



# Health & Safety Handbook

February 2024 to January 2025

## Summary of Updates to Health & Safety Handbook | February 2024

Resource Title:	Health & Safety Handbook
Review Date:	January 2024
Version Date:	1 <sup>st</sup> February 2024

### Summary Record of Changes and Additions to Health & Safety Handbook

- **Review of entire health & safety content**
- **Front cover** and **document headers** updated to **Version February 2024**
- All **Review & Updated** - at end of each policy - updated to **February 2024**
- **Indexes** and **Page Numbers** updated where required to account of new content added in this update
- Updating of **Version Control** and **Summary Record of Changes** to record revisions and new content since last version update
- Check that all **External Hyperlinks** are functioning and resolving as intended
- Updates to **Health & Safety Contacts List** - where this is requested by client
- Updates to **Risk Assessments Assessor Details** - where this is requested by client
- Update to **Part 4: Appendices Contents** to account for new resources & templates as detailed below

#### Updates to Health and Safety Resources & Templates

- Addition of new resource **Display Screen Equipment Eye Test Authorisation electronic PDF Form**
- Addition of new resource **Appointed Person for First Aid Role Responsibilities electronic PDF Form**
- Addition of new resource **EXAMPLE Visitor Risk Assessment**

**Part 1:**  
**Introduction**  
**to**  
**Health & Safety**  
**Handbook**

## Part 1: Introduction to Health & Safety Handbook

This **Health & Safety Handbook** demonstrates and underpins Leyton Orient Trust's (LOT) commitment to ensuring the health, safety and welfare of all of its staff - as well as anyone else affected by its operations. Please ensure that you carefully read this **Part 1** and that you then read and adhere to the **Health & Safety Policies and Procedures** that follow in **Part 2**.

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### Overview of LOT's Health & Safety Handbook

For ease of use LOT's Health & Safety Handbook has been divided into the following 4 sections:

- **Part 1** of this **Health & Safety Handbook** provides an overview of how the resource is structured, details LOT's **Health & Safety Statement** - as well as who to go to for help and support with anything related to LOT's health and safety arrangements.
- **Part 2** of this **Health & Safety Handbook** details LOT's **Health & Safety Policies and Procedures** that all employees - as well as others that engage with LOT - should adhere to.
- **Part 3** of this **Health & Safety Handbook** provides useful information about the various **Health & Safety Responsibilities** that are generally applicable to different job roles. LOT - and your line manager - will clarify your health and safety responsibilities with you during your induction and at regular intervals throughout your employment/engagement with the organisation.
- **Part 4** of this **Health & Safety Handbook** brings together the core **Health & Safety Templates** that are used by LOT to support compliance with its health and safety responsibilities. Should you need any of the templates provided within this **Health & Safety Handbook** please speak to the LOT person responsible for health & safety.

**If there is anything that you do not understand, or if you have any questions which are not answered by reading this Health & Safety Handbook, please speak to the LOT person responsible for health & safety. Alternatively, you should speak to your line manager.**

## LOT's Health & Safety Statement

**It is the responsibility of every staff member to familiarise themselves - and comply - with LOT's entire Health & Safety Handbook, as well as all procedures and systems relating to health and safety.**

LOT is committed to ensuring the health, safety and welfare of all of its staff - as well as anyone else affected by its operations. LOT Directors and the Senior Management Team will ensure, so far as is reasonably practicable and affordable, that procedures and systems are established as necessary to implement this commitment and to comply with LOT's statutory obligations to prevent, control and guard against risks to the health and safety of its staff. The objective of LOT's approach to health and safety is to provide and maintain a healthy and safe working environment that minimises the number of instances of occupational accidents and illnesses. Essential to LOT's commitment to meet its health and safety obligations are the following factors:

- To allocate sufficient resources (including funds)
- To provide adequate control of health and safety risks arising from LOT's work activities
- To consult with LOT staff (as well as all other relevant interested parties) on matters affecting health and safety
- To provide and maintain safe plant and equipment
- To ensure safe use, handling, storage and transport of articles and substances
- To provide a safe means for access to and egress from the workplace
- To provide information, instruction and supervision for staff and systems of work that are safe
- To ensure all staff are given adequate training in health and safety issues
- To take steps to prevent accidents and cases of work-related ill-health
- To maintain safe and healthy working conditions
- To provide and maintain adequate facilities and arrangements for welfare at work
- To protect the health and safety of all visitors to LOT, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations
- To monitor the effectiveness of LOT's health and safety policies and procedures
- To review annually LOT's health and safety policies, procedures and requirements, identifying any issues arising over the previous year, as well as any areas for learning and improvement
- To develop a **Health & Safety Action Plan** after each annual review - which will be reviewed and approved by the Board - and which sets out any improvements required and the specific actions that will be taken to achieve them
- To circulate the **Health & Safety Action Plan** (or relevant extracts) among LOT's staff and volunteers as necessary.

**Responsibilities for Health & Safety at LOT:** While LOT will take all reasonable steps to ensure the health and safety of its staff, it is essential that staff understand that health and safety at work is also their responsibility. It is therefore the duty of each staff member to take reasonable care of their own and other people's health, safety and welfare; as well as their duty to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

If staff are ever unsure as to how to perform a certain task - or if they feel it would be dangerous to perform a specific job and/or use specific equipment - then it is the duty of that staff member to report this without undue delay to the LOT person responsible for health & safety and/or to their line manager.

Alternatively, if a staff member is ever concerned about any matter relating to health and safety at LOT, they may invoke the Company's formal **Grievance Procedure**, or alternatively they may make a complaint under the Company's **Whistleblowing: Disclosures in the Public Interest Policy**.

**It is a requirement that all LOT staff working on a client's premises familiarise themselves with that organisations relevant Health & Safety Policies and Procedures - and adhere fully to its requirements.**

**Organisation:** The CEO of LOT has overall accountability for health and safety in LOT. The LOT person with the day to day responsibility for health & safety has responsibility for overseeing, implementing and monitoring health and safety procedures at LOT and for Board on all health and safety matters.

## LOT's Health & Safety Statement continued...

In addition, this person is also responsible for conducting regular inspections of the workplace, maintaining safety records and investigating and reporting on any accidents that may occur at work. Further details relating to LOT's various health and safety personnel are provided in the **Help, Support & Assistance with Health & Safety** section of this **Health & Safety Handbook**.

LOT undertakes - and is involved in - the following areas of work:

<ul style="list-style-type: none"><li>▪ Sports Provision</li><li>▪ Education Provision</li><li>▪ Residential Activities</li><li>▪ Trips &amp; Tournaments within UK</li></ul>	<ul style="list-style-type: none"><li>▪ Outdoor Activities</li><li>▪ Health Provision</li><li>▪ Professional Training Services</li><li>▪ Professional Training Services</li></ul>
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**Health & Safety Arrangements:** LOT has identified - and made appropriate arrangements - relating to what the organisation will do in practice to achieve its **Health & Safety Statement**. The main hazards in relation to the work undertaken by LOT are summarised below:

- Accountabilities for Health & Safety
- Accident Prevention, Reporting & Investigation
- Alcohol & Drugs
- Aggressive Behaviour
- Control of Substances Hazardous to Health
- Display Screen Equipment
- Driving
- Emergency Procedures
- Equipment Safety & Maintenance
- Fire Safety
- First Aid
- Food Hygiene
- Health & Safety Consultation
- Health & Safety Induction & Training
- Health & Safety of Persons at Special Risk
- Health & Safety Relating to Contractors
- Infectious Diseases in the Workplace
- Lone Working
- Manual Handling
- New & Expectant Mothers
- Outdoor Activities
- Personal Protective Equipment
- Residential Activities
- Risk Assessments
- Safety Rules
- Security
- Slips, Trips & Falls
- Smoking
- Stress at Work
- Supervision
- Transporting of Passengers
- Welfare Arrangements
- Work Permits for Contractors
- Venue Checks

Further detailed information relating to each of the areas outlined above are provided within this **Health & Safety Handbook**.

LOT's **Health & Safety Handbook** forms part of an employee's terms and conditions of employment with the organisation. Therefore, disciplinary action - under LOT's **Disciplinary Procedure** - may be taken against any staff member who violates health & safety rules and policies & procedures; or who fails to perform their duties under health & safety legislation. **Depending on the seriousness of the offence, breaches may amount to potential gross misconduct, rendering the employee liable to summary dismissal.**

Reviewed & Updated: February 2024

LOT will review this **Health & Safety Statement** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.



Neil Taylor | CEO



Tejpal Sahota | Chair of Trustees

## Help, Support & Assistance with Health & Safety

Throughout this **Health & Safety Handbook** you will find numerous references to an LOT person with the responsibility for a specific area e.g. **Health & Safety, First Aid** etc. Below you will find the names and contact details of the person who has the responsibility for each particular area. Therefore, when working as a contractor, please refer back to this section to ensure that you can always make contact with the appropriate LOT person who can assist you.

LOT has appointed and trained the following personnel who have specific responsibilities for the following areas of health and safety in the organisation:

Health & Safety Responsibility Area	Name of Responsible Person
Most Senior Person Accountable for Health & Safety at LOT	Neil Taylor   Chief Executive <a href="mailto:neil.taylor@leytonorienttrust.org.uk">neil.taylor@leytonorienttrust.org.uk</a>
Competent Person/Competent Assistance	Andree Selner   Head of Development <a href="mailto:andree.selner@leytonorienttrust.org.uk">andree.selner@leytonorienttrust.org.uk</a>
Human Resources (HR)	Neil Taylor   Chief Executive <a href="mailto:neil.taylor@leytonorienttrust.org.uk">neil.taylor@leytonorienttrust.org.uk</a>
Health & Safety	Neil Taylor   Chief Executive <a href="mailto:neil.taylor@leytonorienttrust.org.uk">neil.taylor@leytonorienttrust.org.uk</a>
Fire Safety	Andree Selner   Head of Development <a href="mailto:andree.selner@leytonorienttrust.org.uk">andree.selner@leytonorienttrust.org.uk</a>
First Aid	Andree Selner   Head of Development <a href="mailto:andree.selner@leytonorienttrust.org.uk">andree.selner@leytonorienttrust.org.uk</a>
Qualified First Aiders	Andree Selner   Head of Development <a href="mailto:andree.selner@leytonorienttrust.org.uk">andree.selner@leytonorienttrust.org.uk</a>

Whenever LOT updates or amends the content of this Health & Safety Handbook you will be notified in writing and provided with the relevant new content.

~ End of Part 1 of Health & Safety Handbook ~

**Part 2:  
Health & Safety  
Policies  
and  
Procedures**



## Part 2: Health & Safety Policies and Procedures

The information that follows within **Part 2** of this **Health & Safety Handbook** are the core **Health & Safety Policies and Procedures** relating to how LOT manages its health and safety responsibilities. The following policies and procedures also detail your own responsibilities and duties - as well as the standards expected from you - in relation to health and safety. Therefore, please ensure that you carefully read all that follows - and retain the complete **Health & Safety Handbook** in a safe place for future reference.

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An up to date version of this **Health & Safety Handbook** is available from the LOT person responsible for HR.

## 1. Accident Prevention, Reporting & Investigation Policy

**Accident Prevention Policy Statement:** LOT will - as far as is reasonably possible - remove hazards within the working environment (as well as any hazardous practices) that could cause serious injury to LOT staff, or any other person who could be affected by the Company's work operations. Where such hazards cannot be removed, LOT will put into place procedures and processes that protect anyone affected from potential harm caused by the hazards. LOT will always seek to take a balanced and proportionate approach to accident prevention, so that staff can do their work effectively, while enabling everyone who the organisation works with to be adventurous - all the time learning to understand and deal with the risks that surround them.

**LOT's approach to accident prevention is informed by the following principles and beliefs:**

- LOT recognise that the welfare of all staff - and any other person who could be affected by the Company's work operations - is paramount and this guides the approach taken to accident prevention.
- Everyone - regardless of age, disability, racial heritage or religious belief, sexual orientation or identity - have the right to equal protection from serious injury.
- Risk assessments at LOT will always take account of the needs of everyone affected by the activity being assessed - and will always be mindful of needs resulting from disability (and other factors) that may make people more vulnerable than others.
- LOT will work in partnership with all staff - and any other person who could be affected by the Company's work operations - to help them to be responsible in their approach to accident prevention.
- LOT cannot and will not strive to create a totally risk free environment, as this would prevent meaningful work from being undertaken - and to do so would therefore not be in the best interests of everyone concerned. LOT's focus will always be on preventing serious or avoidable accidents, while all the time managing risk appropriately.

**LOT will seek to prevent serious and avoidable accidents by:**

- Ensuring that LOT fulfils its responsibilities under health, safety and fire regulations.
- Appointing an appropriate person who is responsible for attending to LOT's legal responsibilities for health and safety and for its accident prevention measures.
- Using an accident prevention plan to assist in the process of assessing, monitoring and reviewing risks - both on and off LOT premises - and for taking the appropriate action to eliminate, or manage risks, in a timely and organised way.
- Involving all staff - and any other person who could be affected by the Company's work operations - in developing and implementing LOT's accident prevention measures.
- Informing everyone concerned of their own responsibilities for keeping themselves safe and ensuring that they understand LOT's relevant accident prevention procedures.
- Ensuring that all LOT equipment being used is safe and stored appropriately when not in use.
- Ensuring that staff - and any other person who could be affected by the Company's work operations - are trained as appropriate in the correct and safe use of all equipment.
- Ensuring, as far as is possible, that information relating to an individual's allergies, health or developmental issues - that could increase the vulnerability of that individual - are known and taken into account during risk assessments.
- Ensuring that where food is prepared, served and/or stored it is carried out in such a way that avoids dangers of food poisoning, burns, scolds, choking and/or accidents **e.g.** caused by such things as shards of glass, or small components from kitchen equipment being mixed up with food.
- Providing effective management for LOT staff on accident prevention issues through the process of supervision, support and training.

**In the furtherance of a cohesive approach to accident prevention, the following steps form the basis of LOT's Accident Prevention Plan:**

1. A risk assessment check will be undertaken on all LOT premises and LOT activities **at least once six months.**

## Accident Prevention, Reporting & Investigation Policy continued...

2. Each risk assessment undertaken will ensure that any points identified for action from the previous check has been addressed as appropriate.
3. Records of risk assessments and reviews will be kept for a **minimum of six years**.
4. A timetable will be used for ensuring that equipment is regularly checked in accordance with legislation and/or best practice.
5. Participant's medical records, their needs and allergies **etc.** will be checked and updated at least annually.
6. All staff members - and any other person who engages with the services of LOT will have their contact details checked and updated at least annually.
7. First aid boxes will be checked **at least every six months** to ensure that they are in working order and are adequately stocked.
8. An annual report will be produced by the LOT person responsible for health & safety detailing LOT's health & safety responsibilities and compliance with them and which will be provided to the CEO who will take any appropriate action arising from it.
9. Regular fire alarm checks and fire drills will take place in accordance with LOT's **Fire Management Plan**.

**Accident Reporting Policy Statement:** LOT knows that accidents, incidents and near misses - particularly those which are recurring - can be indicators of organisational risk which needs to be managed. Therefore, LOT believes that there are lessons to be learned from accidents, incidents or near misses - which may occur despite the most robust accident prevention measures. Accordingly, LOT has established a defined procedure for reporting and recording any accidents, incidents and/or near misses that may occur. All LOT staff will be made aware of the accident reporting procedures during their induction and through regular refresher training after that.

It is LOT's policy that all workplace accidents will be reported on the LOT **Accident Report Forms**. The **Accident Report Forms** are available from **LOT office**.

**The correct recording of accidents - apart from being a legal requirement - also enables LOT to investigate the more serious accidents to ensure that they do not re-occur. Therefore, LOT staff are expected to abide by the organisation's accident reporting requirements in the event of an accident.**

**Legal position:** The law on accident reporting is covered by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**. These regulations set down specific requirements for reporting certain types of accidents to the enforcement authorities and how this is to be done.

**Accident reporting for LOT staff accidents:** All accidents must be recorded as soon as possible after the accident event. Accident reporting can be carried out by either the injured person or by another LOT staff member.

**Accident reporting for third party accidents:** In cases where a third party is on LOT premises and has an accident, then the staff member accountable for the person at the time of the accident is responsible for ensuring that the accident is recorded. Where a LOT first aider (or LOT appointed person) is providing treatment to the third party then this first aider (or appointed person) is responsible for ensuring that the accident is recorded. Due to data protection requirements, the completion of a third party's personal details will need to be made by the LOT person responsible for data protection.

**Accident reporting for offsite accidents to LOT staff:** Where a LOT staff member is working on a third party's premises, details of any accidents must be reported in the third party's **Accident Book**, as well as being reported to LOT in line with the procedures outlined above. This is because host employers have their own duties under **RIDDOR** to report any reportable accidents which may occur to LOT staff should an accident take place on premises which they are responsible for.

## Accident Prevention, Reporting & Investigation Policy continued...

Staff must not use LOT's accident reporting procedures to record/report accidents which occurred in their own home, or while involved in an activity which was not LOT work-related.

**Reporting accidents in line with RIDDOR:** Where an accident needs to be reported in line with the requirements of **RIDDOR**, the LOT person responsible for health & safety is accountable for making the relevant report to the enforcement authorities.

**Any such report must always be discussed with the CEO prior to it being sent to ensure that they are fully aware of the matter and can take the necessary internal action as a consequence of the report being filed.**

LOT require and expect all staff to assist the organisation in complying with its legal duties under **RIDDOR**. Therefore, all LOT staff are expected to have due regard for their health and safety and that of their colleagues. Where safe systems of work have been introduced, LOT staff are expected to follow them, along with any specific instructions.

**All LOT staff must report any accidents - that they are required by this accident reporting policy to report - in a timely manner.**

**In the event that a staff member fabricates, or otherwise exaggerates an accident, LOT reserves the right to take disciplinary action up to and including summary dismissal for gross misconduct.**

**Where an accident, incident or near miss is in some way connected to a safeguarding matter, it will immediately be drawn to the attention of LOT's Board Safeguarding Lead/SSM and DSO/DDSO for appropriate action.**

**Accident Investigation Policy Statement:** Unless an accident is trivial, it will always be investigated by the LOT person responsible for health & safety, to the appropriate extent demanded by the event. This approach is designed to ensure that non-trivial and unavoidable minor accidents are not repeated. Where necessary, remedial measures will be introduced and monitored as a consequence of the accident investigation findings. Details of such accidents will be a standing agenda item at all LOT health and safety meetings.

