



## Health & Safety and Risk Assessment Policy

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## **Health & Safety and Risk assessment Policy**

### **Health & Safety**

The Health and Safety at Work etc. Act 1974 requires the employer to prepare and revise a written statement of his/her general policy with respect to the health and safety at work of all his/her employees. Good health and safety policies reflect the commitment of senior management to improving health and safety.

The Act also requires the employer to provide a written statement of the organisation and arrangements for putting the general policy into practice. Effective organisation for health and safety ensures that the health and safety policy is implemented.

The general policy statement, and the organisation and arrangements for putting the policy into practice, along with any revisions must be brought to the attention of all employees.

### **1. Statement of Intent**

When we have sensible health and safety management:

- the leadership team understand the safety policy and apply it practically to the real risks in EK Outreach Services (EKOS)
- key staff have clearly established roles and responsibilities
- paperwork is kept to a minimum with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed
- EKOS leaders consult with staff including looking for practical solutions to health and safety issues
- learning is enabled by making proportionate decisions

With the conviction that all occupational injuries and instances of ill health are avoidable, the Director of WSL with overall responsibilities for health and safety fully endorse the policy outlined below.

Therefore, EKOS:

- 1.1 Recognises and accepts that the employer has the prime responsibility to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees.
- 1.2 Will make every effort to meet EKOS legal obligations under the Health and Safety at Work etc. Act 1974 and any other relevant legislation.
- 1.3 Realise that the greatest asset is EKOS employees, but also recognise that EKOS' responsibility to safeguard the health and safety of customers,

contractors, visitors and students / children / colleagues in the schools / colleges within which employees may be based.

- 1.4 Recognise that Health and Safety is of equal importance to all other business objectives.
- 1.5 Will ensure that safe and healthy working conditions are maintained and appropriate plans, systems of work and supervision are provided. Further that all necessary information, instruction, and training is given.
- 1.6 Require all employees, as representatives of EKOS, to work safely and to recognise that the commitment to health and safety is an important and necessary part of their work.
- 1.7 Will employ specialists, as necessary, to provide support in the development of best practices in all areas of health and safety.
- 1.8 Will regularly monitor the compliance of individuals with the ideals outlined in this statement through regular contact.
- 1.9 Will keep this policy under review and amend as necessary.

## **2. Organisation**

### **2.1 EKOS Responsibilities**

In particular, health and safety duties include:

- Ensuring that appropriate and adequate risk assessments are carried out both in the Office and with regard to the work of employees in schools and colleges, at EKOS centre and anywhere else where EKOS work is carried out. Appendix 3 to this Policy contains example forms for completing such assessments.
- Developing policies and procedures that are tailored to the specific needs of the service EKOS provides.
- Reviewing the effectiveness of policies and procedures on a regular basis and amending as necessary.
- Ensuring that health and safety responsibilities are properly assigned and accepted by all employees, including any temporary members of staff.
- The provision of adequate resources to meet health and safety requirements of EKOS or in schools or colleges.
- Appointing external assistance with regard to health and safety as and when necessary.
- Taking personal responsibility for overseeing the effective implementation of the Health and Safety Policy.

## **2.2 Responsibilities of Employees (including Temporary Employees)**

All employees share in the discharge of the responsibilities outlined in this policy, in particular employees have a legal duty to:

- Take reasonable care, to the best of their individual knowledge and ability, to avoid injury to themselves and to others by act or omission in their work activities.
- Co-operate with their employer, or others, so that safety requirements may be met.
- Undertake any training that is provided.
- To report all accidents, injuries and near-miss incidents promptly
- Comply with the requirements of risk assessments that are carried out and that may compel specific control measures to be followed.
- Advise on any additional control measures that may be required that have not been identified.

## **3. Consultative Structure & Chain of Responsibility**

Whilst the ultimate responsibility for health and safety rests at the highest level, individuals at every other level will need to accept varying degrees of responsibility for the implementation of the Health and Safety Policy and for ensuring safe working practices.

### **3.1 Accident Reporting and Investigation**

EKOS recognises that it has a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all accidents and incidents are reported and investigated.

EKOS will endeavour to comply with the relevant legal requirements, as contained within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance (INDG453) issued by the Health and Safety Executive .

