected by their actions or failure to act; and to cooperate with Three Spires Trust and its Trustees to enable them to fulfil their own responsibilities successfully.
- To always follow safety rules; to avoid improvisation, and to comply with the Three Spires Trust health and safety policy (*and any policy and requirements in place at their working site*).
- To only undertake work or actions in they are qualified or competent; to carry out their work in a safe manner in accordance with instructions.

- To never participate in horseplay or other actions that could place them or those affected by their actions at risk of harm.
- To always use, transport, and store materials, equipment and tools in a safe and secure manner.
- To assist in ensuring that emergency escape routes are never blocked or obstructed.
- To always wear suitable clothing and personal protective equipment (PPE) for the task being undertaken.
- To always report any unsafe action or condition, including hazards, defective equipment, unsafe practices, accidents and near misses.

Under no circumstances must an employee or employees purposely interfere with, or misuse, or compromise, any item or resource (e.g. *guards, signs, and firefighting equipment*) provided in the interests of the health, safety or welfare of Three Spires Trust staff or other persons.

EXTERNAL HEALTH AND SAFETY CONSULTANCY

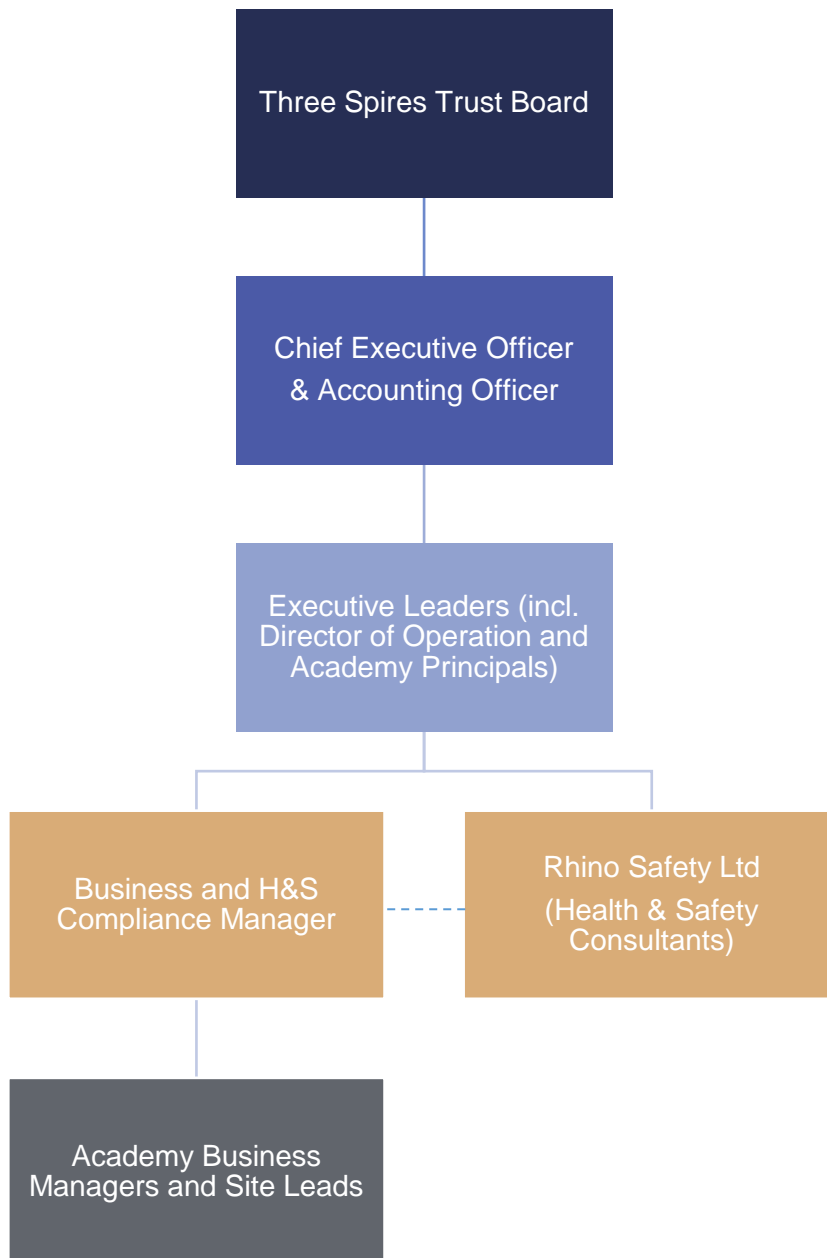
The responsibility of Rhino Safety Limited is to:

- Advise Three Spires Trust on Health and Safety issues and legal compliances.
- To inform the company on any updates to legislation and advise on the effects of any updated legislation to the company.
- Prepare any Health and Safety documentation as required (risk assessments etc.).
- To assist in the regular review and revision of the Health and Safety documentation applicable to the company.
- Provide support and advice in relation to any Health and Safety issues.

INFORMATION FOR EMPLOYEES

Three Spires Trust is required to provide certain information regarding health and safety legislation to all their employees. We comply with this requirement by displaying the approved Health and Safety Information poster on our premises. This poster is kept in a readable condition. For remote employees, we ensure the approved Health and Safety Information leaflet is provided.

ORGANISATIONAL CHART



ARRANGEMENTS

The following sections detail the arrangements we implement to effectively minimise, control and manage the risks that we have identified as having the most potential to cause serious harm associated with our workplace and activities.

We recognise that there are other ways in which harm may be caused during our work activities, even when the harm may not be significant. As with general daily life, there are very few areas that are entirely free from risk. We expect all employees, subcontractors, and others who may be involved in or affected by our work activities to take all reasonable care to prevent any harm, irrespective of how minor the harm may seem, and to engage in sensible precautions where necessary; even where such precautions are not explicitly identified within this document.

ASBESTOS

Three Spires Trust recognises that work with asbestos (and certain materials containing asbestos) can be dangerous, and that every precaution must be taken to ensure that anyone who may be affected by such work is protected from the potential hazards. Three Spires Trust takes all necessary precautions to ensure that exposure to asbestos is reduced so far as is reasonably practicable.

ASBESTOS PRESENT IN THE BUILDING

Management Controls

- We ensure that an asbestos register for the building identifies all known areas of asbestos.
- This register is made available to all relevant parties if they will be disturbing the fabric of the building (for example contractors etc.).
- All areas are identified with the relevant signage to warn of the presence of asbestos.
- No work that would disturb asbestos is permitted to take place without the correct controls and competent operatives.
- We ensure that anyone disturbing the fabric of the building has asbestos awareness training.
- The condition of the asbestos is monitored on a regular basis and if there are any concerns regarding its condition, a specialist contractor is engaged for further advice.
- For any invasive refurbishment or for demolition, we engage a specialist contractor to conduct a suitable refurbishment/demolition asbestos survey prior to works commencing.

Employee Responsibilities

- You must adhere to and comply with all management controls.

BEHAVIOURAL SAFETY

SAFETY CULTURE

It is the policy of Three Spires Trust that a positive Health and Safety culture is promoted throughout the company. Safety culture means “the way we do things around here with regards to Health and Safety” and is a collective ownership of Health and Safety responsibilities through every level of the company structure, including all management and employees.

We recognise that the behaviour of employees is a significant factor in maintaining a positive safety culture. Management must embody and demonstrate positive safety attitudes and practices to model the behaviours we want employees to replicate. We believe in monitoring behaviour as a proactive management strategy, because identifying at-risk behaviours and taking action to correct them results in fewer accidents due to early identification of problems. Therefore, we encourage employees to proactively identify and report any and all unsafe practices they may observe in the workplace.

Reasons for Poor Behaviour

- Taking short cuts to save time.
- The person is a habitual risk taker or has a higher risk tolerance.
- Misunderstanding (being unaware or having a low perception of risk).
- Not updating documents such as risk assessments or safe systems of work to reflect changes that may have happened to processes, people, equipment or environment.
- Misinformation or poor communication (e.g. inadequate training, lack of regular toolbox talks, not reporting accidents or near misses).
- An attitude of “We’ve always done it this way” or being resistant to change.

Management Controls

- Review documentation as necessary, ensuring that any changes are communicated to employees.
- Ensure all employees receive sufficient training and supervision for their activities.
- Ensure regular safety communication with employees; often employees have the best solutions to safety problems because of their intimate knowledge of the job.
- Identify and correct unsafe behaviours and encourage employee to recognise and report any unsafe behaviours themselves.
- ALWAYS lead by example.

Employee Responsibilities

- Ensure you read and understand all risk assessments relating to your job.
- Take on board the training provided and make us aware of anything you may not have understood.
- Learn to recognise and report unsafe behaviours, don’t walk by something that could potentially be dangerous.
- Communicate with us about your job and any improvements you think can be made; we understand that workers often have the best solutions.
- If you think “this doesn’t feel right” or “this doesn’t make sense”, STOP and reconsider the task, and involve other members of your team when finding solutions.
- Report any circumstances that you feel will put yourself or others in danger.

CLEAPPS

Management Controls

- The task of overseeing health and safety on site has been delegated by the Trust to the Principal. Within the science department, this task is further delegated to the Head of Science. Within the design and technology department, this task has been further delegated to the Head of DT.
- Communication of health & safety information is of the greatest importance and is the task of the Head of department.
- All staff are issued with this policy. A reference copy is kept in the main prep room(s).
- Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.
- The Trust expects the relevant departments to monitor the implementation of this policy and the employer's Code of Conduct. Records of monitoring are kept by the Head of department. Records of the checks are to be kept.
- These departments follow guidance in the CLEAPSS documents.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Aims of the Regulations are to help everyone:

- Sensibly plan the work so the risks involved are managed from start to finish;
- Have the right people for the right job at the right time;
- Co-operate and co-ordinate work with others;
- Have the right information about the risks and how they are being managed;
- Communicate this information effectively to those who need to know;
- Consult and engage with workers about the risks and how they are being managed.

CONSTRUCTION PHASE PLAN

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks. For single-contractor projects that Three Spires Trust are working on, we will ensure we prepare the plan. For projects involving more than one contractor, it is the principal contractor's duty.

THE HEALTH AND SAFETY FILE

A health and safety file is only required for projects where the client is non-domestic, and involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project; where the principal designer's appointment finishes before the end of the project, the principal contractor must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project. Its purpose is to ensure that, at the end of the project, the client has information that anyone carrying out subsequent maintenance or construction work on the building will need to be aware of in order to be able to plan and carry out the work safely and without risks to health.

NOTIFIABLE PROJECTS

A project is notifiable if the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or;
- Exceeds 500 person days.

Where a project is notifiable, the client must give notice in writing to the HSE as soon as is practicable before the construction phase begins and the F10 must be displayed on site.

COOPERATION & COORDINATION

Good co-operation and co-ordination of work between all of the parties involved in a project is essential if risks are to be identified early on and properly controlled. A team approach actively encouraged from an early stage involving the client, designers, contractors and even manufacturers who work closely together will often produce the best results, this allows the client, designers, contractors and facilities management experts, to work together and identify the best solution for the client's needs, taking account of the practicalities of construction work, future maintenance and the ongoing use of the site. Even on projects where it is not practical to formally establish an integrated team, the client, designer, contractors and others involved in the project still need to work together and we will there liaise and co-operate with all such parties as and when necessary.

We are fully aware of the need to communicate the scope of our works and in particular the risks and hazards associated with our works, whilst planning the implementation of our work around that of others to avoiding creating a hazard to others.

Where potential problems are not identified until the actual work has started they can often be much more difficult and costly for all concerned to manage. Good, timely communication is therefore essential to co-operation and co-ordination of activities.

Information about risks and precautions needs to be shared sensibly (i.e. relevant information, not everything) when it is needed to plan and manage work. Drawings can be used to highlight the significant hazards or unusual work sequences identified by designers, with advice on where to find more information.

This will typically be achieved through pre-start meetings, inductions, regular informal weekly/daily co-ordination meetings between the respective parties and through the exchange of information such as risk assessments where this is deemed necessary.

CLIENT

When Three Spires Trust acts as the Client during a project, we will ensure that we 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.
- Maintaining and reviewing the management arrangements for the duration of the project.
- Providing pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- Ensuring that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- Ensuring 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.

