



Health & Safety Policy

Reviewed	Date of Next Review	Responsibility
October 2024	October 2025	Head of Finance

Our Mission:

'To enable young people to live and work without barriers'

Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty, and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative, and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

It is the policy of Fairfield Trust (FT) to conduct its operations in such a manner as to ensure the health, safety, and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside on associated activities.

Statement of intent

FT will ensure, as far as is reasonably practicable, that:

- its premises and grounds provide a healthy and safe working environment for all, students staff, clients, temporary contractors, visitors, and the general public
- there are safe systems of work for all employees and students
- suitable and sufficient work equipment is provided
- there are adequate welfare arrangements
- information, instruction, training, and supervision is provided to employees to ensure their competency to perform their tasks.

FT recognises its responsibility to provide adequate control of the health and safety risks arising from the college, animal centre, pub, residential and support services, and activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to eliminate, mitigate, or manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of health and safety can be delegated to the Principal, Head of Finance, Site Manager, and other lead staff, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the FT Board Trustees. Specific aspects of health and safety procedures at each FT premises must integrate into this policy.

Employees have a legal duty to act in a safe manner and must not endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. FT commits to implementing the Health and Safety at Work Act 1974 and the health, safety, and welfare, at work, of all its employees and or duty of care towards others who may be affected by our undertakings. FT will provide to colleagues, regular information on updates, changes, and arrangements, about any revisions to safety legislation.

FT supports the view that a positive H&S culture is of significant benefit to the good performance and safety of all its premises. A positive and proactive approach for students will be encouraged, supported, and developed through risk education and awareness. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendment to this policy will be conducted annually, or as necessary, to reflect changes in the FT's strategy, UK law and following any significant health and safety related incident or near-miss. Any changes will be brought to the attention of all staff.

Signed.....Date.....

1. Organisation of H&S

The following defines the responsibilities and authority at each level of management and of all employees, to ensure that the objectives of the policy statement are achieved.

Trustees

The Board of Trustees hold overall accountability for ensuring Fairfield Trust is compliant with Health and Safety Laws, this includes ensuring our policies and procedures are appropriate within the law. The Trustees assign and delegate responsibility to the Chief Executive Officer for managing health and safety within the organisation. The following outlines specific roles and responsibilities. A named Trustee is in place who leads on H&S for the Board.

Chief Executive Officer

- Overall responsibility for health and safety matters within the organisation with day-to-day responsibility delegated to Head of Finance
- Assignment and allocation of appropriate resources and responsibilities to ensure this policy is adhered to.
- Uphold a culture of health and safety as a priority.
- Monitor the performance of the organisation in health and safety matters and the effectiveness of this policy.

Head of Finance (Health and Safety Lead)

- Supports the CEO in ensuring this policy is implemented across the organisation and ensures that a culture of a safe and healthy working environment is fostered.
- Ensures that day-to-day responsibilities are undertaken and recorded.
- Oversees the Health and Safety Co-ordinator and other team members in their health and safety duties.
- Provides guidance and support across the organisation as and when required.
- Liaises with the 'Competent Person' as and when required.
- Reviews and maintains this policy at the scheduled review periods, or in the case of changes to the organisation which will impact this policy.
- Ensure serious incidents are reported to the Health & Safety Executive, the Charity Commission, and other statutory organisations as appropriate.

Health and Safety Co-ordinator

- Undertakes regular walk-around reviews of Fairfield premises and monitors completion of any corrective actions with the Head of Finance and Site Manager.
- Maintains associated health and safety records to support this policy.
- Supports the Head of Finance to ensure that a culture of a safe and healthy working environment is fostered across the trust

Line Managers

- Ensure this policy is implemented appropriately within their respective area.
- Ensure their team members undertake relevant health and safety responsibilities.
- Undertake or support completion of relevant risk assessments, including where new activities or services are being mobilised.
- Highlight any issues or concerns raised by team members.

All Staff

- Become familiar with and abide by this policy and related policies and procedures.
- Undertake relevant health and safety training as requested by the organisation.
- Report any hazards, accidents, near misses or other concerns to the appropriate responsible person.
- Familiarise themselves with the fire evacuation procedures and means of escape that operate in the building(s) where they work.
- Take reasonable care of themselves and others who may be affected by their actions.
- Refrain from misuse or interference with anything provided for health and safety welfare.
- Follow any safety instructions and give instructions clearly to students and visitors.
- Adhere to safety signs and ensure that students and visitors recognise and obey them.
- Avoid damaging or interfering with any safety equipment.
- Tell the Site Manager or Senior Manager if they believe something is dangerous.
- Ask their line manager if they are unsure of how to do a job safely.

Young People

- Follow any safety instructions given.
- Adhere to safety signs.
- Avoid damaging or interfering with any safety equipment and tell a member of staff if they believe something is dangerous.

Competent Person

- The role of competent person will be undertaken by Gallaghers (AJG International) who will undertake an annual audit and provide consultancy support in matters of health and safety compliance.

2. Arrangements for Health & Safety of employees, young people, and visitors

2.1 Accidents

This policy outlines the procedures which are to be adopted when any employee, young person, visitor, or contractor suffers an accident during the course of their employment or whilst attending one of the Trust sites. The same principles apply when an employee, visitor or contractor has experienced a near-miss or dangerous occurrence. For the purposes of this policy, brief definitions and examples of an accident and a near-miss are given below:

Accidents are unplanned events which cause injury to persons, damage to property or a combination of both. Examples include cuts, bruises, fractures, falls, effects of exposure to substances, damage to property.

