



**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City

Health & Safety Policy

Responsible Board/Committee	Foundation Board
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Policy Owner	Risk and Compliance
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Section 1 - Health and Safety Policy Statement

Statement of General Policy:

The Foundation Office recognises and accepts its health and safety duties for providing a safe and healthy working environment, as far as is reasonably practicable, for all its workers and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Throughout this Statement the term 'worker' includes 'staff', 'workers', 'employees', including both paid and volunteer workers. It is the policy of the Foundation Office to promote the health and safety of the volunteers, contractors and all other visitors.

In addition to accepting its duties, it is the policy of the Foundation Office to promote the health and safety of workers at the Foundation Office premises ('the premises') and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all workers on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of workers and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Foundation Office in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make reasonably practicable safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Foundation Office's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of workers and of persons not in the employment of the Foundation Office arising out of or in connection with the Foundation Office's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers on the Foundation Office premises may be exposed

Section 2: Responsibilities for Health and Safety

Chief Executive Officer (CEO)

The CEO has overall responsibility for protecting the health and safety of workers or members of the public who may be affected by our activities. Whilst daily tasks and responsibilities are delegated within the Foundation, the CEO will:

- Provide strong leadership from the top, establishing effective downward communication systems and management structures,
- Assist with engaging the workforce in the promotion and achievement of safe and healthy conditions, allow for effective upward communication and ensure that relevant training is provided,
- Ensure systems are in place for identifying and managing health and safety risks,
- Access, and follow, competent advice, ensuring that suitable provisions are in place for monitoring, reporting and reviewing performance.
- Ensure suitable resources are available for the proper discharge of the Foundation Office's duties and commitments in relation to health, safety and welfare.
- Work closely with the Board and workers with specific duties in relation to health, safety and welfare to enable them to effectively carry out those duties.
- Ensure that there is effective communication in relation to all health, safety and welfare matters in the organisation.

Estates, Facilities and Sustainability Manager

The Estates, Facilities and Sustainability manager will:

- Monitor health and safety risks and hazards in the workplace
- Manage emergency procedures (such as fire alarm drills) and organise emergency teams such as fire marshals and first aiders
- Ensure there is adequate First aid provision in the workplace
- Advise employees on how to minimise or ultimately avoid risks and hazards in the workplace
- Assist with the creation and management of health and safety monitoring systems and policies in the workplace
- Ensure the organisation is legally compliant with all health and safety legislation
- Ensure all employees are trained to manage, monitor and improve the health and safety standards in the workplace
- Be responsible for all relevant safety inspections in the workplace
- Offer general health and safety advice to all employees
- Ensure that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. The details and contact number for the Estates, Facilities and Sustainability Manager will be displayed on the noticeboard in the kitchens.

Head of Risk and Compliance

Head of Risk and Compliance will:

- Assist others in the effective discharge of their responsibilities in relation to health, safety and welfare,
- Assist with the assessment of risk as required,
- Satisfy themselves that there is a suitable level of compliance in relation to health, safety and welfare with the Foundation office, raising any concerns with relevant senior members of staff.

All Staff and Visitors

It is our aim to create a positive safety culture and sustain high standards, to achieve this we will ensure that workers are aware of their legal responsibilities whilst at work, the appointments forming our management structure and the duties and responsibilities allocated to employees.

The Health and Safety at Work Act places specific duties on employees (which we expect employees to comply with) to:

- Take reasonable care of their own health and safety and that of anyone else who may be affected by their actions at work.
- Co-operate with the Foundation Office as employer, enabling the Foundation to comply with its statutory duties.
- Co-operate with others on health and safety, and not interfere with, or misuse anything that has been provided for their health, safety or welfare.
- Follow the training they have received when using any work items provided by the Foundation Office.

Employees empowered to organise, manage and supervise work activities are instructed to ensure that our safety policies and procedures are followed always. Activities will be completed without significant risk of harm or loss and risks will be assessed and measures introduced to enable this.

Where employees have limited experience of activities involving risk, supervision will be afforded until such a time when satisfactory competence is deemed sufficient. Training needs will be assessed for all employees and necessary training to enable them to work safely will be arranged.

Employees are instructed to refrain from using equipment likely to cause harm. If they notice any unsafe equipment, acts or situations they must act and report this.

Employees are made aware that failure to comply with legal duties may result in disciplinary action being taken and may lead to action against them as an individual an enforcing authority such as the Health and Safety Executive (HSE).

Visitors

Visitors are expected to:

- Take reasonable care for your own and others health and safety
- Comply with any reasonable instructions, policies and procedure given by the Foundation.

Section 3: Arrangements for Health and Safety

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Foundation Office may publish from time to time.

The Foundation Office will consult with staff through 'All Staff Meetings' regarding any health and safety decisions including:

- the introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work;
- arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);
- the information on the risks and dangers arising from their work, measures to eliminate or reduce these risks, and what workers should do if they are exposed to a risk;
- the planning and organisation of health and safety training;
- the health and safety consequences of introducing new technology.

