

TLG Health and Safety Policy for TLG-Owned Centres

1. Policy Statement

TLG recognises its health and safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

It is the policy of TLG that:

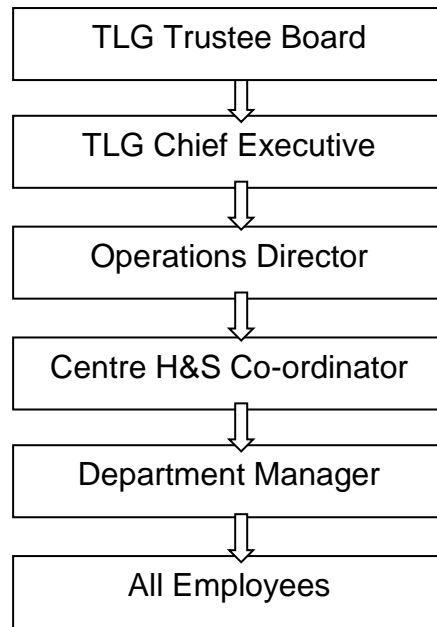
- Adequate arrangements are made for the health and safety of employees, learners and members of the public, by providing a working environment, appropriate controls and suitable training for all employees and learners.
- All legal requirements are satisfied.
- Appropriate resources are made available to implement the policy effectively.
- All employees and learners are made aware of their corporate and personal responsibilities through training and consultation.

So far as is reasonably practicable, TLG will:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Co-operate & co-ordinate on matters of Health & Safety with any other employers where a TLG workplace is shared.
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular intervals, at least once every year.
- Carry out an annual audit of health & safety management.

2. Health & Safety Responsibilities

Health & Safety Management Structure:



2.1 Overall responsibility

A representative of the TLG Board of Trustees will have responsibility on behalf of the board for ensuring that the TLG Chief Executive has implemented a system of ensuring satisfactory standards of health and safety at work and its efficient management.

However, the following responsibilities have been delegated:

2.2 Operations Director

The Operations Director is the senior management team member with responsibility for health and safety arrangements within the organisation and is responsible for the health and safety policy and its implementation. The Operations Director must ensure:

- The organisation is aware of its statutory obligations and recommended codes of practice.
- Advise management of their responsibilities for accident prevention and avoidance of health hazards.
- Management and employees are kept informed of new and developing legislation and other standards.
- Oversee and review all accident investigations.
- Identify health and safety training needs.
- All necessary risk assessments required by legislation are carried out.
- The Health and Safety policy is reviewed as appropriate to ensure compliance with existing policies, current legislation and any changes in the law.
- So far as is reasonably practicable, adequate resources are made available to achieve the policy objectives.

- A health and safety management system is implemented
- Monitoring of Health & Safety Performance against agreed standards
- Liaise with relevant external bodies such as HSE.
- Arrange an annual Health & Safety Audit.

2.3 Centre H & S Co-ordinators

Each centre will have an H & S co-ordinator. In smaller centres this will normally be the overall Centre Manager. The H & S Co-ordinator will have to day to day responsibility for promoting a positive health and safety culture and ensuring this policy is put into practice. Additional responsibilities are:

- Undertaking routine safety inspections.
- Ensuring satisfactory arrangements for first aid.
- Ensuring safety in relation to fire risks and precautions.
- Initiate the appropriate incident investigation procedure following a serious or potentially serious accident / incident.
- Carry out monthly safety checks to ensure a safe place of work.

2.4 Department Managers

(In smaller centres this role will be fulfilled by the Centre Manager.)

The following responsibilities have been delegated through line management to operational managers:

- Overall responsibility for implementing the TLG Health and Safety policy at a local level.
- Bringing health and safety policies to the notice of employees
- Monitoring health and safety performance within their area of responsibility.
- Local induction arrangements to include health and safety.
- Ensure risk assessments are in place for all activities / situations occurring locally.