In addition to the above ongoing investigations, the LOT person responsible for health & safety will review the **Accident Book no less than once every six months** and summarise all accidents to the CEO who will be accountable for taking any appropriate action arising from the report **e.g.** taking action to prevent similar accidents in the future - as far as this is possible - by sharing the information with LOT staff during team meetings, as well as using the learnings to inform changes in LOT practice, policies, procedures and processes.

**Reviewed & Updated: February 2024**

LOT will review this **Accident Prevention, Reporting & Investigation Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 2. Alcohol & Drugs Policy

**Alcohol & Drugs Policy Statement:** Alcohol and drug misuse or abuse can be a serious problem within the workplace. Staff who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent from work, have work accidents and endanger their colleagues. LOT has a duty to protect the health, safety and welfare of all its staff as well as any other person who could be affected by the Company's work operations. Where applicable, this policy also applies to any other person undertaking work for LOT. LOT recognises that, for a number of reasons, staff could develop alcohol or drug related problems.

In relation to drugs, these rules apply to those that are unlawful or illegal under the criminal law, including psychoactive substances **i.e.** those which are capable of producing a psychoactive effect in a person who consumes them and which are not exempted substances, and not to prescribed medication.

Although alcohol is an exempted substance for the purposes of the criminal law on drugs, it is still covered under the terms of this **Alcohol & Drugs Policy**. These rules aim to promote a responsible attitude to drink and drugs and to offer assistance to staff who may need it.

Any staff member who has consumed alcohol or drugs - and is likely to be rendered unfit for work by having done so - should not carry out any work-related activity. Any staff member who notices obvious signs of alcohol or drug misuse or abuse in another member of staff should report their observations in confidence to their line manager. Staff who are taking medication prescribed for them by a doctor should inform their line manager if that medication may have an effect on their ability to carry out their work safely; and they then must follow any instructions given by their line manager.

**Advice and counselling:** It is LOT's intention to deal constructively and sympathetically with a staff member's alcohol or drug related problems, such as alcohol or drug dependency. When it is known that a LOT staff member has an alcohol or drug problem, LOT will provide advice and guidance on how to seek suitable treatment. The primary objective of any discussions will be to assist with the problem in as compassionate and constructive a way as possible. Any discussions of the nature of the alcohol or drug problem - and the record of any treatment - will be strictly confidential unless the staff member agrees otherwise.

If a staff member knows that they have an alcohol or drug problem, they are encouraged to seek the appropriate help. In the first instance this may be via the staff member's GP. Where a staff member's alcohol or drug problem affects their conduct or performance at work - and where they refuse the opportunity to receive help - then the matter will be dealt with under LOT's **Disciplinary Procedure** as appropriate. Likewise, if after accepting counselling and assistance, and following review and evaluation, the staff member's conduct, or work performance reverts to the problem level, the matter may also be dealt with through LOT's **Disciplinary Procedure**.

**Prohibition on alcohol and drug consumption in the workplace:** No alcohol or drugs must be brought onto or consumed on LOT premises at any time (other than in relation to approved social functions which take place on LOT premises where the reasonable drinking of alcohol has been permitted); or whilst attending any training courses - whether internal or external. For these purposes this also includes performance-enhancing drugs used for "doping" purposes, even if they are not unlawful under the criminal law, unless they have been medically prescribed for the employee by a doctor.

Staff must also never drink alcohol or take drugs if they are required to drive private or LOT vehicles when working on LOT business. Staff must also not drink alcohol or take drugs when they are on operational standby or on call; or drink alcohol during work breaks **e.g.** lunchtimes **etc.**

Staff who are representing LOT at business/client functions or conferences - or attending LOT organised social events outside normal working hours - are expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. Staff are also prohibited from taking drugs on any of these occasions.

## Alcohol & Drugs Policy continued...

Social drinking after normal working hours and away from LOT premises is, of course, generally a personal matter and does not directly concern LOT. The Company's concern will only arise when, because of the pattern or amount of drink involved, the attendance, work performance or conduct at work of the staff member deteriorates.

**A breach of the above provisions is a disciplinary offence and will be dealt with in accordance with LOT's Disciplinary Procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in summary dismissal.**

**Alcohol and drug related misconduct:** Whilst it is LOT's intention that the rules outlined in the **Alcohol & Drugs Policy** are aimed at assisting a staff member who has alcohol or drug problems, action will nevertheless be taken under LOT's **Disciplinary Procedure** if:

- Misconduct takes place at work as a result of drinking or taking drugs
- If a staff member is found to be under the influence of alcohol or drugs whilst at work and which includes when driving private or LOT vehicles on LOT business.

Even a small amount of alcohol can affect work performance and, if a staff member is found under the influence of alcohol whilst at work, there could be serious health and safety consequences. The same applies to being under the influence of drugs. LOT will therefore take all reasonable steps to prevent staff from carrying out any work-related activities if they are considered to be unfit to undertake the work as a result of being under the influence of alcohol or drugs.

**Incapacity or misconduct caused by an excess of alcohol or drugs at work (including being over the legal alcohol limit or drug limits - or being unfit to drive because of taking drugs - when driving private or LOT vehicles on LOT business) is a potential gross misconduct offence under LOT's Disciplinary Procedure, which could result in the staff member being liable to be summarily dismissed.**

**It is also a potential gross misconduct offence for an employee to buy or sell drugs, alcohol or smoked tobacco products, or to be in possession of or consume drugs on LOT's premises. This includes the buying or selling of drugs, alcohol or smoked tobacco products and being in possession of or consuming drugs in LOT vehicles. In addition to any internal disciplinary action that LOT may take, LOT may also report to the police if there is evidence to suggest that a criminal offence has been committed.**

**LOT reserves the right in any of the above circumstances to arrange for the staff member to be escorted from the Company's premises immediately and sent home without pay for the rest of the day or shift. LOT also reserves the right to suspend the staff member on full pay while carrying out an investigation.**

**Alcohol and drug testing:** On the grounds of protecting health and safety - and only where necessary to achieve a legitimate business aim - LOT reserves the right to carry out random alcohol and drug screening tests on those staff in the workplace whose activities and job duties have a significant impact on the health and safety of others, including those whose job duties involve driving; who operate machinery and or whose job duties involve having responsibility for the care of children or adults at risk.

LOT will keep a record of all tests conducted, including the date and results of each test and the identity of the staff member tested. This information will be stored confidentially. The records of testing will be reviewed on a regular basis by the CEO to ensure that tests are being carried out fairly and randomly; and that they are not being used in a discriminatory manner against any staff member.

Staff may also be tested for alcohol and drugs in any case where they have been involved in - or have wholly or partly caused a workplace accident - or where they have otherwise been involved in an incident that caused a danger or potential danger to health and safety.

## **Alcohol & Drugs Policy** continued...

**Alcohol and drug testing will only be carried out by competent and qualified personnel from an external specialist alcohol and drug testing company.**

Measures will be put in place to ensure the confidentiality of test results and that the staff members' privacy and dignity is respected. Checks will be carried out to avoid any false or incorrect results. A staff member will be informed of their test results.

Where a member of staff receives a positive test result - and depending on the circumstances of the case - this will generally be viewed as a gross misconduct offence; and will render the individual liable to summary dismissal in accordance with LOT's **Disciplinary Procedure**.

**Unreasonable refusal to submit to an alcohol or drug screening test will also be dealt with through the disciplinary procedure.**

**Reviewed & Updated: February 2024**

LOT will review this **Alcohol & Drugs Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

### 3. Aggressive Behaviour Policy

**Aggressive Behaviour Policy Statement:** LOT is a responsible employer and takes its responsibilities for the health and safety of its staff seriously. For this reason, LOT have formulated this **Aggressive Behaviour Policy** to help comply with its legal duties to provide a safe place and a safe system of work for our staff - as well as any other persons who may be affected by LOT's business activities. LOT recognises that violence at work and threatening behaviour are issues of concern to many staff; and this could have health and safety implications for the company. Due to its importance, this **Aggressive Behaviour Policy** also forms part of LOT's overall **Health & Safety Policy**.

**Defining violence at work:** Violence at work is defined as:

**"Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work"**

Therefore, while the above definition applies to all staff, LOT accepts that some staff may be at more risk than others. LOT has identified the following groups of staff as being most at risk:

- Staff who deal directly with visitors
- Staff who work alone
- Staff who work outside of normal business hours
- Staff who are cash handlers
- Staff who work within the community with people who may be at risk, or who are otherwise vulnerable individuals.

**In order for LOT to fulfil its duties under the Health & Safety at Work Act 1974 it undertakes to do the following:**

1. Carry out a risk assessment in order to assess the risks of aggressive behaviour and/or violence to staff and other visitors.
2. Identify what control measures, if any, are necessary.
3. Implement any control measures as shown necessary by the risk assessment.
4. Monitor any arrangements to ensure that they are effective.

**The following are guidelines on action that LOT will take to reduce the risk of aggressive behaviour and/or violence towards staff and visitors. These guidelines are not intended to be exhaustive, but they are designed to be a set of principles to be followed if and when a risk of aggression or violence is perceived:**

- As part of LOT's risk assessment process, staff from across all areas of the business will be asked to contribute to the assessment in order to assess what, if any, further measures are required
- LOT staff will be actively encouraged to discuss any concerns they may have (related to aggressive behaviour and violence) with their line managers and all approaches will be treated sympathetically
- Risk assessments will include any risks associated with the use of weapons
- Any incidents of aggressive behaviour or violence must be recorded in LOT's **Accident Book** - as well as being reported to the staff members line manager **n.b.** this includes all incidents of violence, threats and verbal abuse
- Where an incident needs to be reported in line with the requirements of **RIDDOR**, LOT's person responsible for health & safety is accountable for making the relevant report to the enforcement authorities.

**Any such report must always be discussed with the CEO prior to it being sent to ensure that they are fully aware of the matter and can take the necessary internal action as a consequence of the report being filed.**



## **Aggressive Behaviour Policy** continued...

**Dealing with aggression:** The safety of LOT staff is paramount. If a LOT staff member finds themselves dealing with someone who is being rude or aggressive, they must never respond with aggression, as this is how anger can escalate into violence. Staff should always try to adopt a calm and reassuring attitude and try to speak slowly and gently. In the unlikely event that a situation escalates, staff must always withdraw from it and take all steps necessary to protect themselves.

**Dealing with weapons:** Although the risk of aggression, violence and harm towards staff by people using weapons may be low, LOT will none the less ensure that all risks assessments undertaken relating to aggression includes an assessment of the risk of weapons being used. If a LOT staff member suspects that another person on LOT property may have a concealed weapon they must not search or approach the individual, but instead make contact with the most senior LOT person on duty who will be responsible for taking the appropriate action which has been identified through the risk assessment.

**Staff training:** Where a LOT risk assessment identifies that staff training is necessary in order to reduce the risks, then suitable training will be provided.

**Advice and counselling:** LOT recognises that in the event of an employee being a victim of aggression or violence, some counselling or other specialist help may be required. It is LOT's intention to deal with these cases constructively and sympathetically. LOT will provide advice and guidance on how help and assistance can be accessed as a consequence of a workplace aggression or violence related issue. All requests for help will be treated in the strictest of confidence.

**Aggressive or violent visitors:** Any person who is unhappy about anything that LOT is responsible for is always welcome to discuss their concerns with an appropriate LOT manager. However, LOT will never tolerate aggressive or violent behaviour towards its staff.

**LOT has a complaints policy and procedure and this should always be followed where issues and concerns exist. LOT's DSO will support any person with a complaint to utilise the complaints process.**

Any report of aggression, or violence towards a LOT staff member - or the report of someone carrying, threatening to use or using an offensive weapon - will be referred to LOT's CEO, who will call the police if this is felt necessary.

**Reviewed & Updated: February 2024**

**LOT will review this Aggressive Behaviour Policy at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.**

## 4. Control of Substances Hazardous to Health Policy

**Control of Substances Hazardous to Health Policy Statement:** It is LOT's policy to ensure that the risks associated with the use of chemicals within the organisation is minimised at all times. This will be achieved by LOT implementing a series of risk control measures. **LOT's starting point will be:**

**1. To eliminate the use of hazardous chemicals wherever possible.**

Where the above is not possible, LOT will then:

**2. Take all reasonable steps to find less hazardous chemicals.**

Where it is unavoidable than to utilise a particular hazardous chemical, LOT will then:

**3. Implement appropriate control systems.**

LOT will issue personal protective equipment (PPE) where chemical hazards cannot be effectively managed by some other mean.

Whenever a new chemical is required to be used - and steps 1 and 2 above cannot be implemented - then the use of the new chemical will be assessed prior to its use. Where this expertise is not available in-house, LOT will bring it in from suitably qualified third parties.

**The legal position:** The use of chemicals in the workplace is governed by the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** and the **Control of Substances Hazardous to Health (Amendment) Regulations 2004**.

These regulations require LOT to minimise the risks from using chemicals within the organisation and to introduce control measures to manage those which may remain. **COSHH** also requires LOT to train all staff in the safe use of chemicals and to monitor the effectiveness of any control measures. In certain circumstances, LOT will be required to conduct health surveillance. This will occur if any staff member is exposed to a hazardous substance which is known, or is likely to cause, a disease - or otherwise be detrimental to health.

**COSHH** also requires LOT to store chemicals safely in order to avoid the risks of fire, explosion or environmental damage.

**Procedure:** It is LOT's policy that the following procedure will be followed by all staff with responsibilities for the procurement and safe use of chemicals whilst on LOT premises:

- **Ordering chemicals:** Adequate information on each chemical must be obtained prior to its use. This will take the form of a **Material Safety Data Sheet (MSDS)**, which should be provided by the supplier of the chemical.

If the intention is to use a chemical for the first time, then the relevant MSDS needs to be obtained before the chemical is ordered. Where necessary, further information will be obtained from the chemical supplier and other resources, such as the Health & Safety Executive website:

[Click Here to Visit the Health & Safety Executive Website](#)

- **Use of chemicals on-site:** The use of all chemicals on LOT premises will be assessed. For those chemicals which have relatively low-hazard properties, this process will be straightforward. In such cases, it will be assumed that implementation of controls in line with the **MSDS** will be sufficient.

## Control of Substances Hazardous to Health Policy continued...

In the event that LOT have high-hazard substances, such as potential cancer-causing agents are used, LOT managers are expected to try and source less hazardous substitutes. Where this is not possible good controls will be required.

If chemicals need to be mixed with other materials, each must be assessed in order to ensure that no adverse reaction will occur. The **MSDS** will provide information on incompatible chemicals. The importance of this procedure must not be overlooked, as even everyday cleaning agents can cause a serious reaction if mixed.

- **Storage:** LOT will provide appropriate storage according to the properties of each chemical. The type of storage necessary will be determined by reference to the **MSDS**. Special consideration will be given to flammable liquids, environmentally hazardous chemicals and oxidising agents - due to the risks of explosion. The suitability of all chemical storage will be reviewed as necessary by the LOT person responsible for health & safety.
- **LOT staff duties:** All staff will be expected to co-operate with LOT in respect of any controls which have been introduced, to ensure the safe use and storage of chemicals on site. Where **PPE** has been deemed to be necessary, staff will be expected to wear and maintain it in line with the manufacturer's recommendations. LOT will also expect all staff to report any concerns to their line manager or supervisor. Any concerns will be dealt with promptly. Should any further action be required, then the staff member raising the concern will be informed as to what form it will take.
- **Staff training:** All LOT staff will receive information, instruction and training on how to use chemicals safely. This will be repeated as necessary **e.g.** on the introduction of new chemicals or processes. Training will be provided in a practical form in which the hazards and controls are clearly understood **e.g.** training on operating procedures.
- **Monitoring:** This **Control of Substances Hazardous to Health Policy** will be monitored by LOT managers through the carrying out of periodic safety audits. **These safety audits will cover the following:**
  - a) Use of chemicals
  - b) Maintenance of control systems
  - c) Adherence to safe working practices
  - d) Provision of information to employees
  - e) Storage of chemicals.

**Where contractors are engaged on site, they will be monitored to ensure that they do not pose a hazard to employees, visitors or themselves.**

**Reviewed & Updated: February 2024**

LOT will review this **Control of Substances Hazardous to Health Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 5. Display Screen Equipment Policy

**Display Screen Equipment Policy Statement:** It is LOT's policy that all computer users (display screen users) will be assessed once they commence work with the organisation. This assessment will assist LOT to determine whether or not they can be classified as **users** for the purposes of current legal requirements. The assessment will be carried out by completing a self-administered **Display Screen Equipment (DSE) Questionnaire**. This will then determine whether or not any further action is required. If so, a further assessment will be carried out by the LOT person responsible for health & safety.

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

**Definition of user:** The Guidance to the **DSE** regulations defines a **user** as someone who uses a computer for **continuous spells of an hour or more at a time on a more or less daily basis**. Taking this guidance into consideration, LOT have decided that the following job roles will qualify as **users** under these regulations:

1. Chief Executive	5. Head of Communications
2. Head of Health and Well Being	6. Business Development Executive
3. Head of Development	7. Finance Manager
4. Head of Neighbourhoods	

If a staff members role does not appear in the above list, then LOT does not consider that job role to be a user.

**Procedures:** In order for LOT to comply with the **DSE** regulations, the organisation has introduced some procedures which are to be followed by all staff. These are as follows:

- All new staff - who are required to use computers as part of their job role - will be given a self-assessment **DSE** questionnaire to complete **within 14 days** of commencing work with LOT. It is the duty of the relevant line manager to provide this questionnaire to all new starters
- All existing staff should have already completed a questionnaire. However, should a staff member change workstation - or otherwise become a **DSE** user for the first time - then another questionnaire should be completed. This should be undertaken **within seven days** of the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory any queries can be referred to the LOT person responsible for health & safety.
- Whenever the questionnaire identifies problems **e.g.** such as glare **etc.** it is the responsibility of the staff members line manager to ensure that these problems are rectified.
- All staff are actively encouraged to rotate their job tasks in order to spend at least ten minutes in every hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general administration **etc.** If any staff member feels that their workload does not permit adequate breaks, this should be brought to the attention of their line manager.
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

**LOT staff duties:** Staff are expected to complete the self-assessment **DSE** questionnaire in a timely manner. Staff are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, staff must bring this matter to the attention of their line manager without any undue delay.