Accident Forms and Book

The book must be kept in a locked drawer once completed. Any injury suffered by a worker or visitor in the course of employment or otherwise on the Foundation Office premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the organisation.

Risk Assessments

The Estates, Facilities & Sustainability Manager will regularly review and update Risk Assessments for the Foundation Office (see sample Template in Appendix A) in accordance with HSE guidance.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Foundation Office in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by, or specifically authorised by or on behalf of the Foundation Office and any directions for the use of such equipment must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit. Defective equipment, furniture and structures must be reported without delay.

Hygiene and Waste

Disposal Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Display Screen Equipment

The Foundation Office recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour. Employees may be eligible for a paid eye test and a contribution towards glasses. Contact your HR Partner for further details.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of drugs (except under medical supervision) on the premises are prohibited at all times. The use of alcohol is prohibited during working hours, and no worker may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

Section 4 – Organisational Procedures

First Aid and Accident Reporting

1 First Aid

- The current First Aiders for the premises are displayed in each office and meeting space
- The First Aid Box is located behind reception.

2 Accidents

- In the event of an injury or illness speak with your line manager. A first aider will be contacted if necessary, or if it is deemed an emergency contact the emergency services for an ambulance.
- All accidents must be reported to the Estates, Facilities & Sustainability Manager or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered on an accident form, available from the reception desk.
- For “notifiable” accidents (RIDDOR reportable) the Estates, Facilities & Sustainability Manager must report any work-related deaths, and certain work-related injuries, cases of disease, and near misses involving Foundation Office workers.
- The Estates, Facilities & Sustainability Manager will investigate incidents and accidents, to consider the actions necessary to prevent recurrence.

3. Fire Drills and Evacuation Procedures

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits, and emergency lighting system will be tested by the Estates, Facilities & Sustainability Manager during the first week of each month and entered in the logbook provided.
- The Estates, Facilities & Sustainability Manager will arrange for Fire Drills to be carried out at least once every three months and entered in the logbook. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.

In the event of Fire

- Persons discovering a fire should sound the nearest alarm (there are Fire Notices around the building which provide instruction);
- Call the fire brigade, or arrange for someone to do so immediately;
- Evacuate the building by the nearest exit immediately when an alarm is sounded, unless advised it is a test, and go to the Evacuation Meeting Point which is at the front car park by the gate.
- Fire Marshalls, identifiable by a high visibility vest with ‘Fire Marshall’, have been trained and will support in the event of an evacuation, including checking the Fire Panel, the building and liaising with emergency services.
- Only use a Fire Extinguisher if you have been trained and/ or as means of escape.
- It is important to remember that the Resource Centre only has one entry/ exit, you must exit immediately in the event of a fire alarm which is not a test.

- Do not leave the assembly point, unless it has become unsafe, or re-enter the building unless you have been requested to do so by the Fire Marshalls.

5 Bomb Warnings

- If you receive a bomb warning try to find out from the caller:
 - i) The approximate location of the bomb and likely time of detonation;
 - ii) Whether the police and fire brigade have been notified;
 - iii) Try to record exactly what is said;
 - iv) Try and identify any background noises that might assist where the caller is (train station announcements etc).
- Notify the Police immediately on 999;
- If the bomb threat is in relation to the Foundation Office premises DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- Go to the go to the Evacuation Meeting Point which is at the front car park by the gate (unless the bomb warning implies otherwise).

6 Cleaning Materials, General Machinery and High-Risk Areas

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; only use when necessary and use with caution and safety in mind;
- Slippery floors are dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material.
- It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

7 General

- All new staff members are given a full walk around of the Foundation Office and the Resources Centre. This is also used as an opportunity for consultation with new staff members;
- All thoroughfares, exits and gates must be left clear at all times, corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked so near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the Estates, Facilities & Sustainability Manager or a relevant manager on duty immediately or as soon as practicable, so that action can be taken.
- If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

Section 5 – Appendix A

Location:		Assessment Serial No:	
Activity:	Carried out by:	Date:	Review Date:

Step 1	Step 2	Step 3		Step 4
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	How will the assessment be put into action?
Spot hazards by: <ul style="list-style-type: none"> • Walking around your workplace • Asking your employees what they think • Visiting Your Industry areas of HSE website or call HSE info line • Calling the Workplace Health Connect Adviceline or 	Identify groups of people. Remember: <ul style="list-style-type: none"> • some workers have particular needs; • people who may not be in the workplace all the time; • members of the public; • if you share your workplace think about how your work affects others present. Say how the hazard could cause harm.	List what is already in place to reduce the likelihood of harm or make any harm less serious.	You need to make sure that you have reduced risks so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first. Action Done by whom by when

visiting their website <ul style="list-style-type: none"> • Checking manufacturers instructions • Contacting your trade association Don't forget long term health hazards.				

Step 5 Review Date:	<ul style="list-style-type: none"> • Review your assessment to make sure you are still improving, or at least not sliding back. • If there is a significant change in your workplace, remember to check your risk assessment and, where necessary, amend it.
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