In particular the following rules and procedures will be applied in relation to this area:

- All employees are required to report all accidents to their manager as soon as possible.
- For these purposes an accident is defined as any unplanned event which may give rise to injury, ill health, property or plant damage or any other potential loss, including near misses.
- All accidents involving injury must be recorded in the accident book or equivalent form of recording. This record can be made by the relevant first aider, injured person or other suitable person e.g. manager, colleague or other appointed person.
- All accidents must be recorded by the appropriate manager on the Accident Report Form.
- The completed accident report form must be forwarded to the Safety Co-ordinator for further analysis or investigation.

- All accidents must be investigated by the appropriate manager and recorded on the Accident Investigation Form.
- If the accident or incident is reportable under RIDDOR the required notification procedures as detailed below must be followed by the nominated person/s within WSL (see Information Library document "Accidents - RIDDOR 2013 Requirements").
- The Safety Co-ordinator will be responsible for analysis and possible further investigation of all accidents and for the production of accident statistics and reports.
- Where an accident investigation reveals matters that are required to be implemented in order to prevent a recurrence, the required action must be taken immediately by the appropriate manager.
- Where an investigation reveals that immediate action is required to prevent a recurrence but circumstances dictate that it is not possible or feasible, any required interim measures to ensure the safety of the persons affected must be taken (e.g. disconnection of equipment).

### **What is reportable under RIDDOR? Death or "Specified" Injury**

When an accident involves the following:

- An employee, or a self-employed person working on EKOS` premises is killed or suffers a "specified" injury (including as a result of physical violence); or
- A non-employee such as a member of the public is killed or taken to hospital from the site of the accident;

The relevant enforcing authority or Incident Contact Centre must be notified without delay (e.g. by telephone or by submitting an online form, available on the HSE website).

### **Reportable "Specified" Injuries**

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
  - covers more than 10% of the body; or
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness or
  - requires resuscitation or admittance to hospital for more than 24 hours.

### **Over-seven-day Injuries**

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on EKOS` premises, suffers an over-seven-day injury an online accident report form (F2508) must be completed on the HSE website.

An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of his/her normal duties for more than seven days (including any days he/she wouldn't normally be expected to work such as weekends, rest days or holidays) and not counting the day of the injury itself.

### **Reportable Dangerous Occurrences**

If any type of incident that is classed as a dangerous occurrence must be reported immediately (e.g. by telephone) to the relevant enforcing authority and an online form completed on the HSE website.

There are 27 different categories of reportable dangerous occurrences including:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- accidental release of any substance which could cause injury to any person.

The full list of dangerous occurrences can be found in the detailed guide to the Regulations.

### **Reportable Occupational Diseases**

If an employee reports diagnosis of an occupational disease, where it is likely to have been caused or made worse by their work, a report of the diagnosis must be sent using Form F2508A to the relevant enforcing authority without delay.

These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;- any disease attributed to an occupational exposure to a biological agent.

The full list of reportable diseases, and the work activities they are related to, can be found in the detailed guide to the Regulations.

### **HSE Incident Contact Centre Details**

- Telephone: 0845 300 9923 (Monday to Friday 8.30am to 5.00pm)
- Out of hours telephone contact numbers: 0151 922 1221 or 0151 922 1221
- Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk) or [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)





## **Fire Safety and Other Emergencies**

EKOS recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that procedures are developed and followed in respect of fire and other emergencies.

EKOS will endeavour to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies, as contained within the Regulatory Reform (Fire Safety Order) 2005 and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance notes issued by the Health and Safety Executive and Fire Authority.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- EKOS will take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees and other persons that may be affected by its activities.
- Risk assessments will be completed for all premises occupied by EKOS for the purpose of identifying the general fire precautions required to be implemented.
- The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant employees and other affected persons.
- All relevant risk assessments will be subject to periodic monitoring at a frequency prescribed by the assessment.
- All relevant risk assessments will be subject to periodic review at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred.
- Where dangerous substances may be present in or on premises, the risk assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable.
- All premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms where considered to be necessary, as determined by the risk assessment.
- All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.
- Suitable and sufficient emergency routes and exits will be designated for all company premises and selected in order for employees and any other persons to evacuate as quickly as possible.
- All emergency routes and exits will lead to a place of safety and will be indicated by signs.
- All emergency exits and the routes to emergency exits from premises must be kept clear at all times.
- All emergency exit doors will open in the direction of escape and allow easy and immediate opening.
- All emergency exit doors must remain unlocked and unfastened at all required times.
- All emergency exits and routes requiring illumination will be provided with suitable emergency lighting.