2.5 Individual employees

All employees must:

- Ensure they have read and understood the TLG Health and Safety Policy.
- Take reasonable care of the health and safety of themselves and of their colleagues.
- Inform the organisation of any accidents or incidents.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any defects in plant or equipment, or shortcomings in the existing health and safety arrangements, to a responsible person without delay.
- Not undertake any task for which authorisation and / or training has not been given.

Failure to comply with these responsibilities could result in disciplinary action being taken as set out in the TLG Disciplinary Policy and Procedures.

3. Health and Safety Arrangements

3.1 Accident, injury and dangerous occurrence reporting

It is the policy of TLG to comply with RIDDOR 95.

All accidents resulting in injury must be reported by completing the Accident book and passing the tear out part to the Centre H & S Co-ordinator.

In some cases an investigation will be necessary. This will be initiated by the Centre H & S Co-ordinator, who will involve the Operations Director where necessary. An attempt will be made to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All eyewitness accounts will be collected as near the time of the accident as is reasonably practicable.

All completed investigation reports will be kept by the Operations Director.

The Centre H & S Co-ordinator, on behalf of the chief executive, is responsible for reporting all cases of reportable accidents and diseases to the HSE.

Accident records are compiled and stored confidentially by the Centre H & S Co-ordinator.

3.2 Accident Procedure

First aid should be administered by a qualified first aider only. In smaller centres an appointed person will be identified to co-ordinate first aid activities, including ensuring first aid resources are available. The appointed person will not be qualified to administer first aid. In the event of injury requiring first aid the individual should be referred to their doctor for minor injuries and for serious injury the emergency services should be called.

Where doubt exists as to the severity of an incident, the emergency services should be called.

Emergency telephone numbers will be held by the centre manager as well as at reception, where applicable.

Please see local First aid information for details of first aid responsibilities and locations of first aid boxes.

3.3 Consultation and Communication

The management of TLG see communication between staff at all levels as an essential part of effective health and safety management. TLG management will communicate their commitment to safety orally, in writing and by example. Consultation will be facilitated by means of raising health and safety matters at department / centre meetings. Line managers should refer issues to Centre H & S Co-ordinators and then to the Operations Director if necessary.

3.4 Contractors / Workmen

All Contractors / workmen on site will receive a fire safety induction including emergency procedures on their first visit. All contractors / workmen should be supervised during their first visit.

3.5 Control of Hazardous substances (COSHH)

It is the policy of TLG to comply with COSHH regulations 1989.

It is the policy of TLG to minimise and where possible eliminate the need for hazardous substances on TLG premises.

A risk assessment will be carried out of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers health and safety guidance and our own knowledge of the work process.

TLG will ensure that exposure of staff and members of the public to hazardous substances is minimised and adequately controlled in all cases.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

3.6 Display Screen Equipment

It is the policy of TLG to comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

TLG will conduct a risk assessment of any employees using VDU screens as a significant part of their job. The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified. For more information please see the *Guidelines for working in an office environment and using VDU's*.

3.7 Electrical equipment

All electrical equipment must be used only for its intended purpose.

TLG adopts a routine of testing portable equipment (PAT Testing) based on equipment type and usage.

Users of portable equipment should undertake a visual check before each use.

3.8 Evacuation Procedure

In the event of a fire alarm being activated or in any other emergency situation, all persons must leave the building by the nearest available exit and assemble at the designated assembly point. (See local fire procedures for detailed information). The centre Fire Marshall will supervise evacuation and liaise with the emergency services. Team leaders are responsible for the safe evacuation of young people in their group and must carry out a roll call at the assembly point to ensure all young people are accounted for and report their findings to the Centre Fire Marshall. Likewise, managers must carry out a roll call of their staff on site to ensure all staff are accounted for and report their findings to the Centre Fire Marshall.

3.9 Fire Safety

All employees must ensure they have read and understood the organisations fire procedure.

