



Westway Trust

# HEALTH & SAFETY POLICY

Responsible Officer:  
Last update:

**Venu Dhupa**  
**March 2023**



## Health & Safety Policy

It is the policy of Westway Trust to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. Westway Trust will take steps to ensure that its statutory duties under the Health and Safety at Work, etc. Act 1974 (and Regulations made under it) are met at all times.

Westway Trust will:

- Provide a working environment that ensures the health, safety and welfare of all its staff and is of a standard that conforms to statutory requirements.
- Provide adequate resources to maintain health and safety.
- Carry out risk assessments and review them when necessary.
- Ensure that all machinery, plant and equipment are maintained in a safe condition.
- Keep the workplace safe and ensure that access and egress are safe and without risk.
- Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.
- Promote staff instruction and training in first-aid and health and safety, to enable staff to recognise, prevent and avoid hazards and potential hazards at work and combat apathy towards safety matters.
- Provide first-aid facilities and equipment and make other provisions for emergencies to ensure the health and welfare of all staff and others allowed access to Trust properties.
- Provide and maintain safety equipment and protective clothing to meet statutory provisions, and to ensure staff are informed of the circumstances when these should be used, and how they should be used.
- Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
- Take reasonable measures to control the operations of contractors on Trust land or in Trust premises to secure the health and safety of those on site or using Trust buildings.
- Carry out health surveillance, where required.
- Review and revise this policy in the light of future legislation and any materially changed circumstances within the Trust that might affect the health and safety of staff and other persons on Trust land or in Trust buildings.

Contractors are bound by the Health and Safety at Work, etc. Act, and by the Trust's Health & Safety Policy and accordingly, should be made aware of the need to take necessary steps to comply with the Act and the Policy. Any contractors breaching the Health and Safety at Work, etc. Act should be warned and, if appropriate, the contract terminated.

This policy does not extend to Westway Sports and Fitness. The Health & Safety policy of our operating partner Everyone Active covers Westway Sports and Fitness.



### **Implementation**

- The Health & Safety Policy is implemented through the existing supervisory structure of the Trust.
- There is also a designated central Health & Safety Officer to co-ordinate the provision of technical service and advice on health and safety matters.
- This policy will be reviewed annually, updated as necessary and supplemented by detailed codes of safe working covering specific areas of the Trust's work.

### **Authorisation**

Venu Dhupa  
Chief Executive  
March 2023



## **Health and Safety Management Statement**

**Health & Safety Induction Check list** – Managers to tick sections that are relevant to role, all relevant sections are to be covered within the staff induction period, or as and when a staff member's role changes.

**Staff Name:**

**Job title:**

**Date:**

Area	Required	Read and understood (employee please sign)	Full policy issued
Responsibilities of the Trust Chair and Board of Trustees			
Responsibilities of the Chief Executive Officer			
Responsibilities of Managers			
Responsibilities of the Health & Safety Officer			
Responsibilities of the Fire Officer			
Responsibilities of Employees	Y		
Responsibilities of Visitors and Contractors			
Introduction	Y		
Risk Management	Y		
Fire Safety	Y		
Information, Instruction and Training	Y		
Consultation	Y		
First Aid	Y		
Accident Reporting and Investigation	Y		
Manual Handling	Y		
Display Screen Equipment	Y		
Slips and Trips	Y		
Violence or threatening behaviour at Work	Y		
Alcohol, Drugs and Solvents	Y		
Smoking at Work	Y		
Temperatures in the workplace	Y		
Lighting in the workplace	Y		
Stress	Y		
Driver Safety and Security			
Mobile Phones			
Lone Working			
Home working			
Pregnant Workers			
Young Persons			
Safeguarding Children and Vulnerable Adults			
Sports Centre Normal Operating Procedures and Emergency Action Plan			
Fitness Club Normal Operating Procedures and Emergency Action Plan			
Event safety			

Working at height – use of ladders and access platforms			
Work equipment			
COSHH			
Personal Protective Equipment			
Sharps			
Noise			
Vibration			
Water safety (Legionella)			
Asbestos			
Electrical Safety			
Gas Safety			
Management of concessions & Licences			
Management of contractors			
Visitors			



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## **1. Trust Organisation**

### **1.1 Responsibilities of the Trust Chair and Board of Trustees**

The Chair and the Board of Trustees are responsible for ensuring that there is an adequate and appropriate management system in place to deal with all issues of Health & Safety at work in accordance with prevailing legislation. This includes the health and safety of visitors.

### **1.2 Responsibilities of the Chief Executive**

The Chief Executive has delegated responsibility from the Board of Trustees for health and safety, with special responsibility for:

- Ensuring that the culture for health and safety is robust and publicly supports those with health and safety responsibilities.
- Keeping the Health & Safety Policy under review and revising it annually, or more frequently if necessary.
- Identifying and reporting requirements and to ensure that resources are made available to implement the Policy.
- Monitoring to ensure that suitable and adequate risk assessments are in place.
- Ensuring the appointment of suitable and adequate appointed persons and ensure a suitable budget is provided to enable the appointed persons to fully carry out their functions.
- Reporting to the Board of Trustees on the Health & Safety Policy and its implementation.
- Investigating any recommendations or complaints made in writing by or to supervisory staff, bringing them to the attention of the appropriate person for consideration and action, and reporting the outcome.
- With the competent persons, measuring, appraising and, where required, correcting the Trust's safety performance.

### **1.3 Responsibilities of Managers**

Managers must ensure that all operations under their control are conducted in accordance with the provisions of the Health and Safety at Work, etc. Act 1974, other relevant legislation and the Trust's Health & Safety Policy set out here. In particular, they are responsible for:

- Ensuring safe systems of work are adopted and codes of safe working are drawn up.
- Ensuring that risk assessments are in place for relevant work activities and that they are reviewed following an incident/accident - and for undertaking a full review annually.
- Ensuring adequate information and training is provided to safeguard, so far as is reasonably practicable, the health and safety of staff under their control.
- Keeping up to date on relevant statutory regulations and of any changes in the Trust's Health & Safety Policy by liaising with the Trust's Health & Safety Officer.
- Investigating accidents in the areas under their control to establish the cause and prevent recurrence.
- Reporting all accidents in the areas under their control as quickly as possible to the Health & Safety Officer and ensuring special steps are taken after incidents involving threats or physical violence.
- By continuous vigilance ensuring safety and good housekeeping standards (e.g. keeping the area tidy, closing drawers when not in use, etc.) are maintained in the areas under their control.

- Initiating appropriate disciplinary action where there are breaches of established health and safety regulations or procedures.
- Taking account of the need to institute new safety procedures whenever new equipment is acquired or new working practices are introduced.
- Assessing the first aid requirements of their site and designating qualified staff in their workplace to be responsible as first-aiders.