Near-misses

Are unplanned events which did not cause injury or damage but could have done so. Examples include items falling near-by to personnel, short-circuits on electrical equipment, tripping over objects.

School Pod

All accidents involving staff and students/young people must be recorded on SchoolPod.

Entries into SchoolPod will be regularly reviewed to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to any individual investigation of the circumstances surrounding each incident.

All near misses must be notified to management via SchoolPod as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Accident records must be retained for at least three years from the last date of entry.

- Details to be recorded:
- the date and time of the incident.
- the full name and address of person(s) affected.
- the person completing the entry if different from the above.
- occupation of person(s) affected.
- the nature of injury or condition.
- place where the accident or near-miss occurred.
- a brief but clear description of the circumstances.

Reporting Procedure – Staff

If an injury renders an employee unable to make an entry on SchoolPod, this should be completed by a witness, or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of how to access SchoolPod to report an accident.

All accidents and near-misses must be recorded, however minor. Unless the trust is informed of these incidents, we will be unable to take remedial action.

An injury may be dealt with by a first-aider or an appointed person. However, if an emergency arises, an ambulance must be called at the first opportunity. Any incident involving an emergency must be reported to senior management immediately.

Where an accident results in absence from work, employees must notify the Head of Finance at the earliest opportunity.

Employees who are absent as a result of an accident at work must keep the trust informed of their progress, up to and including a return to normal duties.

Reporting Procedure – Managers

If someone under your jurisdiction reports an injury, damage incident or near-miss whilst carrying out their duties, you must take responsibility for investigating the circumstances, arranging remedial measures, and ensuring that appropriate records are maintained.

If the incident is reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), this must be reported within ten days via the online form. The Head of Finance will complete this action.

Specified injuries (as defined in RIDDOR) must also be notified to the enforcing authorities. Fatal injuries should be notified straight away by telephone. A copy of the completed form should be kept for trust records and to advise the insurers of a potential claim.

The manager must update SchoolPod records of any developments to the injured persons' health, up to and including a return to normal duties and to mark the matter as closed when appropriate to do so.

The manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

Each manager is responsible for assisting contractors and visitors in complying with trust policy regarding accident reporting, whilst on trust premises.

Accident Reporting Procedure - Visitors/Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for their presence on site.

All accidents involving visitors/contractors must be recorded in an accident book stored on site with the first aid box.

The accident book will be regularly reviewed to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to any individual investigation of the circumstances surrounding each incident.

All near misses must be notified to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Accident records must be retained for at least three years from the last date of entry.

Details to be recorded:

- the date and time of the incident.
- the full name and address of person(s) affected.
- the person completing the entry if different from the above.
- occupation of person(s) affected.
- the nature of injury or condition.
- place where the accident or near-miss occurred.

If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that trust procedure is adhered to.

All injuries must be reported, however minor. If the visitor/contractor is unable to enter their own account into the book, they must arrange for another person to make an entry on their behalf. The visitor/contractor should also notify their own employer where applicable.

Actions in the event of an accident

- Obtain treatment for the injury from a first-aider or other appointed person.
- Clear away any debris following the incident where this is necessary to safeguard other personnel in the vicinity (except where the accident resulted in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
- Enter details in the accident book.
- Inform your manager (or a responsible person) of the incident so that an investigation can be carried out.
- Keep the trust informed about any after-effects of the incident, including periods of total or partial incapacity for work. A review and should also take place of any relevant policies, processes and internal risk assessments and they should be updated where necessary

2.2 CONTRACTORS

It is the policy of Fairfield Trust to ensure that any contractor used is competent for the task.

All potential contractors will be required to produce evidence of current and relevant insurance cover.

Contractors must advise the trust in advance of any health and safety risks likely to be created by their activities.

Fairfield Trust will advise the contractor of any significant hazards that may be encountered on site.

Contractors must be able to produce evidence that they are complying with health and safety law. This may include sight of risk assessment records, records of test for electrical equipment, method statements etc.

A contractor must adopt health and safety standards that are at least equal to or, more stringent than, those operated by Fairfield Trust.

Failure to adhere to safe systems of work, or contravention of any trust rule, will be deemed to constitute a fundamental breach of contract.

A nominated person at each Fairfield location will be responsible for co-ordinating the activities of contractors.

Contractors operating in an unsafe manner are liable to be escorted from site.

A written document should be given to each contract trust to outline our rules. The following sample document should be modified to suit each FT location as appropriate:

Rules for Contractors

Fire Alarms

Notices are displayed to indicate the action to be taken in the event of an emergency. It is essential that contractors and sub-contractors' personnel are fully conversant with emergency procedures and that they react quickly and safely when the alarm sounds.

Contractors are obliged to familiarise themselves with escape routes. They are to be kept free from obstructions at all times.

It is of paramount importance that fire escape routes and fire extinguishers remain unobstructed and available for immediate use in the event of a fire. Extinguishers must be available for use at all times.

