

Policy Document ●●●

Health & Safety

Introduction

Reed Business School is committed to maintaining high health and safety to all its employees, associate staff, students, clients, and visitors. Management recognises and accepts its responsibility to ensure, as far as is reasonably practicable, the health and safety of all its employees, students and apprentices, contractors, visitors, and those members of the public who may be affected by the business' activities.

It is the business' aim to promote, set and maintain the highest standards for health, safety, and welfare matters. This will be achieved by;

- Providing adequate control of health and safety risks arising from the work activities
- Consulting with employees on matters affecting health and safety
- Providing and maintaining safe equipment
- Ensuring safe handling and use of substances
- Providing information, instruction, and supervision for employees
- Ensuring all employees are competent to do their tasks.
- Preventing accidents and cases of work-related ill-health
- Maintaining safe and healthy working conditions, and
- Reviewing and revising this policy as necessary at regular intervals

Reed Business School will endeavour to eliminate any hazards which may result in personal injury, illness, fire, security losses, property damage or harm to the environment.

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Title: Operations Manager
Signed:



Responsibilities

The responsibility for health and safety rests with everyone, from senior management through to each individual member of staff. This section sets out the responsibilities under this policy.

Overall and final responsibility for health and safety within the business is that of the Trustees.

To ensure health and safety standards are maintained/improved, the following people are responsible for ensuring that all activities under their control are conducted in accordance with the business' health and safety policy, standards, and safe working procedures and in compliance with statutory provisions;

Name	Title	Area of responsibility
Stella Shaw	Operations Manager	Tutors / Trainers / Admin Team
	Facilities Manager	Facilities / Housekeeping / Night Porter
Ricky Woodall	Head Chef	Catering Team
Richard Sutton	Head Gardener	Gardening Team

Employees have legal duties under the health and safety at work etc Act 1974.

In particular they must:

- Co-operate with management on health and safety matters.
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.
- Co-operate as far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, or welfare in pursuance of any of the relevant statutory provisions.

Failure to comply with these requirements may lead to both disciplinary actions being taken by the business and prosecution by the Health & Safety Executive (HSE) and/or Local Authority.

Health and safety risks arising from our work activities

Under the Management of Health and Safety at Work Regulations 1999 the business has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the business' policy to ensure that no-one is put at risk from any activities under its control.

Risk assessments will be undertaken by Department Heads in consultation with NFU Mutual Risk Management Services Limited.

The findings of the risk assessments will be reported to all relevant members of staff.

Action required to remove / control risks will be approved by the Operations Manager.

Department Heads will be responsible for ensuring the action required is implemented.

The Operations Manager will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Consultation with employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the business has a duty to consult with employees either directly or through elected representatives on matters relating to health and safety.

Employee representatives

Name	Location
	Room 1-08 The Manor
Ricky Woodall	Kitchen Office
Richard Sutton	Gardener Office

Safe plant and equipment

Under the Provision and Use of Work Equipment Regulations 1998, The Pressure systems Safety Regulations 2000 and the Lifting Operations and Lifting Equipment Regulations 1998 the business has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

Department Heads will be responsible for identifying all equipment / plant needing maintenance (e.g., portable electrical appliances, vehicles etc)

The Operations Manager will be responsible for ensuring effective maintenance procedures are drawn up. Department Heads will be responsible for ensuring that all identified maintenance is implemented.

The regular testing, inspection and maintenance of lifts, hoists, cranes, pressure systems, boilers and other lifting equipment and pressure systems, including emergency repair work and safe methods of undertaking this, will be ensured.

Any problems found with the plant / equipment should be reported to the Operations Manager

Department Heads will check that new equipment meets health and safety standards before it is purchased or hired.

Employees may not use equipment unless they have been trained and authorised.

Always check machinery and equipment before use – do not use anything in a dangerous condition. Any equipment believed to be faulty, worn, or hazardous must not be operated. Always check the guards are in place before use.

All machinery & equipment must be stopped before making an adjustment, undertaking maintenance or lubrication – especially if necessary to remove guards for these tasks. All equipment must be isolated before clearing blockages, cleaning, or maintenance.

Trailers and trailed equipment must be properly connected to the vehicle and where applicable any trailers should be independently braked and ensure that the brake lines are connected properly and in good working order.

Electrics

The electrical installation will be tested for electrical safety at appropriate intervals by a contractor.

Portable electric appliances will be regularly tested for electrical safety (PAT testing) by a contractor or inspected by a trained member of staff. Check the condition of electrical equipment before each and every use.

