



Calvert Exmoor (CE)
Health & Safety Policy
October 2024

Contents

Introduction.....	3
Health and Safety Policy Statement	5
Organisation and Responsibilities.....	6
Overall Accountability and Responsibility.....	6
Areas of Responsibility	6
All Employees	6
General Arrangements for Health & Safety	7
Accident Procedures	7
Alcohol and Drugs	8
Display Screen Equipment	9
Electricity at Work.....	9
Employee Welfare	9
First Aid.....	10
General Fire Safety	10
Hazardous Substances	11
Housekeeping.....	11
Lighting	12
Lone Working	12
Manual Handling.....	12
Personal Protective Equipment (PPE)	12
Pregnant and Nursing Mothers	13
Risk Assessment	13
Safety Signs	13
Smoking/Vaping	13
Standard Operating Procedures/Good Practice Guides	13
Stress.....	14
Training.....	14
Visitors, including Contractors.....	14
Work Equipment	15
Work at Height.....	15
Workplace Transport	15
Health and Safety Policy Reviews	17
Instructions for Review and Amendment.....	18

Note: references to staff included trainees, apprentices, volunteers and trustees

Introduction

The Health & Safety at Work etc. Act 1974 requires all organisations employing more than 5 people to have a written Health & Safety Policy.

The document in this section is personalised to your organisation following our detailed discussions.

Note: references to staff included trainees, apprentices, volunteers and trustees

You are asked to read the document through to ensure that it precisely meets your circumstances. Any errors or inaccuracies will be corrected on notification or on the annual inspection.

The document must be made known to your employees and a separate copy is supplied just for this purpose.

This is an **ACTIVE DOCUMENT** and will, therefore, be thoroughly reviewed and, where assessed necessary, re-issued on an annual basis for the term of the Programme. Reviews are recorded on the Health and Safety Policy Review form at the end of this document.

Health and Safety Policy Statement

Calvert Exmoor (CE) recognises the importance of health and safety as an integral part of the way we run the business.

We are committed to ensuring the health, safety and welfare of our employees, so far as is reasonably practicable, and recognise that the effective management of health and safety is part of our overall business performance. We also fully accept our responsibility for other persons such as customers, contractors and visitors who may be affected by our activities.

The objectives of the Policy are to ensure that our statutory obligations are met, but these are regarded as minimum standards to be exceeded wherever possible. We will continually strive to improve our management of workplace risks.

It is CE's policy to, so far as is reasonably practicable:

- Provide adequate control of the health and safety risks arising from our work activities in so far as they affect our employees, our customers and others with whom we may come into contact
- Consult with our employees on matters affecting their health and safety
- Carry out risk assessments of all relevant workplace activities, with records kept of these risk assessments where the risks are assessed as significant
- Ensure adequate controls are implemented and performance monitoring takes place on a regular basis
- Ensure there is a written safeguarding policy in place and adequate arrangements for the supervision of children and vulnerable adults
- Ensure that only qualified and experienced staff supervise potentially hazardous activities
- Ensure all employees are competent to do their tasks, and to give them adequate training where appropriate
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Inform employees of their responsibilities under the Health & Safety at Work etc. Act 1974
- Review and revise this policy as necessary at regular intervals.

Signed: *Chris Gregson*

Name: Chris Gregson (Chair of Trustees)

Date: October 2024

Organisation and Responsibilities

Overall Accountability and Responsibility

Overall and ultimate accountability for health and safety in CE rests with the Board of Trustees, with day-to-day responsibility for the application of this policy delegated to:

Chris Gregson, Chair of Trustees.

Who is also responsible for this policy and arrangements being carried out at these premises.

In the event of absence or unavailability that responsibility will be assumed by:

Jennifer Young, Centre Director.

Areas of Responsibility

The following employees are responsible for safety in their named particular areas as follows:

- Estate Manager
- Development & Operations Manager
- Chief Instructor
- Yard Manager
- Head of Guest Services.
- Head Chef
- Housekeeping Supervisor
- Maintenance Supervisor

All Employees

All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves, of others whether colleagues or visitors to our premises or passengers on our vehicles, and of equipment with which they work, or which is provided for their protection. Failure to abide by this responsibility, which is a specific provision to the Health and Safety at Work etc. Act 1974 may lead to disciplinary procedures.

Whenever an employee becomes aware of a health or safety problem, whether they are able to put it right themselves or not, they must report this immediately to the appropriate person named above.