#### **1.4 Responsibilities of the Health & Safety Officer**

The Health & Safety Officer has special responsibility for:

- Ensuring an appropriate health and safety management system is set up and maintained to implement the safety policy.
- Co-ordinating action across all sections of Trust staff and keeping central records.
- Ensuring training and information are made available to all staff as appropriate.
- Ensuring that adequate records are kept of accidents or injuries and that reports are produced to meet statutory requirements.
- Keeping up to date on relevant legislation and making recommendations to the Health & Safety Committee for any necessary action.
- Supporting Managers in their health and safety responsibilities.

#### **1.5 Responsibilities of the Trust Fire Officer**

The Fire Officer has special responsibility for ensuring that in all premises managed by the Trust:

- Fire risk assessments are in place and control measures are identified and implemented to conform to statutory requirements.
- Instructions on how to deal with fires and how to evacuate the building are displayed.
- The fire alarm systems and means of escape are in good working order and that fire drills are held regularly.
- There is liaison with the Fire Service to ensure fire regulations are complied with and a Fire Warden is appointed for each site with special responsibility for ensuring all occupants have left in the event of fire.
- A review is conducted of any incidents of fire and of the controls in place.

#### **1.6 Responsibilities of Employees**

As an employee, you have a legal responsibility under the Health and Safety at Work, etc. Act 1974:

- To take all reasonable care of your own health and safety and of other persons who may be affected by your actions at work.
- To co-operate with the Trust as your employer or other appropriate persons in order to comply with any safety requirement or statutory provision.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- To observe at all times all safety procedures relevant in your area of work including, where appropriate, the use of safety equipment and the wearing of protective clothing.



- To ensure any faults in equipment or any potentially dangerous situations in premises or on land managed by the Trust are promptly reported according to Trust procedures.
- In case of a personal injury or accident or disease in your work area, to ensure either a first-aider is called to the scene at once or contact is made with an appropriate source of medical help and the accident or occurrence is promptly reported according to Trust procedures.
- In incidents involving threats or physical violence, to ensure the incident is promptly reported according to Trust procedures.

Failure to observe your health and safety responsibilities at the Trust may lead to disciplinary action and could in certain circumstances lead to a fine by the Health & Safety Executive (HSE).

What you should know -

- The first aiders at your workplace. The names of all staff who have been trained in first-aid procedures are clearly displayed in each place of work.
- The location of the first-aid box. A fully stocked first aid box is kept at each work place and its location clearly marked. One of the first aiders will be designated by the Responsible Person for ensuring the first aid box is kept fully stocked and that items are replaced immediately.
- The location of the accident forms, how to complete the forms and to whom the forms should be given.
- The location of the fire extinguishers and other fire-fighting equipment at your workplace. These are maintained in working order at each work place by the designated staff member. Fire extinguishers should not be used for reasons other than to fight fires - e.g. they are not doorstops. You should only use a fire extinguisher if you are competent to do so, can do so without risk of personal injury and are aware of the particular uses of each type of extinguisher.
- Procedures in the event of fire are displayed at your work place - you should know where they are and what to do in the event of fire.
- The telephone numbers for emergency services. These are displayed at your workplace.
- Your responsibilities for preventing accidents and serious incidents.
- What to do if an accident or serious incident occurs.
- Procedures for reporting accidents and serious incidents.
- Your general responsibilities as set down in the Trust's Health & Safety Policy.

### **1.8 Responsibilities of Contractors**

In order to ensure that health and safety management within the Trust is effectively implemented and carried out, we expect that all contractors and their employees shall:

- Comply with the relevant rules and procedures of the site.
- Comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.
- Ensure that their own company's health and safety policy and relevant safe working procedures are made available before any work commences and during the period of the work.
- Ensure that the staff provided are qualified to undertake the tasks required.
- Ensure that the company has adequate public liability insurance (£10,000,000)
- Ensure that any plant or equipment brought onto the Trust's premises is in a safe condition and is maintained in accordance with any relevant regulations or codes of practice.



- Ensure that they do not alter or misuse anything provided for their use or interfere with any plant or equipment on the site, unless authorised by the Trust.
- Provide information and assessments of noise levels and other risks arising from plant, equipment or operations brought onto the Trust's premises or site.
- Report to the site reception upon arrival and leaving.
- Immediately report any accidents or incidents resulting in injury or damage to the Trust.



## **General arrangements**

### **2.1 Introduction**

Westway Trust places great importance on, and is committed to, ensuring the Health & Safety of its employees and other persons that may be affected by its work activities. This commitment is laid out in this Health & Safety policy.

This management statement explains how the significant risks involved in our work activities will be managed. This applies to all areas of the Trust's business and also applies to any employees working for Westway Trust on other sites.

### **2.2 Risk Management**

Westway Trust has a responsibility to provide a safe and healthy working environment. This includes ensuring that any risks arising from work activities are adequately managed. Westway Trust will undertake the following to ensure the adequate management of risks –

- Westway Trust will implement a programme of hazard identification and risk assessment on all relevant work activities. It will then endeavour, as far as is reasonably practicable, to eliminate, reduce or control the identified risks.
- Identified risks will be fully recorded and documented in risk assessments.
- Risk assessments will be reviewed and submitted to the Health & Safety Officer annually, or following an accident/incident.
- All relevant employees will be given the relevant risk assessments during their induction and the risks and controls explained.

#### Definitions:

A hazard – is something with the potential to cause harm

A risk – is the likelihood of the harm occurring and its severity.

Control Measures – measures that have been put in place to eliminate reduce or control the identified risks, so that the activity can be carried out safely.

When looking at control measures, the following will be considered:

- Can the risk be avoided all together?
- If not, what is the severity of the risk?
- Can the task associated with the risk be removed?
- Can the task associated with the risk be adapted?
- Can the technique associated with the task be adapted to reduce the risk?
- Can the risk be controlled with clear instruction?
- Can Personal Protective Equipment (PPE) be used to reduce the risk?



### Review and revision of Risk Assessments

Risk assessments will be reviewed annually, and if and when a work activity changes. Assessments will also be reviewed if an accident or incident occurs. Reviews will be completed by the relevant departmental managers.

### Health surveillance

Health surveillance may be required in order to identify any health affects to an employee at an early stage. This may be used where there is an identifiable health risk associated with the work activities or materials being used and where surveillance is likely to further protect the employee and the need for health surveillance is identified in the risk assessment.

### Record keeping

Risk assessments, reviews and updates are recorded and kept on file.

### Information and training

All employees will be provided with the Health & Safety policy as part of the induction process. Managers will highlight risks and issue risk assessments to relevant staff. Health and safety awareness training will be given to all staff in the induction period, along with any other training required to carry out their work activities safely and as identified in the risk assessment. Personal protective equipment will also be provided for activities identified in the risk assessments.

Managers responsible for Health & Safety and risk assessments will be given training appropriate to their level of responsibility.