**Eye tests:** Any staff member who has been designated as a **DSE** user has the right to request an eye test. This will be organised through an optician of either the staff member's choice or LOT's own designated optician where one exists. However, it is the staff member's responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician.

## Display Screen Equipment Policy continued...

**Supply of glasses:** Where the optician has confirmed in writing that glasses are needed exclusively for **DSE** use, LOT will contribute **£25.00 towards the cost**. This figure is reviewed periodically and has been set to reflect the cost of a basic pair of glasses. Should a staff member wish to purchase a more expensive pair of glasses, then this amount will be made available towards the cost.

**The balance will need to be funded by the individual staff member.**

**Laptop users:** Some of LOT staff may use laptops instead of - or in addition to - desktop computers. This is most likely to apply to those who spend much of their day outside the office. If so, this policy should be read in conjunction with LOT's **Laptop Health & Safety Policy**. This policy contains guidelines on the safe use of laptops whilst being used in less than ideal conditions **e.g.** cars **etc.**

**Reviewed & Updated: February 2024**

LOT will review this **Display Screen Equipment Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 6. Driving Policy

**Driving Policy Statement:** It is LOT's policy to take all reasonable steps to manage the health and safety of those staff who drive on company business. This is to comply with LOT's legal duties as an employer and to demonstrate that the organisation has taken all reasonable steps to introduce safe systems of work. It is for this reason that LOT's **Driving Policy** not only sets out the procedures on work-related driving, but details what is expected from staff - both in terms of complying with relevant legislation and LOT's own standards. These cover a variety of areas including the documentation that LOT is required to see from staff using their own vehicles, as well as basic guidelines on driver health.

**The legal position:** LOT have a duty under the **Health & Safety at Work Act 1974 (HSWA)** to takes steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, LOT will take steps to set up safe systems of work in order to control - and manage any risks which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the **Management of Health & Safety at Work Regulations 1999** (as amended). Where applicable, this policy is also based on relevant provisions of the **Road Traffic Act 1988**.

**Procedures:** In order to comply with LOT's legal duties, the organisation has introduced a set of procedures. These must be followed by staff at all times and are as follows:

- Where a LOT leased or owned vehicle is provided, staff must always report any suspected vehicle defects to their line manager. In the event that a defect is suspected, staff should never take a risk and attempt to drive a vehicle
- If a staff member uses their own vehicle for LOT work, they will be required to maintain it in a roadworthy condition
- Prior to embarking on a long journey, staff should always carry out basic checks **e.g.** to check oil, water levels and tyre pressure
- Staff should follow any advice given on route-planning. This includes ensuring that sufficient breaks are built-in to prevent fatigue, as well as allowing for any bad weather or traffic congestion **etc.**
- Hand-held mobile phones should never be used whilst driving - and calls should only be made, or taken, when it's safe to do so
- Staff should always drive within speed limits and according to the prevailing weather conditions
- Prior to driving, staff should familiarise themselves with the procedure to follow in the event of a breakdown.

**Documentation:** In order for LOT to comply with its legal duties, staff using their own vehicles will be required to produce basic documentation. Where this is necessary, the LOT person responsible for HR will be responsible for checking the following on an annual basis:

- The staff member's driving licence
- If the car is **more than three years old**, the current MOT certificate
- Insurance documents.

**Staff duties:** The **Health & Safety at Work Act** also places a responsibility on staff to assist LOT in complying with the organisation's legal duties. Staff are also required to be mindful of their own health and safety and that of others who may be affected by their activities. **To this end, LOT staff are expected to follow the procedures laid down in this policy and to:**

- Keep their insurance up-to-date if using their own vehicle
- Make available copies of the above documents annually when requested to do so
- Inform the LOT person responsible for HR of any changes in circumstances **e.g.** penalty points or new vehicle
- To have regular eye tests and to ensure that any necessary glasses for driving are worn
- To read any updates that LOT may periodically issue on road safety matters.

**These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.**

## Driving Policy continued...

**Alcohol and/or illegal drugs driving:** Staff are prohibited from driving whilst under the influence of any intoxicating substances such as alcohol or drugs. It is illegal to drive if a staff member is unfit to do so because they are on drugs **i.e.** their driving is impaired due to the influence of drugs, or because they have levels of alcohol or illegal drugs in their blood that exceeds the specified limit for alcohol or the particular drug (even if this has not affected the staff member's driving).

**Ill-health and driving:** Staff are responsible for ensuring that they are physically fit to drive. Should this change, the line manager must be informed as soon as possible. In the event that medication is necessary, staff should check with their GP or pharmacist before driving, even short distances.

Drivers should also remember that some prescription drugs can cause drowsiness and affect the ability to drive safely. Therefore, where a staff member is taking any prescription drugs (or other over the counter medication) which may cause drowsiness, they must inform their line manager prior to driving the car - as this may affect their ability to drive. LOT staff should be aware that it is illegal to drive even with legally prescribed drugs in their blood if that drug can impair the staff member's driving and causes them to be unfit to drive.

This means that it is an offence to drive if a staff member has levels of some legal prescription drugs in their blood that exceeds the specified limit for the particular drug; and they have either not been prescribed them, or they have not taken them in accordance with the advice of the healthcare professional who prescribed or supplied them and with manufacturer's instructions. **These specified drugs are as follows:**

- Clonazepam
- Flunitrazepam
- Methadone
- Oxazepam
- Diazepam
- Lorazepam
- Morphine
- Temazepam.

**LOT staff should talk to their doctor about whether they should drive if they have been prescribed any of these drugs.**

**Risk of DVT and driving:** As research suggests that a journey time of more than four hours could carry a risk of **Deep Vein Thrombosis (DVT)**, those who drive regularly for long distances should advise LOT of any family history of **DVT**, or if they have ever experienced problems with blood clotting. Where this is the case, LOT will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

**Mobile phones and driving:** Operating a mobile phone whilst driving reduces concentration and increases the likelihood of an accident. It is also a criminal offence in certain circumstances. Therefore, LOT staff are completely prohibited from using a hand-held mobile phone or similar hand-held electronic device whilst driving as part of their job duties, whether this is to make or receive telephone calls, send or read text or image/picture messages, send or receive facsimiles or to access the Internet or e-mail.

Therefore, if a staff member wishes to use a hand-held mobile phone when driving, they must stop the car and completely turn off the car's engine before using the mobile phone. A person is regarded as "driving" for the purposes of the law if the engine is running, even if their vehicle is stationary. This means LOT staff must not use a hand-held phone at traffic lights, during traffic jams or at other times when the engine is still running.

A hands-free phone is one that does not require the user to hold it at any point during the course of its operation. A mobile phone that is attached to fixed speakers and does not require the user to hold it whilst in use **e.g.** because it is stored in a cradle, would be covered, as would a hands-free mobile phone with voice activation. If the phone needs to be held in the user's hand at some point during its operation **e.g.** to dial the number or to end the call - it is not hands-free. If staff are required to drive as part of their job duties and they wish to use a mobile phone, they must ensure they have the appropriate hands-free equipment for the phone.

## **Driving Policy** continued...

However, even with hands-free equipment, driving and conducting a telephone conversation are both demanding tasks and therefore LOT expects all staff to take all reasonable steps to ensure that they do not carry out these tasks at the same time.

LOT advises all staff to make use of any voicemail or call divert facility available, rather than make or receive "live" calls; and on longer journeys to stop regularly in safe places to check for voicemail messages and to make and return calls. If a staff member does need to make or receive a call whilst driving on LOT business and they have the appropriate hands-free equipment, these calls should nevertheless be limited to essential calls and only when it is safe to do so.

**If LOT staff are discovered contravening this rule, they will face serious action under the Company's disciplinary procedure. In view of the potential health and safety implications, it may also constitute gross misconduct.**

**Reviewed & Updated: February 2024**

LOT will review this **Driving Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.



## 7. Emergency Procedures Policy

**Emergency Procedures Policy Statement:** LOT, as a responsible employer, takes its duties in the event of an emergency seriously. For this reason, the following policy has been formulated. The aim of this **Emergency Procedures Policy** is to cover all likely eventualities, from a security breach, to an act of violence. All LOT staff should make themselves aware of the content of this policy and should follow it at all times. LOT will ensure that staff will receive training and instruction on all of the organisation's emergency procedures. As with all other training, this will be recorded, and the details retained on record.

**Staff duties:** All LOT staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with LOT in complying with any emergency procedures that are introduced as a measure to protect the safety and wellbeing of all LOT staff and visitors to the organisation. Therefore, all LOT staff have a responsibility to make sure they are familiar with the layout of the building they are working in and noting where emergency exits are and where they lead to.

**Communication:** LOT will keep staff informed of any changes that are made to the organisation's emergency procedures. We will also ensure that all visitors to our premises are briefed on the evacuation procedure and are supervised by a member of staff at all times.

**Emergency procedures training:** The LOT person responsible for health & safety will complete basic emergency awareness training with all LOT staff during induction and at regular intervals thereafter. This will ensure that LOT staff are aware of the relevant emergency procedures applicable to them and their work' as well as what is expected of them.

**Details of emergency contacts:** LOT will maintain an up to date list of the organisations **Emergency Contacts** and display this on noticeboards, as well as making these available to staff.

**Emergency procedures:** LOT have introduced the following in order to maintain high standards of emergency procedures:

- In the event of an emergency, the LOT person responsible for health & safety will take overall charge of the situation. In the event that the LOT person responsible for health & safety is not in work then the **most senior line manger on site** at the time will take overall charge of the situation instead.
- Staff are expected to follow the instructions of those in charge.
- LOT does not expect staff to tackle intruders, or anyone else acting in a violent or threatening manner, or anyone who has a weapon.
- All LOT staff should seek a place of safety and seek (or wait for) advice from those in charge of the situation.
- Where a visitor is on site at the time of an emergency, they should be instructed to stay with the member of staff who is responsible for them during the visit.

**Reviewed & Updated: February 2024**

LOT will review this **Emergency Procedures Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 8. Equipment Safety & Maintenance Policy

**Equipment Safety & Maintenance Policy Statement:** It is LOT's policy to provide a safe working environment for our staff at all times. LOT's **Equipment Safety & Maintenance Policy** is designed to help the organisation achieve this aim and covers the purchase and safe use of any machinery that will be used on LOT premises' as well as the use of existing and purchase of any previously used equipment.

**The legal position:** LOT's legal duties concerning the provision of machinery are covered by the **Provision and Use of Work Equipment Regulations 1998 (PUWER)**. These **Regulations** require that any equipment which is provided by LOT for use at work is as follows:

- Suitable for its intended use
- Can be used safely
- Maintained in a safe condition
- Inspected as necessary
- Only used by operators who have received adequate information, instruction and training
- Contains safety markings, as necessary.

Since July 2005, LOT have also needed to consider the implications of the **Control of Vibration at Work Regulations 2005** on its activities. This is because LOT are required to specifically assess the risks of vibration which may arise from the use of particular machinery and electrical hand tools. In order to comply, it is LOT's policy that a risk assessment will be undertaken for all activities where vibration is present. Where such a risk of vibration is identified, all reasonable steps will be taken in order to reduce it. Where this is not possible, the assessment will record the reasons why.

**Purchasing procedures:** In order to achieve LOT's objectives in relation to this policy, the following procedures must be followed by any LOT manager with purchasing authority. The first stage of these purchasing procedures is to draw up a full specification of the equipment required. This will include installation details, access issues, size, vibration levels, weight of machine (to ensure that the floor can take the weight), power requirements and information on dust/fume extraction systems. In addition to this, the following requirements will apply to the purchase of both new and used equipment. **The requirements can be summarised as follows:**

1. A reputable supplier must always be used.
2. Where the same item is available from more than one supplier, quotes must be obtained.
3. If equipment is to be purchased outside of the UK, written confirmation is required from the supplier that its specification (including any accessories) conforms to the requirements of **PUWER**.
4. Only use a supplier who can provide a full set of operating instructions. If a foreign supplier is to be used, then the instructions must be translated into English.
5. A complete set of basic routine maintenance instructions must be included.

**Safe use of machinery:** Before any item of machinery is introduced for the first time, LOT will always carry out a risk assessment. The purpose of this is to identify whether there are any particular hazards associated with its use within the workplace **e.g.** space constraints or noise levels **etc.** Where the risk assessment cannot practicably reduce or eliminate the identified risks then the assessment will describe to staff how these hazards will be dealt with **e.g.** by the use of hearing protection **etc.** Any risk assessment findings will be communicated to LOT staff as appropriate.

**Employee training:** As part of LOT's duty to maintain safe systems of work, only trained staff will be allowed to operate machinery. This training may be provided by a number of sources including LOT suppliers, as well as training on the job by other suitably trained LOT staff members. All records of staff training will be kept on file. In addition, LOT will maintain a register of trained users, which will then be updated as required and appropriate.

**Maintenance:** All LOT machinery will be subject to maintenance and inspection, as necessary, for its continued safe operation. Where appropriate, this will be carried out under a service contract. Records of any maintenance and routine repairs will be kept for **at least three years**.

## Equipment Safety & Maintenance Policy continued...

LOT will ensure that there is sufficient budget allocated to ensure the safe maintenance of any LOT machinery. If a staff member experiences any problem with the use of LOT machinery, they must bring it to the immediate attention of their line manager.

**Fixed Wiring Inspection & Testing:** Fixed wiring inspection and testing involves making arrangements for inspecting and testing fixed wiring installations **i.e.** the circuits from the meter and consumer unit supplying light switches, sockets, wired-in equipment **e.g.** cookers, air conditioning, hand dryers **etc.** The purpose of this regular inspection and testing is to ensure that there is little chance of any deterioration that could lead to danger.

- All fixed wiring installations - that fall under the responsibility of LOT - will be visually inspected annually (and any dangers flagged up and rectified by reference to a qualified electrician immediately)
- Fixed wiring testing will take place annually on **20% of the fixed wiring** that LOT have responsibility for - which will ensure that a **maximum of a five year** testing regime will be undertaken on all fixed wiring.

**Portable Appliance Testing (PAT) of electrical equipment:** PAT is the term used to describe the examination and testing of portable electrical appliances and equipment to ensure that it is safe to use. While there are actually five classes of electrical equipment, LOT are concerned with the following two classes:

1. **Class 1 equipment:** This has an earth connection. If a fault develops, there would be a possibility that the outside of the equipment could cause an electric shock if the earth isn't properly connected.
2. **Class 2 equipment:** This is sometimes referred to as double insulated equipment. This means that there is extra insulation within the construction to prevent accidental contact with live parts, even if there is a fault. **Class 2 equipment** is marked with a double square symbol - one inside another. Where this symbol is not visible LOT will always assume it is class 1 and **PAT** test it accordingly

**All LOT portable equipment will be PAT tested by a qualified person to the following schedule:**

- **Class 1 equipment** e.g. kettles, radios, floor polishers **etc.** every 12 months
- **Class 2 equipment** e.g. IT equipment, power tools, televisions, vacuum cleaners **etc.** every 4 years.

**Please note that PAT testing only applies to equipment owned by LOT.**

All tested LOT equipment will be marked with a **PAT** sticker that clearly displays the test date. Accordingly, staff should not use LOT equipment where there is no visible sign that the equipment has been tested.

**LOT staff are required to carry out visual conditions checks prior to using any LOT equipment - regardless of whether it has been recently PAT tested or not. Any concerns should be brought immediately to their line manager.**

**LOT staff should be aware that they have a responsibility to report any defects they notice to any class 2 equipment.**

**Reviewed & Updated: February 2024**

LOT will review this **Equipment Safety & Maintenance Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 9. Fire Safety Policy

**Fire Safety Policy Statement:** It is the policy of LOT to prevent the outbreak of fire on premises it is responsible for - so far as reasonably practicable - and to put in place measures to protect all staff and visitors in the unlikely event of a fire. The LOT person responsible for fire safety has overall responsibility for putting this **Fire Safety Policy** into effect, although all LOT staff also have responsibilities for assisting in these aims. **This Fire Safety Policy will be achieved by LOT undertaking the following steps:**

1. Arranging for a competent fire safety risk assessor to conduct a risk assessment of LOT's premises.
2. Periodically reviewing the fire risk assessment.
3. Implementing the recommended fire safety measures arising from the assessment.
4. Ensuring that all exits and emergency routes are kept clear at all times.
5. Ensuring that all exit and emergency routes are properly signed, adequately lit and fitted with the relevant standard of fire doors.
6. Ensuring that LOT premises have appropriate fire-fighting equipment, detectors, alarms and emergency lighting.
7. Writing and circulating fire safety arrangements which also incorporate who has what responsibilities for fire safety matters within the organisation.
8. Instigating a mechanism for the reporting of defects concerning fire equipment (and electrical equipment) as well as ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate.
9. Arranging for the testing and maintenance of fire safety, electrical and gas installations - and equipment.
10. Ensuring that any LOT building alterations (and any other contract works) are effectively managed to minimise fire risk, as well as avoiding any damage to structural fire protection during alterations and other building work.
11. Ensuring that all LOT staff are provided with the appropriate information and instruction regarding the fire prevention measures and the emergency procedures - including any instruction required in order for them to carry out their particular role safely.
12. Keeping staff informed of any changes that are made to LOT fire safety procedures and the fire safety risk assessment.
13. Ensuring that all visitors to LOT premises are briefed on the evacuation procedure; issued with a visitor identification; and are supervised by a LOT staff member at all times.
14. Undertaking ongoing monitoring of LOT's fire safety arrangements.