Management acknowledges that it's health and safety objectives can only be successfully met with the contribution of all its employees. Consultation between management and employees is therefore encouraged.

General Arrangements for Health & Safety

Accident Procedures

All accidents, incidents and health and safety concerns which occur at CE are to be reported, recorded and investigated. Failure to do so will be investigated and may result in formal disciplinary procedures.

Definitions:

- **Incident:** An event or condition that does not cause harm but has the potential to do so.
- **Accident:** An undesired event that results in injury and/or property damage.
- **A Concern:** A potential health and safety risk/hazard identified by a member of staff or a guest.

Accident/Incidents to staff. The Incident/Accident forms are kept in the office and are accessible at all times. The report sheets are kept by the Estate Manager in a file in one place.

Any person who sustains an injury through an accident or who has any occupation related ill-health must make an entry in the Accident Book and bring this to the attention of their line manager. If unable to do so personally then another member of staff is to make the entry.

Whenever an entry is made in the Accident/Incident Book an investigation is to take place. This investigation is to be conducted as directed by the Centre Director or the stand-in senior manager, using the Accident Report Sheets. The written record of the investigation will be kept by the Estate Manager and may be referred to should further investigation or litigation ensue.

Accidents/Incidents to Guests. The procedure for recording and investigating accidents to guests is similar to that for staff. The exception is the use of the Accident Book. Any guest/visitor having an accident should report the facts to a responsible member of staff, i.e. the Duty Instructor, Chief Instructor or Guest Services team whichever is appropriate at the time. The member of staff responsible is then to ensure that an Accident/Incident Form is completed and passed to appropriate head of department who in turn will ensure it is passed to any other appropriate manager including the Centre Director.

Concerns. Any health and safety related concerns raised by staff (full time, part-time, volunteers, trustees) or guests are to be recorded and passed to the appropriate head of department for investigation.

Other Reporting. Other accidents/incidents which are to be reported and investigated include:

- Any incident in which a person is recovered from the water after having got into difficulties.
- Any incident in which a rescue mission is initiated.
- Any case of electric shock (see below).
- Any case in which a Calvert Exmoor vehicle is involved in a vehicle damage case, or injury to a passenger or third party.

Recording and Investigation. The Estate Manager will keep a central record of all Incident and Accident forms and will issue monthly stats for all staff to see. The Centre Director will also sign all forms to ensure an investigation has taken place by the appropriate senior managers.

Notifiable Workplace Accidents, Occupational Diseases and Specified Dangerous Occurrences. In accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), certain serious workplace accidents, occupational diseases and specified dangerous occurrences are "notifiable" to the Enforcing Authority. Examples include:

Death.

- Specified injuries to workers, including

Note: references to staff included trainees, apprentices, volunteers and trustees

- Fractures – other than to fingers, thumbs, toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Burns covering more than 10% of whole body.
- Any loss of consciousness caused by head injury or asphyxia.
- Any crush injury to the head or torso and causing damage to the brain or internal organs.
- Any degree of scalping requiring hospital treatment.
- Any injury arising from working in an enclosed space, which leads to hypothermia or heat induced illness and/or requires resuscitation or admittance to hospital for more than 24 hours.
- Over-seven-day incapacitation of a worker.
- Over-three-day incapacitation – must be recorded but not reported where they result in a worker being incapacitated for more than three consecutive days (and less than seven).
- Non-fatal accidents to non-workers (e.g. members of the public, guests)
- Dangerous occurrences e.g. failure of lifting equipment, pressure systems, explosions and fire.
- Certain occupational diseases.

In the case of the CE, the Enforcing Authority is the Environmental Health Authority, Civic Centre, Barnstaple, North Devon, EX31 1EA. Tel No: 01271 388870.

Notification is to be made using HSE form online available at <https://www.hse.gov.uk/forms/incident/>. The form will be submitted to the RIDDOR database. A copy of the form MUST be downloaded for our records and filed with our Accident/ Incident form. Detailed guidance is available on the HSE, RIDDOR pages - <https://www.hse.gov.uk/riddor/>

Violence in the Workplace. All incidents of violence are to be reported and recorded and immediately brought to the attention of the Centre Director.

Commented [JY1]: Rebecca Manley HI, is this meant to be a new section?

Alcohol and Drugs

Management is committed to providing a safe and healthy working environment and we recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work and with other persons.