CONTRACTOR & SUPPLY CHAIN SELECTION

Three Spires Trust has adopted a policy that we will only work with contractors and suppliers who can demonstrate and validate their commitment to high standards of health and safety. As such, all contractors and suppliers will be selected via a process that substantiates their competency.

Management Controls

- Wherever possible, contractors and suppliers are selected through seeking recommendations from trusted industry peers; and the development of a good working relationship over many years.
- Contractors are required to submit documentation including their Health and Safety Policy, Risk Assessments, Method Statements, and valid Insurance Certificates.
- Contractors are required to provide evidence of the Training and Experience of their staff.
- Contractors and suppliers are required to provide evidence of relevant industry accreditations that they hold.
- Contractors are required to provide details of their Accident Records and any relevant prosecutions.
- For any contractors' work equipment used on the premises, safe procedures for use and maintenance are expected to be followed, to meet the requirements of the relevant Work Equipment regulations.
- Suppliers are selected who can meet our requirements in respect of cost, specification, sustainability and programme.

Employee Responsibilities

- You must adhere to and comply with all management controls and report any concerns.

C.O.S.H.H.

C.O.S.H.H. stands for the Control of Substances Hazardous to Health. In the course of our work activities, employees may be exposed to, or required to use, substances that may be hazardous to health if proper control measures are not adhered to.

SUBSTANCES HAZARDOUS TO HEALTH INCLUDE:

- Any chemicals that have to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive'.
- Any substance with a 'maximum exposure limit' or 'occupational exposure standard' (OES).
- Substantial quantities of airborne dust of any kind.
- Harmful micro-organisms.
- Any other substance that creates a comparable health hazard.

Certain substances, such as asbestos and lead, are covered by specific Regulations.

Management Controls

- We ensure that we have the current datasheets for all substances hazardous to health that we use during our operations.
- These substances are assessed, and the correct control measures implemented.
- All the hazardous substances we hold are stored in a suitable safe location.
- Where possible, we eliminate the hazard at source. For example; dust extraction on tools, wetting down, LEV's etc.
- Where appropriate, suitable Personal Protective Equipment is provided for use when dealing with hazardous substances, and staff are instructed that they must wear it.

Employee Responsibilities

- Always wear the Personal Protective Equipment provided and follow the controls detailed on the risk assessments.

CYLINDER HANDLING

Gas cylinders are heavy and can be awkward to handle and move, and as such pose a risk of injury.

Management Controls

- Cylinders are checked for any damage or corrosion prior to moving them.
- Valves are checked to ensure they are fully closed.
- Trolleys are provided and must be used when moving cylinders over large distances.
- Suitable Personal Protective Equipment is provided.

Employee Responsibilities

- Do not roll cylinders, as this damages them and could cause the valve to accidentally open.
- Ensure you are wearing the correct Personal Protective Equipment.
- Never use a cylinder as a roller or to support other objects.
- Always report any damaged cylinders.

DISPLAY SCREEN EQUIPMENT

A user of Display Screen Equipment is defined as a person who "habitually uses display screen equipment as a significant part of their normal work". Generally, this means an employee who uses DSE more or less continually during the working day (*or for continuous spells of an hour or more at a time*); and who has to transfer information quickly to or from the screen.

Management Controls

- Workstations within our offices will be assessed with a view to reducing the risks associated with DSE.
- The assessment will be reviewed when; hardware/software is modified or changed; the workstation is modified; the time spent using equipment increases; there is a change in task, the workstation is relocated, or the lighting modified.
- We ensure that there is sufficient space for the operator to move, change position, and store documents.
- We ensure that lighting is suitable and sufficient to reduce glare and reflections.
- We assess ancillary equipment to ensure noise does not create excessive disturbance.
- Checks are made to ensure that excessive heat is not produced by ancillary equipment.
- We ensure that humidity is maintained at a suitable and adequate level.

Employee Responsibilities

- Use the equipment provided and adjust it correctly.
- Report any concerns to management.
- Complete a new Display Screen Equipment (DSE) assessment if your workstation changes in any way.

EYE TESTS

The provision of eyesight tests for present and future users of DSE is available. Present users shall be provided, on request, with appropriate eye tests. It is advised that future users are tested before they become users.

Repeat testing is to be at the discretion of the optometrist conducting the test. However, there is no compulsion on employees to undergo tests against their will.

Where the user experiences difficulties with DSE the employer should provide eye/eyesight tests as soon as possible. Three Spires Trust will meet the cost of providing a full eye / eyesight test with an optometrist or doctor; and will contribute towards the cost of any corrective equipment (such as spectacles) that are prescribed specifically for use with DSE.

DRUGS AND ALCOHOL

Three Spires Trust recognises that both the health of the individual and the safety of the workplace are paramount in achieving the goals of the business as a whole. Employees can be at risk from misuse of alcohol and drugs, both cause effects on individuals which can manifest themselves in the workplace leading to increased risk of accidents, sickness absence, and disciplinary problems and reduced efficiency.

Under this policy Three Spires Trust requires that:

- We are compliant with relevant current legislation relating to substance abuse i.e. The Health & Safety at Work etc Act 1974, the Misuse of Drugs Act 1971, the Transport and Works Act 1992 and where relevant the Railways (Safety Critical Work) Regulations 1994.
- Three Spires Trust employees, consultants, contractors or sub-contractors must not try to report for work if they are unfit through alcohol, illegal drugs or prescription drugs.
- When at work employees must not consume alcohol or illegal drugs or be in possession of these items nor be involved in the sale or distribution of alcohol or illegal drugs on any company premises.
- Measures to prevent any person attending work under the influence of alcohol or illegal drugs may include testing at pre-employment, post incident or 'for cause' and random unannounced testing.
- Anyone identifying themselves as having a problem will be supported positively and confidentially with guidance, and information and where applicable referral for treatment to overcome the alcohol and/or drugs problems. **Help must be requested prior to testing.**
- Anyone suspected of being under the influence through the use of alcohol and/or illegal drugs that tests positive will be in breach of this policy. They will also be subject to suspension from work, full investigation and potentially disciplinary action under the process.
- Those employees failing to consent for testing could face disciplinary action up to and including termination of employment.

EMPLOYEES' TOOLS

It is a Three Spires Trust policy to provide employees with safe and suitable work equipment for the tasks required. However, we acknowledge that some employees may prefer to use their own tools.

Whether provided by the company or owned by the employee, all work equipment is covered by the PUWER Regulations, and as an employer we are responsible for ensuring that all tools are suitable for use.

- Staff are permitted to supply and use their own tools if they prefer, but the tools must conform to all applicable regulations. Staff supplying their own tools do so at their own risk, and the company will not be held liable for any loss or damage.
- All personally owned equipment must be approved by the company before it can be used on site or for work activities. Approval will be recorded in writing, and staff are required to sign their understanding and acceptance of this policy.
- All personally owned equipment must be used in accordance with the relevant company policies and risk assessments relating to the type of equipment.
- This policy may be withdrawn at any time, either on an individual basis in the event of non-conformity, or wholly, at the company's discretion.

EMERGENCY PROCEDURES

It is the responsibility of the Director of Operations, through Academy Business Managers to ensure that key staff are prepared to deal with an emergency situation and are aware of the correct procedures to follow in the event of such a situation occurring. This ensures that the health, safety and welfare of all staff and any other persons is protected in emergency situations.

Management Controls

- Ensure that suitable procedures are produced and communicated to all relevant parties.
- Ensure that training for those with specific responsibilities is undertaken.
- Conduct drills as appropriate.
- Review procedures regularly and update as appropriate.

Employee Responsibilities

- You must follow the relevant procedures and undertake any training required.
- You must immediately communicate any concerns with management.

ENGLISH AS AN ADDITIONAL LANGUAGE

Where English is not the first language of an employee, contractor or other person affected by our work activities, Three Spires Trust recognises the risk that lack of understanding could be a contributing factor in an accident or incident.

Management Controls

- Where possible, relevant documentation will be translated.
- Where possible, training will be conducted via presentations and translated.
- The Academy Business Manager ensures that they are satisfied that the employees fully understand instructions and safe working procedures before they are allowed to commence work.
- Pictorial warning signs and notices may be displayed where appropriate.
- Those for whom English is not their first language are encouraged to ask questions and seek clarification if they do not fully understand.
- Those for whom English is not their first language are supervised where necessary.

Employee Responsibilities

- You must inform management if you do not understand any instructions given to you.
- Ensure that those affected by your work understand your communication with them, and inform management if you have any concerns.

FIRE SAFETY

Strict compliance with fire safety instructions is necessary to ensure the safety of all staff and visitors to the premises of Three Spires Trust. The fire assembly point is clearly signed and communicated during induction.

Management Controls

- Academy Principals through their Business Managers are responsible for ensuring that each member of staff is aware of these instructions and is also familiar with the procedures to be followed in the case of a fire or fire alarm.
- All staff are briefed by a nominated and competent person on the fire safety arrangements of each Three Spires Trust site at least once a year. Such training is recorded and held on the premises. The training record is signed by the employee, to formally confirm their understanding of that training.
- Three Spires Trust nominates a person to be responsible for ensuring that employee training in fire safety is carried out as necessary. The person responsible in each academy will usually be the Academy Business Manager who is competent in fire safety and arranges the necessary training in accordance with the following guidelines:

DUTIES OF THE ACADEMY BUSINESS MANAGER (NOMINATED AND COMPETENT PERSON) RESPONSIBLE FOR FIRE SAFETY

The person responsible for fire safety:

- Maintains an up-to-date Register of Employees. This Register is available for inspection at all times and is taken to the fire assembly point in the event of an evacuation, for the purpose of ensuring that all staff are accounted for.
- Maintains a Visitors register, in which the names and vehicle registration numbers of all visitors to the premises are recorded. This Visitors register is taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.
- Ensures employee training in Fire Safety.
- Maintains the Fire Safety Records, detailing all relevant records regarding fire safety, and available for inspection by the local authority and/or Fire Service as required.
- Ensures that all fire alarm and associated equipment is tested regularly, with results being recorded.
- Ensures that all firefighting equipment is tested on a regular basis in accordance with the manufacturers' or suppliers' guidelines.
- Ensures that a fire evacuation drill is carried out every term.
- Ensures that all automatic fire detection equipment is tested according to the manufacturers' or suppliers' guidelines.
- Ensures that all emergency lighting and emergency exit lights are tested according to the manufacturers' or suppliers' current guidelines.
- Ensures that all hazardous substances or materials are recorded in the appropriate format, and that the information is readily available to the local Fire Service when needed or requested.
- Ensures that escape routes and doors are not obstructed; that Fire Exit doors are unlocked and available for use when the building is occupied; and that Fire doors are closed at all times and not wedged open.

FIRE INSTRUCTION

Fire Instruction notices are displayed in prominent positions and highlight the action to be taken by all staff in the event of a suspected fire situation occurring.

The Fire Instruction notice contains the following details:

- Name and address of the premises.
- How to raise the alarm.
- How to call the Fire Service.
- How to act on hearing the alarm.
- Location of the assembly point.

The Fire Instruction notice also includes the following mandatory instructions:

- Raise the alarm if not already done.
- Evacuate the building (*and vicinity if necessary*).
- Ensure the relevant emergency services have been notified.
- Go to the pre-designated assembly point.

- Do not stop to collect personal belongings.
- Obey instructions from the Fire Safety Marshal and Fire Service.
- Do not re-enter the building until told it is safe to do so.

FIRE TRAINING

All staff receive instructions by a competent person on fire safety at the induction stage of their employment, and then at least once annually.

The training includes the following:

- Basic advice on fire prevention.
- Procedures in case of fire.
- Methods of raising the alarm.
- Location of fire alarm call points and alarm indicator panels.
- Action to be taken on hearing the alarm.
- Correct procedures in calling the Fire Service.
- Position and use of internal firefighting equipment.
- Location of Fire exits and routes leading to them.
- Evacuation procedures.
- Special arrangements for staff or visitors with disabilities.
- Arrangements for the assistance and guidance of visitors.