**LOT's Fire Safety Policy - and all associated fire safety documentation - will be reviewed at least annually - and sooner if there are changes in the matters to which it relates.**

**LOT fire procedures:** LOT have in place the following procedures in order to maintain high standards of fire safety:

- LOT will complete a **Fire Risk Assessment (FRA)**
- The findings of the **FRA** will be used to develop appropriate control measures to ensure the risks are reduced to a level as low as is reasonably practicable.
- LOT will review the **FRA** annually, or in the event of any significant changes being made to either LOT premises or the processes completed within it
- LOT will appoint a responsible person (RP) who will be authorised to complete their duties in relation to the **FRA**
- LOT will ensure that the fire evacuation procedure will be practised at least annually, and the results will be recorded in LOT's fire logbook
- All LOT staff will receive training and instruction on all of the fire and emergency procedures, with all such training being recorded and retained
- Any LOT staff with additional fire safety duties **i.e.** fire marshals or their deputies **etc.** will be given training on appointment to their specific duties and then be provided with refresher training on an annual basis
- Any other person identified by LOT to be at risk will receive appropriate training on LOT's fire evacuation procedures
- All exits and emergency routes are to be kept clear at all times

## Fire Safety Policy continued...

- LOT will ensure that emergency routes are properly signed, adequately lit and fitted with the relevant standard of fire doors
- All premises that LOT have responsibility for will have appropriate fire-fighting equipment, detectors and alarms
- Fire safety testing and maintenance will be carried out on a regular basis as defined in LOT's fire logbook
- LOT premises will be equipped with emergency lighting as required to allow the safe evacuation of staff in the event of the failure of normal lighting during an emergency; and emergency lighting will be tested on a regular basis as defined in the fire logbook
- LOT's fire alarm will be **tested on a set day and time each week** from a different call point and which will be communicated before testing. Records of the test will be kept in the fire logbook
- All LOT electrical equipment will be maintained in accordance with the manufacturer's instructions
- Faulty or damaged LOT electrical equipment will be taken out of use until it has been repaired and tested
- Where the building being worked in has a lift, these lifts must not be used in the event of an emergency evacuation.

**Staff duties:** Because fire is a significant risk within the workplace, all LOT staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm - and that they conduct themselves and undertake their work in such a way as to minimise the risk of fire.

Also, all LOT staff are under a duty to report immediately any fire, smoke or potential fire hazards **e.g.** faulty electric cable or loose connections **etc.** Staff must also co-operate fully with LOT in complying with any fire procedures that are introduced to protect the safety and well-being of LOT staff and visitors.

**Staff must never attempt to repair or interfere with electrical equipment or wiring themselves.**

**Fire safety equipment:** Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any LOT staff member present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace.

**Staff are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. However, if the situation is dangerous or potentially dangerous, the LOT staff member should activate the fire alarm and evacuate the building immediately.**

**Fire exits and emergency lighting:** Fire doors - designed to slow the spread of fire and smoke throughout the workplace - have been installed at strategic points. Fire exit doors and corridors must never be locked, blocked or used as storage space. Fire doors are designed to close automatically after opening and must therefore never be blocked or wedged open.

**Fire drills:** LOT will ensure that practice fire drills are conducted on a regular basis to ensure all staff are familiar with the emergency evacuation procedures. In addition, it is a requirement that all LOT staff working on a client's premises familiarise themselves with that organisations relevant **Fire Safety Policy & Procedure** - and adhere fully to its requirements. This includes ensuring they are familiar with their evacuation route - as well as knowing where the designated assembly point is in the case of a fire.

**Fire safety maintenance and testing:** SCORE's **Operations Manager** - and the **London Borough of Waltham Forest** - is responsible for the maintenance and testing of fire alarms, as well as for the maintenance and testing of LOT's firefighting, prevention and detection equipment.

**Failure to adhere to LOT's Fire Safety Policy will be treated as a disciplinary matter.**

**Reviewed & Updated: February 2024**

LOT will review this **Fire Safety Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 10. First Aid Policy

**First Aid Policy Statement:** It is LOT's policy to ensure that appropriate first aid arrangements are in place for all LOT staff and any visitors to the organisation's premises. Having in place appropriate first aid arrangements also includes providing sufficiently trained staff for LOT's business needs and maintaining an adequate supply of first aid equipment. This also involves LOT providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then LOT will also ensure adequate first aid cover is provided during this time.

**The legal position:** LOT's duty to provide first aid at work is governed by the **Health & Safety (First Aid) Regulations 1981**. These regulations require LOT to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of the business. LOT are also required to review this assessment periodically to ensure that the current identified first aid provision is adequate. **In order to comply with these regulations, LOT's assessment has considered a number of factors, including the following:**

- The size of the business
- The type of business
- The building layout
- The past history of accidents
- The proximity of LOT's business location to emergency medical services
- The needs of travelling and/or lone workers
- The first aid cover required in times of sickness or annual leave.

**Responsibilities of LOT's first aid personnel:** In order to carry out their duties effectively, LOT first aid personnel have the following duties and responsibilities...

**First-aiders are responsible for:**

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

**Appointed persons are responsible for:**

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

**First aid procedures:** The following are the general first aid related procedures to be followed by all LOT staff:

1. If a staff member is aware that another LOT staff member has been taken ill, or has had an accident, call LOT's first aider or appointed person for assistance immediately. Non-trained LOT staff should not attempt to give first aid treatment.
2. No LOT staff member should use their own private vehicle to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used.
3. If a LOT staff member requires access to a first aid kit for personal use, they must not remove it from its designated place.
4. Any loss or damage to first aid equipment must be reported to the LOT person responsible for health & safety.
5. If a first aid kit is poorly stocked, this should be reported immediately to the LOT person responsible for health & safety.
6. All LOT coaching staff and any approved LOT lone workers are expected to carry a first aid kit with them at all times; and are responsible for its safe-keeping and for keeping it adequately stocked.

## First Aid Policy continued...

**Dealing with visitors to LOT premises:** It is LOT's policy to offer first aid assistance to visitors to LOT premises. Should a visitor feel unwell or have an accident, then the LOT staff member responsible for supervising the visit should call for a first-aider or appointed person immediately. If the visitor has had an accident while on LOT premises the LOT person responsible for health & safety is responsible for ensuring that an entry is made in the LOT accident book.

**Staff training:** All LOT staff who undertake first aid duties will be given full training in accordance with current legal requirements. This means that a **First-Aider** will attend an approved **Health & Safety Executive three day course** and any **Appointed Persons** will attend a **basic four hour course**.

**Information for staff:** LOT acknowledge that first aid arrangements will only operate efficiently where they are understood - both by staff and others who may be working on the organisation's premises. For this reason, information on how to summon first aid will always be provided to all new staff. This - and further information - is also provided on staff notice boards.

**Location of first aid boxes:** First aid boxes are located at strategic points around the workplace. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. This information is also displayed on works notice boards.

**Reporting accidents at work:** All injuries, however small, sustained by a person at work must be reported to their line manager or the LOT person responsible for health & safety and recorded in the **Accident Book**. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The LOT person responsible for health & safety will inspect the **Accident Book** on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

**Reviewed & Updated: February 2024**

LOT will review this **First Aid Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 11. Food Hygiene Policy

**Food Hygiene Policy Statement:** Although LOT is not responsible for the production of food that is sold to the public, or for food given away free, it is still important that appropriate food hygiene practices are followed in relation to communal kitchen and food preparation/storage facilities made available to LOT staff. Therefore, this policy applies only to LOT staff (and other individuals) who bring their own food onto LOT premises - for their own personal consumption - and who make use of communal kitchen and food preparation/storage facilities provided and maintained by the organisation.

**The legal position:** Only where the following legislation is relevant to any of LOT's business operations, all reasonable precautions will be taken, as well as appropriate due diligence exercised, to ensure that any catering activities comply with relevant food safety legislation; and where appropriate - in accordance with the provisions of the **Food Hygiene (England) Regulations 2006** and the **Food Safety Act 1990**. **For the avoidance of doubt, the above legal position does not apply to food brought on to LOT premises by staff (and other individuals) for their own consumption.**

**LOT duties:** Only in as far as the following kitchen and food preparation/storage facilities apply to LOT premises, LOT will undertake and ensure the following:

- Kitchen facilities, including as appropriate cupboards, ovens, hobs, fridges, freezers, microwaves, kettles and toasters **etc.** will be kept in good order, clean and hygienic - by being maintained via the **daily and weekly cleaning schedule in place**
- Maintain food areas free from pest and other infestation
- Communal fridges and freezers will have their temperature **checked monthly** to ensure that they achieve the minimum acceptable temperature ranges
- All gas appliances will be gas safety checked and maintained in line with LOT's equipment maintenance schedules
- All electrical appliances will be **PAT tested** and maintained in line with LOT's equipment maintenance schedules.

**LOT will also undertake regular reviews of any food provision practices and supplement this Food Hygiene Policy - as required and appropriate to the circumstances - if the organisation becomes liable for compulsory food registration in line with the Food Standards Agency Regulations.**

**Staff duties:** Where staff bring food onto LOT premises for personal consumption the following good food hygiene practices should be followed in relation to facilities and equipment provided for personal food preparation and storage:

- Perishable food should be stored in the refrigerators that are provided by LOT
- No perishable food should be stored in LOT refrigerators for **longer than two days**
- All personal food must be kept in sealed containers and/or properly packaged
- Non-perishable food can be stored in the cupboards in the designated kitchen area
- Light snacks such as crisps, chocolate bars and sweets can be stored in desk drawers
- All personal food brought onto LOT premises should be consumed before its expiry date
- Personal food items stored in communal LOT areas should be clearly marked with the staff members' name
- The LOT person responsible for health & safety will check communal cupboards **monthly**
- LOT's fridges will be **checked weekly** by cleaning staff to maintain appropriate hygiene standards and to keep them fit for purpose
- Any item found in LOT cupboards or fridges that has reached its expiry date (or shows obvious signs of perishing) **will be disposed of immediately.**

**In addition to the above duties, LOT staff are asked to:**

- Report any structural or equipment defects to their line manager
- Ensure that high standards of personal hygiene and safety are maintained at all times



## **Food Hygiene Policy** continued...

- Ensure food is protected from contamination
- Report any signs of pests within food preparation and storage areas, or other parts of LOT premises
- Report any food poisoning occurrences
- Cover any cuts or wounds with blue plasters
- Report any illness, such as infected wounds, skin infections, diarrhoea or vomiting, to their line manager immediately.

**Reviewed & Updated: February 2024**

**LOT will review this Food Hygiene Policy at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.**

## 12. Health & Safety Consultation Policy

**Health & Safety Consultation Policy Statement:** LOT has a duty to consult with its staff, or their representatives, on health and safety matters. The law sets out how staff must be consulted with and - as there is no recognised union within the organisation - the Regulations relating to who LOT will consult with in regard to this matter is covered by the **Health & Safety (Consultation with Employees) Regulations 1996**. In furtherance of these regulations, LOT has opted to consult directly with staff. **LOT believes that consulting with its staff has real benefits for the organisation. These benefits include:**

- **Increased productivity**, as businesses with good workforce involvement in health and safety tend to have a better productivity rate
- **Improvements in overall efficiency and quality**
- **Higher levels of workforce motivation**
- **A healthier and safer workplace**, as staff can help you to identify hazards, assess risks and develop ways to control or remove risks
- **Better decisions about health and safety**, because they are based on the input and experience of a range of people, including LOT staff who have extensive knowledge about their own job and the business
- **A stronger commitment to implementing decisions or actions**, as LOT staff have been actively involved in reaching these decisions
- **Greater co-operation and trust**, as employers and staff who talk to each other and listen to each other, gain a better understanding of each other's views
- **Joint problem-solving.**

**LOT will consult with staff about the following:**

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

**LOT will provide the necessary information to allow staff to participate fully and effectively in the consultation.**

LOT will also ensure that the information provided will include any risks arising from staff work activities, the measures in place or proposals to control these risks, and what staff should do if they are exposed to a risk, including emergency procedures. The relevant information provided will be drawn from LOT's health and safety management system **e.g.** such as copies of risk assessments or accident records **etc.**

**LOT will not provide any information in relation to health and safety consultation if:**

- It would be against the interests of national security or against the law

## Health & Safety Consultation Policy continued...

- It is about someone who has not given their permission for it to be given out
- It would, other than for reasons of its effect on health and safety, cause substantial injury to the organisation, or if supplied by someone else, to the business of that person
- LOT has obtained the information for the purpose of any legal proceedings.

LOT believes that the process of consultation with staff not only includes the providing of information (as outlined above) but listening to staff also and then taking account of what has been said before making any health and safety decisions. LOT will always consult with staff 'in good time'. In practice, this means LOT will allow enough time for staff to consider the matters being raised and provide them with informed responses.

**It should be noted that consultation does not remove LOT's right to manage health and safety matters. As such, LOT will always make the final decision, but acknowledges that by talking to LOT staff health and safety can be managed much more effectively and successfully.**

**Reviewed & Updated: February 2024**

LOT will review this **Health & Safety Consultation Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 13. Health & Safety Induction Training Policy

**Health & Safety Induction Training Policy Statement:** LOT is committed to ensuring that all staff receive the appropriate training in order for them to be able to carry out their duties safely and without risk to themselves or others. Therefore, LOT will achieve this commitment by providing induction training for all new staff members when they join the organisation. This **Health & Safety Induction Training** will also be given to other workers, such as Trustees, work experience students, volunteers, agency staff and contractors. In addition to induction training, LOT will also provide on-going refresher health and safety training to existing staff - as well as any additional health and safety training determined by the requirements of the individual job role.

**Legal position:** Providing adequate training to LOT staff is a requirement of the **Health & Safety at Work Act 1974**. It is also required by other more specific legislation which relates to the use of machinery, handling activities, hazardous substances and the wearing of personal protective equipment. The test of adequacy of the training is based on providing sufficient training to ensure that LOT staff can carry out their duties without jeopardising either their own health and safety, or that of their colleagues and visitors.

**Health & safety induction training procedures:** The following procedures describe the steps that LOT will take to comply with its obligations to provide adequate health and safety training:

1. All new LOT staff will receive induction training. This is based around LOT's **Induction Checklist** which covers key areas such as fire safety, first aid and any workplace hazards. A signature will be required from the staff member to confirm that they have understood the training received. A copy of the induction checklist will be held on the staff members' file.

**The Health & Safety Induction Training outlined above will also be provided to other people working in LOT premises such as Trustees, work experience students, volunteers, agency staff and contractors.**

2. Some training will be a statutory requirement **e.g.** for manual handling activities **etc.** However, where health & safety training is not mandatory, LOT will carry out a risk assessment to determine whether any training is necessary in order to carry out the job role safely.

**The risk assessment will always consider the specific needs of the individual.**

3. Where a staff member's job involves the operation of tools or machinery, on-the-job training will be provided by the LOT person responsible for health & safety and in these cases, it will be the responsibility of the relevant line manager to ensure that this is carried out.

**Further training will also be given if a staff member changes job roles.**

4. Whenever LOT purchases new machinery or equipment, further training is likely to become necessary; and where this is the case the appropriate training will be arranged before work with the new equipment commences.
5. If it is identified that certain specific health & safety training is required - but which cannot be provided in-house - then the line manager (in conjunction with the staff member) will be expected to identify the most suitable, cost-effective course, which should then be authorised by the CEO.

**Staff duties:** LOT staff are expected to cooperate fully with the organisation with regard to attending the relevant and required health and safety training courses. To this end LOT expect that all reasonable effort will be made by staff to attend a course.

**Should a staff member fail to attend a health and safety training course - which is a legal requirement - without good reason, LOT will treat the matter as a breach of LOT disciplinary procedure.**

**Reviewed & Updated: February 2024**

LOT will review this **Health & Safety Induction Training Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 14. Health & Safety of Persons at Special Risk Policy

**Health & Safety of Persons at Special Risk Policy Statement:** LOT is aware that additional health and safety risks exist for certain groups of staff and other people with whom the organisation engages. These groups include:

- Children undertaking work experience
- Students undertaking work experience
- Young staff
- Staff with disabilities
- Pregnant staff
- Staff with illnesses
- Staff taking certain medications
- Older staff.

LOT will take all measures necessary to minimise the additional risks, so far as is reasonably practicable, of the groups identified above. This will be managed through the completion of the relevant risk assessment. Where the risk assessment relates to someone who is carrying out work for LOT the individual's line manager will be responsible for that person.

**Each person identified at special risk will either have the relevant training on the contents of the risk assessment and/or be provided with the appropriate supervision to manage the risks.**

**Legal position:** Under the general duties of **Section 2 of the Health & Safety at Work Act 1974** LOT will ensure the safety and wellbeing of all staff through pro-active risk management, to ensure that all risks are managed so far as is reasonably practicable. LOT will ensure the known risks brought about through a lack of experience and maturity of a young worker are managed through the provision of greater instruction, information, training, supervision and modified safe systems of work.

**Young LOT staff:** To comply with **Regulation 19 of the Management of Health & Safety at Work Regulations 1999**, LOT will complete risk assessments which specifically address the risks presented by a young worker, prior to them starting work for LOT. The risk assessment will identify appropriate control measures to ensure the young worker isn't exposed to risks, which are greater than to more experienced staff members. If the risks cannot be reduced through reasonable controls, the young person will be prohibited from completing the work until a safe system can be identified.

This will include - as appropriate to the individual - ensuring that they are fully aware of what is expected of them, how they should work, what protective equipment (if any) they should be wearing and what processes they are prohibited from completing **until they reach 18 years of age**. Where the initial risk assessment concerns a young worker **under the age of 18**, LOT will undertake a review once the staff member **reaches 18 years of age** to identify whether they have the maturity and skills necessary to complete the previously prohibited tasks safely. This review will be undertaken by the staff member's line manager and agreed with the young worker at the time of the review.

**LOT is aware of statutory restrictions imposed upon work undertaken by young workers and will comply fully with these restrictions.**

**Provision of information to young staff:** LOT recognises that training - coupled with the correct supervision - is particularly important for young workers because of their relative immaturity and unfamiliarity with a working environment. As such, LOT will provide suitable and sufficient training, supervision and access to learning resources.

LOT will also take all appropriate actions to ensure the young worker has had all required training and is sufficiently supervised to complete their work safely. A copy of this **Health & Safety of Persons at Special Risk Policy** will be provided to all young workers prior to them starting work with LOT and a signed agreement of this policy will be kept in their HR file.