This policy, which applies to all staff, aims to:

- Promote the health and well-being of our staff and to minimise problems at work arising from the effects of alcohol or drugs.
- Identify staff with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer staff known to have alcohol or drug related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

Consuming alcohol and taking of drugs in the workplace is prohibited by all employees, visitors, contractors and others and extends to within the site boundary including car parks and other external areas.

It is forbidden for staff to operate any work equipment including vehicles on the road in an unfit state due to the influence of alcohol or illegal drugs and other substances that could impair your ability or to be in possession of illegal drugs whilst on Company premises.

Any staff taking medicines or prescribed drugs under the direction of a Healthcare Professional must seek their advice about performing their duties safely whilst taking such medicine or prescribed drugs.

Note: references to staff included trainees, apprentices, volunteers and trustees

Staff taking 'over the counter' medicines must seek advice from the Pharmacist as to how the medication may affect their ability to perform their duties safely. In such instances staff are required to notify their line manager.

In any event all staff should read the leaflet provided with any medicine or prescribed drug prior to performing their duties and if any doubt they should seek advice from a qualified medical practitioner or pharmacist.

It is the employee's responsibility to inform their line manager, in writing, if any medication they are taking could compromise their ability to perform their duties safely. In this instance a risk assessment will be carried out.

Display Screen Equipment, (DSE)

The law relating to the use of DSE equipment, such as computers, is covered by the Health & Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations). These regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels, and workstation layout. We have also incorporated the amendments made to these regulations in 2002.

Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health it is appreciated that some staff may have genuine reservations and concerns. The Company will provide information and training to enable a fuller understanding of these issues.

In particular each DSE user will complete an assessment of their own DSE activities with any findings reported to their manager.

Any staff who has been designated as a DSE user has the right to request an eye test. Following confirmation from your manager that you are legible for the test, you must arrange for the test to be carried out at an Optician of your choice. Calvert Exmoor does not offer the taking of paid leave for eye tests and wherever possible, staff are expected to arrange for them to take place in their own time.

Following the test, and within one month of your appointment, please present an expense claim form and the receipt to your manager who will arrange for you to be reimbursed.

If the Optician deems it necessary for you to wear special glasses prescribed for the distance the screen is viewed at these will be paid for by Calvert Exmoor. All other prescriptions are not payable by Calvert Exmoor. In the event that you require special glasses as described above please discuss this with your manager. Following the eye test, the frequency of any follow up tests will be decided solely by the Optician.

Electricity at Work

In line with The Electricity at Work Regulations 1989, all reasonably practicable steps will be taken to secure the health and safety of staff who use, operate or maintain electrical equipment. The company will ensure that only competent people are permitted to maintain electrical equipment or electrical systems and wherever practicable, electrical equipment and electrical systems will be switched off whenever any maintenance work is required.

The company is responsible for ensuring the fixed electrical system is periodically inspected and tested by a competent person and any parts found to be defective will be repair or replaced. We will ensure that portable electrical equipment is periodically inspected and tested by a competent person and any equipment found to be defective will be withdrawn from use for repair or disposal.

Employee Welfare

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 management will do all that it can to ensure and maintain:

- A healthy and safe working environment for all.
- Good standards of housekeeping and cleanliness.
- Safe buildings, fixtures and equipment.

Note: references to staff included trainees, apprentices, volunteers and trustees

- Clean, adequate and appropriate amenities.

Management is also aware of the potential effects of stress on the safety of its employees and therefore attempts to ensure that:

- Wherever possible jobs and tasks include variation and interest.
- Employees are always clearly informed just what is expected of them.
- Good employee relationships, collaborative working and attitudes are encouraged, and bullying will not be tolerated.
- Individual responsibilities are always within the capabilities of employees.
- Adequate control measures have been put in place and are monitored to ensure workplace and equipment safety.
- Consultation, communication and input between management and staff is fully encouraged.

If an employee ever feels that they have any difficulties or problems in this area they are asked to communicate with their immediate supervisor or manager.

First Aid

In line with The Health and Safety (First-Aid) Regulations 1981 the company will ensure we provide adequate and appropriate equipment, facilities and personnel to ensure staff receive immediate attention if they are injured or taken ill at work. (These Regulations apply to all workplaces including those with less than five employees and to the self-employed).

Appropriate staff are required to complete formal First Aid training and, as appropriate, formal refresher training.