## **2.3 Fire Safety**

Westway Trust will comply with legislation associated with fire safety and will endeavour to control all risks. The following rules and procedures will apply:

- General fire precautions will be undertaken to ensure, as far as reasonably practicable, the safety of all employees and other persons that may be affected by the Trusts' activities.
- Fire risk assessments will be completed for all buildings occupied and let out by the Trust.
- A Fire Officer is appointed to oversee arrangements for fire safety and ensure compliance with statutory regulations.
- The findings of the risk assessments will be recorded and control measures will be put in place.
- Risk assessments will be brought to the attention of those people identified as at risk.
- Fire risk assessments will be reviewed annually or when a building or activity changes.
- A fire audit will be carried out by external contractors and will take place as necessary, dependant on changes in building use and significant structural alterations.
- Flammable substances will be stored in locked, fire-proof storage areas and relevant staff will be made aware of the presence and the risks associated with their contact with fire.



- All occupied/staffed properties will be equipped with fire-fighting equipment, smoke detectors and alarms.
- Fire alarms will be tested weekly and serviced annually. Tests and services will be recorded.
- Fire-fighting equipment will be well signed, easily accessible and serviced annually.
- Fire marshal training will be given to key operational staff at each site occupied by the Trust.
- Emergency escape routes will be kept clear of obstruction and will be well signed.
- Emergency lighting is in place, serviced and fully discharged annually.
- All emergency exits will open in the direction of travel of escape.
- Staff will be trained in the evacuation procedure during their induction and fire drills will be undertaken at six monthly intervals. Drills will be recorded.
- Fire evacuation procedures will be on display in each site occupied by the Trust.

The fire evacuation plan will differ for each site, but will include:

- What to do upon hearing the alarm
- What to do upon finding a fire
- Where the emergency exits are
- Where the assembly point is
- Who the fire marshals are

#### **2.4 Information, Instruction and Training**

Westway Trust recognises the importance of providing suitable and adequate information, instruction and training for staff to ensure that it has a competent workforce.

Westway Trust will ensure the following:

- Staff will not be asked to undertake tasks or activities that they have not been given adequate information, instruction or training for.
- Staff will be given the relevant training during or as soon as is practicable after induction.
- Where relevant, refresher training will be given as a reminder to staff and to communicate any changes in best practice.
- All temporary workers will also be given basic health and safety information, instruction and training appropriate to their work activities and environment.
- Volunteers will be given health and safety information, instruction and training appropriate to their activities.
- Individual training needs will be assessed in discussion between the line manager and member of staff as part of the appraisal process and at other times in the year as necessary.
- Records will be kept centrally of all training that is undertaken by staff.

#### **Health & Safety Induction:**

All new employees will undertake a Health & Safety induction as soon as practicable after joining the organisation.



The Health & Safety induction will cover:

- The Health & Safety policy and the employer's and the employee's responsibilities
- Accident and incident reporting procedures
- Fire prevention and emergency action plan
- Fire exits, extinguisher location and fire wardens
- First aiders and first aid facilities
- Location of panic alarms
- Issue of personal panic alarm (if appropriate)
- Specific safety procedures relevant to their area of work
- Risk assessments relevant to their area of work
- Who to contact with Health & Safety concerns
- Display Screen Risk Assessment (and Laptop guidelines if applicable)
- Welfare provisions

Training:

Health & Safety training will be given to all staff at a level that is relevant for their role. Training will cover:

- Relevant policies and procedures that require implementation (Managers)
- Sources that are available for advice
- Procedures in place for addressing problems that may arise
- Job specific training relevant to their work activities/procedures
- Specific information relevant to the environment that they are working in
- Information on the work equipment that will be used
- Health & Safety awareness/Supervising Health & Safety (depending on role)
- Risk assessments

Job specific training will cover a wide range of areas where appropriate, including:

- Conflict resolution
- Breakaway training
- First aid
- Manual handling
- Dealing with sharps
- Pesticides
- Chainsaws
- Working at height
- Use of ladders
- Fire warden
- Legionella
- Use of access platforms





Westway Trust recognises that existing employees will need additional training if they move to different posts, take on new responsibilities, are exposed to new or increased risks or if there is a significant change in work systems or equipment.

Temporary employees will be given a Health & Safety induction and any other additional training/instruction relevant to their working environment.

Westway Trust will, as far as is reasonably practicable, ensure that contractors have a programme of training for their staff and that the contractors working on Trust sites have received suitable site specific health and safety information, instruction and training.

## **2.5 Consultation**

Staff are encouraged and required to raise any concerns and suggestions relating to health and safety at work with their line manager. Managers should ensure that adequate opportunity is given during team meetings and individual manager/staff member sessions to discuss any health and safety issues.

Consultation on health and safety matters will be formally maintained through the Health & Safety Officer to:

- Actively promote measures aimed at ensuring the health, safety and welfare of all Trust staff.
- Encourage staff participation in the prevention of accidents/incidents and avoidance of industrial diseases.
- Ensure accidents or dangerous incidents are properly reported and investigated and that any identified actions are completed.
- Review the effectiveness of the Trust's health and safety organisation; interpret policy and co-ordinate safety efforts.
- Recommend courses of action, acknowledging that it is management's responsibility to authorise action and staff's responsibility to carry out that action.

## **2.6 First Aid**

Westway Trust will provide an adequate number of trained first aiders and first aid equipment on each site occupied by the Trust.

The level of trained personnel and equipment required will be identified by determining the risk at each site. When determining the level of provision, the following factors will be considered:

- Any significant risks as identified within the risk assessment:
  - Any specific risks e.g. hazardous substances, machinery, hazardous activities
  - Areas where different levels of risk have been identified
  - Past records of accidents or ill health
  - Numbers of employees
  - Site location issues
  - Shift-working or out of hours working
  - Lone working
  - Employees on sites managed by other employers
  - Work experience trainees and young people at work



- Disabled people at work
- Access by members of the public

Westway Trust will also ensure:

- Suitable and sufficient first aid supplies are provided at each site.
- First aid boxes are stocked in accordance with the HSE guidelines (as a minimum).
- First aid boxes are located in a convenient place, are clearly marked and staff are aware of their location.
- A suitable and adequate number of first aiders for each workplace (determined by the first aid risk assessment).
- Staff are informed of the first aid location and first aiders during induction.
- First aid qualifications are renewed in accordance with the guidelines.
- HR will monitor and record first aid qualifications.

The duties of First Aiders are listed below:

- To ensure that the first aid boxes are stocked in accordance with the HSE guidelines (as a minimum).
- To record the details of all accidents and the treatments given.
- To inform the Health & Safety Officer or Manager of any concerns.
- To treat casualties in accordance with training and competence.
- To maintain their qualification.

In the case of an accident the nearest hospitals are:

St Mary's Hospital  
Praed Street  
London W2 1NY  
Tel: 020 3312 6666  
Distance 1.5 miles

Chelsea and Westminster Hospital  
369 Fulham Road  
London SW10 9NH  
Tel: 020 8746 8000  
Distance: 2.6 miles

Western Eye Hospital  
153-173 Marylebone Road  
London NW1 5QH  
Tel: 020 3312 6666  
Distance 2.0 miles

Central Middlesex Hospital  
Acton Lane  
London NW10 7NS  
Tel: 020 8965 5733  
Distance: 2.8 miles

The nearest minor injuries clinic is:

St Charles Centre for Health and Wellbeing  
Exmoor Street  
London W10 6DZ  
Tel: 0208 969 2488 Distance: 0.4 miles



### Staff responsibility for accident prevention

It is the responsibility of all staff to help prevent accidents from happening.