## Health & Safety of Persons at Special Risk Policy continued...

**Elderly LOT staff:** While there are not any specific references to maximum age limits in any current health and safety legislation, LOT will not ignore any health and safety requirements of an older person who is working for the organisation. Whilst LOT will never discriminate against anyone on the grounds of age, taking into consideration some of the possible limitations that come with an ageing workforce isn't classified as discrimination. **Reasonable factors that will be taken into account by LOT will include such areas as:**

- **Possible hearing loss**
- **Eyesight deterioration**
- **Physical ailments such as arthritis and reduced physical capabilities.**

**Other LOT staff at special risk:** LOT recognises that other staff may also - from time to time - be at increased risk of injury or ill-health resulting from their work activities for the organisation. LOT therefore requires that all staff advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

LOT will always undertake the necessary and appropriate risk assessment where it is recognised that a LOT staff member might be at special risk, or the staff member informs their line manager of a change in their personal circumstances which could create an increased risk.

**Please also refer to the New & Expectant Mothers Policy as detailed within the Health & Safety Handbook.**

**Other persons who are at special risk:** LOT also recognises that other people who engage with the services of the organisation will also need additional support to keep them safe. This is likely to include the following groups:

- **Individuals with disabilities**
- **Elderly people**
- **Children**
- **Other adults at risk or with vulnerabilities.**

LOT will always undertake the necessary and appropriate risk assessment where it is recognised that a person that engages with LOT might be at special risk. The outcome of the risk assessment will inform and guide the work undertaken with the individual.

**Reviewed & Updated: February 2024**

LOT will review this **Health & Safety of Persons at Special Risk Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 15. Health & Safety Relating to Contractors Policy

**Health & Safety Relating to Contractors Policy Statement:** Where contractors are engaged to undertake work on behalf of LOT, the organisation will take every reasonable step to ensure that the work is delivered to the same quality and standard of safety as is expected from LOT staff. To achieve this, LOT will carefully select contractors, as well as plan, monitor and control the work undertaken. To assist LOT in this objective, it is the organisations usual policy not to allow LOT contractors to sub-contract any of the work they carry out for the organisation. Where sub-contracting is permitted, then the sub-contractors work would be subject to direct supervision on LOT premises by a LOT line manager.

**Legal position:** The **Management of Health & Safety at Work Regulations 1999** requires that LOT co-operate and co-ordinate with other employers who share LOT's workplace - to ensure compliance with health and safety law. This duty applies equally to a contracting organisation, as to LOT itself. In relation to construction work, LOT are also subject to specific legal requirements under the **Construction (Design and Management) Regulations 2015**. These regulations cover most maintenance, repair and redecoration work and require that LOT plan, manage and monitor construction work under the organisations control to ensure that it is carried out safely.

**Overall responsibility for this policy:** The LOT person responsible for health & safety has overall responsibility for planning and co-ordinating site work, including that which involves the use of sub-contractors. It is the responsibility of the LOT person responsible for health & safety to ensure compliance with this policy in practice.

**Risk controls to be undertaken by LOT:** The following actions will be implemented by the LOT person responsible for health & safety:

1. Contractors will be required to evidence their organisations **Health & Safety Statement and Policy** before work with LOT commences.
2. Contractors will be issued with LOT's **Health & Safety Statement and Policy**, as well as copies of risk assessments, policies and procedures, safe systems of work **etc.** relevant to the areas that the contractor will be working.
3. Undertake the relevant health and safety induction with the contractor - prior to their work commencing - and impose all relevant LOT safety rules.
4. Where a contractor is undertaking work for LOT - that falls under the **Construction (Design and Management) Regulations 2015** - **e.g.** site maintenance, repair and redecoration work **etc.** - then the contractor will be required to produce and submit a detailed method statement and risk assessment, as well as demonstrating to the organisation that their proposed work methods will not put the health, safety and welfare of LOT staff at risk.
5. Undertake basic competency checks on all contractors prior to engaging with them **e.g.** checking they have the experience in the type of work they are being considered for by the organisation.

**Any contractor that breaches any LOT health and safety policies, procedures - or relevant health and safety instructions - will have their work with the organisation terminated.**

**Reviewed & Updated: February 2024**

LOT will review this **Health & Safety Relating to Contractors Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 16. Infectious Diseases in the Workplace Policy

**Infectious Diseases Policy Statement:** Infectious diseases can emerge and spread quickly across the world as a result of global travel and other interconnections. LOT's workplaces can be an ideal incubator for infectious diseases, more so when hygiene and infection control is poor. Infectious diseases can also spread more easily when staff attend work when they are unwell. Poor control of infectious diseases within the workplace can pose serious health concerns for others - who are more vulnerable due to pre-existing health conditions. It can also have a significant impact on the business **e.g.** infection-related sickness absence of staff, lost productivity, poor service levels **etc.**

Therefore, this **Infectious Diseases in the Workplace Policy** has been drafted to help minimise the risk of infectious diseases spreading in the workplace, through effective prevention and management.

**Defining infectious diseases:** Infectious diseases are disorders **caused by organisms** - such as **bacteria, viruses, fungi** or **parasites**. Organisms live in and on our bodies and many are normally harmless or even helpful. However, under certain conditions, some organisms may cause disease. Infectious diseases can be **airborne** - **e.g.** flu, COVID; **blood borne** - **e.g.** hepatitis; **faecal-oral borne** - **e.g.** gastroenteritis.

**Minimising the risk of disease transmission:** LOT has a duty of care to maintain a healthy and safe work environment - which includes minimising the risk of staff contracting an infectious disease from their colleagues, customers or clients. Through this **Infectious Diseases in the Workplace Policy**, LOT seeks to promote better understanding and awareness, of the issues and concerns related to the transmission of infectious diseases in the workplace.

**When staff contract infectious diseases:** No staff member will be excluded from work - or have their duties restricted - provided they are **physically** and **mentally fit for work** and that their continued attendance in any LOT workplace **does not present a significant risk of disease transmission** to other staff, customers or clients.

**Therefore, whether a staff member should stay away from any LOT workplace will be decided against the following criteria:**

- How the infection is transmitted and the ease of such transmission
- The typical duration of the infection
- The potential harm that any infection could cause to others if transmitted.

**All staff sickness absence should be in compliance with the Sickness Notification Procedures as outlined in the LOT Employee Handbook.**

**Hygiene practices in the workplace:** LOT will develop the appropriate hygiene control procedures - as informed by relevant risk assessments - and through taking account of professional guidelines from statutory bodies **e.g.** **UK Health Security Agency (UKHSA)** and the **Department of Health & Social Care (DHSC)**.

**All LOT staff are reminded of their responsibility to minimise the risk of disease transmission in the workplace and are expected to employ good hygiene control measures. Accordingly, LOT will take all appropriate steps to ensure staff are aware of these procedures - through effective communication, staff induction and regular refresher staff training.**

**Minimising the risk of spreading infection:** All LOT staff are encouraged to adopt effective hand hygiene practices at all times, including but not limited to:

- Washing hands regularly with soap and warm water for at least 20 seconds - particularly after a toilet visit, sneezing or coughing
- Avoiding touching the face - in particular eyes, mouth and nose
- Using hand sanitisers at regular intervals throughout the day.



## Infectious Diseases in the Workplace Policy continued...

**Personal Protective Equipment (PPE):** Where staff have been issued with PPE - to minimise the risk of disease transmission in the workplace - they are required to use it appropriately and wash their hands immediately (as outlined above) after removing gloves and facemasks.

**Responding to an infectious disease outbreak:** In the event of an infectious disease outbreak in the workplace - which affects a significant number of staff **and/or** where a pandemic impacts significantly - LOT will establish a working group of the management team, as well as other designated individuals. This working group will be responsible for monitoring and coordinating LOT activities to control the outbreak and/or respond as operationally appropriate to the pandemic.

**All LOT staff will be kept informed of all necessary steps that will need to be taken in such events.**

**This Infectious Diseases in the Workplace Policy is supported by - and should be read in conjunction with - the following policies:**

- First Aid Policy
- Food Hygiene Policy
- Health & Safety Consultation Policy
- Health & Safety Induction Training Policy
- H&S of Persons at Special Risk Policy
- Personal Protective Equipment Policy
- Risk Assessments Policy
- Welfare Arrangements Policy.

**Reviewed & Updated: February 2024**

LOT will review this **Infectious Diseases in the Workplace Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 17. Lone Working Policy

**Lone Working Policy Statement:** LOT recognises that there may be an increased risk to the health and safety of LOT staff whilst they are working alone. For this reason, LOT have devised a **Lone Working Policy** which sets out the organisations approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy, should be addressed to the LOT person responsible for health & safety.

**Definition:** For the purposes of this policy, LOT defines a lone worker as an individual who spends some or all of their working hours working alone. This may occur for the following reasons:

- During normal working hours, the staff member works at an isolated location within the normal workplace
- The work undertaken by the staff member is delivered within the community
- The staff member works at a client's premises
- The work undertaken is delivered in other remote locations
- The staff member is working outside normal business hours, which LOT deems as being outside of the hours **between 8:00am to 6:00pm**.

**Legal position:** LOT has a duty to both assess and control any risks from lone working and this is governed by the **Health & Safety at Work Act 1974**. Similar duties are owed to other workers **e.g.** agency staff and contractors **etc.** LOT will meet its duty to lone workers by carrying out risk assessments in accordance with the **Management of Health & Safety at Work Regulations 1999**.

**Risk assessment:** LOT's risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong.

**Once all job roles involving lone working have been identified, the following six specific factors will be considered:**

- 1. Risk of violence:** All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- 2. Plant and equipment:** The plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- 3. Work at height:** If work at height is involved, both the work and the means of access will be assessed.
- 4. Chemicals:** Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- 5. The worker:** The medical fitness of each worker to continue working alone will also be assessed. Any concerns will be referred to their GP.
- 6. Access and egress:** Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.

**Where the work to be undertaken by a lone worker involves other unique risk factors these will always be taken into account and assessed appropriately.**

**Control measures:** In order to manage the risks identified, LOT have introduced the following control measures:

## Lone Working Policy continued...

- a) **Communication:** Checks of site-based workers will be made every four hours unless the risk assessment identifies more frequent checks being required. All off-site LOT staff will be expected to call in **at the end of each session or at the end of each working day** if the work is not session based.
- b) **First aid:** Those staff whose lone working activities occur off-site will be provided with a personal first-aid kit. It is the responsibility of each individual to ensure that it remains adequately stocked. Replacement contents can be obtained from the LOT person responsible for health & safety. For those working on LOT premises, first aid kits can be found at the locations identified on the staff notice board.
- c) **Emergency procedures:** In the event that a lone worker falls ill, or into difficulties, they are to use the mobile phone/panic alarm as provided.

**Unacceptable lone working:** LOT do not allow the following activities to be carried out by lone workers under any circumstances:

- When working in the office after 19:00 hours unless authorised by LOT's CEO and Building staff
- When working with under 18's in a 1:1 unsupervised capacity without any other LOT staff being present on site at the same time.

**Training:** Where necessary and appropriate, all LOT lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to staff employees and other workers where applicable e.g. agency staff and contractors etc.

**Line managers duties:** It is the responsibility of individual line managers to monitor the tasks being carried out by LOT staff. In particular, LOT line managers are responsible for ensuring that any tasks detailed under the section titled **Unacceptable Lone Working** are not carried out by one person alone. If the nature of the acceptable tasks being performed by a LOT lone worker changes in any way, the line manager must ensure that a new risk assessment is carried out. LOT line managers must also ensure that any lone worker follows good working practices and safe systems of work. **Line managers should ensure that:**

- Lone working is avoided as far as is reasonably practicable
- Arrangements are in place so that someone is aware of a lone worker's whereabouts at all times and a check is carried out at the end of the lone working period
- Emergency procedures are in place so that lone workers can obtain assistance if required
- Lone workers are provided with adequate information and training to understand the risks and the safe working procedures associated with working alone
- Any staff member working alone is capable of undertaking the work on their own
- The job can be done safely by one person.

**Lone worker duties:** All LOT lone workers are expected to co-operate fully with any instructions given to them by their line managers. LOT lone workers are also expected to follow the Company's safe systems of work and any associated procedures. Failure to do so will be treated as a disciplinary offence. Any LOT staff member undertaking lone working must take the following basic precautionary measures:

- **Ensure that another member of staff (preferably the line manager) is aware of the following:**
  - That lone working is being undertaken
  - The working location
  - The work being undertaken
  - The expected finish time of the work being undertaken

## **Lone Working Policy** continued...

- Ensure there is an appropriate means of communication with someone else in the event of an emergency **e.g.** a mobile phone or two-way radio
- Ensure there is access to first aid equipment
- Ensure that there is knowledge of the nearest emergency exit and the relevant and appropriate emergency evacuation procedures
- Ensure that intruders cannot access the premises (where this is appropriate to the lone working environment) by checking that windows and external doors are locked
- Ensuring the compliance with any - and all - arrangements or guidance provided by LOT and the line manager relating to lone working
- Ensure that all reasonable steps are taken to ensure personal safety.

**Staff who undertake lone working must inform their line manager without delay of any incidents or safety concerns relating to lone working.**

**Reviewed & Updated: February 2024**

**LOT will review this **Lone Working Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.**

## 18. Manual Handling Policy

**Manual Handling Policy Statement:** It is LOT's policy to avoid manual handling activities which carry a risk of injury - so far as is reasonably practicable. LOT will achieve this aim by redesigning the task and/or through the use of mechanisation **etc.** Where this aim cannot be achieved, LOT will assess the risk and implement such measures as are necessary to control it to a reasonable level.

**The legal position:** The **Manual Handling Operations Regulations 1992** apply to the physical handling of loads by staff and includes lifting, pushing and pulling. **The Regulations place a duty on LOT to undertake the following:**

- Avoid hazardous manual handling operations where possible
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury - so far as is reasonably practicable.

**The types of heavy lifting or pushing/pulling activity undertaken by LOT staff - which are covered by the areas of the above Regulations are as follows:**

- **When moving sports kit and equipment**
- **When receiving stationery and equipment orders.**

**The Regulations also require that staff must make full and proper use of any system of work provided by LOT in relation to this Manual Handling Policy.**

**Risk assessment:** Specific manual handling risk assessments are undertaken by the LOT person responsible for health & safety. These assessments involve an initial assessment to identify tasks which are outside the **HSE's** guidelines for safe lifting, and where this is the case a detailed assessment of the risk. The assessment identifies the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by LOT line managers and the findings of the assessments are shared with the staff involved in undertaking the work.

**Manual handling assessments are reviewed at least annually, or more frequently where there have been any changes in the matters to which they relate. Master copies of assessments are retained for at least six years.**

**Manual handling risk control measures:** As part of implementing the control measures that arise from manual handling risk assessments, LOT will:

- Provide the appropriate mechanical equipment **e.g.** trolleys **etc.** to reduce the amount of manual handling required
- Ensure that two persons are available where the risk assessment identifies that it is needed
- Train all relevant LOT staff in safe manual handling techniques and the correct use of the mechanical equipment provided; and which includes general instruction at induction, use of a specific coaching and training (and refresher training) when applicable, as well as more detailed training (and refresher training) for staff whose roles regularly include manual handling
- Provide suitable gloves and safety footwear where these are deemed appropriate.
- Ensure that any uniform or protective clothing provided by LOT is assessed for suitability - taking into account the need for freedom of movement when carrying out manual handling tasks
- Mark pieces of equipment, packages **etc.** with load information **e.g.** weight, centre of gravity **etc.** where this is possible
- Ensure that upper shelves (within LOT storage area) are used for light and less frequently used items - so far as is possible

## Manual Handling Policy continued...

- Not expect staff to carry out heavy lifting where they have not been trained to do so safely - and which LOT make clear during induction training that staff are not permitted to undertake these types of activity
- Ensure that line managers monitor and supervise work appropriately to ensure that safe systems of work are followed.

**Staff duties:** LOT staff are responsible for following any instructions given and for making use of any lifting equipment provided, or other control measures identified. In addition, staff must adhere to the following guidelines:

- The load to be lifted or moved must be inspected for sharp edges and wet patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Staff should never attempt to lift or move a load which is too heavy to manage comfortably
- Staff should always ask for assistance with lifting if there is any danger of strain
- When lifting an object off the ground, staff should assume a squatting position, keeping the back straight - and the load should be lifted by straightening the knees, not the back
- Staff should never attempt to obtain items from shelves which are beyond their reach, but should always use an appropriate ladder or stepping stool
- Staff should not use chairs, or any makeshift device, for climbing - and should never climb up the shelves themselves.

**New and expectant mothers and any other LOT staff who have a health condition which puts them at increased risk of injury, are not permitted to carry out manual handling activities.**

**LOT also place restrictions on the work of young workers (under the age of 18) for whom a specific risk assessment is undertaken.**

**Staff are instructed that they must inform their line manager if they have a health condition which increases their risk of injury.**

**Reviewed & Updated: February 2024**

**LOT will review this [Manual Handling Policy](#) at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.**

## 19. New & Expectant Mothers Policy

**New & Expectant Mothers Policy Statement:** It is the policy of LOT to ensure that the workplace is a safe environment for all new and expectant mothers, as well as nursing mothers. LOT will undertake a specific risk assessment for each staff member - as soon as they notify their line manager that they are pregnant.

**The risk assessment will ensure that LOT takes all steps necessary to ensure the protection of the staff member and their baby.**

**Legal position:** LOT are required to undertake a specific risk assessment for each individual pregnant employee under the **Management of Health & Safety at Work Regulations 1999 (as amended)**. Also, under the **Workplace (Health, Safety & Welfare) Regulations 1992**, LOT are required to provide facilities for staff who are pregnant, or who are nursing mothers.

**General risk assessments:** When LOT undertakes general risk assessments of its work activities, this also includes taking into account any risks to particular individuals - and this includes staff who are **woman of childbearing age, new mothers**, those that are **pregnant**, as well as **nursing mothers**.

As a result of these general risk assessments, LOT have identified some general activities that would involve particular risks to these staff groups **e.g.** heavy lifting and carrying, sitting or standing for long periods, exposure to toxic chemicals, work-related stress **etc.** Therefore, as a consequence of these general risk assessments, LOT have already implemented appropriate control measures to protect these identified staff.