FIRE PREVENTION

- Fire extinguishers, call points, fire detectors, and all other fire prevention equipment items must not be abused or misused.
- Fire Exits and escape routes are well signed and available for use at all times when the building is occupied.
- Internal fire doors are clearly labelled and fitted with closing devices.
- Adequate provision for the disposal of cigarette ends etc. are provided.
- Waste materials are not allowed to accumulate, and all waste disposal containers are constructed of fire resistant material and fitted with lids.
- Portable heaters are located well away from combustible materials and pedestrian routes, and the instructions for use strictly observed.
- Temporary fixtures and fittings used for special occasions are located away from heat or flame sources, not attached to lights or heaters, or to any fire safety equipment provided for use in an emergency.
- Emergency signs and notices are not obscured and fire exit routes kept clear.
- Electrical apparatus conforms to British Standards and only installed by a competent electrical contractor.

At the end of the day a check is made of all rooms to ensure that:

- Fire doors are closed.
- Windows are closed.
- All potential seats of fire (*e.g. cigarette ends, combustible waste etc.*) have been properly disposed of.

FIRST AID

FACILITIES AND EQUIPMENT

Three Spires Trust will provide suitable and sufficient First Aid facilities and equipment as required by the relevant legislation.

FIRST AID PERSONNEL

The number of First Aid personnel ('Appointed Persons' and 'First Aiders') required in a workplace depends on the potential hazards identified therein.

APPOINTED PERSON

An Appointed Person is an employee authorised by the employer to take charge if an injury or illness should occur. This person will act in the absence of a trained First Aider and have the responsibility of summoning help, calling for an ambulance, etc. Appointed Persons should be trained to such a level that they are competent in emergency situations. The appointed person(s) in the company are communicated during induction.

FIRST AIDERS

A First Aider is a person who has undertaken training and obtained qualifications approved by the Health and Safety Executive. All First Aid certificates are valid for three years. It is important that qualified First Aiders undertake refresher training before their current certificate expires. The first aiders are communicated during induction.

FIRST AID INFORMATION

Notices detailing the arrangements that have been made in connection with First Aid, including the location of First Aid facilities and personnel will be displayed.

FIRST AID RESOURCES

The First Aid box will be adequately stocked with resources that the First Aider has been trained to use, but it will not contain any form of medication.

As a general guide (*there is no mandatory list*) the First Aid Box **will typically contain:**

- A First Aid General Guidance card, or a First Aid at Work booklet.
- Approx. 20 individually-wrapped sterile adhesive dressings of assorted sizes.
- Approx. 2 Sterile Eye Pads, with holding attachments.
- Approx. 4 individually-wrapped sterile triangular bandages.
- A suitable number of safety pins.
- Approx. 6 medium individually-wrapped sterile wound dressing, unmedicated.
- Approx. 2 large individually-wrapped wound dressings, unmedicated.
- One pair of disposable gloves.

These contents must be examined regularly and restocked when necessary (including the replacement of items that have reached their expiry date). **Under NO circumstances should any medication or tablets such as Aspirin, Paracetamol, and ointments be placed in First Aid Box.**

FOOD HYGIENE & KITCHEN PROCEDURES

Three Spires Trust requires that all food within the building is produced, stored and handled to the highest standards of hygiene to meet the requirements of the relevant Regulations.

The purpose of food safety legislation is to ensure the health and safety of the consumer by providing controls over the production, storage, preparation and sale of food throughout the country.

Management Controls

- Ensure all employees who work in the kitchen are competent to operate all kitchen equipment.
- Ensure employees understand and are capable of fulfilling their obligations and ensuing duties in relation to these procedures.
- Ensure all staff responsible for food preparation have the relevant food hygiene training.
- Ensure that staff are suitably trained in food allergens and that all information regarding allergens is available and declared to all relevant parties.
- All equipment will be visually inspected prior to use for any damage or defects. Any damaged items will be immediately taken out of use for replacement or repair.
- All kitchen equipment will be serviced and maintained in accordance with the manufacturers' guidance.
- All gas appliances will be serviced and maintained in accordance with the manufacturers' guidance, using appropriately qualified contractors.
- The kitchen will be kept clean and tidy, with any spills cleaned up immediately.
- The extraction system will be cleaned on a regular basis to avoid the build-up of grease.
- All food items will be stored appropriately.
- The fridges and freezers will be monitored to ensure food is kept at the correct temperature.
- To keep these standards and procedures in place permanently.
- To keep up-to-date documents and records relating to these issues and procedures.
- To respond to employee concerns regarding any potential failures or shortfalls within our procedures.

Employee Responsibilities

- Any damaged items must not be used and must be reported immediately to the supervisor for replacement or repair.
- You must not handle food or enter the food handling area if you; are suffering from, or carrying, a disease likely to be transmitted via food; have open or infected wounds, skin conditions or sores; have diarrhoea / vomiting.
- You must maintain a high level of personal cleanliness. You must wear suitable clean clothing, and protective clothing where necessary.
- Convey allergen information clearly and accurately.
- Effective hand washing is extremely important to help the prevention of harmful bacteria being spread from people's hands to food, work surfaces, equipment etc. Therefore, you must wash your hands thoroughly and dry them using a disposable towel, in the following (non-exhaustive) circumstances:
 - When entering the food handling area after a break / toilet break;
 - Before and after preparing food;
 - After touching raw / defrosting food;
 - After handling food waste / emptying the bin;
 - After cleaning or handling cleaning products;
 - After blowing nose / sneezing etc.

It is vital that the following practices are strictly adhered to.

The general premises will be kept clean, maintained and in good repair. The construction and layout will:

- Allow for adequate access for cleaning and maintenance.
- Provide enough space to carry out all tasks hygienically.
- Allow good food hygiene practices, including protection against contamination and pest-control measures.
- Provide suitable conditions for handling and storing food and be capable of keeping it at appropriate temperatures.
- Provide adequate lighting, water, drainage and ventilations systems.

Cleaning / Maintenance

- All areas within the business premises, and specifically all items, fittings and equipment that come into contact with food, must be kept clean.
- Spillages must be cleaned up immediately and thoroughly.
- Food waste and rubbish should be removed and placed in sealed containers as quickly as possible, avoiding any build-up.

Temperature

Foods must not be accepted or stored at temperatures that may cause a risk to health. Temperatures must be monitored and recorded prior to accepting delivery, and throughout the storage and cooking process.

Cross Contamination

Cross contamination is when bacteria or allergens are spread between food, surfaces and equipment. It is most likely to happen when raw food touches (*or drips onto*) ready-to-eat food, equipment or surfaces, or when products containing allergens are produced or handled in the same premises as those free of allergens.

The following actions are essential to help prevent cross contamination:

- Clean work surfaces, chopping boards and equipment thoroughly before and after preparing food.
- Use different chopping boards and knives for raw and ready-to-eat food.
- Wash your hands thoroughly before preparing food.
- Wash your hands thoroughly after touching raw food.
- Wash your hands and equipment thoroughly before handling allergen free food.
- Keep allergen free, raw and ready-to-eat foods separate at all times, and always store raw food below ready-to-eat food.

GENERAL PREMISES CONDITIONS

CLEANLINESS AND WASTE

All work areas are kept clean and tidy with waste removed at regular intervals and not left to build up.

SLIPS, TRIPS & FALLS

Housekeeping of our premises is maintained to a high standard and we commit to reduce preventable workplace slips, trips and falls incidents through appropriate risk assessment, effective planning and positive management. Three Spires Trust is committed to preventing or minimising the risk of slips, trips and falls to anyone who visits or uses our premises by providing a safe working environment and, as far as is reasonably practicable, ensuring any slip, trip and fall hazards in the workplace are identified, reported and rectified.

WORK STATIONS AND SEATING

Each workstation and chair (where applicable) are suitable for the job function and the person utilising them. Workstations are arranged so that each task can be carried out safely and comfortably, including ensuring that the worker can work at a suitable height in relation to the work surface.

Those members of staff who use computer equipment on a regular basis are required to complete a Display Screen Equipment assessment form.

DRINKING WATER

An adequate supply of drinking water is readily accessible in our premises.

TEMPERATURE

A reasonable temperature of at least 16 degrees Celsius is provided during work hours inside our premises for sedentary tasks. For physically demanding tasks this temperature is 13 degrees Celsius. Where work outside is required, weather conditions will be considered during the risk assessment process, and suitable clothing worn in addition to other relevant controls implemented.

TRAFFIC ROUTES

Car parking and vehicle routes are organised to allow pedestrians and vehicular traffic to circulate safely.

WASHING AND SANITARY FACILITIES

Our premises comply with the regulatory requirements with regard to the number of WCs provided in relation to the number of staff employed on the premises.

In the case of female WCs, suitable means is provided for the disposal of sanitary dressings.

In both male and female WCs, washing facilities are suitable and sufficient, with hot and cold running water, soap, and suitable drying facilities.

Washing and sanitary facilities are regularly checked to ensure standards of cleanliness and tidiness are maintained. All WCs are adequately ventilated and lit.

WEATHER CONDITIONS

Weather conditions can create additional hazards, even when working indoors, including hot weather as well as inclement weather.

Suitable information and training is provided to employees to ensure understanding of, and adherence to, the risk of weather conditions and risk assessments are completed and reviewed dynamically to account for weather changes.

Management Controls

- Risk assessments of our premises are conducted, recorded and reviewed.
- Objects are not stored on the floor, in walkways, or on top of cabinets where there could be a danger of falling objects.
- Waste is not left to build up, bins are emptied on a regular basis.
- Contractors are monitored to ensure that they are working safely.
- All staff have enough space to carry out their working tasks.
- Walk-rounds will be carried out to ensure a safe working environment is maintained.

- All lighting is suitable and sufficient.
- All flooring in the premises is suitable and checked regularly for damage or hazards that could create a slip or trip hazard.
- Spills are cleaned up immediately.
- Wet floor signs are used where required.

Employee Responsibilities

- To return all articles and equipment to their storage location after use.
- To report any issues that require maintenance immediately, such as bulbs that need to be replaced, damage to fixtures or fittings that could pose a risk of harm.
- To take all reasonable care of all fixtures and fittings, and never cause or allow damage through wilful misuse or neglect.

GYM & EXERCISE EQUIPMENT

EMPLOYEE ONLY FACILITIES

Management Controls

- Gym equipment is installed, used and maintained in accordance with manufacturers' guidelines.
- Risk Assessments are produced and implemented for Gym Equipment.
- Gym equipment is removed from use if any defects are found.

Employee Responsibilities

- Gym Equipment must be visually inspected prior to use, and if any defects or damage is found the Equipment must not be used, and management informed immediately.
- Gym Equipment is used at your own risk and medical advice should be sought before participating in any new exercise activities.

HAND TOOLS

Many accidents occur when hand tools fall from heights, are tripped over, or placed in such a position that the cutting edges cause injury.

Management Controls

- All hand tools comply with the relevant regulations and standards, and are maintained in good repair.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

Employee Responsibilities

- Select the correct tools for the job.
- Check that the tools are in good condition.
- Use them correctly.
- Store the tools in a suitable location.
- Keep all the tools in good condition.
- Remove any damaged tools from use until repaired or replaced.
- When not in use, ensure that any hand tools are stored in a manner unlikely to be hazardous to others. Use boxes or other suitable containers.
- Ensure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected.
- Do not lay tools down so that they can fall, roll or be knocked over.
- Never leave tools lying in walkways or any place where they could be tripped over.

HOT WORKS

Hot work is a process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace, for example soldering, brazing or welding, cutting or grinding.