Electrical pressure wash equipment must not be used unless protected by a 30mA Residual Current Device (RCD).

To minimise the risk of an electrical fire:

- Trailing leads must be kept to a minimum. Any cables showing damage to the outer insulation should be replaced. Repairs using adhesive tape are not acceptable.
- Sockets must not be overloaded and should be switched off when not in use unless essential to keep switched on.

Statutory inspections

The following require specific statutory checks and maintenance:

Area to be checked	Person / Contractor responsible for check	Interval
Fixed Electrical Installations	Competent Electrical Contractor	36 Months or as specified by contractor
Portable or transportable Electrical appliances	Competent Electrical Contractor or trained member of staff	12 months or as specified. Staff must also check before use.
Standby Electrical Generators	Competent person	12 months or as specified
Lifting equipment (telescopic, forklift truck etc)	To be regularly tested by an approved engineering surveyor	As specified on the written scheme of examination
Lifting accessories (slings, hooks, shackles etc) and Lifting equipment used to lift people	To be regularly tested by an approved engineering surveyor	6 Months or as specified on the written scheme of examination
Air receivers (air compressors etc)	To be regularly tested by an approved engineering surveyor	12 months or as specified on the written scheme of examination
Portable ladders, step ladders etc	Competent person	12 months. Staff must also check before every use.
Vehicle cab filters	Competent person	As recommended by the manufacturer
Tractors	Competent person	As recommended by the manufacturer
Fire extinguishers	Contractor	12 Months

Safety information, operator's manuals, data sheets and records / registers are retained in the office.

Safe handling & use of substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002 the business has a duty to assess the risks from both hazardous substances that are used (e.g., chemicals, solvents, paints, oil etc) and hazardous substances generated from work activities (e.g., dust, fume, vapour etc).

Department Heads will be responsible for identifying all substances that need a COSHH assessment.

Department Heads will be responsible for undertaking COSHH assessments.

The Operations Manager is responsible for ensuring that all actions identified in the assessments are implemented.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Information, instruction & supervision

The [Health and Safety \(Information for Employees\) Regulations 1989](#) require the business to display a poster telling employees what they need to know about health and safety.

A copy of the HSE's Health and safety Law poster is displayed in the Reception office, Kitchen office and gardeners' office.

Health and safety advice is available from Department Heads.

Supervision of trainees will be arranged, undertaken, and monitored by Department Heads.

Third parties

We also have a responsibility to all contractors, visitors, and members of the public. We undertake to provide a safe working area to the extent that is within our control and to highlight any special hazards which are unlikely to be immediately apparent to the person concerned. The person arranging contractors work or inviting visitors onto the site is responsible for ensuring that the information is provided.

Visitors and contractors are also responsible for the health and safety of anyone who may be affected by their operations, including our staff. They are also responsible for ensuring that equipment supplied by them is properly maintained, guarded, operated by trained workers, and does not present a hazard.

The law requires us to take extra precautions to protect children from our work activities. Children are only allowed onto the Business School property if adequately supervised and with permission.

Unauthorised persons MUST be excluded from work areas using barriers and/or appropriate signage where necessary. Each case should be judged on its merits at the time. If in doubt consult the Operations Manager. Vehicles must always be driven very carefully around the workplace, as there is always the possibility of pedestrians or animals being present.

Competency for tasks and training

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

Induction training will be provided for all employees by Department Heads or Line Managers.

Job specific training will be provided by Department Heads, together with experienced workers.

The following tasks must only be conducted by specifically authorised employees, who will normally have successfully completed a special training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:

- Forklift truck operation
- Entry into confined spaces
- Handling and using chemicals.
- Chainsaw work
- Animal handling
- Driving at work
- Work at height
- Using dangerous machinery
- Manual handling

All other employees are strictly forbidden from conducting the above tasks unless supervised by a suitably qualified person.

Employees operating business vehicles must hold the appropriate class of licence and be specifically authorised, for a particular vehicle, by management.

Training records are kept by Department Heads.

Training will be identified, arranged, and monitored by Department Heads.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction, or training, they must report the matter to Management.

Accidents, first aid and work-related ill health

Reed Business School will ensure, as far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated, and reasonable measures put in place to prevent recurrence.

All accidents, cases of work-related ill health and dangerous occurrences are to be reported to Department Head and/or Operations Manager without delay. Details of the incident will be recorded in the accident book, and on the group incident reporting software (e-suite), which is located on the group intranet. The Operations Manager is responsible for periodically analysing the incident records for signs of trends.

Department Heads are responsible for undertaking investigations following accidents, dangerous occurrences, and work-related ill health absence.