First Aid boxes. The Housekeeping Supervisor is responsible for maintaining the First Aid boxes. These are located at:

Activities Office	Activities Workshop	Archery	Boathouse
Duty Room	Pool Side	Plant Room	Kitchen
Reception	Sluice Room	Sports Hall	Stables
Workshop	Discovery Centre	Bush Craft	

Contents of First Aid boxes: The contents of first aid boxes are to comply with BS 8599-1

Travelling First Aid Kits: As above

First Aid Kits in Minibuses: As above

Records of First Aid given. A record of any first aid applied is to be kept with the relevant Accident and/or Incident Form.

Hepatitis B. Some guests/visitors will be from high-risk groups. All blood and blood-contaminated materials are to be treated with care. Any incidents which may lead to cross infection are to be recorded.

General Fire Safety

Fire is an ever present hazard to all commercial and industrial undertakings. Management is aware of The Regulatory Reform (Fire Safety) Order 2005 and its provisions and, therefore, makes every effort to reduce the risk of fire and consequent injury to our staff and visitors, particularly by:

- Formal Risk Assessment.
- Regular site walk arounds.
- Promoting good standards of housekeeping inside and outside the premises.
- Treating flammable and waste materials with care.

Note: references to staff included trainees, apprentices, volunteers and trustees

- Ensuring our No Smoking and Vaping restrictions are strictly adhered to.

Management has provided well signed means of escape together with plentiful, well deployed and maintained fire extinguishing appliances.

All staff are requested to respect these arrangements, to keep fire exits clear of obstruction and not to misuse extinguishers.

All conditions which affect the effectiveness of fire safety in respect of personnel or property should be reported to the Maintenance Supervisor and/or the Estate Manager.

All staff should be aware of our Emergency Evacuation Procedures. In the event of a fire, or similar emergency, the Alert will be given through the sounding of the alarm. Staff are expected to evacuate immediately and congregate at the fire assembly point.

A Fire Safety Plan has also been compiled to better assist our Compliance with the Fire Safety Order.

The centre's appointed Fire Safety Manager is the Maintenance Supervisor.

Fire Doors. All fire doors so marked **must** be kept shut at all times (unless fitted with a specific fire door automatic release mechanism) in order that a fire will be contained. It is an offence to deliberately block open a fire door in an unoccupied office, other than for temporary reasons of safety (e.g. securing a door in order that something large and/ or heavy can be safely moved through it).

Commented [SR2]: [Rebecca Manley](#) Looking a the door to the store as I sit here this isn't the case. Is this something we're addressing?

- **Fire Extinguishers.** The maintenance and servicing of fire extinguishers is the responsibility of the Fire Safety Manager (Maintenance Supervisor). Independent inspections are conducted by AFS – organised by Estate Manager. Any discharged extinguishers must be notified to the Centre Director and Estate Manager. All staff should be aware of the locations of fire extinguishers but they should only be used by staff who have received appropriate training. It is a criminal offence to discharge a fire extinguisher, other than to fight a fire.
- **Fire Alarms.** Fire Alarms –Centre, Stables and Sports Hall are to be tested every Monday and a record kept.

Training. Fire training and evacuation procedures will be covered in the staff inductions and annual induction refreshers and annually as part of the staff training programme and a record of attendance kept. Additional training will be run as and when required. The Estate Manager will keep a record of Fire Practices. All staff are required to be familiar with the fire procedures which are kept at Reception.

Guests

The guests will be appropriately briefed by the responsible member of staff on all necessary aspects relating to their safety on and around the site upon arrival or at the welcome talk and as necessary during and as part of the relevant activity.

Hazardous Substances

The company acknowledges that no substance can be considered completely safe and therefore everything reasonably practicable will be done to ensure that our staff are not exposed to substances potentially hazardous to their health.

Information will be obtained from suppliers of hazardous substances and suitable and sufficient Risk Assessments will be undertaken by assigned personnel, supported by the Management team.

The company will make relevant details available to our staff as to why precautionary control measures are sometimes needed. Appropriate personal protective equipment will be provided to staff following Risk Assessment.

Housekeeping

Poor standards of housekeeping often cause 'slips, trips or falls' and are consequently one of the most common causes of accident and injury at work.

Note: references to staff included trainees, apprentices, volunteers and trustees

The company recognises the need to ensure that good standards of housekeeping are achieved and maintained at all times, and everybody is responsible for ensuring that all areas of the premises are kept free of slip, trip and fall hazards and a policy of 'clean-up as you go' will always be the preferred option.

Lighting

The company regards the provision of a safe and well-lit working environment as fundamental to the health, safety and wellbeing of our staff. Management is responsible for ensuring that lighting is adequate for the tasks at all times.