Electrical Equipment

Any electrical equipment, tools etc, introduced by a contractor and/or sub-contractor to our premises, must comply with required safety standards. Use of equipment must be in accordance with regulations.

Safety Equipment

Contractors and/or sub-contractors are required to comply with Health and Safety Regulations and Codes of Practice relating to the tasks for which they have been engaged.

Noise

Contractors and/or sub-contractors, employed within our premises, must avoid creating excessive noise. Work which cannot be carried out without high levels of noise or vibration must not commence without agreement from management. Under no circumstances must any statutory noise levels be exceeded.

Site Maintenance and Clearance

During work, the contractor and/or sub-contractor must maintain a safe working environment with the minimum disturbance, dust, and noise. At the end of each working day, the site must be cleared of all surplus materials and rubbish and left clear of hazards.

Compliance

Contractors and/or sub-contractors who do not comply with the law, Codes of Practice or our policy relating to the tasks for which they have been engaged, may be asked to leave site. Failure to observe any rules may also result in individual operatives being instructed to leave. Ignoring safety rules will be viewed as a breach of contract.

2.3 DISPLAY SCREEN EQUIPMENT

It is the policy of the FT to take all reasonable steps to secure the health and safety of employees who work with display screen equipment (VDU).

The trust acknowledges that health and safety hazards may arise from the use of this equipment. It is our intention to ensure that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of display screen equipment can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The trust will seek to give information and training to enable a fuller understanding of these issues.

The trust will:

- Provide information to VDU users to assist them to carry out an assessment of their workstation, taking into account, the display screen equipment, the furniture, the working environment, the worker.
- Support VDU users to implement the necessary measures to remedy any risks found as a result of the assessment.
- Take steps (if found necessary) to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
- Review software to ensure suitability for the task.
- Advise all staff of the possible risks to health and how these are to be avoided.
- Where an employee raises a matter related to health and safety in the use of VDU, the trust will:
- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of actions taken.
- The trust will give sufficient information, instruction, and training as is necessary to ensure the health and safety of workers who use VDU.

Where a problem arises in the use of VDU, the employee must adopt the following procedures:

- Inform their line manager immediately.
- In the case of an adverse health condition, consult with their General Practitioner and advise their Line Manger and/or Human Resources of the outcome
- Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design and unsuitable posture can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions:
- Make sure that all your furniture and equipment is functioning correctly.
- Adjust furniture and equipment so that you are comfortable when working.
- Take the opportunity to vary activities, breaking up long periods of VDU work.
- Use your entitlement to eye and eyesight tests (see HR for more details).
- Report symptoms of discomfort or ill health as soon as you are aware of them.
- Inform your manager of your training needs.
- Do not tamper with electrical equipment - ask for assistance.

Each employee who uses VDU will be given such training and information as necessary to enable him or her to work without risk to health. Any training will also cover the provisions of this Policy.

Rest Breaks

The purpose of a break from VDU work is to prevent the onset of fatigue. To achieve this objective, the trust will seek to incorporate changes of activity into the working day.

There is no prescribed frequency or duration of breaks from VDU work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that his or her VDU workload does not permit adequate breaks should bring this to the attention of management.

Users of VDU are encouraged, and will be expected, to take the opportunities for breaks.

Radiation and Pregnancy

Employees using VDU are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of VDU. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment.

The trust acknowledges that some employees may not be fully convinced by these assurances. It is recognised that, where an employee has a genuine concern, this can contribute to stress and ill-health. The Trust policy is therefore that any pregnant employee may request a temporary transfer, or a reduction in the volume of VDU work that they undertake. No guarantee can be given that this may be accommodated; however, such requests will receive full and proper consideration and will be granted, where this can be achieved without disruption of the trust's operations.

2.4 EYE AND EYESIGHT TESTS

Regular eye and eyesight tests

Employees are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test. All tests are specifically for users of display screen equipment and must be authorised by the trust.

Visual discomfort

Where an employee experiences visual difficulties and has reason to believe that these may have arisen as a result of working with VDU, the trust will offer an eye and eyesight test.

Costs of testing

The cost of a basic eyesight tests will be met, provided that testing has been arranged through the trust scheme with SpecSavers Opticians. Where an employee obtains a test independently and without the knowledge of the trust, even if the test is specifically related to display screen use, the trust shall not be responsible for the costs incurred.

Supply of glasses

Where glasses are found necessary, specifically for the use of VDU, the trust scheme with Specsavers provides for the free supply of glasses to a pre-defined value (currently £49). This can be used to obtain a standard frame and lenses or be put towards a more expensive model. Glasses may only be purchased through Specsavers using a voucher provided by HR.

Care and replacement of glasses

The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for glasses as for any other item of trust property.

2.5 ELECTRICITY AT WORK

It is the policy of Fairfield Trust that installation and maintenance and use of electrical systems may only be carried out by authorised and competent persons.

Definitions:

- **Electrical System:**
Any constituent part supplying or using power e.g. conductors, switchgear, transformers, lighting, electrical apparatus, and equipment.
- **Authorised Person:**
Someone acting in the knowledge and with the permission, or upon instruction, of management.
- **Competent Person:**
Someone who has sufficient knowledge, experience and understanding of electricity and the electrical system to enable (1) recognition of hazards and any necessary precautions (2) the ability to recognise whether it is safe for work to commence or continue.