Department Heads are responsible for acting on investigation findings to prevent recurrence.

The Operation Manager or Department Heads are responsible for reporting notifiable accidents, diseases, and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

A first aid kit is located in the photocopier room, kitchen, gardeners' office, and company truck. A defibrillator is also kept in the entrance hall of the Manor.

The appointed first aid persons are:

Name	Location
	Room 1-08 in The Manor
Debbie Morton	General Office
Richard Sutton	Gardens
Jess Potter	Gardens
Phil Edwards	Night Porter – 07977 582326
Sam Dean	Reception office – Mental Health First Aider

The Facilities Manager is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

Health

Report any health concerns immediately to the Department Heads. All Staff are advised to keep up to date with Tetanus protection.

To avoid ill health, always wash your hands thoroughly with soap under hot running water before eating, drinking, or smoking. Alternatively use hand sanitiser.

Always cover cuts and broken skin with plasters before work and/or use gloves. Good standards of personal hygiene must be maintained.

It is Reed Business School policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety, or other symptoms of stress, they should speak, in the strictest confidence, to the Operations manager.

- Help and support is available from the RSR Counselling service provider, CIC 0800 085 1376, The Samaritans 08457 909090 (24 hours a day) or with the Reed Business School Mental Health first aider (Sam Dean in Reception office).
- Website Worklife solutions Username work life password worklife.

No formal health surveillance is required for current work activities. However, all staff should monitor their own health and report any concerns to the Department Heads in confidence, with reference to back pain, asthma, or stress.

Where there could be a risk of contracting Leptospirosis (Weil's disease), which is a serious (sometimes fatal) infection transmitted by rat's urine when passed through small wounds or breaks in the skin – this is carried by around 40% of rats. Wounds should be washed immediately and covered by a waterproof dressing. Never touch dead rats with bare hands. Your GP can provide further advice.

Alcohol and drugs

The consumption of excessive alcohol or the use of controlled drugs at work is strictly forbidden. Any person found to be using controlled drugs will be removed for their own safety and that of others and could be subject to disciplinary proceedings. No alcohol or controlled drugs are permitted to be brought onto or consumed at work.

The use of prescribed drugs should be notified to Department Heads to ensure job placement is not affected using such drugs (e.g., some antihistamines can make you drowsy, a particular risk while driving or operating machinery).

Manual handling

Employees will adopt safe lifting techniques whenever mechanical movement of goods is not possible and should always seek assistance whenever heavy or awkward loads are to be moved manually. In general loads above 25kg, or a weight which you feel is too heavy for your capacity, must be subject to team lifting. Carrying and lifting of objects should always be done with great care. Never attempt to manually lift loads above 25kg alone – always seek assistance.

Lifting of heavy items should be conducted using safe lifting techniques (i.e., lift with the legs not the back). Before attempting to lift anything, establish the following;

- The weight of the object
- The centre of gravity (it's balance)
- Sharp edges or projections (gloves always required)
- Accessibility of the object (and where it is being moved to)
- Your individual capacity for manual handling

Emergency procedures – fire & evacuation

The Operations Manager is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.

Escape routes are regularly checked by the Facilities Manager.

Fire Extinguishers are maintained and checked by the Facilities Manager on an annual contract.

The emergency evacuation procedures will be tested every 6 months.

Smoking

Smoking materials are a major cause of fires through careless disposal and must be rigorously controlled. No smoking is allowed on site, apart from at the rear of 1 Church Row.

Workplace

The Workplace (Health, Safety and Welfare) Regulations 1992, detail the requirements in respect of the workplace, including staircases, floors, ways in and out, toilets and welfare facilities etc., will be kept in a safe and clean condition by cleaning, maintenance, and repair.

Employees co-operation in ensuring such standards is key. Report any concerns to the Facilities Manager.

Regular workplace inspections will be conducted by Department Heads.

Entrances and exits will be well maintained and all flooring and floor coverings will be kept in a sound condition to ensure safe access and egress.

All work areas are to be kept tidy. All materials to be stacked in a stable fashion in designated areas. Spillages are to be cleared up promptly.

Waste is to be regularly cleared and placed in the designated bin or skip.

Storage of all materials and equipment must, within reason, be arranged so that it remains without risk to anyone's health and safety – and not blocking entrances, exits or roadways.

Workplace traffic management/transport

The Workplace (Health, Safety and Welfare) Regulations 1992 place duties on employers to secure a safe workplace. Regulation 17 requires that 'every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner' and that 'all traffic routes are suitably indicated where necessary for reasons of health and safety'.