You should make sure any potentially dangerous situations in Trust premises or on Trust land are reported to your manager or the Health & Safety Officer if your manager has taken no action.

### **2.7 Accident Reporting and Investigation**

Westway Trust will record all accidents that happen on its sites and will investigate and review risk assessments accordingly. The following rules apply:

- All employees are required to report all accidents to the Responsible Person, Manager or the First-Aider at their workplace and complete an accident report using LegendFM.
- The completed accident form will be forwarded to the manager for sign off, and for a review of the risk assessments and controls. .
- The relevant manager must notify the Health & Safety Officer of any serious accidents within one working day and begin an investigation into the accident.
- The Health & Safety Officer will work with the manager to establish if the accident could have been avoided, adjust the procedure/practice/environment accordingly and update the risk assessment.
- It is the Trust's policy to report to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) any injury that results in a member of staff being sent to hospital, or certain events concerning members of the public in accordance with guidance agreed with the Environmental Health Officer.
- RIDDOR reports are completed on-line via the [www.riddor.gov.uk](http://www.riddor.gov.uk) website. A copy of the RIDDOR report must be sent to the Director with responsibility for the area in which the accident occurred.
- The enforcing authority for the RIDDOR reports is the Royal Borough of Kensington and Chelsea (RBKC).
- Near misses and incidents are recorded on the incident report form in LegendFM.

In the case of accidents whilst driving a Trust vehicle:

- Report the accident to the local police station within 24 hours - this is irrespective of whether anyone was injured or any motoring offence committed.
- Where possible, write a report or complete an accident form (within 24 hours) with the full details of the accident, draw a sketch plan and give these to the Director of Resources.
- Do not admit liability under any circumstances.
- Give your name and the Trust's name and address to the other driver.
- Give the name and address and policy number of the Trust's insurance:

Zurich Municipal Insurance  
Community Insurance Centre  
Mountbatten House  
Grosvenor Square  
Southampton SO15 2RP  
Policy No: **XAO-272003-3583.**



- Ask the other driver for his/her name, address, telephone number and insurance company and policy number.
- Get names and addresses of witnesses if possible
- If possible, take a photograph of the accident scene and damage caused.

## **2.8 Manual Handling**

Westway Trust will do all that is reasonably practicable to ensure that the risk of injury due to manual handling is managed in line with the Manual Handling Operations Regulations 1992. Westway Trust will:

- Where possible avoid the need for manual handling by providing trolleys and pull bags.
- Risk assess all relevant work activities to ensure that any activities involving manual handling will be identified and controls put into place to eliminate or reduce the potential for harm.
- Ensure that manual handling risk assessments will look at the tasks involved, the number of individuals required, the loads involved and the working environment.
- Keep records of all manual handling activities on risk assessments and ensure that these will be given to relevant staff during their induction and initial training.
- Train relevant staff in manual handling.
- Encourage staff to work in teams for manual handling activities and encourage staff to ask for help if needed.

## **2.9 Display Screen Equipment**

Westway Trust recognises that the following risks are associated with the use of display screen equipment:

- Eye strain or similar visual problems
- Headaches
- Stress and fatigue
- Work Related Upper Limb Disorders

Westway Trust will endeavour to control these risks by:

- Ensuring that all staff that use display screen equipment undertake a Display Screen Equipment (DSE) assessment with a competent person in their induction period.
- Ensuring that the necessary adjustments to the work station are made to suit the individual.
- Removing and replacing any equipment that is deemed unsafe during the display screen assessment.
- Providing free eye tests for staff that use display screen equipment.
- Providing the cost of basic prescription spectacles (if for display screen use only).
- Ensuring that staff take regular breaks from their PC.
- Ensuring that the use of display screen equipment is included in the general office/operations risk assessments and that these are recorded and reviewed annually.
- Ensuring that laptop users adhere to the laptop set up guidelines and use docking stations if using the laptops for extended periods of time.
- Sending out DSE correct set up diagrams to staff annually.



## **2.10 Slips and Trips**

Westway Trust recognises that it has the responsibility to provide a safe working environment and acknowledges that this includes the risk of slip and trip accidents whilst at work. Westway Trust will put the following in place in relation to slips and trips at work:

- Risk assessments will take into account hazards that may result in slips and trips and put in place measures to eliminate, reduce or control these risks.
- Daily checks by maintenance/operations staff will identify and record any flooring faults and act accordingly by closing off the area, making safe and/or reporting to maintenance for further action.
- The selection of new floor surfaces will take into account the area and activities and their need for slip resistant qualities.
- Staff will be trained in Health & Safety awareness and asked to report any faults that they see.
- Wet floors will be cordoned off and signed with warnings until spillages are cleaned.
- Steps and slopes will have hand rails and where applicable non-slip stair nosings.
- Westway Trust will ensure that adequate lighting and emergency lighting is in place, and that emergency exit stairs have glow in the dark stair nosings.
- Staff will ensure that trailing leads are used only where necessary and that they are covered with weighted strips or taped to the floor surface.
- Staff will report all accidents or incidents involving slips and trips to their manager and the incident will be investigated accordingly.
- Risk assessments will consider the use of the public areas by possible vulnerable groups.
- Staff will ensure that walkways are kept clear of rubbish or any other obstructions that may result in slips or trips.

## **2.11 Violence or threatening behaviour at work**

Westway Trust recognises that it has a duty of care for its employees and will not accept uncivil behaviour towards its staff - whether from staff or visitors.

- Staff should write down the details of any incident as they observed it, as soon as possible. If more than one person has been a witness, they should all make a statement in writing.
- This statement should be given to your Manager with a copy to the Health & Safety Officer. Keep a copy for yourself.
- The incident will be investigated and action taken.

Violence towards staff: Taking legal action

- Westway Trust does not tolerate violence towards staff.
- If requested by the staff member involved, the Trust will take up the case of any staff member who has been physically assaulted in connection with their employment.
- Westway Trust will obtain legal advice on behalf of the staff member to help them make a choice between taking civil or criminal proceedings.

- On the authority of the Chair or the Chair of the Finance, Audit & Risk Committee, all agreed reasonable legal costs, together with compensation for any damage to personal effects, will be covered by the Trust.

### **2.12 Alcohol, Illegal Drugs and Solvents**

Drinking alcohol, the resultant hangovers or taking illegal drugs could affect your work performance and could be a serious safety risk to you, your work colleagues and users of Trust services.

Westway Trust has a duty of care to the users of our facilities and services and therefore takes a zero tolerance approach where alcohol or drug consumption occurs at work, during working hours or impacts on any aspect of work.