The main hazards associated with hot works are:

- Exposure to fumes and gases. Hot work can expose workers to hazardous fumes and gases that can result in severe health and safety impacts. This exposure may be a direct result of the hot work activity, such as welding fumes, or a result of the environment where the hot work is being undertaken. For example, carrying out hot work to repair a silo without proper removal of previous residues could result in serious adverse reactions, such as generating toxic fumes or an explosive atmosphere.
- Exposure to electrical hazards. Depending on the type of hot work being undertaken, live electrical circuits may be used to generate heat, which results in a risk of electric shock.
- Heat exposure. Hot work involves 'use of open fires, flames and work involving the application of heat', which can expose workers to dangerous elevated temperatures and heat build-up in the body. Excessive heat exposure can result in heat stress, heat stroke and unconsciousness.
- Exposure to improper isolation of equipment. Improper isolation of equipment being worked on can result in hazards including entrapment, crushing, asphyxiation, explosive environments, etc. For example, failure to correctly chocking moving equipment is in place or not isolating pipework that could carry gases, vapours or fumes into the workplace.
- Flying sparks. This is the main risk posed by hot work. Sparks can easily get trapped in cracks, pipes, gaps, holes, and other small openings, where it will potentially smoulder and start a fire.
- Flammable swarf, molten metals, slag, cinder, and filings. The debris and residue that hot work creates are often highly combustible and/or hot.
- Heat conduction when working on pipes. Hot work can cause a pipe to heat up substantially and this heat can easily transfer through the process of conduction to another, potentially flammable surface and cause a fire.
- Hot surfaces. If flammable materials or substances aren't removed from the area prior to hot work, they could come into contact with a surface that has become hot during the work and start a fire.
- Explosive atmospheres. In certain environments, there may be vapours or gases in the air that are highly combustible and could ignite when exposed to hot work. Similarly, the hot work could generate fumes that create an explosive atmosphere.

SOLDERING

Soldering is a joining process used to join different types of metals together by melting solder. Solder is a metal alloy usually made of tin and lead which is melted using a hot iron.

Management Controls

- Suitable training in safe soldering practices is provided.
- Suitable permit to work procedures are implemented.
- Suitable Personal Protective Equipment is provided (including eye protection, gloves, overalls, boots, and respiratory equipment if working in a poorly ventilated area), and staff instructed to wear it.
- Suitable equipment is provided for the task.

Employee Responsibilities

- Clear combustible materials from area. Keep fire extinguisher close to the working area.
- Always wear the Personal Protective Equipment provided.
- Always use the correct equipment for the task.
- Conduct pre-use checks of all equipment.
- Complete at least a 30-minute fire watch after the hot works have been completed to ensure that no residual ignition occurs.

CUTTING

The process of cutting generates heat, the level of which depends on the material being cut.

Management Controls

- Suitable training in safe cutting practices is provided.

- Suitable permit to work procedures are implemented.
- Suitable Personal Protective Equipment is provided (including eye protection, gloves, overalls, boots, and respiratory equipment if working in a poorly ventilated area), and staff instructed to wear it.
- Suitable equipment and cutting discs are provided for the task.

Employee Responsibilities

- Clear combustible materials from area. Keep fire extinguisher close to the working area.
- Always wear the Personal Protective Equipment provided.
- Always use the correct equipment for the task.
- Conduct pre-use checks of all equipment.
- Complete at least a 30-minute fire watch after the hot works have been completed to ensure that no residual ignition occurs.

GRINDING

The process of grinding generates heat, the level of which depends on the material being worked with.

Management Controls

- Suitable training in safe grinding practices is provided.
- Suitable permit to work procedures are implemented.
- Suitable Personal Protective Equipment is provided (including eye protection, gloves, overalls, boots, and respiratory equipment if working in a poorly ventilated area), and staff instructed to wear it.
- Suitable equipment and cutting discs are provided for the task.

Employee Responsibilities

- Clear combustible materials from area. Keep fire extinguisher close to the working area.
- Always wear the Personal Protective Equipment provided.
- Always use the correct equipment for the task.
- Conduct pre-use checks of all equipment.
- Complete at least a 30-minute fire watch after the hot works have been completed to ensure that no residual ignition occurs.

KNIVES

Management Controls

- Three Spires Trust ensures that all staff are adequately trained and competent before using safety knives and keeps documented records of all training received.
- All safety knives comply with the relevant regulations and standards and are maintained in good repair.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Safety knives are provided free of charge to all staff who require them for their work.
- The use of any other knives is banned in the workplace.
- Maintenance and replacement of safety knives, etc. is the responsibility of the Site Manager / Technician.
- Damaged or defective knives are removed from use until repaired or replaced.

Employee Responsibilities

- Only use safety knives for their intended purpose, and in accordance with safe working practices.
- Never use any other knives in the workplace.
- Wear suitable Personal Protective Equipment provided.

LEGIONELLA

LEGIONELLA - WHAT IS IT?

Legionellae are bacteria that can be found in natural water (*rivers, lakes etc.*) as well as artificial water systems such as hot and cold water systems (*storage tanks, pipework, taps and showers*).

Legionella can survive in low temperatures, but particularly thrive at temperatures between 20°C and 45°C. High temperatures in excess of 60°C will kill the legionella bacteria.

LEGIONELLOSIS

Legionellosis is the collective name given to the pneumonia-like illnesses caused by legionella bacteria; including the most serious and well-known Legionnaires' disease, and also the similar but less serious conditions of Pontiac fever and Lochgoilhead fever.

Legionnaires' disease is a potentially fatal form of pneumonia caused by the legionella bacteria. It can affect anyone, but some are at higher risk than others; especially those over 45, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune system is impaired. However, everyone is potentially susceptible.

POTENTIAL SOURCES

Potential sources of legionella are:

- Any of the showers and taps within our premises.
- Areas in the building where the pipework is long, resulting in the water temperature dropping below 45°C.
- Any redundant pipework in the building, or any areas where stagnant water can collect and build up.
- The hot water tanks within the building.

Management Controls

- Three Spires Trust acknowledges its responsibility to consider the risks from legionella present in the water systems under its control; and is aware of the need to prevent the exposure of persons to legionella bacteria.
- The correct temperature is maintained in the hot water tanks.
- These tanks are insulated, kept clean and are regularly maintained.
- The plumbing is inspected as appropriate by a competent person.
- Pipework in the building is insulated as required.
- If any other taps or showers in the building have not been used for over a week, they are turned on for at least two (2) minutes to thoroughly flush them through.

LIAISON WITH STATUTORY AUTHORITIES

In the event of an unscheduled visit by an Inspector to the premises of, or an area of Three Spires Trust, the receiving person will:

- Determine the Inspectors credentials and the Statutory Body they represent.
- Request to see a form of identification.
- Ensure that the Academy Business Manager is informed immediately of the presence of an Inspector.
- Ensure the most senior person on site accompanies the Inspector during the visit or nominate a suitable representative.
- The necessary assistance, information and documentation will be given to the Inspector on request.
- Written evidence must be requested from the Inspector which outlines the findings of the visit and any recommendations which may have been made.
- Ensure follow up actions required by the Inspector are promptly conducted.

LIFTING EQUIPMENT

Lifting Equipment such as passenger lifts are available at some Three Spires Trust sites.

Management Controls

- Three Spires Trust ensures that Lifting Equipment and accessories are of good construction, adequate strength, and fit for purpose in accordance with the Lifting Operations and Lifting Equipment Regulations.
- Three Spires Trust ensures that all such equipment is properly maintained and regularly examined by a competent person, and such tests and inspections are recorded.
- All lifting equipment is visually inspected prior to use and will have an in-date LOLER inspection. The frequency of LOLER inspections will be as required under the Regulations:
 - Initially, before equipment is put into service (with some exceptions for CE marked new equipment);
 - After installation, where safety is dependent on correct installation;
 - Periodic examinations are required where lifting equipment is exposed to conditions which cause deterioration that could lead to a dangerous situation;
 - After any exceptional events such as an accident or long period without use;
 - Every six months for lifting equipment used for lifting/lowering persons. E.g. passenger lifts, access platforms, window cleaning equipment;
 - Every 12 months for all other lifting equipment not falling into either of the above categories, e.g. cranes, lifting block and runway beams.
- Any training that is required for use of such equipment will be provided by Three Spires Trust.
- Only staff who are suitably trained to use Lifting Equipment are permitted to do so.

Employee Responsibilities

- You must only use Lifting Equipment if you are suitably trained and authorised to do so.

LIFTS (Passenger)

Management Controls

- Only authorised persons are permitted to operate Three Spires Trust lifting equipment.
- Lifts are suitable for the purpose required.
- Our lifts must only be used in accordance with the manufacturers' instructions and guidelines.
- Training will be provided and refresher training will be provided if there is an accident or near miss and the investigation identifies the cause was the unsafe use of the equipment or if the operator is observed operating the equipment in an unsafe manner.
- Regular visual checks are completed in house.
- Moving parts are guarded, and any keys to access motors are stored securely.
- A rescue plan is produced and communicated, including the availability of an emergency two-way communication system.
- A safe system of isolation is implemented and communicated.
- Any reported safety defects are acted upon, and the equipment taken out of service immediately until repaired.
- Only competent persons are authorised to conduct maintenance on the lifts.

Employee Responsibilities

- Ensure the Safe Working Load is not exceeded.
- Lifts must only be used for their intended purpose, and in accordance with the manufacturers' instructions and guidelines.
- Ensure guards are not removed.
- You must follow safe systems of work and risk assessment controls at all times.
- You must report any safety defects to the Site team immediately.

LONE WORKING

Within Three Spires Trust, there are a number of situations where it is possible that an employee may be called upon to work on their own. An employee working alone should never be at greater risk than any other employee at any other time. Working alone can result in risks and hazards that would otherwise be non-hazardous and not subject to a formal risk assessment.

Although instances may differ, the following guidelines are to be followed in the case of employees called upon to work alone.

Management Controls

- Tasks in any lone worker situations are assessed, taking into account the following; is the work a one-person job? Is the location of the work remote or isolated? Is there likely to be any problems with communication? Is there any security risk, or the possibility of violence towards the lone worker? Are emergency exit routes available (consideration given to those that may be routinely locked out of hours)?
- Safe working practices and arrangements are implemented with a view to eliminating or minimising any risk.
- Staff working alone are given instructions on what to do in the event of an accident or emergency.
- Appropriate first aid resources are made available to any lone workers.

Employee Responsibilities

- You must ensure that whilst working alone, your whereabouts and the work you are doing is known to others.
- You must ensure that the guidelines for working alone are followed.

LIMITATIONS

No member of staff will be required to work alone on behalf of Three Spires Trust in circumstances where:

- Their location is unknown.
- They do not feel confident in carrying out lone work.
- They have no means of summoning assistance or indicating their location in an emergency (including being taken ill).
- They have received no training or at least a briefing as to the potential hazards of working alone, and the measures to be taken when working alone.

EMERGENCY SERVICES CONTACT

In an emergency, always dial **999**.

THREE SPIRES TRUST STAFF CONTACT

Any employee likely to be in a lone working situation must ensure that they are provided with a contact telephone number of a work colleague and that the number is immediately to hand (*e.g. stored in the employees' mobile phone memory*).

MACHINERY

INSPECTION OF MACHINERY

Before any machinery or associated equipment is used it is vital that it is inspected, and that any faults found are reported. Operators of machinery will have access to the machine's Manual or Handbook for information on how to maintain the equipment.

Management Controls

- We assess our work activities and ensure suitable equipment is purchased for the tasks required.
- We provide suitable training on how and when to use the machinery provided.
- We ensure machinery is serviced and maintained in accordance with manufacturer's guidelines.
- We ensure that any defects identified are repaired prior to the equipment being put back into use.

Employee Responsibilities

- Never operate machinery unless you are qualified and authorised to do so.
- Walk around the machinery before starting it to check for defects and obstructions, and ensure emergency stops are in full working order.
- Always report any defects identified.
- Check for potential hazards, such as objects placed close by.
- After use, ensure the machinery is correctly shut down and left in a safe condition.
- Guards are fitted to machinery to prevent contact with moving parts. Always ensure that these guards are properly in place and secured before starting up machinery.
- Never remove or adjust guards whilst the machinery is in motion.
- Do not interfere with any switches or safety precaution devices.
- On machinery fitted with interlocks, make sure that the interlocks work correctly. Any defects must be reported immediately.
- Operating unguarded or badly guarded machinery could result in serious injury or even death; use the guards properly.

MANUAL HANDLING

More than a quarter of all reportable accidents annually are associated with manual handling. Although fatalities accidents are rare, a vast majority of reported accidents result in 'over three (3) day' injuries.

There are three fundamental principles:

- As far as is reasonably practicable, hazardous manual handling activities should be avoided.
- If unavoidable, then a risk assessment of the hazardous manual handling activity must be undertaken.
- Following the assessment, the risk of injury should be reduced to as low as is reasonably practicable.