Electrical systems must be of such construction as to prevent, as far as reasonably practicable, danger arising. Consideration must be given to the likely load and fault conditions, electrical protective devices, environmental factors, ease of testing and maintenance.

Electrical systems must be subjected to effective and regular maintenance, with adequate records to enable monitoring of maintenance history. Equipment must be checked and serviced to the manufacturer's recommendations.

Fixed cabling must be subject to a visual examination by a competent person on an annual basis. Cables and their routes must be readily identifiable. The security and condition of electrical wiring must be inspected as part of the quarterly departmental inspection routine.

An annual assessment must be made by a competent person, to ensure that power circuits are not in danger of being overloaded by the demands upon them.

All portable apparatus will be tested by an approved contractor at appropriate intervals, identified by a sticker and logged in a register. This will contain the inspection record and dates of recall.

A competent person will determine the frequency of re-test, based upon type of use. In the interim, portable apparatus must be visually examined for defects by a competent person prior to issue and upon return.

Plugs and sockets must be checked annually by a competent person. The check must include security of connections, condition of wiring, physical integrity, and suitability of fuse. If power leads are detachable, they these must be subject to separate maintenance and checking.

Electrical switchgear and riser cupboards must be kept locked. Each switch must be marked to identify the circuit it controls.

Every electrical system must have an adequate means of switching off the supply.

Insulating mats should be sited in front of main electrical switchgear panels.

Persons engaging in electrical work must ensure that disconnection of supply has been achieved. The system must be proved dead before work commences. Lock-off systems must be used where there is a risk of accidental or unintentional re-energising of a circuit.

Only wooden ladders are to be used by those undertaking electrical work at heights.

Metal ladders may not be stored in any electrical switch-room.

Accompanied working, i.e. somebody standing by who is not directly engaged in the work, is only worthwhile if that person can contribute significantly to ensuring the prevention of injury.

Live work is only permitted where **all** the following apply:

- It is unreasonable for the live part to be made dead.
- It is reasonable in all the circumstances for work to be carried out on or near the live part.
- There is use of appropriate protective clothing, insulated tools, and equipment.
- There is use of appropriate test equipment.
- There is effective control of the work area, including prevention of unauthorised access.

All electrical contractors, or other contractors likely to engage in electrical work, must:

- Be registered with the National Inspection Council for Electrical Installation Contractors (NICEIC) or equivalent.
- Inform management of, and obtain agreement for, their proposed method of work.
- Inform management of any hazard likely to arise as a result of the contractors' activities.
- Comply in every way with Fairfield Trust's health and safety standards and requirements.

Employees may only use electrical equipment for which they have received adequate training, and where they are authorised to do so.

No person may attempt to install, repair, service or alter any electrical appliance, plug, wiring configuration etc, unless they are both competent and authorised.

Items of electrical equipment that are not owned by Fairfield Trust (e.g. radios, shavers etc.) may only be connected to the electrical system with prior permission and will be subject to the same electrical test and inspection regime as if owned by the trust. The trust reserve the right to pass on any costs arising for the testing of personal appliances.

2.6 FIRE PREVENTION AND PRECAUTIONS

It is the policy of Fairfield Trust to take all necessary measures to prevent an outbreak of fire, and to ensure the safety of staff if a fire should occur.

Fire Precautions

- Exits and exit routes must be clearly marked and must not be obstructed nor locked at any time during working hours.
- All fire extinguishers must be unobstructed and positioned on routes of exit.
- Fire equipment will be inspected and maintained by an authorised contractor at intervals of not more than 12 months.
- Between annual inspections, and as the occasion arises, the trust will designate a person to be responsible for ensuring that used/damaged/missing fire extinguishers are replaced.
- Any damage found to any item of fire equipment is to be reported at once to the maintenance team
- Smoking is not permitted on any part of any Trust site with the exception of the garden at the Weavers pub
- All sources of ignition must be removed from the vicinity of flammable liquids or vapours.
- Waste materials must not be allowed to accumulate in such a way as to create a fire risk.
- Any damaged or defective smoke detector or alarm call point must be repaired / replaced and reported to the Maintenance Team as a matter of the greatest priority.
- The fire alarm system will be checked weekly at a regular time during working hours by operation of manual call points. A different call point will be tested on each occasion, by rotation.
- Fire marshals must check audibility of the alarm during weekly tests and must report inaudibility to the maintenance team to arrange correction and/or repair
- Staff must be aware that the fire alarm can sound for various reasons: fire, fire drill, bomb threat, false alarm, malfunction, vandalism etc, so every sounding of the alarm must be taken seriously.

Fire Drills

The objectives of holding practice evacuations are to test the effectiveness of the system, to familiarise staff and young people and to identify where improvements may be required.

- A practice evacuation will be carried out not less than once per term at college and once every 3 months at all other trust sites including residential houses.
- Where considered appropriate, the fire authorities may be invited to monitor and advise on the effectiveness of the drill.
- The date and timing of the drill should take into account any special function of the staff working in the area to be evacuated and should be agreed after discussion between the managers and fire marshals.
- Exemptions from participation by individuals should only be granted in essential and exceptional circumstances.
- The organiser should monitor the drill and meet afterwards with fire marshals to discuss the effectiveness of the exercise.
- The time of the evacuation should be kept away from the time of the weekly alarm test.