Westway Trust will ensure that all employees are aware that:

- It is forbidden to consume alcohol or take illegal substances when at work, be under the influence of either during working hours, or to bring either into the workplace.
- Where an individual is unable to work to the standard required by the Trust, acts in an unsafe or irresponsible manner, whilst under the influence or is judged to be under the influence of alcohol (including hangovers) or drugs this will be dealt with as a performance or conduct issue as appropriate and disciplinary action will be taken, and is likely to result in dismissal.
- Employees have a responsibility under the Health and Safety at Work Act for their own safety and for that of their colleagues.
- Drinking alcohol or taking illegal substances before work or during breaks is forbidden, unless in the case of drinking alcohol it is a special occasion and permission to drink alcohol has been given by the Trust's Chief Executive.

### **2.13 Smoking at Work**

Westway Trust complies with the Smoke-Free Regulations 2006 and enforces a no smoking policy within all of its buildings.

To comply with the regulations, the Trust has the following measures in place:

- Westway Trust does not permit smoking by employees, visitors or contractors within its buildings or vehicles.
- No smoking signs are clearly displayed at the entrance to each of the Trust's premises.
- Disciplinary procedures will be followed for any member of staff found smoking within the premises.
- Staff are advised that failing to comply with the smoke free law may also make them liable to receive a fixed penalty fine or criminal proceedings by the local council.

#### **2.14 Temperature in the workplace**

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992 that require employers to provide a “reasonable” temperature in the workplace. The Approved Code of Practice suggests a minimum temperature in workrooms should normally be at least 16 degrees Celsius. This temperature is not an absolute legal requirement; the employer’s essential duty is to determine what reasonable comfort will be in the particular circumstances. Westway Trust will do as is reasonably practicable to comply with these guidelines, including:

- Risk assessing relevant work activities and putting in place control measures to reduce the risk.

##### **Cold conditions**

- Providing PPE for those working in cold environments.
- Encouraging staff that work outside to take frequent short breaks to warm up.
- Providing information on the early symptoms of cold stress.

##### **Hot conditions**

- Ensuring that staff that work outside in hot conditions are informed about the risks of working in heat and use sunblock, PPE, rest in the shade and drink plenty of water.
- Encouraging managers to plan work for the cooler part of the day.
- Encouraging staff to take frequent breaks to cool down.
- Providing information on the early symptoms of heat stress.

#### **2.15 Lighting in the workplace**

Employers have a duty under the Health and Safety at Work Act 1974 to ensure, as far as reasonably practicable, the health, safety and welfare of their employees at work. This includes providing adequate lighting.

Westway Trust will ensure that:

- The lighting is sufficient for people to work and move around safely.
- Additional desk lighting is provided where requested.

Sufficient emergency lighting is provided for work areas and exit routes. This will be tested monthly, with a full annual discharge test

#### **2.16 Stress**

Westway Trust recognises that it has a duty under the Management of Health and Safety at Work Regulations 1999 to assess and take steps to, as far as reasonably practicable, control the risk of stress related illness arising from work related activities.

Westway Trust will:

- Limit working hours to 48 per week in accordance with regulations.

- Carry out display screen risk assessments.
- Identify skill gaps during the appraisal process and plan training to fill these gaps.
- Review workloads during reviews and appraisals to ensure that staff are not overloaded.
- Ensure that staff take breaks from their work.
- Communicate with staff.
- Ensure that managers respond promptly to employee grievances or concerns.
- Ensure that bullying and harassment at work is not tolerated and is dealt with via the disciplinary process.

If a member of staff is identified as suffering from stress, the Trust will:

- Keep in regular contact with the employee.
- Ensure that the employee regularly reviews their progress and situation with their doctor.
- Carry out a return to work interview, to discuss any adjustments required.
- Remind staff of the availability of confidential counselling support lines.
- In appropriate cases seek advice from occupational health.
- Plan a staged return for those that have been advised to ease back into work.

#### **2.17 Driver Safety and Security**

Westway Trust recognises that it has a responsibility to provide a safe and healthy working environment for staff and this includes ensuring that the risks involved with driving company vehicles are adequately controlled.

The hazards associated with driving include:

- Fatigue due to excessive driving hours – although this is unlikely within the Trust's business activities.
- Distractions during driving.
- Driving without care and attention.
- Driving without a valid license or insurance.
- Driving whilst disqualified, under the influence of drugs or alcohol.
- Exceeding speed limits.
- Loading or unloading of vehicles.
- Unsafe loads.
- Failing to report accidents or offences.
- Driving in adverse weather conditions.
- Unsafe condition of the vehicle.
- Theft from vehicles and associated violence.

Westway Trust has put in place the following controls to reduce these hazards:

- Only employees authorised by the Chief Executive can use the Trust vehicle.
- Employees must provide the Chief Executive via HR with a valid driving licence in order to use the vehicle.



- Any convictions or driving offences whilst using the Trust vehicle must be reported to the Chief Executive via HR immediately.
- Any accident or incident must be reported immediately, regardless of fault.
- Drivers must not consume alcohol or drugs prior to or during driving the vehicle; this would result in the employee's dismissal.
- The vehicle will be serviced in line with manufacturer's guidelines.
- Drivers must ensure that the vehicle is kept in a good condition, ensuring that tyre pressures and oil are regularly checked.
- Drivers must not use mobile phones whilst driving. This includes the use of hands free kits.
- To comply with insurance requirements, the vehicle must be locked when not in use.
- Valuables must not be kept in the vehicle.
- Consideration must be taken when loading and unloading the vehicle and manual handling principles put into practice.
- Any loads on the back of the vehicle must be secured safely before driving.

#### **2.18 Mobile Phones**

Westway Trust recognises that certain roles within the Trust require the use of mobile phones in order to enhance their safety and effectiveness. The following staff may be issued with mobile phones: Directors, line managers, team leaders, and employees whose work involves lone working, remote working or significant travelling, where organisational or Health & Safety considerations require this.

The following rules apply to the use of mobile phones -

- The use of hand-held mobile telephones whilst driving is illegal.
- It is a strict instruction that Trust mobile phones may not be used for any purpose whilst driving or temporarily stationary even if the traffic is not moving. This ban includes making or receiving calls, accessing any sort of data, and sending or receiving text messages or other images.
- This rule also applies to those with "hands-free" equipment. If you wish to use your phone, you must be properly and legally parked with the engine switched off. Westway Trust will not be liable for such use. Any employee who is fined for breaching the ban will be required to pay such fines themselves and may face disciplinary action.
- Research has suggested that excessive use of mobile phones may cause a risk to health. While this has not been clearly proven, users should ensure that mobiles are not used for prolonged periods, and that calls are kept brief or, alternatively, text messages are sent.

#### **2.19 Lone Working**

Please see the separate Lone Working policy.

#### **2.20 Home working**

Westway Trust operates a home working policy and recognises that any person that carries out work from their home on behalf of the Trust, or as authorised by the Trust, falls under the Trust's responsibility for Health & Safety whilst working at home.