Management Controls

- Assessments for manual handling activities are recorded and reviewed.
- Wherever possible, we avoid employees undertaking unnecessary manual handling activities that involve risks.
- Employees are provided with information and guidance with regard to correct handling and lifting techniques.
- Employees are provided with appropriate training and suitable personal protective equipment.
- If a task has to be undertaken in the knowledge of the risk, employees are informed of the weight of the load and the centre of gravity (if not central).

Employee Responsibilities

- Follow and comply with any system developed to ensure safe manual handling techniques.
- Use any personal protective equipment provided.
- Practice safe work habits.
- Report any hazard or defect.

SAFETY CHECKLIST MANUAL HANDLING AND LIFTING

Preparation

- What is being lifted?
- Where to and how far?
- How many people will be needed to move the load safely?
- Are they all trained in kinetic lifting and handling?
- What methods and equipment will be required?
- Is the required equipment available?
- Would mechanical means be more practical or appropriate?
- Is the lifting and handling area/route clear of hazards?
- Is the operation part of a routine? If so, could it be more effectively planned and executed?

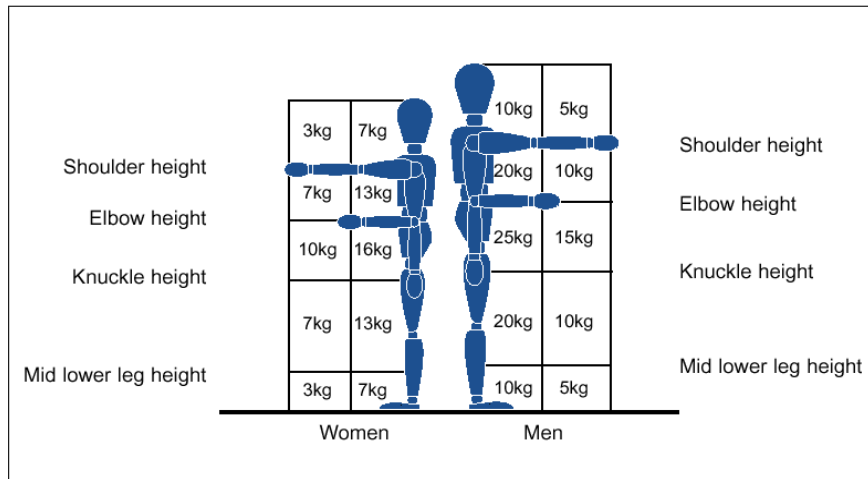
Lifting and handling

- Is the proper clothing in use?
- Are proper (*kinetic*) lifting methods being employed?
- Is co-ordination satisfactory in dual and team lifting?
- Is the necessary equipment in use or to hand?
- Are excessively heavy weights being lifted?
- Are loads being deposited or stacked safely and securely?
- Is adequate supervision employed where necessary?

After lifting and handling

- Are any incidents or accidents reported and recorded?
- Where injuries have been sustained, has medical attention been sought?
- Is the damage or loss of equipment etc. recorded?

GUIDELINE WEIGHTS FOR MANUAL HANDLING OPERATIONS



Each box in the diagram above shows guideline weights for lifting and lowering.

Observe the activity and compare to the diagram. If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes. If the operation must take place with the hands beyond the boxes, make a more detailed assessment.

The weights assume that the load is readily grasped with both hands.

The operation takes place in reasonable working conditions with the lifter in a stable body position.

Any operation involving more than twice the guideline weights should be rigorously assessed –even for very fit, well-trained individuals working under favourable conditions.

There is no such thing as a completely 'safe' manual handling operation. But working within the guidelines will cut the risk and reduce the need for a more detailed assessment.

EMERGENCIES

Well-intentioned improvisation in an emergency, for example to rescue a casualty, does not amount to a breach of these Regulations.

MENTAL HEALTH & WELLBEING

Three Spires Trust is committed to protecting the health (*mental health as well as physical health*), safety and welfare of its employees (*this extends to contractors and temporary staff*) by providing a supportive working environment.

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing, and productivity. Many factors in the workplace influence the mental wellbeing of individual employees, particular departments or organisations as a whole. Understanding and addressing the factors which affect people's mental wellbeing at work has a wide range of benefits, both for individuals and the organisation.

Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work. This workplace mental wellbeing policy covers the following aspects of mental health and wellbeing:

It is the policy of Three Spires Trust to provide a supportive environment for dealing with mental health related issues; however, employees must take responsibility for raising their concerns as early as possible in order for Three Spires Trust to investigate and assist with or resolve genuine problems.

Some pressure at work is inevitable and total elimination of this pressure is neither possible nor desirable. Every job brings its own set of tasks, responsibilities and day-to-day problems. The pressures and demands these place upon employees are an unavoidable feature in working life.

Some pressure can be positive. It is often the tasks and challenges faced at work that provide the structure to the working day and keep individuals motivated. These are often key in providing a sense of achievement and job satisfaction. However, an individual's ability to deal with pressure is not limitless and it is important that this pressure does not become sustained stress. It must be recognised that different people have different stress thresholds.

Work-related stress is not an illness in itself, but excessive workplace pressure can potentially cause damage to the mental wellbeing of an individual, and this can in turn undermine the health of the workforce and damage business performance.

Some of the most common causes of work-related stress are known to be excessive workloads, deadline pressures, aggressive management, poor communication, unsupportive work environments and problems maintaining work-life balance.

Outside domestic pressures, such as family, finance, and bereavement are also potential causes of stress and can frequently compound workplace pressure. These should also be taken into consideration where they are likely to have an impact on an individual at work.

Management Controls

Three Spires Trust has responsibility for:

- Encouraging active consideration of mental wellbeing as part of the design and implementation of procedures, processes or systems (for example when defining roles and responsibilities within their department).
- Endeavouring to take reasonable actions to investigate the issues and reduce or eliminate the factors causing stress where reasonably practicable and appropriate (support will be provided to the manager dealing with the issue by the relevant Health & Safety Advisor or other appropriate persons as required).
- Raising the awareness about mental health and wellbeing.
- Where reasonable and practical, producing and making changes to work-related practices to reduce the factors which may lead to stress in the workplace (for example, workplace risk assessments and audits, providing staff with training and adequate resources for their roles).
- Providing opportunities for employees to maintain and promote their health and well-being.
- Promoting and maintaining a culture of open communication throughout the organisation.
- Promoting and maintaining good management and team building practices for those with management and supervisory responsibilities.

Dealing with existing or potential mental health problems by:

- Providing a supportive environment in which issues and concerns can be raised in confidence and dealt with appropriately.
- Providing guidance to managers to assist in the sensitive management of employees in likely harmful situations.

- Identifying appropriate training requirements.
- Assisting and advising employees who are suffering from work-related stress.
- Providing signposting to both internal and external sources of assistance for employees with potential mental ill health (the level and type of assistance will depend on individual circumstances).

Employee Responsibilities

- Ensure concerns regarding mental health and wellbeing are raised to your immediate manager in the first instance as early as possible. Where this is not appropriate, concerns should be raised with a senior leader.
- Seek appropriate medical advice and/or advice from appropriate organisations.

MONITORING, AUDITING AND REVIEW

Three Spires Trust will provide, so far as is reasonably practicable, a safe and healthy working environment at all times. To maintain and improve Health and Safety standards, Three Spires Trust will ensure adequate arrangements are in place to monitor and review health and safety in the workplace. Where the monitoring or review processes identify that improvements need to be made in the health and safety arrangements, Three Spires Trust will ensure that suitable and timely action is taken to make improvements.

To meet the requirements of the above, Three Spires Trust shall:

- Ensure that work areas are monitored regularly, with written audits completed at least quarterly.
- Co-operate with any health and safety audits/inspections undertaken by others in their area.
- Agree with the person undertaking the audit/inspection the findings and any remedial action needed.
- Ensure all agreed actions are completed in an appropriate and timely way as agreed.
- Set up arrangements to monitor and review health and safety performance in their own area of responsibility.
- Ensure all safety related incidents are recorded and investigated as appropriate.
- Track significant actions arising from incident investigations, audits and inspections.
- Monitor the effectiveness of site inspections.
- Monitor the effectiveness of health and safety training programmes.
- Ensure audits are led by someone who is suitably competent.
- Ensure that the review of Health & Safety Management Systems is completed at least annually, or sooner if changes or the result of audits dictate.

OFF-SITE VISITS

Management Controls

- The academy committee and senior leadership team ensure that all trips are suitably planned.
- Approved transportation companies are used.
- Risk assessments are completed for off-site visits and activities that require them.
- All off-site visits are appropriately staffed.
- Staff take a school mobile phone, a first aid kit, information about medical needs of pupils along with parent consent details.

The Group Leader

The Group Leader is the member of staff intending to organise the educational visit and lead staff and students during the visit. The Group Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the students' health, safety, and welfare.

For larger visits a Deputy Group Leader may be appointed, however, ultimately the Group Leader retains the responsibility for managing the visit. The Group Leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policies and procedures.
- Plan and prepare for the visit and assess the risks.
- Define the roles and responsibilities of other staff and students and ensure effective supervision of what they do (guidance on safety and supervision is included below).
- Communicate to other staff on the arrangements and organisation of activities and students during the visit – e.g. provide an itinerary, register of student grouping and inform of any specific medical or dietary requirements of those taking part.
- Be aware of the school's emergency contact procedures for during and out of school hours and be able to act in accordance with them.
- Identify another member of staff who can deputise and lead the visit in the event of the Group Leader's absence/illness and keep them informed of visit arrangements.

PERSONAL ELECTRICAL EQUIPMENT

The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shocks can cause severe and permanent injuries and can kill. Damaged equipment can cause fires that can lead to death or injury to others. Most of these accidents can be avoided by adopting a policy with straightforward precautions. The aim of this policy is to reduce the risks which non-company electrical equipment may pose to all staff and persons visiting or working within the demised premises of the company.

The company recognises that with the ever-increasing pace of technology and for reasons of personal safety, staff and contractors may wish to bring certain personal electrical devices to work. Employees are permitted to bring in and use the following personal equipment:

- Mobile/smart phones/tablets and chargers.
- Digital organisers and chargers.
- iPhones, iPods, and MP3 players.

Employees and contractors are not permitted to bring into the workplace any other privately-owned electrical equipment that requires a mains power supply to run or charge the equipment. Staff and contractors found with any items of electrical equipment which are not allowed in the workplace will be asked to remove the equipment from the premises.

Contractors and delegates may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work and they must ensure that this equipment is in a safe condition by verifying the following:

- The plug or adaptor is for a UK socket.
- The cable and body of the equipment and/or charger do not show any signs of damage.
- All UK plugs are marked BS 1363.
- The equipment or charger is Class II (Double Insulated) & CE (European Standard) marked.

Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought on site.

PERSONAL PROTECTIVE EQUIPMENT

The Regulations regarding Personal Protective Equipment (PPE) deal with clothing and equipment designed to protect employees from external influence (*but does not include equipment or clothing required by other legislation such as C.O.S.H.H. or Food Hygiene*). The equipment provided should be suitable for the risks involved and the conditions at the place where exposure to the risk may occur. It is also important that the equipment is suitable for the person who is required to wear it and does not induce any unnecessary stress when in use. PPE will be provided free of charge if an assessment has indicated that PPE is required to be worn.

Management Controls

- We assess our work activities to determine whether PPE is appropriate and necessary. The assessment will determine; What PPE is required? Is the PPE compatible with other equipment that has to be used or worn for that task? Does the PPE create any additional risks itself?
- Three Spires Trust provide PPE to employees if they are exposed to any risks that cannot be controlled by other means.
- We will also provide suitable training on how and when to use the PPE provided.
- We recognise that PPE may become damaged or defective through normal 'wear and tear', and on such occasions, we will remove and replace the PPE. Where PPE becomes damaged or defective through wilful neglect or misuse, employees will be required to contribute to or cover the cost of repair or replacement.

Employee Responsibilities

- You must always wear the PPE provided.
- You must inform Management if you believe for any reason that the PPE provided is unsuitable for the task or creates additional risks.
- You must take all reasonable care of PPE provided to you, including regular appropriate cleaning.
- You must check PPE before use and report it to the site team for replacement if it is found to be damaged or defective.