Duties of Fire Marshals

The Senior Leadership Team is responsible for appointing an adequate number of fire marshals and deputies.

When the fire alarm sounds, the fire marshals will walk their allocated area to ensure that there is nobody within that area. The check will include toilets, plant rooms and any area not in direct view.

If anyone is in difficulty, they should be assisted to a safe area (eg a stairwell) and left to be rescued by the emergency services.

Fire marshals should go to the assembly point and report to the senior person. Give exact details of any problems, or persons who need assistance, so that the emergency services can be told. This will allow early search and rescue to take place.

Conduct a roll call to establish that all staff, young people, and visitors have left the premises and check the signing in/out book to account for any staff or young people who are off site.

Fire marshals must be prepared to return to a position outside a fire exit to stop people entering or returning to the building before authorised.

It is essential that at no time the fire marshal puts themselves at risk.

Ascertain whether the fire brigade have been called and make arrangements if they have not.

When the emergency services arrive, liaison must be established with the Senior Member Fire Marshal, and all the information received from fire marshals must be relayed to this Senior Fire Officer so that suitable action can be taken.

Fire marshals will be guided by the Senior Fire Marshal in relation to return into the building or further relocation from the assembly point.

Fire Procedures (to be read in conjunction with site specific Fire Evacuation Procedures and Personal Emergency Evacuation Plans)

In the event of fire, do not panic and **do not take any personal risk**. If the fire alarm should sound, or if you are given instructions by a fire marshal or other responsible person, evacuate the building **immediately**.

Leave the room, closing doors and windows behind you. Do not stop to collect your personal possessions.

Sound the fire alarm from the nearest call point and inform a responsible person.

If this is not possible, call the fire brigade by dialling 999.

Do not stand and watch, nor make any attempt to remove vehicles or property.

When the alarm sounds, go to the designated fire assembly point and wait there until everybody has been accounted for.

Remember that no matter which fire exit you use, you must still go to the designated assembly point.

Do not forget to help and guide visitors or contractors who may be in the building at the time.

If it safe to do so, and only if you have been trained in the correct use of a fire extinguisher, attempt to tackle the blaze. Always sound the alarm first.

Fire Notice

This example should form the basis of notices at each location:

IF YOU DISCOVER A FIRE

1. LEAVE THE ROOM CLOSING THE DOOR BEHIND YOU. OPERATE THE NEAREST FIRE ALARM. LEAVE THE BUILDING BY THE QUICKEST MEANS.
2. PROCEED IMMEDIATELY TO YOUR DESIGNATED ASSEMBLY POINT WHERE A ROLL CALL WILL BE TAKEN.

ON HEARING THE FIRE ALARM

1. PROCEED IMMEDIATELY TO YOUR DESIGNATED ASSEMBLY POINT WHERE A ROLL CALL WILL BE TAKEN.
2. USE THE NEAREST EXIT.
3. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

4. DO NOT RE-ENTER BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO.

2.7 FIRST-AID

Fairfield is committed to providing sufficient numbers of competent Nominated First Aiders to deal with accidents and injuries arising at work.

There should broadly be not less than one qualified first-aider per 50 staff, after taking into account planned and unplanned absences.

Details of the general arrangements for first aid are highlighted below. These comply with statutory requirements, and with the specific needs of Fairfield.

Specific arrangements to meet this policy must be put in place at each location.

Nominated First Aiders

Nominated First Aiders are employees who have volunteered for the role and who have been assessed as being suitable.

First-aiders are qualified personnel who have received training accredited in accordance with Health and Safety Executive requirements.

Where there are insufficient numbers of volunteers, the trust will nominate a person from each area to take charge of the situation where an employee becomes injured or ill and requires attention.

The appointed person need not necessarily always be a qualified first-aider, but he/she will be given a clear indication of his/her responsibilities, and the training required in order to effectively discharge them.

Nominated First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

The trust will ensure that there are sufficient Nominated First Aiders within the workplace to adequately cover for every shift. This includes night shifts and weekend working (where relevant).

Notices will be displayed in all workplaces, giving the location of first-aid equipment and the name(s) and location(s) of personnel concerned.

It is unlikely that Nominated First Aiders rendering assistance to a colleague will become the subject of legal action because of a deterioration in the colleague's condition. However, the trust has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists an employee who becomes ill or is injured at work, either on or off the premises.

First-Aid Boxes

First-aid boxes are provided within the workplace to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies which are required under law.

Only specified first-aid supplies will be kept. No creams, lotions, or drugs, however seemingly mild, will be kept in these boxes.

Location of first-aid boxes will be clearly indicated on notice boards throughout the workplace.

First-aid boxes will be maintained and re-stocked, when necessary, by authorised personnel. These personnel will be made aware of the local procedure for re-ordering supplies.

First-aid Travel Kits

Travelling first-aid kits will be made available in all trust vehicles.

Organisational Arrangements

The following arrangements should be made in order to ensure that suitable and sufficient provision of Nominated First Aiders and equipment is available at the workplace:

HR will ensure that Nominated First Aiders are reminded when their certification period is nearing expiry. However, the employee also has a responsibility to ensure that they maintain their certification.

Management must ensure that all employees are familiar with the identity and location of their nearest first-aid and first-aid box.