- All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained.
- Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained.
- All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required.
- All visitors to company premises, including contractors, will be provided with suitable information and will be required to record their details in a register, including times of arrival and leaving.
- EKOS will appoint one or more suitable `Competent Persons` for every premise, who will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place. All such appointees will be provided with adequate information, training and other resources in order to carry out his/her role and duties effectively.
- EKOS will follow the building Fire / Emergency Plan for all company premises as detailed below.

### **Fire/Emergency Plan**

Any person discovering a fire shall raise the alarm and then notify the fire marshal or appropriate person.

The fire marshal or appropriate person shall ensure that the relevant emergency services are phoned giving the following information:

- Name of person making call
- Site address
- Telephone number
- Nature of incident (if known)

The fire marshals shall remove the visitors book/staff register/student register and vacate the premises by the nearest available exit.

All personnel should vacate the premises calmly and quickly by the nearest available emergency exit and assemble at their nominated point.

Once at the assembly point employees must report to the fire marshals who will conduct a roll call to establish complete evacuation or any missing persons.

### **Duties of Fire Marshals**

Appointed fire marshals will ensure that:

- All fire exits and fire escapes are kept clear at all times.
- Fire doors are unlocked during working hours or other periods of occupancy.
- Fire-fighting equipment is sited correctly.
- Fire-fighting equipment has been checked and serviced in accordance with requirements.
- Fire-fighting equipment used or found to be defective is reported immediately.
- An up-to-date list of personnel is maintained.
- All personnel are made aware of the fire / emergency plan and the action required in the event of a fire or other emergency.
- Fire drills are carried out at suitable intervals after obtaining authorisation from management.
- Fire and emergency records are maintained.



## **4. Arrangements**

### **4.1 The Identification of Hazards and Defects**

Every member of staff is responsible for the identification of hazards and for bringing them to the attention of the leadership team, whether they are Office hazards or hazards identified during the course of the working day. Hazards linked to school / college premises or procedures should be reported according to local arrangements and to the leadership team.

### **4.2 Reporting of Accidents, Dangerous Occurrences and Near Misses**

Every case of injury, accident, or incident must be fully and accurately reported to the leadership team, and on school / college premises, according to local arrangements. An accident book (BI 510) is kept in the Office for this purpose. If you are the victim of abusive or violent behaviour in the workplace, this must be reported to the leadership team who will be able to arrange support if needed.

### **4.3 Provision of First Aid**

An appointed person is available during core working hours in the Office. A first aid box is kept in the Office. If an ambulance is required the emergency 999 service should be used.

List of qualified first aiders are on display on each site and arrangements are made to ensure training is current.

Although it may be appropriate on some occasions to transport a member of staff or student to a casualty department without the ambulance service, it should be noted that this should always be on a voluntary basis and only if the car is insured for work purposes.

### **4.4 Fire and Emergency Procedures**

It is the duty of all members of staff to be aware of the fire and emergency procedures for EKOS or the school/home/college they are based in, including fire drills. In the Office, all employees are responsible for ensuring that escape routes are kept clear, and to report damage to extinguishers or any other equipment to the leadership team. (See Appendices for relating policy)

#### **4.4.1 Firefighting and Precautions**

All firefighting equipment is annually inspected.

#### **4.4.2 Smoke Detector**

The smoke detector is tested periodically by the building managers.

#### **4.4.3 Fire Drills**

The purpose of fire drills is to remove every one as quickly as possible ensuring any people with disability are adequately provided for, e.g. using the 'buddy' system, assemble them at a safe place and check attendance. It is the duty of all members of staff to be aware of the fire and emergency procedures for EKOS, the school / college they are based in. Occasional drills will be organised for the Office to ensure that persons can escape safely in the event of a fire. The Assembly Point for all staff, whether in the office or elsewhere in the building clearly marked on all sites.

#### **4.5 Information, Documentation, and Training**

Employees (including temporary employees) should either receive copies or have their attention drawn to relevant safety information contained in the Health & Safety Policy.

#### **4.6 Repairs and Maintenance**

All damage, signs of wear and defects in the premises must be reported to the leadership team who will arrange for repairs / replacement as necessary.

#### **4.7 Electrical Equipment**

All electrical equipment will be maintained in a safe condition.