To control this risk, the Trust will do the following:

- Carry out risk assessments for the work activities that will be undertaken.
- Maintain and inspect any equipment that is given by the Trust for use whilst working at home.
- Require home workers to complete a form stating that they will take responsibility for any of their own equipment that they are using whilst working from home and review their risk assessment annually.
- Provide home workers with suitable and adequate information, instruction and training to carry out their duties.
- Ensure that home workers report any incidents or accidents that occur whilst working from home.
- Not allow home workers to arrange work-related meetings at their home.
- Encourage staff that attend external meetings to inform their manager of their whereabouts.
- Ensure that managers are responsible for their home workers and make regular contact by telephone or email.

#### **2.21 Pregnant Workers**

Westway Trust recognises its responsibility to provide a safe and healthy working environment for its staff, including putting in place measures for expectant mothers or those returning to work after maternity leave.

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

- Westway Trust recognises that the risk to expectant mothers can almost always be adequately addressed by health and safety management procedures.
- Risk assessments will be carried out by the line manager to assess hazards that could pose a risk to new or expectant mother.
- Where hazards are identified, the Trust will take appropriate action to remove or reduce the risk and inform the relevant people.
- All expectant mothers must inform the Trust in writing of their pregnancy and to protect the mother and unborn child this should be done as soon as reasonably practicable.
- Upon receipt of this information the Trust will carry out a risk assessment with the expectant mother.
- Following the assessment, guidance will be given as appropriate. The assessment will be revised with the expectant mother throughout the pregnancy.
- Where risks cannot be removed, work activities must be adjusted.
- Any expectant mother that has concerns about her work activities or health, should speak to her manager before undertaking the work activities.

Under health and safety legislation an employee may not return to work having taken less than two weeks' maternity leave.



## **2.22 Young Persons in the workplace**

A young person in the workplace is anyone under the age of 18 years. Westway Trust recognises that young people have less experience, may have a lack of awareness of risks and also a lack of maturity. Westway Trust therefore has the following rules and procedures that are applied in this area:

- Westway Trust will not employ a young person to carry out any work that:
  - is beyond their physical or psychological capacities;
  - involves exposure to harmful chemicals;
  - involves an increased risk of accidents due to their lack of experience;
  - involves undue risk from cold, heat or vibration.
- Risk assessments will be carried out and will take into account their inexperience, immaturity, the layout of the workplace or workstation, the work equipment involved, any harmful chemicals or agents, the procedures and process and any health and safety training provided.
- No young person will be allowed to start work until a specific risk assessment has been completed.
- No young person will be permitted to carry out any work activities where there is a high risk that has been identified and cannot be eliminated.
- The above will also apply to any young people under 18 years in the workplace, including those on work experience.
- Where the young person is less than 16 years of age, the parents or guardians must be informed of the outcomes of the risk assessments and details of Safeguarding arrangements that will be put in place.
- During work experience placements, regular contact will be made with the school and the young person to ensure that any health and safety concerns are raised and dealt with.

## **2.23 Safeguarding Children and Vulnerable Adults**

Please see the separate Safeguarding Policy.

## **2.24 Event Safety**

Westway Trust organises a number of events throughout the year, some internally and some in partnership with external organisations. Westway Trust recognises that it has a responsibility to ensure, as far as is reasonably practicable, that health and safety at these events is paramount.

Westway Trust will do the following:

- Risk assess the event and its activities, including site visits, and put in place controls to eliminate, reduce or manage the risk.
- Ensure that there are an adequate number of staff/volunteers to manage the event and that staff/volunteers are given adequate information, instruction and training for the tasks asked of them.
- Where relevant, staff and volunteers will complete a criminal records check at the appropriate level.
- Ensure that, where relevant, external support services are involved in the event e.g. police, St Johns Ambulance, fire brigade.

- Ensure that any external contractors doing work for or supplying equipment to events, provide insurance documents, health and safety statements and risk assessments for their equipment/activities prior to the event and ensure that these are fully reviewed.
- Ensure that external vendors/contractors adhere to the event terms and conditions.
- Ensure that external caterers have valid food hygiene certification.
- Ensuring that valid event licences are in place.
- The Health & Safety Officer will review all event safety documents and risk assessments prior to the event.
- Ensure that staff/volunteers are aware of their duties with regard to monitoring safety during the event and are aware of the escalation procedure to the event manager.
- Ensure that emergency plans are in place.
- Ensure incident, near miss and accident forms are completed for any occurrences and that these are reviewed in the event debrief.
- Ensure that there is an event debrief to log lessons learnt.
- Ensure that there is signage for exit routes, first aid and a help point.
- Ensure that there is adequate insurance for events.

#### **2.25 Working at height (use of ladders and access platform)**

Westway Trust recognises that the use of ladders and access platforms to carry out work activities carries a number of risks. To ensure the safety of those working from height and those on the ground below, the trust will ensure the following:

Ladders:

- Training will be given to staff that will be using ladders and guidance on safe use will be issued.
- Risk assessments for the use of ladders will take into account, if the work can be done from the ground, the duration of the task and the weight required to be carried for the task.
- Ladders will meet HSE and BIS recommendations (Class 1 industrial or EN131).
- Ladders will be checked for faults before use and routine, recorded checks will be carried out annually by competent staff and recorded.
- Ladders will not be used on wet or slippery surfaces.
- The area around and underneath the ladder will be cordoned off.
- Ladders and step ladders will only be used for short duration work (30 minutes max).
- Ladders will only be used for light work (up to 10kg).
- Ladders will be stored in locked locations when not in use.

Working at height (access platform):

- External training will be given to staff that will be asked to use the access platform.
- Only staff with a current licence will be permitted to operate the access platform.
- The access platform will be checked prior to use by trained staff.
- The platform will only be used on even ground.
- Travel to and from the work area will be undertaken slowly, taking into consideration those around the vehicle.

- The area around the access platform will be cordoned off to ensure the safety of those on the ground below and warning signage will be put in place.
- High visibility clothing and harnesses will be worn when using the platform.
- The platform will only be used where there is a good level of lighting and visibility.
- The access platform will be maintained as required and serviced annually, and records kept.
- Whilst lifting track mats (used to protect the floor) manual handling guidelines will be followed.

## **2.26 Work equipment**

In accordance with the Provision and Use of Work Equipment Regulations 1998 the Trust will ensure that work equipment is:

- Suitable for its intended use.
- Safe for use, maintained, in a safe condition and inspected/serviced in accordance with guidelines.
- Only used by those given adequate information, instruction and training in its safe use.
- Accompanied by suitable safety measures such as protective devices, guards, markings, warnings, PPE etc.

Employees using work equipment must:

- Ensure that they are properly trained in its use.
- Comply with manufacturer's instructions for use.
- Ensure that the equipment is properly maintained and that electrical equipment has had an annual check.
- Report faults as soon as possible to their supervisor or to the Health & Safety Officer if their supervisor has taken no action.
- Use safety and protective clothing (PPE) as provided by the Trust.