**Further information related to the relevant control measures will be discussed with the staff member as soon as they notify LOT of their pregnancy.**

**Specific risk assessment:** LOT will always undertake a specific risk assessment - unique to the staff member and the role that they perform - when notified that they are **pregnant**, when they have **returned to work following birth**, or where they are a **nursing mother**. These specific risk assessments take into account the **Health & Safety Executive's (HSE)** guidance, as well as any particular concerns raised by the staff member.

The specific risk assessment will be undertaken by the person noted in the **Risk Assessments Policy** - as detailed within the **Health & Safety Handbook** - with specific input from the staff member it relates to. Relevant medical advice will also be obtained if there should be any particular medical issues or risks which are not obvious and easy to control. Where a pregnant woman uses a computer for a significant part of their work, LOT will also review the workstation assessment. LOT will always ensure that any recommendations arising from the specific risk assessment are implemented promptly.

**In the case of the specific risk assessment, these will be reviewed at least every three months whilst the staff member is pregnant and still working. A further review will be undertaken upon the staff members return to work after maternity leave. These specific risk assessments will also be reviewed more frequently if there have been any changes in the matters to which they relate, or there are any incidents which indicate that the assessment may no longer be valid.**

**Night workers:** Only where it is relevant to the work of LOT and the new or expectant mother, should the staff member have a medical certificate stating that night work could adversely affect their health, LOT will offer alternative day time work. In circumstances that such work is not available, then the staff member will be suspended from work on paid leave.

**Welfare facilities:** In accordance with legislation, LOT will ensure that appropriate rest facilities will be provided for nursing mothers.

**Records:** Records of specific risk assessments will be retained confidentially within the staff members personnel record, in accordance with LOT's **Staff Privacy Notice** and **GDPR Data Protection Policy**.

## **New & Expectant Mother's Policy** continued...

This New & Expectant Mothers Policy is supported by - and should be read in conjunction with - the following policies:

- H&S of Persons at Special Risk Policy
- Risk Assessments Policy
- Manual Handling Policy
- Welfare Arrangements Policy.

**Reviewed & Updated: February 2024**

LOT will review this **New & Expectant Mothers Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.



## 20. Outdoor Activities Policy

**Outdoor Activities Policy Statement:** LOT want to ensure that whenever staff, or other people that the organisation are responsible for, participate in an outdoor activity - it is fun and enjoyable, but that everyone involved is kept safe from harm or injury. To ensure these objectives are met, LOT will undertake the appropriate risk assessments and implement the necessary control measures.

**Legal position:** LOT accepts that it is responsible for ensuring that all outdoor activities do not place staff or participants at unnecessary and unacceptable risk of harm or injury. Where third parties are responsible for delivery of any element of the outdoor activities LOT must ensure the competence of the third parties to safely deliver the activity. LOT accepts that it can still be held liable if staff or participants were to suffer any injury, or ill-health, as a direct result of the outdoor activity.

**Risk assessments:** Outdoor activity risk assessments will be undertaken by an experienced LOT staff member who will be delivering the outdoor activity. Such risk assessment will take into account the following factors:

- The venues, facilities and equipment required for the activity
- Accessibility of the venue and facilities
- The ratio of LOT staff required for the event in relation to the age and specific needs/abilities of participants
- Changing facilities and the supervision required in terms of sex of staff and participants
- First aid requirements and resources
- Transport needs and parking facilities
- Security requirements for a safe activity
- Any required health and safety needs and the appropriate communication
- The relevant safeguarding needs of expected participants.

**Staff duties:** LOT staff delivering - or assisting in the delivery of - outdoor activities, must be familiar with the specific risk assessment carried out in relation to the outdoor activity and adhere to all control measures identified by the risk assessment.

**Should a LOT staff member be concerned about any element of the delivery of an outdoor activity they must bring this concern to the immediate attention of their line manager.**

**Reviewed & Updated: February 2024**

LOT will review this **Outdoor Activities Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 21. Personal Protective Equipment Policy

**Personal Protective Equipment Policy Statement:** As part of LOT's health and safety duties, the organisation will always look to control any identified risks - arising from the risk assessments undertaken - prior to resorting to the use of personal protective equipment. However, where alternative measures of control are disproportionately expensive, LOT will supply and maintain the appropriate and required personal protective equipment to staff - and other workers and visitors - that the organisation is responsible for.

**Definition of personal protective equipment:** Unless the context requires otherwise, LOT intends personal protective equipment to mean all equipment - including clothing affording protection against the weather - which is intended to be worn or held by a LOT staff member (or LOT worker) at work - and which protects that person against one or more risks to their health or safety, and any addition or accessory designed to meet that objective.

**The legal position:** The **Personal Protective Equipment at Work Regulations 1992** requires that LOT provides the appropriate protective clothing, or personal protective equipment such as hard hats, gloves and masks to staff whenever it is required by law or by LOT rules. LOT staff are required by law to wear (or use) this clothing (or equipment) whilst at work, whether working on the Company's premises or elsewhere on LOT business.

**Personal protective equipment will include - as relevant to the work undertaken by LOT - the following:**

- Head protection
- Eye and face protection
- Head and arm protection
- Protective clothing - including the legs
- High visibility clothing
- Foot protection
- Drowning protection
- Personal fall protection
- Hearing protection
- Respiratory protective equipment.

**LOT duties:** LOT will supply and maintain any personal protective equipment required for a worker to undertake their duties safely.

**Staff duties:** All Personal Protective Equipment provided to staff remains the property of LOT. Staff must therefore take care of the Personal Protective Equipment and return it in good condition on the termination of their employment.

**Reviewed & Updated: February 2024**

**LOT will review this Personal Protective Equipment Policy at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.**

## 22. Residential Activities Policy

**Residential Activities Policy Statement:** LOT will ensure that all residential activities are risk assessed and safe for staff - and any other person participating in the residential activities for which the organisation is responsible for. LOT will take all steps necessary to ensure that everyone is kept safe from harm or injury and will undertake the appropriate risk assessments and implement the necessary control measures.

**LOT will always require a staff member to visit the accommodation before it is booked, where it is practical to do so.**

This **Residential Activities Policy** will be underpinned by LOT's **Outdoor Activities Policy**, the **Transporting of Passengers Policy** and/or the **Venue Checks Policy** as appropriate to ensure that all elements of the approach to residential activities is covered.

**Legal position:** LOT is under a legal duty to ensure that all residential activities do not place staff or other participants the organisation is responsible for at risk of harm. LOT accepts that it can still be held liable if a person suffered injury, or ill-health, as a direct result of a residential activity.

**Risk assessments:** Residential activity risk assessments will be undertaken by an experienced LOT staff member who will be responsible for the residential delivery. Such risk assessment will take into account the following factors:

- Fire safety arrangements - including a valid fire certificate, fire instructions, fire exit routes and fire assembly points, as well as there being the appropriate number of smoke alarms & carbon monoxide monitors
- Emergency procedures - and any other relevant evacuation procedures
- First aid facilities, arrangements and first aid personnel
- Location, accommodation and grounds familiarity
- Any special needs or considerations related to participants **e.g.** children, adults at risk, disabilities, health and culture **etc.**
- Any safeguarding requirements related to those present at the residential location - for which LOT has responsibility
- Accessibility of the location and accommodation, as well as other accessible facilities
- Risk assessments undertaken by the residential facilities - relevant to any activities being undertaken and the intended use
- The competence of any third parties involved in activities being delivered
- Appropriate and sufficient public liability insurance is in place
- Catering facilities and the ability to provide a varied diet and meet the dietary requirements of those attending
- Where self-catering accommodation is being utilised, identifying who will be cooking
- Where children or adults at risk are involved in a residential activity that there is sufficient staff to meet the required ratios
- The location of bedrooms - and where these are across a number of floors and the trip involves children - that there is at least one adult staff bedroom on each floor
- Ensuite facilities are available - or alternatively sufficient bathroom facilities available for children and adults
- Where same sex children or adult at risk groups are on a residential activity there is always a same sex staff member with each group
- Valuables can be stored safely
- Sufficient night-time security is available
- Vehicle access, secure parking and safe routes.

**Additional risk assessment areas where residential activities take place abroad:** In addition to the above risk assessment areas, LOT will risk assess the following:

## Residential Activities Policy continued...

- The requirement for visas - and the time needed to obtain these
- The requirement for vaccinations and/or any other pre-trip medication **e.g.** anti-malaria **etc.**
- The requirement for the appropriate travel insurance
- The requirement for a **European Health Insurance Card**.

**Additional safety and security checks when staying in accommodation:** Where residential activities involve children or adults at risk then once arriving at accommodation LOT staff are required to undertake the following:

- Check that all windows and doors are safe
- Ensure that all children and adults at risk have a non-smoking room
- Check that no room has any damage - and where they do, report such damage
- Ensure that no room has access to alcohol
- Check that any movie access in the room is either appropriate or made not available
- Ensure that everyone is aware of the fire exits and emergency procedures
- Check that valuables are stored securely **e.g.** money, passports **etc.**

**Whenever a residential activity is being planned LOT will always establish and agree appropriate rules and the consequences of breaking them.**

**Staff duties:** LOT staff working on residential activities must be familiar with the specific risk assessments carried out in relation to the residential activity and adhere to all control measures identified by those risk assessments.

**Should a LOT staff member be concerned about anything while working on a residential activity they must bring this concern to the immediate attention of their line manager.**

**Reviewed & Updated: February 2024**

LOT will review this **Residential Activities Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 23. Risk Assessments Policy

**Risk Assessments Policy Statement:** It is LOT's policy to ensure that risk assessments are undertaken in accordance with legal requirements. LOT regards risk assessments as useful tools which help to prevent accidents and ill-health. For this reason, LOT's goal is for these documents to be frequently reviewed and prepared with the relevant input from staff who are involved in the work being assessed.

**Legal position:** LOT are required to complete risk assessments for the activities undertaken by the organisation, as well as for LOT business premises. These assessments are required by numerous pieces of legislation including the **Management of Health & Safety at Work Regulations 1999 (Section 3)** which set out the general risk assessment requirements.

**Risk assessment programme:** LOT are undertaking a programme of risk assessments to cover general, as well as specific risks, for which there are particular assessment requirements in law. The types of risk assessment which are relevant to LOT's activities include those listed throughout this **Health & Safety Handbook**. Due to the disproportionate level of risk associated with working at height (where this is applicable to LOT's activities) **Working at Height Risk Assessments** are singled out from the general risk assessments below - to ensure that the appropriate level of risk assessment, planning and supervision is undertaken prior to any activity at height.

The recommended actions arising from risk assessments (including risk assessments when work is being undertaken at height) are implemented by the line manager responsible for the particular activity or LOT premises area. Progress on the implementation of these improvements is monitored by the LOT person responsible for health & safety.

**Communication:** All significant findings of risk assessments are shared with staff by circulating the assessments to all employees and discussing the outcome of assessments at relevant staff meetings. We also use these forums to ensure that staff are informed of our progress against the planned programme of assessments.

**Review:** Risk assessments are reviewed **at least every two years**, and some are **reviewed annually** if specified by the assessor. They are also reviewed if there have been changes in the matters to which they relate or incidents which indicate the assessments might not be valid.

**Records:** Records of risk assessments are retained for **at least six years**. A master copy of each assessment is retained in the relevant department and annotated to indicate when actions have been completed.

**Competent assessors:** Risk assessments are undertaken by LOT staff who have undergone the relevant training and have the relevant experience to undertake the risk assessment to the required standards. Where appropriate and required, LOT staff receive support and input in completing their risk assessments from the LOT person responsible for health & safety and external consultants.

LOT's arrangements in relation to each type of risk assessment are detailed below:

Type of Risk Assessment	Assessor Details
General Risk Assessments (premises/tasks/machinery/height)	CEO
Working at Height Risk Assessment	CEO
Fire Safety Risk Assessments	CEO
First Aid Needs Assessments	Head of Development
Risk Assessments for Pregnant Workers	CEO
Risk Assessments for Young Workers	CEO
Risk Assessment for Disabled Workers & Disabled Access	CEO

## Risk Assessments Policy continued...

Type of Risk Assessment	Assessor Details
Risk Assessments for other Persons at Special Risk	CEO
Risk Assessments for Contractors	CEO
Slips, Trips & Falls Assessments	CEO
Display Screen Assessments	Head of Development
Outdoor Activity Assessment	Head of Development
Residential Activities Assessments	Head of Development
External Venues Assessments	Head of Engagement
Transporting of Passengers Assessments	Head of Engagement
Noise Assessments	CEO
Vibration Assessments	CEO

The above arrangements will be reviewed regularly, as well as being updated and amended as required.

Reviewed & Updated: February 2024

LOT will review this **Risk Assessments Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 24. Safety Rules Policy

**Safety Rules Policy Statement:** LOT acknowledges that as many as 90% of all injuries that occur are actually caused by **people** and not by **things**, and that people cause accidents because they don't pay attention, or because they don't wear the correct personal protective equipment, or fail to follow the laid down procedures in place to prevent accident and injuries. Therefore, LOT believe that if staff are encouraged to follow the correct safe behaviour when at work, then this will lead to a reduction of the likelihood of an accident occurring.

**Because safety is everyone's responsibility, LOT believes in the principle that if staff look out for each other and comment where health and safety is not being followed this will help prevent injuries and accidents. To this end, LOT has introduced a simple system involving two types of observation as follows:**

**Self-observation:** This works on the principle that all LOT staff (at all levels) will perform this every day. LOT requires nothing to be written down; and effective self-observation will have the following three steps:

1. Staff stop what they're doing and make a conscious decision to take safety seriously.
2. Staff consider seriously about the personal consequences if an accident occurred during the job in hand.
3. Staff consider how the job they are undertaking can be done more safely.

**LOT believes that the process of self-observation should take no more than two minutes a day.**

**Task Observation:** This involves staff taking a closer look at the work being undertaken. This technique includes a simple checklist which will be produced by LOT, in conjunction with input from LOT staff. Task observation is concerned with such areas as:

- PPE being worn
- Housekeeping standards are being met
- Correct relevant procedures are being followed
- Correct tools are being used **etc.**

Where a task observation identifies that something may be wrong, then a LOT line manager will approach the staff member concerned and question them on their behaviour.

**LOT believes that effective task observation should take approximately five minutes.**

**Making it work:** LOT will support staff to consistently perform self-observations and this will be achieved through induction of new staff and regular refresher training of existing staff. This process will apply equally to all LOT managers and supervisors.

LOT line managers will randomly conduct task observations with different staff members at different times. LOT will set the number of task observations based upon the risks posed by LOT's business practices. However, **the minimum goal** will always be to undertake **at least one task observation per week** for each main task area.

LOT is realistic in accepting that behavioural safety will not prevent all health and safety issues **e.g.** it can never be a replacement for a guard on machines, or for undertaking full risk assessments. However, LOT believes that it will support and enhance all activities undertaken in pursuance of effective health and safety arrangements, as well as support the monitoring of compliance.

## Safety Rules Policy continued...

LOT also believes that this approach to health and safety also makes staff more aware of their responsibility for acting in a safe manner at all times; as well as how their actions can affect them and other people by their acts or omissions. This approach will, in time, lead to better health and safety compliance levels and reduced accident levels.

### General LOT safety rules: All LOT staff should adhere to the following general safety rules:

- All staff should be aware of and adhere to the Company's rules and procedures on health and safety
- All staff must immediately report any unsafe working practices or conditions to their line manager and/or to the LOT person responsible for health & safety
- Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- Any person whose levels of alertness is reduced due to illness or fatigue will not be allowed to work where this might jeopardise the health and safety of any person
- Staff must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
- No staff should ever undertake a job which appears to be unsafe
- No staff should ever undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- All injuries must be reported to the staff member's line manager or to the LOT person responsible for health & safety
- All materials must be properly and safely used - and when not in use, properly and safely secured
- Work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- Staff should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order - and must immediately report any defects to their line manager or to the LOT person responsible for health & safety
- Suitable clothing and footwear must be worn at all times; and where provided and required, Personal Protective Equipment must be worn
- If a staff members job duties brings them into contact with machinery, or involves working with food, or involves working with children and/or adults at risk - then for health and safety and/or hygiene reasons hair must be kept short or tied back at all times (and covered if working with food) - and the wearing of any jewellery, other than a wedding ring is prohibited
- Workstations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately
- Staff should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

### LOT access safety rules: All LOT staff should adhere to the following access safety rules:

- Walkways and passageways must be kept clear and free from obstructions at all times
- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately
- Trailing cables should not be left in any passageway
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway
- Where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible; and where no alternative route is available, the area must be clearly marked with warning signs.

### LOT tools and equipment safety rules: All LOT staff should adhere to the following tools and equipment safety rules:



## Safety Rules Policy continued...

- LOT machinery, tools and equipment are only to be used by qualified and authorised staff
- It is the responsibility of all staff to ensure that any tools or equipment they use are in a good and safe condition
- Any tools or equipment which are defective must be reported to a line manager or to the LOT person responsible for health & safety
- All tools must be properly and safely stored when not in use
- No tool should be used without the manufacturer's recommended shields, guards or attachments
- Approved **Personal Protective Equipment** must be correctly used where required and appropriate
- Staff using machine and/or tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
- Staff are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

**Reviewed & Updated: February 2024**

LOT will review this **Safety Rules Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 25. Security Policy

**Security Policy Statement:** The organisation is responsible for taking all reasonable steps to ensure the personal safety of all LOT staff working on its premises. If trespassers can obtain access to LOT premises, there is not only a risk to the personal safety of those who may work out-of-hours, but also a risk of theft, property damage and arson. LOT will undertake the relevant risk assessment and take the necessary reasonable steps to reduce (or control) the associated risks.

**Controlling potential risks:** As LOT business premises are sparsely staffed (or shut down) out-of-hours, they can be a more attractive target for vandals and burglars. Furthermore, poor security increases the potential risk of LOT receiving a personal injury claim from any trespasser who may be injured whilst on the organisation's property. In addition, LOT acknowledges that poorly protected premises may present a risk to the safety of LOT staff and property at any time of the day or night.