All staff must visually check electrical appliances prior to their use and report any defects to the **leadership team**. All defective equipment must be taken out of use immediately and reported to **the leadership team**.

Employees should refrain from using **privately owned** appliances on EKOS premises unless through prior arrangement with the leadership team who may require proof of electrical testing. It is usually acceptable for laptop computers to have a visual check prior to use and any such equipment provided by EKOS should be regularly checked for defects e.g. loose wires/leads, cracked or broken insulation etc. by members of staff.

#### 4.8 Risk Assessments

EKOS has developed this policy and procedure document to help all members of our community to minimise any risk of harm to themselves, students and staff and members of the public. Our aim is to monitor and evaluate risks and take a whole organisation approach to their assessment and management. We will prioritise risks and consult relevant parties e.g. staff, parents/carers, students, outside agencies. The effectiveness of each risk assessment will be reviewed and accordingly revised to reduce risk in future.

This policy and procedure should be considered in conjunction with other policies that have been developed by EKOS and not in isolation

The *Management of Health and Safety at Work Regulations* require employers to arrange for a systematic general examination of all work activity to:

- Identify hazards;
- Identify those persons or groups of persons likely to be harmed;
- Assess the risk to the persons from the hazards identified;
- Record the assessment, making note of control measures identified to help reduce the risk; and
- Monitor and review the assessments to ensure that the action being taken is in accordance with the findings of the assessment, and that the measures identified are effective in reducing or controlling the risk.

Generic risk assessments will be produced for work carried out by similar groups of employees. All teaching staff should check on the local arrangements in their schools / homes / colleges for activities under their control and report their findings back to the leadership team who will advise accordingly. Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that EKOS is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to directors, volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

The focus of our practice is to ensure that every student leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations.

Our PSHE programmes are directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our cookery lessons encompass food safety courses and encourage students to conduct their own safety-related research into the potential hazards of gas, electricity and safe handling.

We ensure that students understand why they do not have unsupervised access to potentially dangerous areas, such as the kiln. Doors to such areas are kept locked at all times when not in use. All flammables are kept securely locked.

VDU assessments should be carried out using the form provided in Appendix 2 to this Policy.

Risk assessment is not a one-off process, and there is a requirement to review the assessment periodically and revise it if necessary:

- If there is high risk which is constantly changing e.g. specific behavioural issues that are causing concern;
- If there is significant change e.g. change of use of room, new equipment, change in staff groups, pregnancy.
- On a regular (e.g. annual) basis to ensure that the assessment is still relevant.

Forms to assist in the risk assessment process are included as an Appendix to this Policy.

General Health and Safety advice is included in the Employees Handbook also to be found in Appendix 1 to this Policy.

## **4.9 Driving**

All staff driving on EKOS business are required to confirm to the Head of Outreach that they have business cover on their insurance policy if they use their own vehicles for work purposes.

## **Policy on work-related violence**

### **Purpose of this policy**

The purpose of this policy is to set out our company's policy and procedures to prevent, manage and respond to work-related violence. Management supports this policy and we will not tolerate any instances of work-related violence, including verbal abuse, to our staff. No member of staff will be blamed for an instance of work-related violence caused by a customer or member of the public. All employees have the right to be treated with consideration, dignity and respect. This policy applies to all staff working on our premises, including contractors and delivery personnel.

### **Definition of work-related violence**

We will define work-related violence as: any incident, in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his/her employment. This is based on the Health and Safety Executive's definition.

### **Responsibilities of staff and managers**

These relate to all members of staff and other personnel who work on these premises, or have responsibilities relating to them.

#### ***Managers***

All managers have a responsibility to implement this policy and to make sure their staff are aware of it and understand it. Managers should also:

- treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
- record details of the incident where appropriate and give all employees involved in the incident full support during the whole process.
- respond and consider seriously any suggestions made by staff about how to improve violence prevention and management
- give feedback to staff about their suggestions, including whether it will be taken forward and if not, why not.
- set a positive example by reporting all incidents of violence and abuse and not tolerating abusive behaviour from customers and members of the public.
- respond to and, where possible, resolve incidents, ideally before they escalate.
- monitor incidences of violence and abuse and initiate appropriate action if more measures are needed.
- review and amend this policy and the risk assessment as necessary.
- where possible, direct staff to appropriate support and advice after an incident has occurred.
- encourage other staff members to support their colleagues, including those that might have witnessed the incident.
- if victims are particularly traumatised by the event, provide support where possible, such as time off work or changes to their tasks.
- if an investigation is needed, work with the police and offer any assistance needed to help in their enquiries.