PLAYGROUND EQUIPMENT

Management Controls

- A monthly inspection of the playground will be conducted by a competent person.
- The inspection will be recorded appropriately.
- Any actions requiring follow-up will be identified on the inspection sheet and actioned promptly. Where faults may affect the safety of the clients, the item or the area will be isolated until such faults are rectified.

Employee Responsibilities

- You must adhere to and comply with all management controls.

PORTABLE APPLIANCE TESTING

INSPECTION

In most cases, inspection is a simple visual technique that does not need to be carried out by a trained electrical expert.

TESTING

Testing is carried out by a competent person and involves a full inspection of the electrical equipment along with appropriate tests. Individuals who carry out the testing should possess sufficient knowledge, experience and training in order for them to identify the risks and appropriate control measures.

COMBINED INSPECTION AND TESTING

A combination of inspection and testing should be carried out by a competent electrician where there is reason to suspect electrical equipment may be faulty or damaged.

Management Controls

- Where Testing is required, a competent electrician is engaged in accordance with our policy on Contractor selection.
- Records of all Portable Electrical Appliance testing will be kept on the premises and will be available for inspection when required.
- Any defective equipment will be placed out of use until such time as it can be repaired, with all remedial action/s being recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of accordingly.

Employee Responsibilities

- Before using any item of electrical equipment, carry out a visual check of the plug along with the connected cable, which should be gripped securely at the plug.
- At the first sign of damage or excessive wear, report the item to Management to be removed from use and isolated until it can be checked by a competent electrician, repaired or replaced.

PORTABLE ELECTRIC TOOLS

There is a constant risk of electric shock whilst working with electric power tools.

Management Controls

- All power tools comply with the relevant regulations and standards and are maintained in good condition in accordance with manufacturers' guidelines.
- Where safety devices or guards are required for use with power tools, they are provided and maintained in good condition in accordance with manufacturers' guidelines. Staff are trained in the use of and instructed to always use safety devices and guards where applicable.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

Employee Responsibilities

- Always select the correct tool for the task being carried out.
- Always carry out a visual inspection of power tools prior to using them, to identify any defects or damage to the equipment.
- Do not use any power tools that have defects or damage; report the defects or damage to a Manager and remove the tool from use (with clear labelling to show it is not to be used) until repaired or replaced.
- Always wear the suitable Personal Protective Equipment provided.
- Always use safety devices and guards where provided.
- Always use safe working practices when using power tools.
- Always store, transport, and use hand tools in a safe manner.

PROTECTION OF THE PUBLIC

PUBLIC VISITING PREMISES

Members of the public (*this may include children*) enter the premises on a regular basis.

Management Controls

- We ensure that the general housekeeping on our premises is always kept to a high standard. This includes:
 - › Ensuring there are no trip hazards.
 - › No tools or equipment are left unattended.
 - › Any spills are cleared up immediately.
 - › Items are stored in a safe manner.
 - › Staff only areas are suitably secured to prevent unauthorised access.

Employee Responsibilities

- Tools, plant and vehicles must not be operated when there are members of the public in the vicinity.
- Plant and vehicles must never be left unattended with the keys in the ignition.
- Ensure conscious attention is paid to housekeeping, especially if you are required to leave your task to assist members of public.

PUBLIC HEALTH

Three Spires Trust recognise that local, national or global public health concerns may affect the way we work.

Public health concerns are often quickly and continually evolving and therefore every effort will be made to ensure that Government, World Health Organisation, Public Health England (PHE) and HSE advice and guidance will always take precedence and must be followed.

Management Controls

- Conduct a public health risk assessment suitable for our premises and working activities, with particular attention to vulnerable employees as required.
- Keep up to date with advice and guidance from the Government and PHE, and cascade relevant information to staff as necessary.
- Only relax control measures gradually where appropriate and monitor/reapply as required.
- Encourage all staff to take a cautious approach; to report any instances of ill health as soon as possible and to stay at home if they are unwell or exhibiting symptoms.
- Ensure that high standards of cleanliness and hygiene are maintained through enhanced cleaning schedules and protocols, and encouragement of high hygiene practices by staff, visitors, and contractors.
- Where possible, ensure that good ventilation is provided in the premises/work areas.
- Appropriate Personal Protective Equipment is provided, and staff are instructed to wear it for appropriate tasks as per the public health risk assessment and government guidance.
- Ensure hand sanitisation facilities are provided, and staff are encouraged to use them regularly, particularly; on entering and leaving the building, after using the toilet, before and after eating / handling food, and after blowing their nose, coughing or sneezing.
- Take steps to support the mental health and welfare of all employees, particularly those who are vulnerable. This will be done on a case-by-case basis with whatever measures are appropriate in the circumstances for the individual.
- Ensure that first aid provisions are maintained where possible; the primary aims of first aid are to preserve life and promote recovery, and we will ensure this continues even where first aid cover is reduced due to public health concerns.

Employee Responsibilities

- Read and accept all documentation provided.
- Follow all procedures as required, even if feeling well.
- Pay particular attention to own health and wellbeing and do NOT attend the workplace if showing symptoms, or if someone in your household is showing symptoms of contagious illness, even if symptoms are mild.
- If you have any issues or concerns, contact Management immediately to provide details and await instruction on any action to be taken.

RECORDING ACCIDENTS

All accidents, incidents, and near-misses, no matter how small, must be recorded.

Management Controls

- Appropriate arrangements are made for the provision of suitably trained First Aiders and First Aid equipment.
- Staff are informed of who the nominated and/or qualified First Aiders are and where they can be contacted, and the location of First Aid equipment.
- All accidents and incidents are recorded by the First Aider or appointed person. The records include:
 - › the name of the casualty;
 - › the date and time of the accident or incident;
 - › the circumstances of the accident or incident;
 - › the details of any injuries sustained;
 - › the details of any treatment given.
- Records are kept securely for ease of inspection.

Employee Responsibilities

In the event of being involved in or witnessing an accident, incident or near miss, the following procedure must be adhered to:

- Seek medical attention from a First Aider or appointed person or dial 999 in an emergency situation.
- Once the situation has stabilised (which may be some time after the event), ensure the details are recorded in the accident book.

R.I.D.D.O.R.

(REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES)

Three Spires Trust has a duty to prevent, as far as is reasonably practicable, accidents at work. However, despite the best efforts and intentions, accidents at work may still occur.

Management Controls

- If an accident or dangerous occurrence does occur, the following procedure is followed:
 - › Ensure that the victim receives the correct medical attention and that any residual hazard is safely removed if necessary and as appropriate;
 - › Ensure that an investigation is undertaken to prevent the accident recurring;
 - › Ensure the incident is reported to the correct authority as required.
- Three Spires Trust is responsible for investigating the accident/dangerous occurrence and completing the appropriate documentation. Details of all reportable accidents and injuries must be kept for at least three (3) years and record the following:
 - › Date and time of the accident or dangerous occurrence;
 - › Full name and occupation of the victim/s, with details of the nature of the injuries or other related condition suffered;
 - › Where the accident/dangerous occurrence happened;
 - › Description of the circumstances surrounding the accident or occurrence.

Employee Responsibilities

- You must cooperate fully with Three Spires Trust in the gathering and recording of details regarding accidents, incidents and near misses.
- You must always report any event that may be considered an accident, incident or near miss.

REPORTABLE ACCIDENTS AND OCCURRENCES

Determining whether a particular incident or accident should be reported can be confusing. The following **must** be reported:

- Deaths.
- Specified reportable injuries.
- Accidents resulting in over seven (7) day injury to an employee.
- Reportable diseases.
- Reportable dangerous occurrences.
- Gas incidents.

DEATH OR SPECIFIED INJURIES

If there is an accident connected with work and;

- an employee, or a self-employed person working on our premises is killed or suffers a specific injury (*including as a result of physical violence*); or
- a member of the public is killed or taken to hospital;

the HSE Incident Contact Centre **must** be informed without delay, either via telephone or completion of the appropriate form on the HSE website.

REPORTABLE SPECIFIED INJURIES:

Specified injuries are classified as:

- Fractures, other than to fingers, thumbs and toes.
- Bone fractures including a break, crack or chip.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which:

- › covers more than 10% of the whole body's total surface area; *or*
- › causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, e.g. carbon monoxide.
- Any other injury arising from working in an enclosed space which:
 - › leads to hypothermia or heat-induced illness; *or*
 - › requires resuscitation or admittance to hospital for more than twenty-four (24) hours.

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, (e.g. when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation). In such situations, there is no requirement to make precautionary reports of specified injuries. However, it is likely that the accident will require reporting due to the injured person being incapacitated for more than seven (7) days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

OVER SEVEN-DAY INJURY

You **must** report injuries that lead to a worker being incapacitated **for more than seven (7) consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). **The report must be made within fifteen (15) days of the accident.** Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. You must still keep a record of the accident if the worker has been incapacitated **for more than three (3) consecutive days.**

REPORTABLE DISEASES

If a doctor determines that an employee is suffering from a reportable work-related disease, then the details must be reported. Reportable diseases include:

- Certain poisonings.
- Some skin diseases.
- Lung diseases, including occupational asthma, pneumoconiosis, asbestosis.
- Infections such as hepatitis; tuberculosis; legionellosis and tetanus.
- Other conditions, such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

REPORTABLE DANGEROUS OCCURRENCES

If something happens that, although it may not have resulted in a reportable injury, clearly could have done; it may be a dangerous occurrence. This must be reported to the HSE Incident Contact Centre immediately. Reportable dangerous occurrences include:

- Explosion, collapse or bursting of any closed vessel or associated pipe work.
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of a biological agent likely to cause severe human illness, or any substance likely to be harmful to health.
- Collapse or partial collapse of a scaffold over five metres high.
- Unintended collapse of any building or structure under construction.
- Explosion or fire causing suspension of normal work for over twenty-four (24) hours.

RISK ASSESSMENTS

GENERAL PRINCIPLES

Where five or more persons are employed, health and safety legislation requires written risk assessments of hazards and risks to be undertaken, and the findings to be brought to the attention of those who might be affected by the associated hazard or risk.

Assessments are to be undertaken by a trained and competent person, being "*a person having the necessary training, qualifications, and relevant practical experience concerning the task being assessed*". There is no such thing as a risk-free workplace, but you can minimise threats to health and safety through risk assessment.

Management Controls

- We assess all processes that have the potential to cause harm.
- Completed assessments are made available to all employees.
- Risk Assessments are periodically monitored, to ensure their continued relevance and suitability.

Employee Responsibilities

- You must adhere to and comply with all measures identified by Risk Assessments.
- You must stop work and liaise with management if the hazards change or controls are not sufficient.

FIVE STEPS TO RISK ASSESSMENTS

The following five steps are the key:

Step 1: WHAT?

Identify the hazards which could cause harm. Key hazards include:

- Slipping or tripping hazards, (e.g. uneven or wet floors, cabling).
- Fire risks.
- Chemicals, fumes, dust.
- Machinery, portable appliances.
- Working at height, (e.g. from mezzanine floors, scaffolding).
- Vehicles, forklift trucks.
- Electricity.
- Manual handling, lifting, carrying.
- Noise pollution.
- Poor lighting.
- Low (or high) temperature.

Step 2: WHO?

Decide who the people, or groups of people, are that might be affected by the hazard, for instance:

- Office staff.
- Maintenance staff and operatives.
- Contractors and Cleaners.
- Visitors or members of the public.

Remember to consider those people or groups that might be more vulnerable, and therefore at greater risk, such as disabled persons, young persons, new or expectant mothers, visitors, inexperienced/ temporary staff, lone workers.

Step 3: HOW?

Evaluate precautions that are in place, or need to be put in place; how can the risks be eliminated, reduced or minimised?

- By complying with recognised industry quality standards?
- By removing the source of the hazard completely?
- By introducing and maintaining good housekeeping?
- Accepting the risk, but reducing it as far as possible?

Have you ensured that you:

- Have provided adequate information?
- Have arranged sufficient relevant training?
- Have effective systems or procedures?
- Have clear organisational responsibilities?