Name(s) and location(s) of Nominated First Aiders must be displayed.

Information on notice boards must be updated to reflect any changes in location or changes in appointed personnel which may take place.

It must be ensured that the contents of each first-aid box are regularly checked to establish that supplies are sufficient to meet requirements.

Replacement supplies must be arranged immediately after equipment has been used.

There must be easy access to first-aid equipment and any first-aid room at all times.

There must be arrangements to summon the emergency services where necessary.

2.8 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The policy of FT is to take all reasonable steps to prevent the exposure of staff and others to hazardous substances.

To achieve the above, the trust will:

- Compile and maintain an inventory of all hazardous substances used at work.
- Identify hazardous byproducts of any process i.e. diesel fumes, wood dust.
- Obtain material safety data sheets for all these substances.
- Ensure risk assessments are in place to assess the risks to health from use, transport, storage, and disposal of these substances.

- Keep written records of the assessment.
- Ensure that any and all relevant information, training and supervision is provided to staff who use, handle or in any way come into contact with hazardous substances.
- The trust will, through all its purchasing facilities, ensure that material safety data sheets are obtained for any new substances prior to use.
- First-aiders will be given access to information from suppliers about recommended first-aid treatments following exposure.
- This policy will be updated and reviewed as necessary and not less than every five years.

2.9 MANUAL HANDLING

The policy of FT is to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

Statistics show that manual handling is one of the most common causes of absence through injury at any workplace. More than one third of accidents resulting in absence from the workplace are caused in this way. These injuries may often have long term effects and must be taken seriously. They are not limited to those engaged in strenuous handling activities.

FT will ensure that operations which involve hazardous manual handling are eliminated, as far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity, and the provision of mechanical aids such as trolleys.

Assessment of Risk:

An assessment of manual handling activities will be carried out by a competent person.

Risks identified will be reduced to the lowest level reasonably practicable.

A written record will be kept of each assessment.

The following factors will be considered during the assessment:

Factors to be considered:

- Bending and stooping to lift a load significantly increases the risk of back injury.
- Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased.
- Where items are required to be lifted from above shoulder height, a foot stool or suitable means of access should be used.
- Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable, particularly where the back can rest against a fixed object to give leverage.

- Carrying distances should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.
- The load should be kept as near as possible to the body trunk to reduce strain.
- Loads must not be of such size as to obscure vision.
- An indication of the weight of the load and the centre of gravity should be provided where appropriate.
- Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing.
- There must be a secure handhold, using gloves where necessary to protect against sharp edges or splinters.
- Consideration must be given to age, body weight, physical fitness, and personal limitation.
- Employees must not attempt to handle loads which are beyond their individual capability. Assistance must be sought where this is necessary.
- Persons with genuine physical or clinical reasons for avoiding lifting should have these respected.
- Pregnant women must not be required to undertake hazardous lifting or carrying tasks.
- Individuals undertaking hazardous lifting or carrying will be given suitable instruction, training, and information to undertake the task with minimum risk.
- There must be adequate space to enable the activity to be conducted in safety.
- Lighting, heating, and weather conditions must be taken into account.
- Floors and other working surfaces must be in a safe condition.
- Use of personal protective equipment whilst carrying out manual handling activities must not restrict safe and easy.

The trust will ensure that:

- Manual handling assessments are carried out where relevant and records are kept.
- Employees are properly supervised.
- Adequate information and training are provided to persons carrying out manual handling activities during induction
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken.
- Employees adhere to safe systems of work.

- Safety arrangements for manual handling operations are regularly monitored and reviewed.
- Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work.
- Special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

Employees must ensure that they comply with the following requirements:

- Report to management any personal conditions which may be detrimentally affected by the manual handling activity. These will be treated in confidence.
- Comply with instruction and training which is provided in safe manual handling activities.
- Never put their own health and safety at risk when carrying out manual handling activities.
- Use equipment which has been provided to minimise manual handling activities.
- Report any problems relating to the activity to a responsible person.

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by line managers.

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:

- Make sure that you comply with any formalised systems of work which have been designed for the work activity.
- Make full and proper use of aids to lifting and carrying, for example stepladders and trolleys.
- Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- Use the legs and knees to bend and lift. Do not stoop or bend the back.
- Avoid tasks which require stretching or twisting.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
- Ensure that there are no sharp, hot, or cold edges which could cause injury.
- Ensure that walkways are free from obstructions.
- Report any problems or concerns associated with manual handling operations without delay to the maintenance team

2.10 SAFETY INSPECTIONS

It is the policy of FT that formal safety inspections must take place on a regular basis. The time scale will be at least every three months.

The inspection should take the form of a walk around the area, looking for:

- Obvious defects in the premises and the fixtures and fittings.
- Failure to meet FT safety standards in any respect (e.g. depleted first-aid supplies, blocked fire exit routes, trip hazards etc).
- Any other relevant general observations.
- It is the responsibility of the Head of Finance to ensure that inspections take place, and that each area is covered.
- Inspections will be conducted jointly the Head of Finance, H&S Co-ordinator, and Site Manager

The objective of an inspection is to identify hazards and risks, and to break these down into one of three categories:

Immediate Action

These can be described as immediate risks of serious injury, eg the discovery of live electrical equipment. Remedial action must be implemented immediately, and appropriate steps must be taken to prevent recurrence.