Leadership team has a responsibility to act in a way that does not incite or increase the likelihood of violence. They also have a responsibility to respond to any reports of violence. Any manager found to be encouraging or inciting violence or not resolving potentially violent or abusive situations may be subject to disciplinary action.

### **Staff**

All staff have personal responsibility for their own behaviour and for ensuring that they comply with this policy.

There are a number of things that staff can do to help prevent work-related violence:

- Be aware of EKOS' policy and comply with it, including specific policies on aspects such as the sale of alcohol or excluding customers.
- Recognise the potential for work-related violence and take action to resolve it early on. Staff should take positive action and, for example, contact a coordinator if they think a student or member of the public might cause problems.
- Don't accept instances of work-related violence directed towards you or others.
- Staff should report any instances of violence, threats or abuse, including any details about when it happened, who was involved and any relevant circumstances that may have contributed to the incident.
- Serious incidents should be reported in the incident book kept in the office but minor incidents and incidents of verbal abuse should be reported to coordinators as they occur.
- Be supportive of colleagues who are victims or witnessed work-related violence.
- Suggest additional measures to managers which might help to prevent and manage work-related violence.
- Staff have a responsibility to act in a way that does not incite or increase the likelihood of violence. Any staff member found to be encouraging or inciting violence may be subject to disciplinary action.
- Staff and leadership team should also work with trade unions, where relevant, in preventing, addressing, reporting and responding to incidents or work-related violence.

### **Risk assessments**

The risk assessments for work-related violence are kept in the office in the health and safety folder. The risk assessments were conducted by the senior manager and are reviewed every year, unless an increase in the number of incidents suggests the assessment should be reviewed more frequently.

The risks were assessed by talking to staff, reviewing the incident book and considering the work environment and job design. If staff believe a risk factor has not been covered by the assessment or have ideas on further prevention measures, they should discuss these with their manager. The contents of the risk assessment will be communicated to all staff and appropriate training will be given.

## **Prevention and management measures**

There are a number of measures in place following the risk assessment that staff should be aware of. These fall under the areas of work environment, working practices and training.

## **Actions following an incident**

- If a staff member is being abused, threatened or attacked, they should approach the leadership team or a colleague for help.
- Leadership team should respond to the situation by talking to the perpetrator, explaining that their behaviour is not acceptable.
- Medical assistance should be provided immediately where required.
- The police should be informed of a serious incident involving physical attack or serious cases of threatening or verbal abuse. Police should also be informed of persistent cases of violence, threats and abuse.
- Staff members will be encouraged to provide support to any victims or witnesses of violence, threats or abuse through appropriate training, and managers should provide support, including, where needed, allowing time off work for individuals to recover.

## **Review dates**

This policy should be reviewed yearly when all other policies are reviewed, or if regular or serious incidents arise that suggest it needs to be revisited.

## **Reporting and recording systems**

- Staff have a responsibility to report incidences of work-related violence, including threats and verbal abuse, to managers.
- All incidents, including physical attacks, serious or persistent threats and verbal abuse, must be recorded in the incident book in the office. This asks for details of when the incident occurred, who was involved, descriptions of the perpetrator and any relevant circumstances that may have contributed to the incident.
- Any incidents resulting in major injury to staff or that cause staff to be off work for three days or more must be reported under the RIDDOR Regulations 1995.
- Any incident which results in a member of the public being taken directly to hospital from the premises must also be reported. Managers should contact the HSE Incident Contact Centre on 0845 300 9923 to report the incident.
- Less serious incidents should still be reported to managers as they occur and managers should make a note of these.
- If managers notice an increase in several reports within a short period or reports about the same perpetrator, managers should record the details, ask staff for more information and take action.
- The action may include contacting the police or other local businesses about a persistent offender, reviewing the risk assessment and considering further prevention measures, or increased vigilance by managers or staff to prevent a more serious incident occurring.

## **SMOKING POLICY**

Smoking policy for EKOS

Effective from September 2020

### **INTRODUCTION**

The following policy has been adopted by EKOS to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

### **1. THE POLICY**

- 1.1 Smoking is prohibited in EKOS' premises and on the surrounding grounds. Smoking is also prohibited in private vehicles if a passenger is carried. This applies to employees whether employed directly by EKOS, through an agency, by a contractor or other organisation, and visitors.
- 1.2 Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for EKOS.
- 1.3 The sale of tobacco will be prohibited in all EKOS' premises.