## **2.27 COSHH**

Westway Trust recognises the risk involved in using and storing certain chemicals and will work within the Control of Substances Hazardous to Health Guidelines (COSHH) 2002 regulations. Westway Trust will, as far as is reasonably practicable, carry out risk assessments and put in place control measures to:

- Eliminate the use of a harmful product or substance and use a safer one.
- Use a safer form of the product, e.g. paste rather than powder, solid rather than a liquid
- Change the process to emit less of the substance.
- Enclose the process so that the product does not escape.
- Have as few workers in harm's way as possible.
- Provide personal protective equipment (PPE) such as hand and arm protection, eye protection, breathing protection, body protection respirator. PPE must fit the wearer
- Give information, instruction and training to those that will be using the chemicals  
Including-
  - Explaining to staff what the dangers are (identified by the risk assessment)
  - Showing workers how to use the chemicals and control measures properly, and how to check that the control measures are working.

- Carrying out practice drills for cleaning up spills safely before any spillages happen.
- If workers need to use respirators, they also need face fitting and training.
- If they need to use protective gloves, they need to know how to put them on and take them off without contaminating their skin.
- Explain the ventilation required.
- Explaining the detail on COSHH data sheets.
- Explaining safe storage.
- Ensure that there are COSHH data sheets for each chemical used on the Trust's sites
- Ensuring the chemicals are used and stored as per the guidelines and that chemicals are not mixed.
- Ensuring that control measures are in good working order.
- Ensuring that exposure to chemicals is below the workplace exposure limit.
- Ensuring that exposure to high risk chemicals are eliminated or kept to as low a level as possible.
- Ensuring that staff that are at risk from using chemicals have regular health checks (where there is a disease associated with the substance in use).
- Ensure that the risk of dust is included in the risk assessments for work in wooden areas (such as the climbing area) and that controls such as dust extraction, PPE (respirators) are put in place.
- Ensuring that staff are aware of the emergency procedures and the risks associated with flammable substances.

## 2.28 Personal Protective Equipment

Westway Trust will provide and maintain personal protective equipment (PPE) for relevant staff. PPE will be provided only if the risk cannot be eliminated or reduced by using control measures.

Westway Trust will:

- Ensure that PPE is only used to supplement other control measures, and will ensure that adequate PPE is supplied and maintained.
- Ensure that each relevant department will be responsible for supplying and maintaining their PPE and ensuring that the PPE provided meets the required safety standards.
- Ensure that records of PPE issue and maintenance are kept.
- Supply storage facilities for PPE when not in use.
- Ensure that all employees that are required to use PPE receive suitable training in its use, cleaning, storage and the relevant risks that the use of the PPE will avoid.
- Ensure that all employees that have been identified as requiring PPE are aware that they are responsible for its use, and that its use is in accordance with the training given by their manager.
- Ensure that all employees are aware that they must report any defects in their PPE are reported to their line manager/supervisor.

## 2.29 Sharps

Westway Trust recognises the risk of needle stick injuries to its employees whilst litter picking on the estate. Under the Management Health and Safety at Work Regulations 1999, the Trust has a responsibility to control this risk as far as is reasonably practicable and will do so by:

- Carrying out risk assessments and putting in place measures to eliminate, reduce or control the risks.
- Recording risk assessments and updating annually and if/when any incidents occur.
- Ensure that employees that are at risk are given adequate information, instruction and training.
- Ensure that if any untrained staff find needles, that the area is cordoned off and staff trained in sharps safety are informed (Grounds and Gardens Team).
- Provide sharps containers for safe disposal.
- Provide appropriate equipment for the handling of sharps and providing adequate and appropriate PPE.
- Ensuring that control measures are being used.
- Providing first aid equipment.
- Reporting to the HSE and the local authority any puncture wounds that do occur as per RIDDOR guidelines.

### **2.30 Noise**

The Control of Noise at Work Regulations 2005 require employers to take action to protect workers from being exposed to harmful noise levels.

Westway Trust will endeavour to do this by:

- Risk assessing relevant activities to identify levels of exposure.
- Look at ways to eliminate exposure to noise.
- Implement control measures to control exposure.
- Inform workers of the risk, the control measures that have been put in place, where to find the PPE, how to report faults with the PPE and any symptoms of noise induced hearing damage.
- Provide suitable hearing protection (PPE) and ensuring that this is correct for the job and used in accordance with instruction.
- Ensure that, as far as reasonably practicable, the legal limits on noise exposure are not exceeded.
- Carry out health surveillance where there is an identified risk to health.

Employees must:

- Use any PPE that is issued to them.
- Look after the PPE that is issued to them and report any faults with their PPE.
- Follow management instruction and training.

### **2.31 Vibration**

Westway Trust recognises the risk of hand and arm vibration from the regular use of hand held power equipment (such as sanders, grinders, disc cutters, hammer drills, chipping hammers, chainsaws, brush cutters, hedge trimmers, powered mowers).

Westway Trust will ensure that it meets the Control of Vibration at Work Regulations 2005 by:

- Risk assessing relevant work activities and putting in place measures to eliminate, reduce or control the risk of hand and arm vibration syndrome.
- Ensuring that the controls that are put in place are properly applied.
- Ensuring that employees are given information, instruction and training.
- Ensure that legal limits on vibration exposure are not exceeded.
- Keeping records of risk assessments, controls and any health surveillance that is undertaken.

### **2.32 Water safety (Legionella control)**

Westway Trust recognises the risk of Legionella bacteria in its water systems and will follow the guidance given by the Control of Legionella Bacteria in Water Systems Approved Code of Practice and guidance.

Westway Trust will, through external facilities management contractors:

- Employ qualified contractors to identify and assess sources of risk.
- Prepare an action plan for preventing or controlling the risk.
- Implement and manage the scheme, via qualified contractors.
- Ensure the contractors keep and maintain records of testing and results.
- Ensure that any results that show Legionella growth are escalated by the contractors and remedial action taken to treat the water/plant.
- Ensure that any outbreaks of Legionella are reported to the local authority and RIDDOR.

### **2.33 Asbestos**

Under the Control of Asbestos at Work Regulations 2006, the Trust will, through its specialist Facilities Managers, manage the risk from asbestos by:

- Finding out if there is asbestos in the premises, its amount and condition.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make and keep up to date an asbestos register of the location and condition of Asbestos Containing Materials (ACMs) or presumed ACMs in our premises.
- Assess the risk from the material.
- Prepare a plan that sets out in detail how the risk will be managed.
- Review and monitor the plan and arrangements put in place.
- Provide information on the location and condition of the material to anyone who is liable to work on or disturb it.
- Inform in-house maintenance staff and contractors for the dangers on the site, before they begin work that is liable to disturb the asbestos.
- In house staff will not be asked to do any work on materials that are known to contain asbestos. Only trained external contractors will undertake asbestos related tasks.

### **2.34 Electrical Safety**

Westway Trust recognises the importance of electrical safety and providing a safe working environment. The main hazards are listed a:





- Electrical shocks
- Burns
- Arcing
- Fires
- Explosions
- Secondary injuries, such as falls after a shock.