Short Term Action

These refer to hazards which require non-emergency remedial action as soon as possible, but certainly within ten working days.

Routine Action

These are hazards which do not pose an imminent risk of personal injury, but still require correction. Remedial action should be implemented as soon as is reasonable, and normally within one month.

Formal inspection records must be retained. The inspection team should retain the original and send a copy to each person with responsibility for remedial action.

The person charged with implementing remedial action must complete the work within the time scales above and should "sign off" the action point by notifying the originator of the inspection report.

Where for any reason the action cannot be completed within the time scales above, the originator of the report should be informed accordingly and must be advised of the reasons.

Regular informal inspections should be carried out between scheduled inspections and are the responsibility of departmental managers.

2.11 SAFETY SIGNS

It is the policy of FT to ensure that all necessary safety signs are installed at each location.

General safety signs will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, which stipulate the shapes, colours and symbols that may be used.

The four primary categories of sign are:

PROHIBITION White lettering on a red background.

WARNING Black lettering on a yellow background.

MANDATORY White lettering on a blue background

SAFE CONDITION White lettering on a green background.

In certain cases, a combination of those categories may be used on the same sign.

Fire safety signs should comply with "BS ISO EN 7010: 2011 Graphical symbols – Safety colours and safety signs – Registered safety signs" in respect of self-luminous signs.

Persons who arrange for the purchase of signs must ensure that this policy is adhered to.

Safety signs in line with the above policy must be installed to denote at least the following:

Fire exit routes

"FIRE EXIT"

Fire doors

"FIRE DOOR KEEP SHUT"

The outside of final fire exit doors

"FIRE ESCAPE KEEP CLEAR"

Drinking water

"DRINKING WATER"

Location of first-aid points

"First-aid"

Hazardous plant areas

"AUTHORISED PERSONS ONLY"

No smoking areas

"NO SMOKING"

Redlam bolts to secure fire exit doors

"BREAK GLASS TO RELEASE BOLT"

Bars to open fire doors

"PUSH BAR TO OPEN"

Any mandatory requirement for the wearing of personal protective equipment.

Warning signs in areas where vehicles and pedestrians may circulation

2.12 TOOLS AND EQUIPMENT

It is the policy of FT that no member of staff may use their personal tools/equipment or appliances on FT premises or for trust business without the approval of the responsible manager.

Employees' own tools and equipment must be kept in good order at all times, and damaged or worn tools must not be kept on the premises.

Management reserve the right to periodically inspect employees' own tools and equipment. Employees' own electrical equipment (where specifically permitted) will be subject to electrical testing at the employee's expense. Refer to the policy on Electricity at Work

Tools and equipment provided by the trust must be treated with respect and used only for their intended purposes.

It is the duty of every member of staff to bring to the notice of their manager any item of equipment or plant which may, in their opinion, be considered to be a hazard to health and safety.

2.13 HEALTH AND SAFETY TRAINING

It is the policy of Fairfield Trust to ensure that adequate health and safety training is given to all personnel.

The Health and Safety at Work etc Act 1974 places a duty upon the employer to provide such information, instruction, training, and supervision as is necessary to protect the health and safety at work of employees.

This duty is comprehensive and requires that appropriate training is given in all aspects of safety at the workplace and during any working activity. The extent of training will vary according to the extent and potential severity of hazards associated with work activities.

Those carrying out only low risk activities, e.g. office staff, may only need basic information and training in safe working arrangements and how to report problems. However, those whose work demands a high level of expertise or exposure to particularly hazardous environments will require specific applied knowledge and skills.

Some work activities require specialised knowledge and training, e.g. use of abrasive wheels and lift truck operation. This will be achieved by the possession of qualifications awarded by a recognised body.

Managers will be given suitable training to ensure sufficient knowledge and skill to recognise situations with potential to cause damage or harm, and to design and implement effective preventative or protective action.

New staff are initially likely to be more vulnerable than existing employees. There is usually a great deal of information to absorb about the new workplace and it is easy to overlook the basic safety arrangements. Induction training must be given at each location to all new recruits to mitigate the risk of workplace injury.

Health and safety training specifically required by law is for:

- New staff, or those transferring to tasks with new risks
- Those who may be exposed to hazardous substances
- Designated first-aiders
- Drivers of lift trucks
- Those engaged in hazardous manual handling operations
- Users of personal protective equipment
- Operators of abrasive wheels
- Users or operators of display screen equipment
- All personnel in fire prevention and emergency procedures
- Persons who install/maintain electrical equipment

Cross-reference should be made to other FT policy statements on the above subjects.

Training for Employment

The trust will afford the same standards of health and safety care to any person training for employment.

This policy extends to those seconded on "work experience" from schools and colleges, as well as to any persons on formal apprenticeship schemes.

2.14 VISITORS

FT accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with this organisation or the consequences of our activities, including visitors to site.

Any special arrangements required by the visitor(s) must be ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances onto site, or personal needs such as coping with disability or language barriers.