### **2. THE POLICY FOR THIRD PARTY PREMISES**

- 2.1 Employees required to visit other premises not covered by smoke free legislation as part of their duties (ie, domestic premises) should advise the visitee when arranging a visit of EKOS' smoking policy. Although EKOS has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitee arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the visitee to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the visitee not smoke during the duration of the visit.
- 2.2 In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

### **3. IMPLEMENTATION AND ENFORCEMENT OF THE POLICY**

- 3.1 Leadership team will be responsible for the promotion and maintenance of the policy by their staff.
- 3.2 Employees should inform the appropriate person of anyone who fails to comply with the policy.
- 3.3 Employees not complying with the policy will be referred to Occupational Health/their manager for support subject to the usual disciplinary procedure.
- 3.4 Visitors not adhering to the policy will be asked to comply or leave the premises or site.
- 3.5 All job applicants will be made aware of the policy via application packs, where a requirement to abide by it will be part of the person specification. Applicants will be reminded of the policy at interview stage.
- 3.6 A copy of the policy will form part of new employees' induction packs. Training and guidance on enforcing the policy will form part of new managers' induction process.

### **4. REVIEW OF THE POLICY**

The policy will be reviewed by the HR team on a regular basis.

## **Appendix 1**

### **Employees Health & Safety Handbook**

#### **Office / Classroom Health, Safety and Welfare**

Under the Health and Safety at Work etc. Act (HASWA) 1974 and the Management of Health and Safety at Work Regulations 1999 (MHWSR) (as amended), employers are required to provide, where practicable, a working environment in which employees are not exposed to hazards. Employees are required by the same Act (HASWA) to take reasonable care to ensure their own safety and health at work and to co-operate with their employers with respect to health and safety requirements in the workplace (MHWSR). This information should be read in conjunction with other work-related policies supplied by EK Outreach Services.

#### **General**

The following general conditions should be employed to ensure a safe working environment exists in areas where EKOS employees are expected to work:

- All traffic routes, walkways and emergency exit routes must be kept free from obstruction.
- All cables must run along walls and not along floors, thereby reducing the likelihood of a trip hazard. Cable holders should be used to ensure the safe use of computer and printer cables, wherever possible.
- Workstations should be organised to provide the maximum freedom of movement for staff, and not cluttered. Bags and briefcases should be stored under the desk away from walkways.
- Items should be stored safely on shelves or in filing cabinets and not left in a pile on the desk. Heavier items should be stored on lower shelves, lighter items on higher shelves.
- On no account should any employees stand on a chair to reach an item; kick stools, short steps, or stepladders should be used.
- Electric kettles, coffee makers and water dispensers should be stored and used away from computers, photocopiers, fax machines etc.
- Guillotines and paper shredders should only be used if the guard is in place. o Clothing must never obstruct heaters etc. as this presents a fire risk.
- Take care when lifting and carrying items or students/students, ask for assistance if required.
- Know the EKOS/office/home/school/college procedures for fire/terrorist threat and first aid.
- Always bring to the attention of the leadership team any concerns you may have in relation to health and safety including abusive or violent behaviour towards you. In schools / colleges you should also report your concerns to the local Health and Safety Representative.
- Always be aware of your surroundings and do not put yourself in a position where your safety and well-being may be compromised, particularly at

night or in one-to-one teaching situations. This applies equally to the school / college / home you are working in and the means of transport you use to get to and from your place of work.

- You should refrain from using privately owned appliances at EKOS or on schools / homes / colleges premises unless through prior arrangement with the leadership team, who may require proof of electrical testing. It is usually acceptable for laptop computers to have a visual check prior to use and any such equipment provided for use on EKOS / school / college premises by EKOS should be regularly checked for defects e.g. loose wires/leads, cracked or broken insulation etc. by members of staff.
- Appendices 2 and 3 contain forms for assessing the risk in your working environment and can be used to assist you in ensuring that where you work remains safe for you and your colleagues / students / students.