Step 4: RECORD

Keep records of assessments:

- Record when the assessment was done.
- Record what risks were identified.
- Indicate what precautions are in place.
- Indicate what additional precautions are needed.
- Create an Action Plan, together with a timescale or schedule, to work to.
- Keep the Record of Assessment easily to hand, so that it can be amended as changes occur.

Step 5: REVIEW

Ensure effective monitoring of assessments:

- Remove complacency.
- Regularly review and update your hazard precautions.
- Identify those areas that remain a problem, and take steps to amend and improve.
- Be aware of changes in the workplace that may reduce the effectiveness of your assessment (*e.g. new machinery, change of process or personnel etc.*).
- Be prepared to adjust and reappraise.

SAFEGUARDING

Three Spires Trust believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and vulnerable adults, by a commitment to practice which protects them.

For the purposes of Safeguarding, a child is any person between birth and under the age of 18. The exception to this being children who are placed in local authority care who are classed as children until aged 21 and those with some additional needs and/or disabilities who are regarded as children while aged under 25.

This policy is based upon the fundamental principles of:

- The welfare of children and vulnerable adults is paramount.
- All children and vulnerable adults, regardless of gender, sexual orientation or identity, age, parental status, disability, religious belief, race, and national or ethnic origin have a right to be protected from all types of harm or abuse.
- Everyone has a duty to promote and safeguard the welfare of children and vulnerable adults.
- Joint working in partnership with statutory authorities, other agencies, children, parents and carers is fundamental to safeguarding.

The purpose of the policy:

- To provide protection for the children and young people who visit Three Spires Trust.
- To provide staff with guidance on procedures they should adopt in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk, of harm.
- This policy applies to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Three Spires Trust.
- We will seek to safeguard children and vulnerable adults by adhering to the following standards:
 - › Valuing them, listening to and respecting them
 - › Adopting child protection guidelines through procedures and a code of conduct for staff.
 - › Recruiting staff and volunteers safely, ensuring all necessary checks are made.
 - › Sharing information about child protection and good practice with children, parents, staff and volunteers
 - › Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
 - › Providing effective management for staff and volunteers through supervision, support and training and ensuring it remains up to date.
 - › Ensuring that staff are suitably trained in Safeguarding Children and Vulnerable Adults, and Health, Safety and Welfare issues.
 - › Ensuring that complaints of abuse, unfair treatment or harassment and bullying are dealt with promptly, sensitively, confidentially and in accordance with procedures.
 - › Ensuring that all visiting students/parents/care staff/members of the public are aware of the Centre's policies on photographs or recording images.
 - › Having a zero-tolerance level of poor practice, bullying or any other potential form of abuse.

It is not the role of Three Spires Trust to investigate possible abuse or neglect. Any concerns regarding these issues will be referred to relevant Social Care Services and/or providing information for any police investigation.

SIGNS AND NOTICES

Under statutory legislation certain signs and notices must be displayed in prominent positions around the premises. Those signs that convey a safety message must do so pictorially as well as in writing, to ensure that the information can be understood by all those within the premises.

NOTICES AND CERTIFICATES DISPLAYED

Certificate	Location
Employers Liability Insurance	Main office

Notice	Location
Health and Safety Law Information Poster	Main office
Fire Direction Signs	Prominent
Fire Instruction Notices	Prominent
First Aid Information Notices	Prominent

SWIMMING POOL

Swimming pools bring the risk of legionella and other water borne pathogens. Where an academy has a swimming pool on site, we will take adequate precautions to reduce this risk so far as is reasonably practicable:

- Water samples are taken automatically by the system and the water is then dosed accordingly;
- The results will be recorded on the inspection sheet;
- Any actions requiring follow-up will be identified on the inspection sheet and actioned promptly. Where faults may affect the safety of the clients, the swimming pool will be isolated until such faults are rectified;
- We will use a self-dosing system;
- Following decommissioning through winter, the pool will be recommissioned by a competent person;
- The area will be kept secure using fencing and gates as required;
- Children are only allowed in the area if supervised by an adult, reinforced by signage and staff.
- Monthly microbiological testing is completed and recorded.
- A normal operating procedure (NOP) & emergency action plan (EAP) have been drafted for the swimming pool at St Regis and communicated to all relevant members of staff.
- Pool plant operators hold an in pool plant operator certificate, this training is renewed every 3 years.

Chlorine and pH

In order to ensure the safety of users it is essential that the temperature, chlorine and pH levels are maintained within acceptable parameters. Where an automatic dosing system is in place, checks should be completed (as a minimum) three times per day at equal frequencies. Where manual dosing is in place, checks and associated rectifying actions must be completed (as a minimum) every two hours.

Acceptable range

If results are outside of these readings then the pool must be closed and corrective action taken. A second pool test must be completed before reopening the pool.

Pool	Free Chlorine (DPD 1)		pH (Phenol Red)	
	Lower	Upper	Lower	Upper
Plunge	2.0	4.0	7.0	7.6
Spa	3.0	5.0	7.0	7.6

Ideal readings

The below readings are what you should be aiming to always maintain through dosing, cleaning and backwashing.

Pool	Free Chlorine (DPD 1)		Combined Chlorine (DPD 3- DPD 1)		pH (Phenol Red)	
	Lower	Upper	Lower	Upper	Lower	Upper
Plunge	2.5	3.5	0.0	0.5	7.1	7.3
Spa	3.5	4.5	0.0	0.5	7.1	7.3

- Water samples should be taken directly from the pool from a depth of at least elbow deep.
- When taking samples the tubes should first be rinsed then filled back up again.

Where a dosing system is in place:

The pool runs on an automatic dosing system. It is therefore important that once the above checks have been completed, the readings are compared to the control unit for the dosing system.

Where readings have a variance greater than +/- 0.2ppm for chlorine or +/- 0.1 for the pH then the dosing system should be re-calibrated. It is important not to over-calibrate the control unit as this can cause the unit to overcompensate, remember due to the water flow rate there may be a slight difference between the pool water and the water in the dosing system.

Where manual dosing is being completed

Do not add chemicals into the pools whilst it is in use. You must close the pool first and give the chemicals time to mix before allowing users back in.

You must not mix chlorine products. Therefore, always dose with the same products (eg, Sodium Hypochloride). Where manual dosing is being completed you **must** use the same product that is used by the dosing system.

Important Safety Notice - Do Not allow chlorine and acids to mix as this can cause the release of toxic gasses. Therefore, never add both chlorine and pH reducer to the water at the same time.

TRAINING & SUPERVISION

Three Spires Trust is committed to maintaining and developing standards of excellence in all aspects of its business. To that end, we aspire to deliver high standards of health and safety management and recognise that training and development at all levels is a key contributor in delivering those standards, both in terms of health and safety as well as occupational training. Safety training is cost effective and is proven to reduce accidents at work. Three Spires Trust has a duty to provide information, instruction, training and supervision to all employees to ensure their health, safety and welfare whilst they are at work.

Providing appropriate information, instruction and training will:

- Ensure staff and subcontractors are capable of undertaking their duties in an effective and efficient manner in accordance with legislation.
- Develop a positive working environment, where safe and healthy working environments and working procedures contribute towards effective and efficient operational processes.
- Reduce the risk of staff, subcontractors and visitors etc. being injured or made ill as a result of our activities, and thereby reduce the financial costs of accidents and ill health.
- Meet our legal duty of care to protect the health and safety of staff, subcontractors, visitors and anyone else who may be affected by our activities.

Duties under the Law:

The Health and Safety at Work Act 1974 places a legal duty on Three Spires Trust to ensure that staff at all levels are “competent” to undertake their duties. Competency is usually acquired through the provision of adequate information, instruction, training and supervision, plus relevant experience. However competency cannot be achieved by experience alone and therefore a structured programme of information, instruction and training is essential to ensure competency.

This legal duty is expanded on by the Management of Health and Safety at Work Regulations 1999, which identifies situations where health and safety training is particularly important e.g.

- On appointment.
- On transferring or being promoted to a new post.
- Where there may be significant changes to the working environment.
- Where there may be significant changes to the work activity, or the work equipment.
- When technology changes.
- Where people may be exposed to new or increased risks.
- Where existing knowledge and skills may need updating.

Definitions

There is no legal definition of the terms “information, instruction, training, competence and supervision”. The terms are intrinsically linked:

- **Information** means providing factual material which tells people about potential hazards and risks, and appropriate health and safety measures to minimise those risks.
- **Instruction** means telling people what they should do; and Training means helping people to learn how to do something. This might be through a combination of the following:
 - › provision of written information;
 - › a classroom presentation;
 - › demonstrating a task or procedure.
- **Competence** can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. This must be assessed, following training, by a competent person using any of or a combination of the following:
 - › Written test/exam (e.g. induction information);
 - › Verbal discussion/questioning;
 - › Observation (usually for practical tasks).
- **Supervision** is the process of ongoing monitoring the effectiveness of the training that people have received, and whether they maintain the necessary capacity and competence to do the job.

Management Controls

- We ensure all employees are suitably trained to implement and comply with the Health and Safety policy.
- Employees are trained to undertake specific tasks in relation to their job function, regardless of the location where the work is being carried out.
- Training is provided:
 - › As part of the induction programme when first commencing employment with Three Spires Trust;
 - › When transferred to a different function or task, or when promoted;
 - › When the equipment being used, or the system of work, has changed.
- All levels of employees will receive training; including Directors, Management, and Supervisors.
- All training requirements are monitored and reviewed on a regular basis to take into account any new or changed risks.
- Wherever possible, training is conducted during working hours.
- Three Spires Trust, as an employer, carries the ultimate responsibility for safety in our workplace. When allocating work to staff, we have a legal responsibility to ensure they have taken into account the employee's capabilities and provide relevant training in relation to health and safety.

Employee Responsibilities

- All employees have a legal responsibility to take reasonable care of themselves, and others who may be affected by their actions or failure to act.
- You must co-operate in relation to training programmes and are expected to attend any training courses that are provided.

VEHICLES AND DRIVING

This policy relates to all vehicles being driven for or on behalf of Three Spires Trust, whether Company-owned vehicles, contract lease vehicles, rental vehicles, or vehicles owned personally but being driven for business purposes.

Management Controls

- We audit MOT certificates, insurance policies and service schedules for all vehicles being driven on our behalf, and records kept of these audits. Vehicles with incomplete or expired documentation must not be driven on our behalf.
- We audit driving licences and insurance policies for all employees driving on our behalf, and records kept of these audits.
- We require all employees who drive on our behalf to produce their driving licence and insurance policy for inspection when required. Failure or refusal to do so results in the authority to drive on our behalf being revoked.
- Employees who do not have appropriate insurance (covering business use, not just commuting) to drive on our behalf are not authorised to do so.
- Employees who become disqualified from driving are immediately and automatically unauthorised to drive our vehicles. We cannot guarantee to find alternative work for a disqualified driver and, if the disqualification renders an employee incapable of doing their job, this could result in their dismissal, or discharge from their employment.
- As required by law, we disclose details of a presumed driver if requested by relevant authorities in relation to motoring offences.
- We reserve the right to conduct random checks to ensure compliance with our expectations for vehicle care and maintenance.
- We will not request or expect employees to break the law, highway code or any other relevant legislation in order to complete works on our behalf.