Upon arrival the visitor(s) must sign in in a register/visitors' book. Visitors must be informed on the safeguarding and fire/emergency arrangements, including the location of assembly points. Visitors must sign out before leaving the premises and trust property must be returned. A suitable record may contain the following information:

- Name of visitor, and name and address of their employer (where relevant) or other contact point in case of emergency.
- Details of visitors' vehicles parked on site.
- Date and time of arrival and anticipated length of visit.
- Person or area to be visited, and identity of person responsible for the visitor.

- Confirmation that relevant emergency procedures have been explained.
- Details of any person who may be at greater risk, eg children or disabled persons.
- Time of departure.

Adequate supervision must be maintained during the visitor's presence on site. This includes ensuring the safe handling, transport and use of any articles and substances.

Measures must be taken to prevent the visitor from straying into hazardous areas and exposing themselves to danger.

Children must be accompanied by a responsible person at all times. Permission to bring children onto site must be granted by a responsible person before they enter the premises.

Security arrangements must be adhered to when visitors enter the building. Particular care must be taken of visitors entering areas of higher risk, and all systems of work which are in operation must be fully complied with.

Where a visitor requires to enter an area where limitation of access arrangements apply, access must be authorised and monitored by a responsible person.

All hazardous areas must be suitably controlled at all times, to prevent unauthorised personnel from access.

Full details of emergency procedures must be clearly indicated to visitors upon entering the premises.

Where an emergency arises, measures must be taken by a responsible person to ensure that visitors are accompanied to a place of safety and that they comply with trust procedures.

Visitors must be accounted for during emergencies and evacuation drills via the signing in and out book.

Accidents and near-miss incidents which occur to visitors must be reported and followed-up, in accordance with the FT accident reporting policy.

Managers have overall responsibility for visitors who enter their areas of authority. It is a management responsibility to ensure that this policy is fully complied with and that any problems have been adequately resolved at the earliest opportunity and before visitors are permitted to proceed with their intended activity.

Employees must take responsibility for visitors in their care and should ensure that the requirements of this policy are adhered to at all times. Additional care and attention must be taken where children or disabled visitors enter the premises.

Further information can be found in the Visitors Policy

2.15 WASTE DISPOSAL

FT committed to ensuring the health, safety, and welfare of its employees and of others who may be affected by any waste materials which result from our work.

Our policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.

Waste Disposal Containers:

Suitable receptacles for the collection of waste are provided in strategic positions throughout the workplace.

Waste containers will be emptied regularly and will be removed by an authorised contractor. If additional disposal facilities are required, these may be obtained by request to a responsible person.

Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

Disposal of Hazardous Waste:

- Suitable arrangements will be made for the disposal of any hazardous waste that is generated as a by-product of a work activity.
- Liquid waste, other than normal effluent, must not be poured into the sewers without prior approval.
- All persons responsible for the collection of waste from Fairfield premises must be in possession of appropriate certification from the local authority.
- Waste transfer notes must be completed, and copies held by a responsible person.

All employees must ensure that they dispose of waste products in a responsible manner. The following principles apply:

- Use only designated receptacles for holding waste products.
- Do not overfill waste containers.
- Dispose of materials only in the approved manner.
- Report any leakage or overflow of waste from a waste container to the maintenance team.
- Ensure that spillage of substances at the workplace is cleared in an approved manner, and that any materials used for clearing these are properly disposed of.
- Make a note of any special arrangements or precautions that will have to be taken by the authorised waste remover.

2.16 LEGIONNAIRES DISEASE

Legionnaires' disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets can be created, for example, by hot and cold-water outlets; atomisers; wet air conditioning plant; and whirlpool or hydrotherapy baths.

Legionella is commonly found in water, the bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C (**HSE - Health & Safety Executive**)

The primary method used to control the risk from Legionella is water temperature control.

- Hot water storage cylinders (calorifiers) should store water at 60°C or higher.
- Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified).
- Cold water should be stored and distributed below 20°C.

The site maintenance team are responsible for undertaking the water temperature checks monthly and records the temperatures in the Legionella management logbooks.

The TMV's (**thermostatic mixer values**) are checked for signs of scale or damage monthly.

All concerns are to be reported to the Site Manager. Further information can be obtained from the H&S Co-Ordinator

2.17 RISK ASSESSMENTS & AUDITS

Risk Assessments

An overall organisational assessment of risk will be completed which considers all services and associated activities of the trust. Where it is viewed that the level of risk attached to an activity/service is more than just trivial or 'day to day,' a more detailed risk assessment will be completed for that activity/service in line with the best practice and guidance published. The assessment of risk will be reviewed on an annual basis, or more regularly if there are major changes to the premises or operations, or as a result of an accident or near miss.

Where a detailed risk assessment is required, this will include:

- Identification of hazards.
- Identification of who might be harmed and how.
- Evaluation of the risks and identification of appropriate precautions.

Ad hoc risk assessments will be completed for any new activity and/or location, for example: offsite activities by young people outside of the usual visits to other trust sites etc.

All precautions identified as a result of a risks assessment will be implemented within a timely manner.

Risk assessments will be stored on Sharepoint which is accessible for all staff. Upon request, hard copies will be provided to other team members such as volunteers or trustees.

External Audit

An annual audit will be completed by Gallaghers (AJG International) as the Competent Person on an annual basis which will include a review of policies and procedures and associated records and evidence of compliance.

APPROVED BY THE BOARD OF TRUSTEES

Kate Durrant
Head of Finance
October 2024