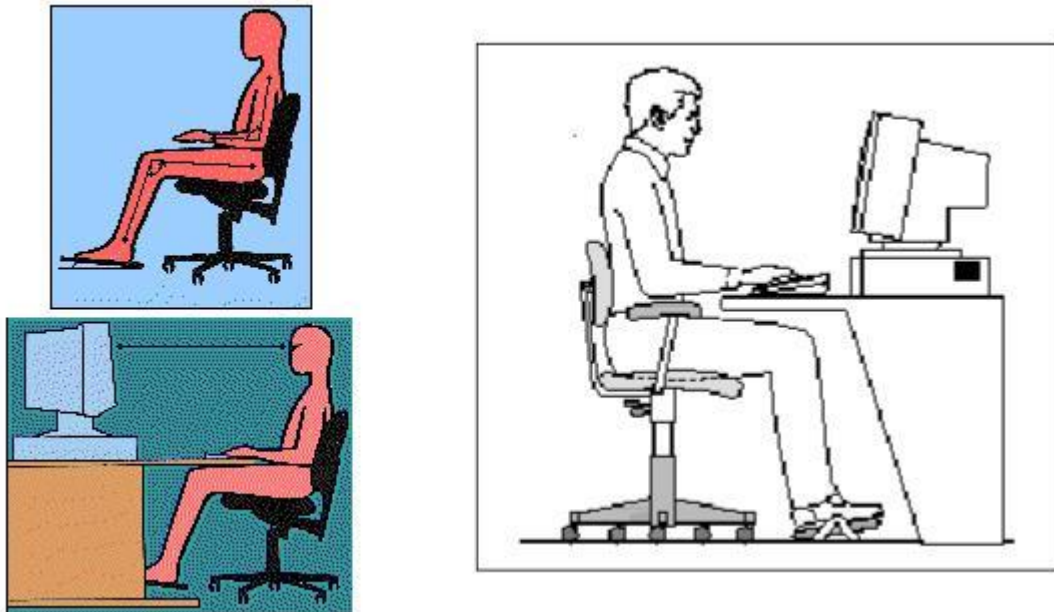
## Appendix 2

### Safe use of VDU's

Below is a checklist for completion for work at VDU's designed as a self-assessment form.

This should be completed by all VDU users and reviewed following any changes to the working environment e.g. rearranging the work area for example.

### Recommended posture at VDU Workstations



## Display Screen Equipment Assessment Form

Site:	Location:				
Equipment:	Operator:				
Assessor:	Date:				
* Delete as applicable			Yes	No	N/A
<b>A. THE OPERATOR</b>	A1. Has advice been given on the potential health & safety hazards of VDU work?				
	A2. Provided with adequate training in the use of the equipment?				
	A3. Provided with adequate training in the use of the software?				
	A4. Are regular eye / eyesight tests available to the operator?				
	A5. Has advice been given on regular breaks away from VDU?				
<b>B. THE CHAIR</b>	B1. Is the height, back height and tilt adjustable on the chair?				
	B2. Is the chair stable?				
	B3. Is a footrest available if necessary?				
	B4. Are the controls on the chair safe and easy to use?				
<b>C. THE ENVIRONMENT</b>	C1. Is the lighting suitable for VDU use?				
	C2. Are all cables and wires secure?				
	C3. Is the thermal environment comfortable?				
	C4. Are noise levels minimised?				
	C5. Are blinds, curtains or other device available?				



<b>D. THE SCREEN</b>	D1. Screen assessed with/without* antiglare screen?			
	D2. Does the screen swivel and tilt to help position to suit user?			
	D3. Is glare/reflection minimised in the screen?			
	D4. Is the screen free from flicker?			
	D5. Is the brightness control working?			
	D6. Is the contrast control working?			
	D7. Are screen wipes or similar available to clean the screen?			
<b>E. KEYBOARD</b>	E1. Can keyboard be positioned safely?			
	E2. Is the keyboard tiltable?			
	E3. Is there adequate space around to support wrists/hands when typing?			
	E4. Are there clear, clean symbols on the keys?			
	E5. Is a document holder/wrist support available if needed?			
<b>F. THE MOUSE</b>	F1. Is the mouse set up for right/left-handed users as appropriate?			
	F2. Is a mouse mat with wrist support available if needed?			
<b>G. SOFTWARE</b>	G1. Is the software suitable for the task?			
	G2. Is the software suited to the user's ability?			
	G3. Does the software protect the user from error?			
	G4. Is the user able to use the software at their own pace?			
	G5. Is appropriate feedback in the form of help screens etc. available?			
	G6. Does the user require any assistive technology e.g. voice-activated software?			
<b>CONTACT TIME</b>	<b>High (4-8 hours)</b>	<b>Medium (2-4 hours)</b>	<b>Low (up to 2 hours)</b>	
<b>DOES A POTENTIAL RISK TO THE HEALTH &amp; SAFETY OF THE OPERATOR EXIST? (Any "YES" answers indicate that a potential risk exists and may require remedial action.)</b>			Yes	No