Employee Responsibilities

- You must produce your Driving Licence for inspection upon demand, as and when required.
- You must hold suitable and sufficient insurance to be authorised to drive on our behalf.
- You must inform us without delay of any changes to the particulars of your Driving Licence, including endorsements.
- When driving your own vehicle on our behalf, it is your own responsibility to check that your insurance covers them for business use (not just commuting). If in doubt, you must not drive your vehicle on our behalf.
- When driving on our behalf, you must be physically and mentally capable of doing so in a safe manner. If you are excessively tired (physically or mentally), suffering from illness, or taking medication, you must not drive on our behalf and notify Management immediately.
- You are personally responsible for any fines or penalties incurred as the result of motoring offences incurred whilst driving on our behalf, including fixed penalties and parking or speeding fines.
- You are required to comply with all current road traffic legislation and demonstrate high driving standards at all times when driving on our behalf.
- Seat belts (*both front and, when occupied, rear*) are required by law to be worn at all times where provided. Employees who are passengers of vehicles being driven on our behalf must also wear seat belts. Three Spires Trust will not accept any responsibility for fines imposed for breach of this legislation.
- Permission must be obtained before our vehicles are used for social, domestic or pleasure purposes; and they must not be taken out of the United Kingdom without prior written permission.
- Our vehicles must not, under any circumstances, be used for any business purpose other than the business of Three Spires Trust. Using our vehicles for carrying passengers for hire or reward, or for sporting or racing purposes, is strictly forbidden.
- You are expected to assist in the care and general upkeep of company vehicles allocated to you; they must be clean and tidy and reflect our business image in a positive manner. Similarly, employees driving their own vehicles on our behalf are expected to maintain them in a clean and roadworthy manner.
- You must ensure that the vehicle is kept legal, safe, and secure (keys should never be left in vehicles when unattended). All faults or suspected faults must be reported immediately, and drivers should help in ensuring that all service schedules are met.
- Vehicles must be loaded safely, and items/equipment suitably secured. Vehicle payloads must not be exceeded, and any warnings required by law (e.g. width, length, hazardous loads) must be displayed.

- You must ensure they know the dimensions of your vehicle or allocated company vehicle (including loads), and abide by any traffic restrictions on your route.
- You must not use a hand-held mobile telephone whilst driving; this includes speaking, dialling, texting, accessing any apps or internet services. Accepting or making calls using a Bluetooth or hands-free device is acceptable only when it is legal and safe to do so. Wherever possible, accepting or making calls even via Bluetooth or hands-free devices must be avoided whilst driving. This includes when stationary in traffic delays or at traffic lights.
- You must avoid all other distractions whilst driving on our behalf, including eating, drinking, adjusting navigation systems.
- You must never smoke in our company vehicles or whilst driving on our behalf, even in your own vehicle.
- You must plan your journeys prior to setting off, giving consideration to distance, navigation, timescales, road conditions, and your own physical and mental capacity. You must plan for regular breaks in accordance with your own tolerances, but at least every two hours.
- You must ensure that no property is left unattended or in view in vehicles being driven on our behalf. Tools must not be left unattended in vehicles at any time.
- Vehicles must be left in secure locations when unattended, especially overnight.

SECURING LOADS

Management Controls

- Ensure that staff are suitably trained in the risks associated with loads.
- Ensure that staff are not requested to exceed payload limits of the vehicle.

Employee Responsibilities

- Understand the risk of the loads prior to loading and setting off on a journey.
- Load heavier items at the bottom to support the lighter items on top.
- Firmly secure equipment and items in/on the vehicle with straps to ensure they do not move around in transit.
- Ensure that the vehicle weight limits are never exceeded.
- When transporting cylinders, ensure that the valves are suitably protected to stop damage or dirt getting into them.
- Secure cylinders or any other hazardous items in a manner so they cannot roll around.
- Ensure relevant vehicle hazard signage is used where required.

ACCIDENTS / INCIDENTS

If employees are unfortunately involved in an accident or incident whilst driving on our behalf, they should **not** under any circumstances express any opinion (one way or the other) on the degree of responsibility or the cause. Exchange particulars and nothing more.

If employees are asked to give a statement to the police, remember it is not obligatory to make any comment. Legal representation should be sought before giving any statement.

It is a condition of our insurance policy that the insurers are notified of all accidents/incidents, even if apparently of no consequence. Drivers involved in an accident/incident must therefore act quickly and provide us with a written report within twenty-four (24) hours.

Whenever possible the following points should appear on the report:

- Names and addresses of the third party driver and details of their insurers.
- Names and addresses of anyone else involved in the accident/incident.
- Names and addresses of all passengers in the vehicle being driven for Three Spires Trust and any third party's vehicle.
- Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time.
- Details of the attending emergency services.

VENTILATION / EXTRACTION SYSTEMS

Management Controls

- Any required ventilation and extraction systems are provided in compliance with the Health and Safety at Work etc. Act 1974, and the Workplace (Health, Safety and Welfare) Regulations 1992.
- Any ventilation and extraction system used by Three Spires Trust are regularly inspected and maintained, and records kept.
- All filters that are required to purify air are regularly and correctly cleaned or replaced as appropriate.
- Any spent filters or wastes are correctly disposed of in accordance with local waste disposal guidelines.

Employee Responsibilities

- You must adhere to and comply with all management controls.

VIOLENCE

EFFECTIVE MANAGEMENT OF CHALLENGING BEHAVIOUR AT THREE SPIRES TRUST

WHO IS AT RISK?

Verbal abuse or threats are the most common type of incidents, and physical attacks are rare in comparison. Staff whose job requires them to deal with members of the public or children and young people at Three Spires Trust may be subject to abuse of this kind, in particular; staff that give service and staff representing authority.

Management Controls

- We assess the risks of potential abuse or violence, considering the environment, the activities, and the people that could be affected; and record and review the assessments on a regular basis.
- Where the potential for abuse or violence is identified, precautions are implemented to minimise or mitigate the threat.
- Three Spires Trust provides awareness training on handling and dealing with abuse or violence, including recognising the importance of reporting all instances of abuse or violence.
- We keep detailed accounts of any incidents of abuse or violence.
- We encourage staff to participate in debriefings with Management following any incidents of abuse or violence.
- We recognise that newer or younger employees may be at greater risk because of lack of experience with dealing with awkward and/or abusive parties, and provide extra supervision for them where possible.

Employee Responsibilities

- Employees must always report any incident of abuse or violence, whether directly affected by it or not, and regardless of its perceived severity.

VULNERABLE PERSONS

We recognise that vulnerable persons are at greater risk of harm than other people. Vulnerable persons include, but are not limited to, young people, elderly people, people with health conditions (including allergies), and people with mental health conditions. People who are not ordinarily vulnerable may become vulnerable either temporarily or permanently, such as during pregnancy, illness/injury or following surgery.

Management Controls

- Whenever vulnerable persons are employed or affected by our work activities, specific risk assessments are carried out prior to their commencement of work. The assessment will consider:
 - › The person's experience and ability to perceive danger;
 - › Their workplace and workstation;
 - › Any exposures to physical, chemical and/or biological agents;
 - › Any work equipment used;
 - › The work activities and processes to be undertaken;
 - › Any training provided, and any risks from specified agents and processes.
- The risk assessment will be fully communicated to all parties involved in the process.
- Three Spires Trust will comply with all regulations on working hours and rest break requirements for vulnerable workers.

Employee Responsibilities

- You must always inform management at the earliest opportunity of any conditions (or changes to conditions) which may affect their safety, or that of others (including an unborn baby), in the workplace.
- You must follow the controls implemented by the risk assessment.
- You should seek, and follow, medical advice as required.

WASTE MANAGEMENT

It is the policy of Three Spires Trust to conduct all aspects of our activities in accordance with approved and acceptable waste management practices, and to operate within current legislation. Legislation regarding items prohibited from entering the waste stream are continuously being updated; therefore, if there is any doubt about how a particular waste product should be dealt with, the site team should be contacted.

Objectives

1. The Trust is committed to continuous improvement of waste management practices and a reduction in the proportion of waste sent to landfill.
2. Reduce at Source – using and discarding less material generally, segregating wastes and asking suppliers to take back packaging and re-usable containers.
3. Re-use and Repair – passing on to others re-usable chemicals and equipment no longer required and repairing in preference to replacing equipment where appropriate.
4. Recycle – separating materials for recycling – such as mixed waste paper, cardboard, cans, printer consumables and waste electrical and electronic equipment.
5. Responsibly Dispose – complying with the Environmental Protection Act 1990 Duty of Care.
6. Licenced Waste Disposal - Only use a licenced company to transfer waste recorded on transfer notes.
7. Provide the necessary awareness and training to enable staff at all levels to understand and contribute to the implementation of this policy.

To achieve its objectives the company is committed to:

- Prevent pollution, reduce waste and to maximise the efficient use of materials and energy.
- Use sustainable, reusable or recyclable products where technically and economically viable.
- Ensure that all wastes, particularly hazardous or contaminated wastes, are tested, transported and disposed of in an environmentally acceptable manner, in accordance with statutory duty of care requirements.
- Minimise waste levels, waste nuisance, pollutants and disturbance to the public and local ecosystems, wildlife habitats and preservation of heritage.
- Review its activities and identify issues which could have a significant impact on the waste production.

Management Controls

- General Waste: General waste (*i.e. neither hazardous nor clinical*) is collected on a regular basis and not left to build up.
- Confidential Waste: Precautions are taken when disposing of confidential waste, and independent companies are contracted to dispose of confidential materials where necessary.
- Recycling: All other waste is recycled. Containers clearly marked with what can be disposed of are sited throughout Three Spires Trust and can be used to recycle; paper, newspapers, envelopes, cardboard, cans and glass, and toner and printer cartridges. Other items must not be placed in the recycling bins as this can lead to the contamination of an entire recycling load, which will then be taken to landfill.

Employee Responsibilities

- All employees of Three Spires Trust have a personal responsibility for the way their conduct impacts on the environment and must ensure that they carefully consider all materials before disposing of them as waste.

WORK EQUIPMENT

Management Controls

- All work equipment provided by Three Spires Trust is regularly and satisfactorily inspected and maintained as required under the Provision and Use of Work Equipment Regulations (1998).
- Risk Assessments and Method Statements are produced and implemented for Work Equipment.
- Suitable training is provided for the safe use of Work Equipment.
- Suitable Personal Protective Equipment is provided where applicable, and staff instructed to wear it.
- Any safety equipment, including safety devices, guarding of dangerous parts of machinery and equipment, etc. used by employees are also regularly inspected.

Employee Responsibilities

- Always use safe working practices for the Work Equipment provided.
- Always wear Personal Protective Equipment provided.
- Work Equipment must be visually inspected prior to use, and if any defects or damage is found, the Work Equipment must not be used and removed from use.
- Defects or damage must be reported immediately to Management for repair or replacement.

WORKING AT HEIGHT

Falling from height is a major cause of fatalities. More than half of falls from a height of over two (2) metres result in death or serious injury. Deaths and serious injuries should be preventable. Working at height is anywhere that you can fall from the level you are working on.

HOP UPS

Hop ups will be provided for staff to use when they need access to high level areas for short duration works only. Ensure these are inspected prior to use for any damage or defects. If the hop ups are damaged do not use them; report the damage immediately.

Hop ups must only be used on level ground and never placed on top of something else to gain extra height. If you still cannot reach what you need to access, you must contact your manager for more appropriate equipment.

Remember:

- Set up the hop up in a safe manner.
- Never climb on furniture.
- Hop ups must not be used for any degree of side loading.

STEP LADDERS

Step ladders will be provided for staff to use when they need access to high level areas for short duration works only. Ensure these are inspected prior to use for any damage or defects. If the step ladders are damaged do not use them; report the damage immediately.

Step ladders must only be used on level ground and never placed on top of something else to gain extra height. If you still cannot reach what you need to access, you must contact your manager for more appropriate equipment.

Remember:

- Set up the step ladder in a safe manner.
- Never climb on furniture.
- Step ladders must not be used for any degree of side loading. The top platform of stepladders must not be used for work (unless it is designed with special handholds).

MOBILE TOWERS

Management Controls

- Mobile towers are only erected by trained and competent persons.
- Once erected, a competent person inspects the tower regularly to ensure the structure has not been altered in any way during use.
- If any part of the tower becomes damaged, the tower is taken out of use until repaired or replaced.
- After a tower has been erected, the following checks are made by a competent person before it is used:
 - › That the tower is vertical and square, and that the horizontal braces and platforms are level;
 - › That outriggers or stabilisers are correctly positioned and secured;
 - › That all base plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers.
 - › That all castors are properly locked;
 - › That all the spigot and socket joint locks holding the frames together are secured;
 - › That all the bracing members have been located exactly in accordance with the instructions in the supplier's manual;
 - › That all guard-rails and toe boards are in position as required;
 - › That all access stairways and ladders are in position and are firmly located;
 - › That the base to height of platform ratio does not exceed 1:3 when working externally; or at a ratio of 1:3.5 when working internally.

Employee Responsibilities

- During use, the tower must be kept in good order.
- Follow safe working practices at all times.