In accordance with the Electricity at Work Regulations 1989 the Trust, through outsourced Facilities Managers, will do the following to ensure staff safety:

#### Fixed Electrical installations:

- All fixed electrical installations will meet the required standards and will be certified.
- All fixed installations will be routinely inspected and maintained every five years.
- Adequate fixed sockets will be provided to prevent the use of extension leads and over loading.
- Employees are required to report any faults immediately to the Facilities Management contractors who will isolate the area.

#### Portable Electrical Equipment:

- All portable equipment (except where portable equipment is known not to be moved) will be tested annually, and any faulty equipment will be removed from use and disposed of.
- Staff using portable equipment are asked to visually check cabling and plugs prior to use.
- No electrical equipment is permitted to be brought onto, and used in Trust occupied sites from home.
- Employees must report any defective equipment as soon as the fault is noticed, the equipment will then be labelled and removed from serviced until it can be formally checked.
- All electrical equipment will be disposed of in line with WEEE regulations.
- Under no circumstances should staff try to fix or modify electrical equipment.

#### Training and information:

- Staff should use all portable electrical equipment in accordance with training and safe systems of work.
- Only qualified, competent persons will be permitted to carry out electrical installations and work on electrical equipment and systems.
- External contractors must provide their insurance, health and safety document and risk assessments for any electrical work carried out on Trust sites.

#### Record Keeping:

All the following records will be retained and updated as appropriate:

- A register of PAT tested equipment

- A testing report of all Portable equipment on the occupied Trust sites will be maintained and reviewed.
- Safety information provided by contractors working on the site.
- Records of inspections and tests carried out on electrical installations and equipment.

### **2.35 Gas Safety**

On behalf of the Trust, under contract, external Facilities Managers undertake the planned preventative maintenance and reactive maintenance across the Trust's sites.

With regard to gas safety, the Facilities Management Company will:

- Repair and maintain gas pipe work, flues and appliances.
- Ensure that an annual gas safety check takes place for each appliance and flue.
- Ensure that faults are reported immediately and that faulty appliances are taken out of use and areas closed off/evacuated if necessary.

Training and information:

- Ensure that only qualified Gas Safe engineers work on gas appliances.
- Provide external contractors with the health and safety information relevant to their work on site.

Record keeping:

- Ensuring that records are kept and maintained for all gas appliances.
- Ensure that records are maintained for all annual gas safety inspections.  
Including -
  - A description of and the location of each appliance or flue checked.
  - The name, registration number and signature of the individual/company carrying out the check.
  - The date on which the appliance or flue was checked.
  - The address of the property at which the appliance or flue is installed.
  - Any defect identified and any remedial action taken.
  - A statement confirming that the safety check completed complies with the requirements of the Gas Safety (Installation and Use) Regulations 1998.



### **2.36 Construction (Design and Management) Regulations**

Westway Trust recognises its responsibilities under the Construction (Design and Management) Regulations (CDM) 2015 when acting as the Client in the procurement of construction work. In accordance with these Regulations the Trust will ensure that:

- It has appointed competent Principal Contractors (PCs) and Principal Designers (PDs)
- Appropriate pre-construction information has been made available
- The construction phase does not start until a Construction Phase Plan is in place
- Adequate welfare facilities are in place

Westway Trust will also take reasonable steps to ensure that:

- The PC and PD on a construction project are carrying out their roles to an acceptable standard.
- The PD is recording the decision-making process where the design has health and safety/ buildability implications
- Through sampling of the monitoring arrangements of the PC, the required arrangements are maintained

In cases where elements of a project are handed over to a third party to appoint the PC and PD, Westway Trust and the third party will record in writing as part of the project documentation who is undertaking the role of Client for CDM purposes.

In cases where Westway Trust is carrying out maintenance activities on a property prior to letting it, the Trust will effectively be acting as its own client, designer and contractor. Where this applies, a simple Construction Phase Plan will be developed which outlines how the work is managed. Ordinarily the Trust will follow the format of the HSE's 'Busy Builder' template: [www.hse.gov.uk/pubns/cis80.pdf](http://www.hse.gov.uk/pubns/cis80.pdf) If the Trust employs more than one contractor to carry out this work, a PC will have to be appointed.

### **2.37 Management of Concessions and Licences**

Westway Trust recognises that it has a responsibility to ensure that concessions operating from its properties comply with all legislation relating to the use of the property, including all Health & Safety and Fire legislation.

Westway Trust endeavours to manage this by:

- Ensuring that licence\lease agreements state what is required.
- Ensuring that the relevant public liability insurances are in place for the concession, upon signing the license\lease.

### **2.38 Management of Contractors**

Westway Trust will do its utmost to ensure that contractors working on its sites are controlled so as to ensure a safe and healthy working environment.

- Where required contractors will be requested to sign in and out and be accompanied by a staff member.



- Contractors will not be permitted on the premises unless authorised and where necessary accompanied by a member of staff.
- Contractors must report accidents or incidents that occur on the Trust's premises.
- Westway Trust will report to RIDDOR any such accidents that result in a member of staff or a member of the public (contractor/visitor) leaving the Trust sites by ambulance.
- Contractors will be given such information, instruction and training as required as to ensure their health and safety on site. This will include; relevant risk assessments, first aid and welfare facilities, any site rules and any plans.
- All contractors will be expected to comply with relevant legal requirements and codes of practice relating to their work activities.
- Relevant contractors will be issued with a permit to work.
- All contractors will be subjected to rigorous assessment of competence and suitability before the commencement of work activities. This will include them supplying the following documentation:
  - Risk Assessments (both Westway Trust and contractor).
  - Method Statement/Schedule of Work phasing plan.
  - Proof of insurance/Insurance policy schedule.
  - Small Works Contract, if applicable (drawn up by Westway Trust, counter- signed by contractor).
  - Minor Works certificate issued by contractor on completion of works.
  - Competency certificate (provided by Electricians for any electrical work on completion of work).
  - Two suitable references before work commences.
  - Company Health & Safety Policy.
  - Company environmental policy - desirable but not essential.
  - Gas safety registration/certification.

Other considerations:

- Planning permission/applications.
- CDM Regulations 2015
- Is the work notifiable?

### **2.39 Visitors**

Westway Trust recognises that it has a duty of care for the visitors to its facilities. Westway Trust will do all that is reasonably practicable (notably during normal working hours) to ensure that:

- Visitors are issued with terms and conditions of use for the facilities.
- Terms and conditions of use are clearly on display.
- Emergency signage is in place and that exit routes are well marked and kept clear.
- Emergency action plans are in place.
- Trained first aiders are on site.
- Emergency procedures are in place.
- Relevant staff are trained as fire marshals.
- Suitable evacuation procedures are in place and staff are trained in those procedures.



#### **NOTES**

Please make sure you file or note here any written instructions from the Chief Executive, the Health & Safety Officer or your manager concerning Health & Safety matters.

It is your responsibility to know and be clear what these instructions are and to carry them out.