Lone Working

Management will assess the hazards and risks associated with lone workers and take steps to minimise them so far as is reasonably practicable. Common practice on site is the availability and use of handheld radios.

In particular the Risk Assessment will:

- Consider any special training which may be required for lone workers
- Ensure that communication is established with lone workers which is appropriate to the circumstances

Lone working for hours, outside of those which already have a procedure in place, must be approved by the Senior Management Team.

Commented [SR3]: [Francesca Manley](#) Taken from the handbook not sure if it's needed in here too.

Manual Handling

Statistics show that poor manual handling is also one of the most common causes of injury at the workplace and these injuries often have long term effects.

In line with the Manual Handling Operations Regulations 1992, the company policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide appropriate guidance to our staff on the measures that should be taken to ensure safe lifting and carrying.

Risk Assessments of the manual handling and lifting tasks deemed to be hazardous will be undertaken by trained employees, supported by the Management team.

Management will then ensure that operations that involve hazardous manual handling are eliminated, so far as is reasonably practicable, and where not, that appropriate manual handling aids are provided.

All staff will be provided with appropriate information, instruction and training to enable them to carry out manual handling tasks without injury to themselves.

Personal Protective Equipment (PPE)

Where it is not possible to eliminate hazards to the person by any other reasonable practicable means, then staff will be issued with suitable PPE and clothing, in accordance with the Personal Protective Equipment at Work Regulations 1992. Where PPE has been issued it shall be properly used whenever the employee is at risk from the hazard(s) for which it has been provided.

Management provides certain PPE free and expects staff whilst at work to use and look after it. Staff will be informed of jobs or areas where specific protection is required. Areas will be defined by notices where special protection is mandatory, e.g. spectacles, ear defenders etc.

Staff must take reasonable care of PPE provided and to report any loss or defect. Staff may also be asked to sign for PPE issued and should be prepared to do so.

If an employee is ever in any doubt as to whether they should be wearing PPE and/or the PPE is suitable, they are instructed to ask their immediate supervisor or manager and, in any event, management will periodically risk assess the adequacy of existing arrangements.

Pregnant and Nursing Mothers

You are required to notify the company in writing should you become pregnant or a new mother (that is a woman who has given birth within the last six months or who is breast-feeding).

On receipt of formal notification Management will conduct a Risk Assessment relevant to that person's work.

For any risks to which they are exposed, or which represent additional risk because of pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations from the woman's medical advisors (GP or anti-natal / post-natal).

If the risks remain significant, the woman shall be reassigned to other work for which the risks have been assessed as not significant.

If this is not possible, she shall be placed on paid leave until she either ceases to be pregnant or a new mother, or suitable alternative work may be found.

Risk Assessment

Management acknowledges that the safety hazards our employees and visitors face are best assessed through formal Risk Assessment, in accordance with the Management of Health & Safety at Work (and other) Regulations 1999 and other associated H&S regulations. An appropriate assessment programme has therefore been put in place and consequently the arrangements for controlling particular hazards may be amended from time to time.

Our Risk Assessments programme includes both activities and premises hazards.

Safety Signs

The Health and Safety (Safety, Signs and Signals) Regulations 1996 require those in charge of a premises to comply with them keeping their work area safe.

Management will assess the requirements throughout our operations for signage warning of a hazard, requiring a mandatory action, prohibiting an action, advising of first-aid assistance and fire safety.

All safety signs will comply with BS 5499 and the Health and Safety (Safety Signs and Signals) Regulations.

Smoking/Vaping

The company is committed to complying with 'No Smoking' legislation as of 2007 and provide a safe and comfortable smoke free working environment.

Smoking or vaping within any workplace building, vehicle, enclosed area or activity area used for business is strictly prohibited.

Smoking or vaping is only permitted outside the building or enclosed area in designated areas and spent smoking material is to be disposed of carefully away from combustible materials within the facilities provided.

Things can go wrong during charging; batteries may overheat and cause a full-blown explosion or firework-like incident because the charger is still adding more energy into that system. For this reason, charging of vapes on company premises should be avoided. If it cannot be avoided the vape should not be left unattended while charging or charged while sleeping.

Standard Operating Procedures/Good Practice Guides

Significant findings from the Risk Assessments will be recorded in writing and, where appropriate, relevant, written Standard Operating Procedures or Good Practice Guides will be produced, which will be designed to enable us to put in place safe systems of work, which staff will be expected to abide by where relevant.