Road systems will be clearly and logically arranged, allowing adequate space for movement, reversing, turning, loading, and off-loading. An assessment will be completed in respect of workplace traffic management to ensure that the site, vehicles, drivers, and pedestrians are safe.

The following procedure should be adopted whenever operating vehicles:

- A 'safe stop' procedure must be used when leaving any vehicle. This means that all power should be isolated. The ignition key removed, and the handbrake applied.
- Vehicle cabs must be kept clear of rubbish which may interfere with the operation of foot pedals.
- Any vehicle reversing warning light and/or sounder must be kept in good working order.
- Daily checks will be conducted prior to the use of the vehicle.

Do not use mobile telephone or handheld radio whilst driving. Ensure that you pull over and park up in a suitable location to use a mobile telephone.

Drivers will take regular breaks and will ensure that they comply with all relevant legislation.

Safety signs

The [Health and Safety \(Safety signs and signals\) Regulations 1996](#) set out the minimum requirements concerning safety signs and signals at work. Where appropriate, road traffic signs should be of a design prescribed in the Highway Code for use on public roads.

An assessment will be made of the safety sign requirements for the premises and suitable signage displayed, where required.

DSE and workstations

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who 'habitually use display screen equipment (DSE) as a significant part of their normal work'. The main feature of the Regulations is the duty to assess workstations and reduce the risks that arise.

Workstations will be assessed, and staff given sufficient information and instruction in setting up a comfortable and suitable workstation.

If 'users' so request, appropriate eyesight tests should be provided, and the basic cost of any glasses required for computer use will be paid for.

Flexibility will be considered, where possible, to ensure breaks are incorporated into any long, repetitive computer work.

Personal Protective Equipment

The business has a policy to provide all necessary safety and hygiene clothing to our staff free of charge where identified as a requirement. PPE is provided as a last resort when the hazard cannot be controlled by other means. This includes gloves, safety footwear, eye protection, hearing protection, high visibility clothing, wet weather clothing etc.

Department Heads are responsible for issuing the protective equipment where identified and ensuring visitors conform to our safety rules.

It is your responsibility to wear the protective equipment provided, store it safely and report any loss or defects to your supervisor. We will check compliance & disciplinary action could be taken if you fail to wear the equipment as directed. You could be disciplined leading to dismissal for failing to wear the PPE as directed – or you could be fined up to £5000 by the HSE.

Personal Protective Equipment must be always worn where identified as necessary in the COSHH or risk assessment and/or following your training, irrespective of conditions which may make using such equipment uncomfortable.

Eye Protection

Goggles, glasses, or face shields are mandatory for any job, process, or area where there is physical, chemical, or biological risk of injury to the eyes.

Hand Protection

Gloves must be worn when handling material which could cause physical injury. Rubber or nitrile gloves should be worn when handling chemicals or oils.

Foot Protection

Where safety shoes have been provided, they must be worn while at work and where identified as a requirement for the task. Sensible non-slip footwear should be worn at other times.

Hearing Protection

Hearing protection to be worn when using noisy equipment or working in noisy areas.

Respiratory Protection

The correct respiratory protection must be worn, as necessary. Please note that 'nuisance' dust masks are not sufficient to protect your health.

Miscellaneous

High visibility clothing should be worn by anyone working around moving vehicles. Chainsaw personal protective equipment must be worn when operating chainsaws.

Areas of risk

There are several situations that may present a risk to health and safety.

The principal areas of risk are listed below:

- Falls from height.
- Workplace transport
- Contact with machinery or material being machined.
- Struck by moving or falling objects.
- Contact with electricity or an electrical discharge.
- Slip, trip or fall on same level.
- Exposure or contact with hot / harmful substance or biological agent.
- Manual handling and repetitive work
- Asphyxiation or drowning
- Noise and vibration
- Lone working
- Fire and explosion
- Adverse weather
- Occupation health

To help reduce the risk of injury or exposure, the business has produced safe system of work for a variety of the hazardous tasks that are undertaken. All employees should read and follow the guidance detailed in these documents.

Monitoring and reviewing

To ensure that the business' commitment to managing health, safety and welfare in the workplace is actively pursued, the Operation Manager will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities. In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is soonest.

If you are unsure about any issues raised in the policy, please inform management.

Do not take chances. If in doubt – ask.

Declaration

All employees should sign below to record that they have been made aware of the organisation and arrangements for health and safety in force, as detailed in the Safety Policy, and will comply with the requirements outlined.

Print name	Signature	Date

Terms & Conditions

www.reedbusinessschool.co.uk/terms-and-conditions

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