**Legal position:** The **Management of Health and Safety Regulations 1999** places a specific duty on LOT to carry out risk assessments on the hazards that staff may be exposed to and determine what control measures need implementing to avoid or minimise the risks to the physical security of premises and assets - so far as is reasonably practicable.

**LOT duties:** LOT will seek to reduce security risks associated with its premises - and any other properties it is responsible for - by focussing on the following five key areas:

- 1. Perimeter security:** The primary aim is to prevent trespassers from gaining access to LOT premises in the first place. With this in mind, perimeter security will not only focus on the condition and effectiveness of perimeter walls, gates and fences - but also consider other features such as the provision of external lighting. The aim of external lighting provided by LOT will be to ensure that there is good coverage and there are no avoidable dark spots. **The checklist for perimeter security will include such areas as:**
  - a. Ensuring external areas under LOT control are well lit.
  - b. Preventing avoidable dark spots.
  - c. Maintaining the lighting in good condition **e.g.** replacing any defective lighting.
  - d. Where CCTV cameras are in operation (and under LOT control) ensuring they monitor the perimeter effectively.
  - e. Ensuring that the CCTV system is regularly checked and maintained.
  - f. Where no working CCTV system is in operation considering the siting of dummy cameras as a deterrent.
  - g. Ensuring that all walls, fences and gates are intact and fit for the purpose of keeping out trespassers.
  - h. Ensuring that gates have strong padlocks.
  - i. Ensuring any ladders are locked away.
  - j. Considering the use of anti-climb paint where it will aid perimeter security.
  
- 2. Roof areas:** The checklist will also ensure that it is not easy for a trespasser to gain access to LOT premises via the roof. This is important, not just in terms of security, but also as LOT may be exposed to liability as a consequence of the increased likelihood of injury from someone falling through a fragile roof or skylight. **LOT will ensure that unauthorised access to its roof areas is prevented by taking the following steps:**
  - a. Storing pallets away from easy access routes.
  - b. Removing all nearby ladders.
  - c. Securing or immobilising ladders that are available **e.g.** by padlock.
  - d. Removing any other easy means of accessing a LOT roof area.
  - e. Displaying fragile roof warning signs in prominent places where this is identified as being the case.
  - f. Instructing all LOT staff that only those authorised may gain access to the roof.

## Security Policy continued...

3. **External doors:** LOT will check the condition of external doors, as well as any extra provision necessary to keep trespassers out. **The checklist for door security will include such areas as:**
  - a. Ensuring that all external doors are constructed from a robust material - and where this is not the case, LOT will give consideration to any additional security measures for the door e.g. metal roller shutters.
  - b. Ensuring that doors containing glazing comply with the requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992**.
  - c. Ensuring that final exit doors are fitted with good quality BS standard locking devices - and where this is not the case, LOT will give consideration to any additional security measures for the door e.g. shutters, grilles, padlocks, key locking bolts at the top and bottom and or metal cross bars etc.
  
4. **External windows and openings:** LOT will check the condition of external windows and openings, as well as any extra provision necessary to keep trespassers out. **The checklist for external window and openings security will include such areas as:**
  - a. Ensuring that no external windowpanes are broken or badly cracked.
  - b. Ensuring that all windows are kept properly secured and have security locks fitted - and where this is not the case, taking steps to have all ground floor windows (and others subject to easy access) fitted with **BS standard** locks.
  - c. Identifying any LOT areas that have high value goods stored - and ensuring that these are then kept in an area where additional protection has been provided e.g. security grilles, metal shutters etc.
  - d. Periodically checking that any other openings are kept secure e.g. service hatches and skylights etc.
  
5. **Intruder alarms:** LOT will ensure that all fitted intruder alarms (that it is responsible for) have been installed to the relevant **European or British Standard**; and that they are maintained under a regular maintenance contract. Where intruder alarms are police monitored this monitoring will be periodically checked.

**In addition to the five security areas identified above LOT will periodically walk around LOT premises and review existing security and identify any other security measures that it would be appropriate to take.**

**Reviewed & Updated: February 2024**

**LOT will review this Security Policy at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.**

## 26. Slips, Trips & Falls Policy

**Slips, Trips & Falls Policy Statement:** LOT recognises that slips, trips and falls are common accidents and can cause serious injuries. It is therefore LOT's policy to do all that is reasonable to prevent such accidents.

**Legal position:** LOT recognises that the organisation has a duty of care under common law to take reasonable care to protect those who could be affected by its activities and the condition of our premises. The **Occupiers' Liability Act 1957** confirms this civil duty in more specific terms. In addition, LOT are subject to specific legal requirements under the **Workplace (Health, Safety and Welfare) Regulations 1992**, for the protection of our employees. The Regulations state that floors and surfaces of traffic routes within the workplace (including pedestrian routes) must be suitably constructed so that it is free from holes, slopes, unevenness or slipperiness which could cause a danger. It also requires that surfaces should also be adequately drained. So far as is reasonably practicable, LOT will ensure that all such surfaces are free from obstructions or substances which could cause a slip, trip or fall.

**Risk assessment:** LOT has reviewed all of the organisation's premises for slip, trip and fall hazards and taken action to resolve the issues identified. The results have been recorded within the relevant risk assessments. Where hard floors have been found to become slippery LOT will undertake additional assessments e.g. surface roughness checks as recommended by the **HSE**.

**LOT workplace precautions:** The following specific risk control measures have been taken by LOT to control the risk of slips, trips and falls:

- Suitable safety flooring in areas which may become wet
- Mats at entrances
- Suitable bags/storage for wet umbrellas
- Wet floor signs
- Regular cleaning to remove dust, grease and other slipping hazards
- Staff provided with materials for cleaning up spillages
- Floor drying techniques employed where floors are made wet during cleaning of occupied areas
- Provision of footwear and footwear rules
- Avoidance of trailing cables by providing sufficient sockets close to point of use
- Training of staff (including cleaning staff) to minimise slip, trip and fall hazards
- Maintaining surfaces in smooth condition
- Sufficient and suitable storage facilities provided for equipment and materials
- Management and checking of storage areas
- Handrails provided on slopes, stairs and at places where there is a drop
- Step edges highlighted with white/yellow paint where visibility could be a problem
- Regular removal of waste
- All parts of the workplace being well lit
- Emergency lighting in case of lighting failure
- Arrangements to deal with ice and snow
- Clearing external traffic routes of algae and the accumulation of leaves.

**Staff duties:** All LOT staff are expected to take responsibility for the condition of the work environment - which includes the clearing up any spillages they cause, or discover, and for preventing the obstruction of walkways. Staff are also instructed that they must avoid trailing cables across walkways and that work equipment/materials must be returned to their proper location after use. Where staff identify a slip, trip or fall hazard - which they are not able to deal - then they are required to inform the line manager responsible for the area.

**The LOT person responsible for health & safety undertakes monitoring of the workplace, which includes the condition of floors and traffic routes and lighting on a weekly basis.**

**Reviewed & Updated: February 2024**

LOT will review this **Slips, Trips & Falls Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 27. Smoke Free Policy

**Smoke Free Policy Statement:** It is the policy of LOT that all of its workplaces are smoke-free and that all staff have a right to work in a smoke-free environment. Smoking is therefore prohibited in all enclosed and substantially enclosed premises in LOT workplaces. Smoking for these purposes includes the use of cigarettes, cigars, pipes, electronic cigarettes (or e-cigarettes) and any other type of smoking. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. This smoke free policy applies to all staff, consultants, contractors, clients, customers, as well as members of the public and visitors on LOT premises.

**This smoke free policy also applies within LOT vehicles that are used by more than one person, even if the vehicle is used at different times, as well as to LOT or private vehicles used for travelling on LOT business where a person aged under 18 is present in the vehicle.**

**Legal position:** This policy has been developed by LOT to protect all staff, as well as anyone else on LOT premises from exposure to second-hand smoke and to assist compliance with the smoke-free legislation made under the **Health Act 2006** (as applicable to England), **Smoking, Health and Social Care (Scotland) Act 2005**, **Smoking (Northern Ireland) Order 2006** and the **Smoke-free Premises etc. (Wales) Regulations 2007**. LOT will ensure that appropriate **No Smoking** signs will be clearly displayed at the entrances to and within the premises; and all signage will comply with the legislative requirements of the country in which the LOT premises are located.

**Overall responsibility for this policy:** Overall responsibility for this smoke free policy and its implementation and review rests with the LOT person responsible for health & safety. However, all LOT staff are obliged to adhere to, and support the implementation of this policy. This smoke free policy will be drawn to the attention of all new staff members during their induction.

**LOT duties:** LOT will ensure that all vehicles (which it is responsible for and which are not cars) will display the following:

- A sign in the cab which displays the international **No Smoking** symbol
- Information that states that the vehicle is no smoking and that it is an offence to smoke, or knowingly to permit smoking, in the vehicle
- Information giving the details of the LOT individual with whom complaints can be raised.

**For LOT cars the international No Smoking symbol will be displayed.**

**Staff duties:** LOT staff must comply with all instructions relating to this smoke free policy and all other instructions relating to when and where smoking is and isn't permitted.

In addition, when working on behalf of LOT, all staff and contractors are prohibited from smoking within any client or customer premises, or within any place where **No Smoking** signs are displayed.

**Non-compliance:** Failure to comply with this policy will constitute a criminal offence and therefore any person who does not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

**If a LOT staff member breaches this policy, they will be liable to disciplinary action and potentially, summary dismissal.**

**If a LOT consultant, contractor, client, customer - or a member of the public, or other visitor on LOT premises - does not comply with this policy, they will be warned that they are committing an offence, requested to immediately refrain from smoking and, if they refuse, they will be asked to leave (or will be ejected from) LOT's premises.**

**Reviewed & Updated: February 2024**

LOT will review this **Smoke Free Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 28. Stress at Work Policy

**Stress at Work Policy Statement:** LOT are a responsible employer and are aware of our duty of care regarding the mental health and welfare of LOT staff. For this reason, LOT will take all reasonable steps to ensure that staff are not placed under excessive stress by their work.

**Legal position:** The **Health & Safety at Work Act 1974** requires LOT to take reasonable steps to look after a staff members' mental health and welfare. This means that LOT need to ensure that staff do not have excessive demands placed on them by their job. As stress can also be caused by bullying, harassment and violence, LOT are required by law to provide a working environment which is, as is reasonably practicable, free from these influences. However, LOT is legally entitled to assume that all staff can cope with the normal day-to-day pressures of their job. Where this is not the case, staff have a duty to inform LOT.

**Definition of stress:** The Health & Safety Executive has defined stress as follows:

**"The reaction people have to excessive pressures, or other types of demands placed on them. It arises when they worry that they cannot cope."**

In other words, stress occurs when the pressures on a person exceeds their ability to deal with them.

**Procedures:** Should any member of staff feel that they are suffering from an unacceptable level of work-related stress, the following procedures should be implemented:

1. In the first instance, the staff member should inform the LOT person responsible for health & safety who will treat the matter with sympathy and in confidence.
2. As a result of the above step (and if felt necessary) LOT will undertake a stress risk assessment - which will include a review of the staff member's actual duties against those described in their job description.
3. Where a risk assessment is undertaken the findings will be discussed with the staff member and where appropriate, changes will be made to the role in order to reduce the levels of stress being experienced.
4. If appropriate, the staff member will be referred to a doctor of the company's choice for a medical assessment and/or alternatively, counselling may be offered.

**Non-work problems:** Whilst LOT is not responsible for causes of stress outside the working environment, the organisation recognises that it can, none-the-less, impact negatively on a staff member's attendance and work performance. Therefore, LOT encourages staff to make their line manager aware of any problems which are causing them concern.

**Reviewed & Updated: February 2024**

LOT will review this **Stress at Work Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 29. Supervision Policy

**Supervision Policy Statement:** LOT have a duty of care to ensure that appropriate supervision is provided and is at the necessary level to protect the health and safety of the organisations workforce.

**Legal position:** The requirement for LOT to supervise its staff is laid down in the **Health & Safety at Work Act 1974**. The Regulations state that LOT must provide such information, instruction, training and supervision as is necessary to ensure - so far as is reasonably practicable - the health and safety at work of its staff. Accordingly, LOT will always assess the level of supervision required based on necessity and the needs of individual staff - based upon their level of skill and experience.

**LOT's duties:** When assessing the supervision requirements of staff, LOT will take account of the following factors:

- Age
- Skills
- Experience
- Qualifications
- Disabilities
- Other factors making a person more at risk
- The specific tasks being undertaken
- Risk assessments and the relevant control measures.

Having regard to the above factors, LOT will implement safe systems of work and in-house standards - and will provide the necessary information, instruction, training and supervision to ensure that staff can follow them. LOT's **Self-Observation & Task Observation** (outlined in the **Safety Rules Policy** in this Handbook) also forms part of the approach taken to effective supervision.

Where appropriate, LOT will adopt a buddy system and train line managers to always follow and implement the procedure.

**Line managers are trained and accountable for taking unannounced walks around the workplace to ensure that all LOT staff are following safe systems of work.**

**Staff duties:** LOT staff are required to follow all instructions related to working safely and implement safe systems of work. However, LOT also expects proven skilled, trained and competent staff to be able to follow safe systems of work without supervision. LOT will still undertake periodic checks by line managers (as detailed above) to ensure that rules are being followed.

**If staff are ever unsure of how to undertake a task safely, they must stop work immediately and seek guidance and advice from either their line manager or the LOT person responsible for health & safety.**

**Breaches of safe methods of work will be considered a disciplinary offence.**

**Reviewed & Updated: February 2024**

LOT will review this **Supervision Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 30. Transporting of Passengers Policy

**Transporting of Passengers Policy Statement:** Whenever LOT is responsible for transporting staff - or anyone else that it is responsible for **e.g.** children, adults at risk and members of the public - it will ensure that it will be carried out with regard to the organisations duty to keep people safe. This means that by the implementation of LOT's transport policy, safe procedures of transporting children, adults at risk and any other persons will be followed at all times.

**LOT duties:** To ensure that this policy is followed, LOT will implement the appropriate risk assessments (and any controls) and follow the **Driving Policy** contained within this **Health & Safety Handbook**. **Where LOT utilises its own vehicles - e.g. cars and minibuses etc. it will ensure that:**

- Vehicles are safe and roadworthy
- Vehicles have road tax and a valid MOT
- Vehicles are correctly insured for their intended purpose - and for carrying the number of passengers it is designed for.

**Where the transporting of passengers occurs by the use of a minibus - which is under the control of LOT - i.e. because it is owned, leased or rented by the organisation - LOT will only allow it to be driven by staff who are either:**

1. Automatically licensed to drive **groups A and E** - by virtue of having held their full licence prior to 1997.
2. Or who have **group D1** (restriction 1 or 101, not for hire or reward) indicated on their licence.

**Where option 2 is the only provision on the licence, LOT will ensure that the following conditions are met before LOT staff transport passengers in a minibus:**

- They hold a valid **MIDAS** certificate (**MIDAS** certificates are only valid for **four years**)
- They are aged 21 or over
- They have held a full licence (category B) **for 2 years**
- They are driving the minibus on a voluntary basis - which means not as a dedicated driver employed by LOT
- That the minibus is being used for social purposes, which means in practice that LOT will be operating under a **Small Bus Permit** (Minibus Permit)
- That the minibus in question has a maximum weight of no more than 3.5 tonnes - or 4.25 tonnes where a minibus has a passenger lift or ramp
- That no trailer is being towed.

**Staff duties:** Where staff are authorised and agree to use their own vehicles for LOT business related purposes (and which would include transporting children, adults at risk and other LOT staff) they must ensure that their policy of insurance specifically covers using the vehicle for business travel. LOT will require staff to produce a copy of their insurance certificate confirming business travel cover.

**General rules for LOT staff when transporting passengers: LOT staff responsible for the transporting of passengers must adhere to the following rules:**

- Possess a valid driving licence for the vehicle being used
- Adequate insurance cover must be in place for the driver and all passengers
- Seatbelts must always be worn
- Use of mobile phones (where handsfree or otherwise) are strictly prohibited while the vehicle's ignition is switched on
- Not to be under the influence of drugs (including prescription drugs) and alcohol
- To take regular breaks on long journeys
- Be fit to drive



## Transporting of Passengers Policy continued...

- Obey all traffic signs and speed limits
- Park their vehicle properly, ensuring there is no breach of any road traffic regulations.

**In addition to the above general rules, where LOT staff are transporting children and/or adults at risk they must also:**

- Possess valid DBS certificate
- Ensure consent from parents and carers is in place for the person to be transported
- Ensure that parents and carers have information relating to the person driving, the reasons for the journey and the length of the journey
- Ensure that no person is transported without another adult being present
- Ensure family contact details of those being transported is at hand
- Ensure that a working mobile phone is at hand in cases of emergency or a breakdown
- Ensure that all passengers wear seat belts or appropriate child restraints for their age.

**Roadworthiness and tax: When LOT staff are using their own vehicle for LOT business reasons, they must ensure that the vehicle is:**

- Road taxed where required and has a valid MOT certificate
- Maintained in good repair and in an efficient roadworthy condition
- Serviced at the recommended intervals - which means in line with the vehicle logbook and mileage record
- Checked regularly for correct tyre tread and pressure; and that lights, brakes, fuel, oil, water coolant, screen wash and battery are working and/or as required
- Conforms with current road traffic legislation
- Used within the provisions and conditions of the insurance policy, such that the policy is not rendered void or voidable.

**LOT staff vehicles must not be used for LOT business purposes if the staff member knows (or suspects) it may have a defect - or that it is in any other way not roadworthy. Upon request, staff must submit a copy of the vehicle's MOT certificate.**

**Reviewed & Updated: February 2024**

**LOT will review this Transport of Passengers Policy at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.**

## 31. Welfare Arrangements Policy

**Welfare Arrangements Policy Statement:** Ensuring a comfortable working environment for staff is a high priority for LOT. The organisation will do all that is reasonably practicable to ensure that the temperature is suitable, that there is adequate ventilation and space, as well as sufficient lighting throughout the business premises. In addition, LOT will provide all necessary facilities required for the correct welfare of staff.