The Operations Director will ensure a fire risk assessment is carried out for all premises. Implementation of any recommendations both from the Operations Director or from the local fire service inspection staff is the responsibility of the Centre H & S Co-ordinator.

The Centre H & S Co-ordinator is also responsible for ensuring the maintenance and testing of fire alarms and fire-fighting equipment. The actual maintenance of the equipment will be the subject of an annual contract with a specialist firm.

All persons on the premises have a duty to report immediately any fire, smoke or potential fire hazards by using a fire alarm or reporting to a senior member of staff.

All employees have the duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Smoking is not permitted in any of the TLG buildings. Smoking outside the buildings but on TLG premises must be supervised and appropriate disposal facilities provided.

Department / Centre Managers are responsible for keeping their areas safe from fire and ensuring their staff are trained in proper fire prevention practices and emergency procedures.

3.10 Fire Detection Equipment

Manually operated fire alarms are located at strategic points throughout the buildings. Smoke detectors are also fitted.

3.11 Fire fighting equipment

Fire extinguishers are located at strategic points throughout the buildings to aid evacuation. Employees are not expected to tackle a fire themselves unless it is safe to do so. If the situation is potentially dangerous the employee should activate the alarm and evacuate the building immediately.

3.12 Fire Doors

Fire Doors are designed to slow the spread of fire and smoke throughout the building. Fire doors are designed to close automatically and must never be blocked, jammed or tied open.

3.13 Fire exits

Fire exits are located at strategic points. Exit doors must never be locked, blocked or used as storage space. In the event of the fire alarm sounding, employees, students and visitors must exit the building by the nearest exterior door.

Where buildings have no natural light or are used after dark, emergency lighting will have been installed in exit corridors and above emergency exit doors. A lift should never be used in the case of emergency evacuation.

3.14 Incident reporting

Throughout the organisation a variety of incidents may occur which need reporting. The procedure required for the different types of incidents are set out in the TLG Incident Reporting Policy.

Where an investigation is necessary, the Department/Centre Manager will initiate the process and will involve the Operations Director where necessary. An attempt will be made to discover why the incident occurred and what action should be taken to avoid a recurrence of the problem.

All eyewitness accounts will be collected as near the time of the incident as is reasonably practicable.

Any interested parties will be informed as soon as possible of the incident and of any conclusions reached.

All completed investigation reports will be kept by the Department/Centre Manager for review quarterly.

3.15 Fire Drills

Practice fire drills will be carried out every half term in education centres and every 4 months elsewhere, to ensure employees and students familiarity with emergency evacuation procedures. Fire Drills will be the responsibility of the Centre H & S co-ordinator.

3.16 Lone working

If any employee is required to work on their own on TLG premises outside of normal working hours, they must ensure that they inform someone (not necessarily another employee) when they arrive and when they leave. If there are concerns over the safety of an employee at TLG premises a member of staff should be contacted and if necessary, the police. For more guidelines on working alone on and off site, see the *Lone working policy*.

If in the duration of your role at TLG you are required to work on your own with a young person or vulnerable adult you must first have read and understood the *Lone working Policy* and follow the guidelines as outlined.

3.17 Manual handling Operations

It is the policy of TLG to comply with the Manual Handling Operations Regulations 1992.

Manual handling Operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations a risk assessment of the operation will be made taking into account the task, the individual, the load and the environment.

All possible steps will be taken to reduce the risk of injury to the lowest level possible, including Manual Handling training where appropriate. For more information on manual handling please see the *Manual handling guidelines*.

3.18 New and expectant mothers at work

Employees that are pregnant should inform their line manager who will ensure a New and Expectant Mothers risk assessment is carried out.

3.19 Office and workspace safety

Offices, though generally regarded as low risk areas, still present their own risks to health and safety. Please see *Guidelines for working in an office environment and using VDU's* for more information.