**COMMENTS/ACTION TO BE TAKEN (IF NONE, STATE NONE)**

- 1.
- 2.
- 3.
- 4.

Print Assessment Form Off & Sign

.....

**REMEDIAL ACTION TAKEN / INITIATED BY MANAGEMENT TEAM**

- 1.
- 2.
- 3.
- 4.

Print Assessment Form Off & Sign

.....

**Note:**

This Assessment Form is required to be completed under the Display Screen Equipment Regulations 1992. Any change in personnel or rearrangement of furniture requires the Operator to re -assess their workstation. Once completed a copy of this form should be given to Dayo Adeagbo. The Assessment outlined above is applicable to laptop users and members of staff who work at, or from, home.

## Appendix 3

### RISK ASSESSMENT CHECKLIST & FORMS

The list is not exhaustive but should be used as an 'aide memoir' when undertaking your risk assessments.

1. Accident prevention -
  - Good housekeeping
  - Trailing leads
  - Worn floor coverings
  - Well-lit stairways with handrails
  - Unobstructed corridors
  - Playground safety
  - Supervision levels
2. Equipment used -
  - Electrical equipment
  - VDU's
  - Office equipment
  - 'Play' equipment and structures
  - Ladders and other 'Premises' equipment
3. Behavioural issues
4. COSHH -
  - Safe use and storage of chemicals
5. Deliveries
6. Fire safety
7. Infectious diseases, control of infection issues
8. Manual handling
  - Lifting and/or carrying children, preventative back-care
9. Security
  - Personal security,
  - One-on-one tuition,
  - Routes to and from work,
  - Lone working
10. Glazing and glass particularly in areas vulnerable to breakage
11. Specialist activities - Practical subjects
12. Visits and trips, out of hours activities
13. Storage -
  - Chemicals
  - Flammable materials
  - Cleaning materials

14. Systems for management of health and safety

15. Contractors working on site

**RISK ASSESSMENT RECORD FORM (EXAMPLE)**

Premises Location: \_\_\_\_\_ Name of person completing form: \_\_\_\_\_

Area Assessed: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

What is the hazard?	Who might be harmed?	List existing controls and where control information may be found	List risks which are still not adequately controlled, action to be taken, timescales, targets etc.	Date completed & by whom?
<p><b>List hazards</b></p> <p>(E.g. slip/trip, trailing leads, electrical equipment, chemicals, fire, behaviour, lifting and handling, security issues, glazing, practical's, environmental areas, outings, out of hours activities, poor storage, lone working etc.)</p>	<p><b>List those at risk</b></p> <p>E.g. teaching staff, students, office staff, maintenance staff, contractors, cleaners, visitors, members of the public.)</p> <p><b>Pay attention to:</b> young people, people with disabilities, pregnant workers, lone workers, inexperienced staff etc.</p>	<p><b>Is the risk adequately controlled</b></p> <p>(e.g. do controls meet minimum standards, codes of practice etc. and reduce risk 'so far as is reasonably practicable'. Is there a safe system of work or safer means of doing the work?)</p> <p><b>Have adequate information, instruction, training and supervision been provided?</b></p>	<p><b>What further action is required?</b></p> <p>(e.g. to eliminate, reduce, isolate or control hazards, rather than adapt people to cope with them by use of personal protective equipment, etc.)</p> <p><b>Give priority to those risks which could affect large numbers of people and/or cause serious harm.</b></p>	

**RISK ASSESSMENT RECORD FORM**

Premises Location: \_\_\_\_\_ Name of person completing form: \_\_\_\_\_

Area Assessed: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

<b>List hazards (see Appendix for guidance)</b>	<b>List those at risk</b>	<b>Is the risk adequately controlled?</b>	<b>What further action is required?</b>	<b>Date completed &amp; by whom?</b>

## MANAGING RISK IN THE CURRICULUM