Note: references to staff included trainees, apprentices, volunteers and trustees

Stress

The company recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

The company will identify all workplace stressors and Management will conduct Risk Assessments to eliminate stress or control the risks from workplace stress and will consult with staff on all proposed action relating to the prevention of workplace stress.

Training

CE’s policy is to employ skilled and/or competent staff who fully understand the hazards associated with the area they are expected to work in. Where a safety training need arises, the situation will be reviewed on its merits and appropriate action taken. For example:

- All new employees will be given a Safety Induction.

The company will maintain training records and will arrange refresher training where required by legislation or otherwise determined by monitoring employees’ actions. All training will be recorded on the training matrix and each employee is required to provide copies of certificates to HR for their file.

Visitors, including Contractors

Various people visit our premises from time to time. To avoid the risk of injury to visitors from our activities and to our staff from theirs, CE will ensure that:

Visitors;

- Are not allowed to wander unattended around the premises unless they are fully familiar with the site and are DBS checked.
- Are assisted in the event of a fire alarm activation or other similar emergency.

Contractors and their employees;

- Understand CE’s safety and emergency arrangements.
- Are aware of any hazards relating to the area they are working in, and generally in the premises.
- Are supervised, as required, to ensure that they conduct their activities in a reasonable and safe manner, particularly when working at height.

Management will also assess the competency of contractors where appropriate, e.g. in respect of the obligations imposed by the Construction (Design & Management) Regulations 2015.

Staff should be particularly aware of visitors with disabilities on the premises and be prepared to assist them in the event of an emergency.

Vulnerable Employees

From time to time CE may employ persons who are possibly more at risk of injury or ill health than might normally be the case. Such persons include:

- Expectant mothers.
- People with disabilities.
- Young persons, i.e. 17 years of age and under.

In these cases, suitable and sufficient Risk Assessments will be conducted at the time and appropriate risk reduction methods will be introduced.

Note: references to staff included trainees, apprentices, volunteers and trustees

Work Equipment

Management recognises that in any business dangers can arise from use of work equipment. These can include trapping, entanglement, impact, contact with moving parts or ejection of materials.

Management is aware of the Provision and Use of Work Equipment Regulations (PUWER) 1998, The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and the Pressure Systems Safety Regulations, 2000 (PSSR) and their provisions and will, therefore, take all reasonable precautions to ensure work equipment provided is suitable for its purposes, inspected (including statutory inspections), maintained and, where appropriate, adequately guarded. Instruction and training will be provided to employees on the safe use of work equipment and under no circumstances should an employee use any work equipment for which they have not been authorised.

Staff are individually instructed not to remove, adjust or modify any guard and to report faults or damage immediately to the appropriate head of department.

Management also recognises that, from time to time, work equipment may need to be cleaned, adjusted or repaired. Accordingly, specific procedures have been introduced wherever a potential safety risk has been identified.

New machinery and equipment will be sourced from reputable suppliers and every effort will be made to ensure that it complies with appropriate safety standards.

Work at Height

The Company will do everything that is reasonably practicable to prevent anyone falling in line with the Work at Height Regulations 2005.

Management will undertake risk assessments of our work at height activities.

In particular the risk assessments will:

- Avoid work at height where we can and ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.
- Ensure the use of work equipment or other measures to prevent falls where we cannot avoid working at height.
- Identify where we cannot eliminate the risk of a fall and will ensure the use of work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Ensure all work at height is properly planned and organised including emergencies and rescues as appropriate.
- Ensure all external work at height takes account of weather conditions that could endanger health and safety.
- Ensure those involved in work at height including the use of all work equipment are trained, competent and appropriately supervised.
- Ensure the place where work at height is done is safe.
- Ensure equipment for work at height is appropriately inspected.
- Ensure the risks from fragile surfaces are properly controlled.
- Ensure the risks from falling objects are properly controlled.

When selecting equipment for work at height Management will ensure the most suitable equipment is used and that collective protective measures (e.g. guard rails) are given priority over personal protection measures (e.g. safety harnesses).

Workplace Transport

The Company acknowledges that it has a duty to ensure the safe operation of vehicles within the workplace or under the control of the company.

Note: references to staff included trainees, apprentices, volunteers and trustees

Risk Assessments of all activities involving workplace transport and vehicle movements will be undertaken by Management with the aim of ensuring that where reasonably practicable vehicles and pedestrians are kept safely apart.

All vehicles will be subject to inspection and maintenance but competent persons.