Staff concerned about the working environment (temperature, lighting etc.), facilities (toilets, eating, washing, changing etc.), cleaning or general safety should advise their line manager of their concerns. Line managers should refer issues to the Centre H & S Co-ordinator to arrange for a specific risk assessment to be completed and resulting action taken.

3.20 Outdoor activities

Any adventurous activities such as caving, climbing, canoeing, sailing etc. must be organised and led by qualified third party instructors.

Other less adventurous outdoor activities such as walking, field trips etc. should have a relevant risk assessment carried out prior to the activity taking place and the activity be approved by a department manager.

3.21 Risk assessments

Risk assessments will be carried out for all activities that are undertaken. Any resulting actions will be implemented and staff informed and where necessary receive appropriate training. Risk assessments will be reviewed at least annually and following any changes to the activity or environment by the centre H&S co-ordinator at a local level or the Operations Director at a national level.

For any new activities to be undertaken, a risk assessment will be carried out, actions implemented and the risk assessment approved by the Centre support manager or Operations Director (whichever is appropriate) before the activity is carried out.

3.22 Safe Learner

TLG is committed to the Safe Learner principals. It is the duty of TLG and its entire staff to ensure that the learning environment and all activities are safe and unlikely to cause harm. Learners are to be inducted and consulted with regards to their Health, Safety and well being.

3.23 Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every member of staff in the organisation is trained to perform his or her job effectively and safely.

All employees will be trained in safe working practices and procedures prior to being allocated a role.

Training needs will be identified at individual reviews or at departmental meetings.

3.24 Sports activities

All sport activities must be led by a competent person. A risk assessment will be conducted on the sport activities to be carried out and the premises / facilities to be used.

3.25 Snow and Ice clearance

In the event of snow fall or icy conditions, the Centre H & S co-ordinator will arrange for someone to clear a path from the main road to the doors into the premises and treat it with a mixture of sand and salt. Paths into all buildings should be cleared and treated as above.

Once recognised paths have been created, every effort must be made to maintain them in a safe condition.

3.26 Trips, visits and Events

Trips, Visits and Events involving students and employees hold potential health and safety hazards. All such activities must have a properly completed risk assessment before the activity can then be approved by the department manager. Please see the Educational Visits Policy.

3.27 Violence and aggression

Violence can include physical, verbal, sexual, racial or threatening behaviour by a colleague, student, parent / guardian or member of the public. Strict guidelines apply to these sorts of incidents and they must be reported to the Department manager and Centre Manager.

If a student carries out a physical assault on a member of staff, the department manager must remove the student from the situation until the matter is resolved. The member of staff assaulted must complete a report of the incident and provide a medical statement should they suffer actual bodily harm. Police should always be informed in the case of a serious assault.

3.28 Visitors

Visitors to the TLG premises will report to the main reception or main doors of smaller centres. They will be asked to sign in and given a suitable badge / label to identify them as a visitor. Visitors will be asked to sign out on their departure.

All visitors must be made aware of the procedure to take in case of the fire alarm sounding.

3.29 Work equipment

It is the policy of TLG to comply with the Provision and Use of work equipment regulations (PUWER) 1992.

TLG will endeavour to ensure that all equipment used in the buildings is safe and suitable for the purpose for which it is used.

All staff will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well-being of persons in or around the premises will be restricted to authorised persons.

All work equipment will be clearly marked with health and safety warnings where appropriate.

3.30 Workplace inspections

It is the policy of TLG to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Inspections of the premises will be carried out monthly by the Centre H & S Co-ordinator to ensure safe practices and premises.

Any actions resulting from an inspection must be implemented by the Centre H & S Co-ordinator as soon as is reasonably practicable. Any change in practices resulting from an inspection will be communicated to staff immediately and necessary training given.

3.31 Work related stress

Risk assessments should include consideration and identification of possible workplace stressors. Measures to eliminate, reduce or control risks from stress will be implemented in line with the HSE Management Standards for Work Related Stress. For more information please see the *Guidelines for reducing work related stress*.