**Legal position:** The **Workplace (Health, Safety and Welfare) Regulations 1992** cover the main requirements for comfort of the internal work environment. These Regulations state that internal temperatures should be reasonable and that there should be sufficient light, space and ventilation.

**Workplace temperature: The workplace is equipped with, as applicable, the following systems for heating and cooling:**

- Appropriate insulation of the building
- Heating through radiators
- Blinds to prevent excess effects of sunlight

Where staff are working outside LOT will implement the necessary arrangements and control methods (dictated by risk assessments) for appropriate weather protection **e.g.** suitable warm and weather-proof clothing in the winter and sun protection in the summer. If any risk assessments identify that LOT staff have to work in extremes of temperature then appropriate additional measures will be taken **e.g.** shelter, rest facilities, additional rest breaks, facilities for making hot or cold drinks **etc.**

**Work activity space:** LOT has ensured that staff have sufficient space to safely undertake their work activities.

**Ventilation: Ventilation of LOT's workplace is provided by the following methods:**

- Opening windows

**Lighting:** Appropriate lighting is provided throughout LOT workplaces to ensure that there is suitable lighting for the tasks being undertaken and which takes regard to the type of light fitting, the amount of light emitted and the need to avoid glare and excess shadow. In support of ensuring good natural light all LOT building windows are cleaned regularly. Emergency lighting is also provided to illuminate escape routes and high hazard areas in the event of a power failure.

**Maintenance:** All LOT equipment provided for heating, cooling, ventilation and lighting is subject to the appropriate cleaning and maintenance regime.

**Welfare facilities:** In addition to the above measures relating to temperature, space, ventilation, lighting and maintenance LOT will also ensure access and maintenance to suitable staff welfare facilities - which includes as appropriate the following:

▪ Hot and cold water & soap	▪ Towels, dryers and bins	▪ Rest facilities
▪ Toilets & toilet paper	▪ Sanitary products & disposal	▪ Eating areas
▪ Quiet areas	▪ Drinking Water & cups	▪ Showers
▪ Rooms for nursing mothers	▪ Rooms for religious worship	▪ Separate changing areas

All the above will be kept clean and/or well stocked as appropriate; and will be sufficient in number and suitable for purpose.

**Reviewed & Updated: February 2024**

LOT will review this **Welfare Arrangements Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 32. Work Permits for Contractors Policy

**Work Permits for Contractors Policy Statement:** Although it is not within the nature of the day to day work undertaken by LOT, if and when any particularly hazardous maintenance or construction work takes place, it is LOT's policy to control such work through a permit to work system. A permit to work system is a formal authorisation to operate a pre-approved safe system of work.

**Legal position:** Under the **Construction (Design and Management) Regulations 2007** LOT are obliged to ensure that any construction work is undertaken with suitable management arrangements and sufficient time and resources. The majority of maintenance tasks of any scale will be regarded as **construction work** for the purposes of the Regulations. Issuing a permit to work - together with the additional monitoring involved - is one way of ensuring that these duties are fulfilled. In the case of maintenance work (which is not regarded as construction work) then similar duties apply to LOT via the **Management of Health & Safety at Work Regulations 1999**.

**Work requiring a permit:** LOT's risks assessments have not identified any day to day work of its staff or contractors that would require a permit to work. As and when any such work is identified, or contemplated, the organisation will ensure that a permit to work will be issued. As such, LOT will not allow any work to be undertaken without a permit to work having been issued by an authorised permit issuer. **The types of work - that if being undertaken on LOT premises would require a permit to work - include:**

▪ Roof work	▪ Use of scaffolds	▪ Confined space work
▪ Digging	▪ Work in lift shafts or pits	▪ Certain electrical work

In addition, LOT will use a general work permit to control any other categories of more hazardous work which it is deemed would benefit from additional management control.

Permits are required to be issued regardless of whether the work is being carried out by competent LOT staff or contractors.

**Authorised permit issuers:** Where a permit to work is required (or deemed necessary as a control measure) then LOT will seek the support of a competent person.

Alternatively, where issuing permits to work become a regular occurrence within the organisation, LOT may identify staff with either the relevant skills and experience and/or provide additional training in the correct permit to work procedure. In addition, LOT will identify and provide any further training as may be required for the staff member to fully understand the hazards and precautions for the type of work which they will be authorising.

**Procedure:** The following procedure will apply to the issuing of permits to work:

- 1. When LOT identifies work as requiring a permit to work, the authorised permit issuer will complete the correct permit/permits with the following:**
  - a) Details of the work to be undertaken.
  - b) Any foreseeable hazards.
  - c) The precautions to be implemented.
  - d) Start and finish time of the permit.
- 2. Both parties will sign the permit confirming that particular work methods and precautions have been agreed. LOT requires a permit to work to be controlled by the individuals issuing and accepting it. Whoever issues it must have an understanding of the work and an overview of any other operations that may affect the job.**

## Work Permits for Contractors Policy continued...

3. The work begins.
4. The contractor is required to keep with them a copy of the permit to work to show to any LOT staff if requested.
5. LOT will appoint a manager to periodically monitor that the work is being carried out in accordance with the agreed method.
6. Where the work is being undertaken by a LOT staff member the LOT line manager will be responsible for supervising the work in line with the **Supervision Policy** in the **Health & Safety Handbook**.
7. **Contractors will be required to stop work and report back to the permit issuer if they come across any of the following:**
  - a) Obstacles which alter the agreed safe system of work.
  - b) Obstacles which introduce unforeseen hazards.
  - c) Requirement to access alternative areas.
  - d) Requirement extension of the agreed time frame.
8. At the end of the permitted time, the permit to work will be cancelled.

**Cancelling a permit to work involves the final sections being signed by both parties to indicate that the work is finished and the work area is safe.**

9. Where a time extension is required, then a new permit to work must be issued - and **steps 1 to 8** above will be followed again.

LOT's permit to work procedures require the authorised permit issuer to check that the necessary precautions are in place, as opposed to simply asking a contractor or LOT staff member to confirm that they are e.g. where particular safety equipment is required to be set up, then this must be reviewed once in position and before the work starts.

**Reviewed & Updated: February 2024**

LOT will review this **Work Permits for Contractors Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## 33. Venue Checks Policy

**Venue Checks Policy Statement:** Whenever LOT is organising any event or activity - that requires the use of a venue that does not fall under the responsibility of LOT - it will always undertake the appropriate risk assessment. The application of this policy is to ensure the suitability of the venue for LOT's intended purpose, as well as the safety of any person for which the organisation is responsible for - and who will be at the venue.

**Legal position:** Even where an event or activity taking place in a third party's venue is solely for entertainment and fun purposes **i.e.** not for the furtherance of LOT business activities - LOT are still legally responsible for ensuring that staff (and anyone else at the venue for which the organisation is responsible) are not put at unacceptable levels of risk. LOT accepts that it can still be held liable if staff were to suffer any injury, or ill-health, as a direct result of the event or activity.

**Risk assessments:** Venue risk assessments will be undertaken by an experienced LOT staff member who will be responsible for the event or activity in question. Such risk assessment will take into account the following factors:

- Fire safety arrangements - including a valid venue fire certificate, fire instructions, fire exit routes and fire assembly points, as well as there being the appropriate number of smoke alarms & carbon monoxide monitors
- Emergency procedures - and any other relevant evacuation procedures
- First aid facilities, arrangements and first aid personnel
- Venue and grounds familiarity
- Any special needs or considerations related to attendees **e.g.** children, adults at risk, persons with disabilities **etc.**
- Any safeguarding requirements related to those present at the venue - for which LOT has responsibility
- Accessibility of the venue and other accessible facilities
- Risk assessments undertaken by the venue relevant to any activities being undertaken or the intended use of the venue
- The competence of any third parties involved in the activity or event at the venue
- Appropriateness and suitability of the venue for its intended use
- Appropriate and sufficient public liability insurance is in place
- Vehicle access, parking and safe routes.

**Staff duties:** LOT staff supporting the activity or event taking place at an external venue must be familiar with the specific risk assessment carried out in relation to the venue and adhere to all control measures identified by the risk assessment.

The LOT staff member responsible for the event or activity will ensure that an accurate record is maintained of all persons that attend the venue - and which will be used in the event of emergency or fire evacuation.

Where the venue being utilised is for the purpose of providing overnight accommodation then the Outdoor Activities Policy and the Residential Activities Policy - within this Health & Safety Handbook - will also apply as appropriate.

Reviewed & Updated: February 2024

LOT will review this **Venue Checks Policy** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation

~ End of Part 2 of Health & Safety Handbook ~

**Part 3:  
Health & Safety  
Responsibilities  
for  
Job Descriptions**

## Part 3: Health & Safety Responsibilities for Job Descriptions

This **Part 3: Health & Safety Responsibilities for Job Descriptions** section of the **Health & Safety Handbook** provides useful information about the various health & safety responsibilities that are generally applicable to different job roles. LOT - and your line manager - will clarify your health and safety responsibilities with you during your induction and at regular intervals throughout your employment/engagement with the organisation.

No:	Part 3: Health & Safety Responsibilities for Job Descriptions	Page No:
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## Health & Safety Responsibilities: Trustees

The Board of Trustees are the accountable body (both jointly and separately) for the organisations Health & Safety arrangements and for ensuring that LOT's operations are conducted at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all LOT staff, as well as anyone else who may be affected by its operations.

In particular, the Board of Trustees must:

- Ensure that there is an effective LOT policy for health and safety and that all staff, contractors and any temporary workers are made aware of their individual responsibility.
- Understand and ensure - through the appointment of competent persons as appropriate - that LOT's responsibilities as an employer under the **Health and Safety at Work Act 1974** and any other relevant **Acts of Parliament** and **Statutory Instruments** are met.
- To appoint a member of the LOT **Management Team** to take responsibility for safety.
- To ensure that all Trustees, members of the Management Team and LOT staff understand and fulfil their responsibilities with regard to health and safety.
- Arrange for sufficient money, facilities and additional resources to meet the requirements of LOT health and safety policy and legislation.
- Make provision for adequate and appropriate training to be given to all LOT staff.
- Ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
- Set a personal example at all times by working safely, following all required LOT health and safety procedures and for using the correct personal protective clothing/equipment when required to do so.

**Reviewed & Updated: February 2024**

LOT will review this **Health & Safety Responsibilities: Trustees** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.



## Health & Safety Responsibilities: Management Team

The responsible member of the Management Team is the person appointed by the Board of Directors to take the day to day responsibility for LOT's Health & Safety (generally LOT's CEO) and will be required to report back to the Board on behalf of LOT on all matters relating to health and safety.

In particular, the responsible member of the Management Team with responsibility for Health & Safety, must:

- Understand and ensure that the implications and duties imposed by new **Acts of Parliament, Statutory Instruments, Health & Safety Executive (HSE), Guidance Notes and Codes of Practice** are brought to the attention of the Trustees.
- Bring LOT related health and safety matters to the attention of the Trustees at regular intervals.
- Ensure that good communications exist between LOT and all of its staff are maintained to facilitate effective health and safety.
- Liaise with the person appointed by LOT with the responsibility for health & safety over the full range of their health and safety duties and responsibilities - particularly in respect to inspections, audits, report recommendations, changes in legislation, as well as any advice obtained from other sources **e.g.** competent person, **HSE etc.**
- Ensure that there are adequate mechanisms in place **i.e.** regular team meetings, staff training, as well as other means of communications - for the distribution of relevant health, safety and welfare information obtained from the **HSE** - and any other safety organisations - that relate to new techniques of accident prevention, new legislation requirements and codes of practice **etc.**
- Ensure that there is an adequate induction, training and refresher training programmes established for health and safety - and that a safety culture is encouraged amongst all LOT staff.
- Set a personal example at all times by working safely, following all required LOT health and safety procedures and for using the correct personal protective clothing/equipment when required to do so.

**Reviewed & Updated: February 2024**

LOT will review this **Health & Safety Responsibilities: Management Team** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## Health & Safety Responsibilities: H&S Manager/H&S Officer

The primary role of the LOT person responsible for health & safety is to advise the Management Team and the Trustees on all safety, health and welfare matters to ensure that the organisation complies with its statutory obligations. The LOT person responsible for health & safety has the designated responsibility by the Trustees to ensure the Health & Safety Policies & Procedures is kept updated and that all LOT Trustees, the Management Team and staff adhere to the procedures and processes that it contain.

In particular, the LOT person responsible for health & safety, must:

- Understand the application of the **Health and Safety at Work Act 1974** and other legislation relevant to the business of LOT.
- Keep up to date with changes in current legislation and to bring to the attention of the member of the Management Team with responsibility for Health & Safety any relevant new legislation.
- Attend appropriate internal and external courses and/or training events to enable accurate interpretation of legislation and enable effective implementation within LOT.
- Ensure that any assessments that are required by legislation are conducted and reviewed at the correct intervals - and then to ensure these are maintained in accordance with the relevant review dates.
- Recommend control measures and advise on the correct standard of **Personal Protective Equipment (PPE)** that may need to be issued to staff.
- Conduct the required health and safety inspections and prepare reports of all of LOT's areas of operations.
- Immediately contact the member of the Management Team with responsibility for Health & Safety if any situations are found, that in the opinion of the **Health & Safety Manager/Health & Safety Officer**, require immediate rectification or the stopping of any LOT operation.
- Notify the member of the Management Team with responsibility for Health & Safety if the corrective action agreed - after any workplace inspection - is not implemented by the arranged date.
- Carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant LOT forms.
- Advise LOT's Company Secretary of all incidents reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**.
- Arrange any Health surveillance as instructed where this may be required as a consequence of the work operations of LOT.
- Highlight any areas of LOT's operations where training/certification is required to meet the standards imposed by **Legislation, Approved Codes of Practice, or HSE guidance**.
- Bring new techniques for improving health, safety and welfare to the attention of the member of the Management Team with responsibility for Health & Safety.
- Set a personal example at all times by working safely, following all required LOT health and safety procedures and for using the correct personal protective clothing/equipment when required to do so.

**Reviewed & Updated: February 2024**

LOT will review this **Health & Safety Responsibilities: Health & Safety Manager/Health & Safety Officer** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## Health & Safety Responsibilities: Line Managers

Each LOT Line Manager is responsible for their own personal safety and that of all LOT staff under their authority - including others who may be affected by LOT activities.

In particular, Line Managers, must:

- Understand and implement the LOT safety policy.
- Recognise the responsibilities of LOT staff under their authority and ensure that each staff member knows their responsibilities, as well as ensuring that they are equipped to play their part in safe working and good health and safety practices.
- Conduct **Activity Risk Assessments** that fall within their areas of responsibilities - ensuring that the methods and systems of work that are being used by them and their staff are safe.
- Ensure that the necessary procedures, rules and regulations - designed to achieve safe working - are clearly formulated, published and applied.
- Provide written instructions of the required work methods - which clearly outline any identified potential hazards and precautions - and then ensure that they are complied with.
- Ensure accident and near-miss reporting procedures are understood and complied with - and assist with accident investigations where appropriate.
- Ensure all staff (and any sub-contractors where appropriate) are suitably trained/competent to carry out the required tasks they are responsible for, and - where necessary - that any required licenses/certificates of competence are in force and appropriate.
- Ensure that the **Statutory Notices**, the **Safety Policy**, **Insurance Certificate** and the names of **Appointed First Aiders/Fire Marshalls** are displayed and maintained in prominent locations. Where any of these are missing this should be brought to the immediate attention of the LOT person responsible for health & safety.
- Ensure that all new LOT staff are provided with a copy of the **Health & Safety Handbook**, that they receive the required **Health & Safety Induction Training**, as well as issuing them with any required personal protective clothing and equipment for the job they are required to undertake.
- Reprimand any staff member who fails to discharge their health and safety responsibilities to the required standards; and - where the incident is either repeated, or of a more serious nature - take the required steps to instigate formal disciplinary action under LOT's **Disciplinary Procedure**.
- Set a personal example at all times by working safely, following all required LOT health and safety procedures and for using the correct personal protective clothing/equipment when required to do so.

**Reviewed & Updated: February 2024**

LOT will review this **Health & Safety Responsibilities: Line Managers** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## Health & Safety Responsibilities: Staff

**Under the Health & Safety at Work Act 1974 all staff members have a legal duty to take care for their own health and safety, as well as the health and safety of others who may be affected by their acts or omissions. Additionally, staff must also co-operate with LOT to enable the organisation to discharge its own responsibilities successfully.**

**In particular, staff members must:**

- Carry out their assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.
- Speak to their line manager - without delay - if they become aware of any unsafe practice or condition, or if they are in any doubt about the safety of any situation they may face.
- Obtain and use the correct tools/equipment for the work they are required to undertake - and are not to use any tools or equipment that are unsafe or damaged.
- Store all tools, equipment and personal protective clothing in the LOT approved place after use.
- Ensure, where appropriate, that all guards are securely fixed and that all safety equipment and personal protective clothing provided is used.
- Not operate any plant or equipment unless trained and authorised to do so.
- Report any accident, near-miss, dangerous occurrence or dangerous condition to their line manager without delay.
- Switch off and secure unattended plant or equipment.
- Avoid improvising arrangements to complete their work that are not authorised.
- Suggest to their line manager safe ways of eliminating hazards that might be encountered.
- Not to participate in horseplay, or otherwise place fellow LOT staff in danger by their actions or omissions.

**Reviewed & Updated: February 2024**

**LOT will review this Health & Safety Responsibilities: Staff at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.**

## Health & Safety Responsibilities: Contractors/Sub-Contractors

Any contractors/sub-contractors must comply with the aims of LOT's Health & Safety Policy as a condition of them being permitted to undertake work for (or on behalf of) LOT. All contractors/sub-contractors will also be required to provide a copy of their own Safety Policy and any relevant Safety Plan for the Work to LOT before they will be permitted to start work.

In particular, contractors/sub-contractors (including their own employees/personnel where relevant), must:

- Submit **Assessments, Test Certificates** and **Method Statements** to comply with any Statutory requirements.
- Respond to - and promptly comply with - any instruction issued by LOT management and staff where it effects health and safety.
- Present to the LOT person responsible for health & safety any required **Operators Certificates of Competence** and **Test Certificates** (for the various types of plant and equipment to be used) before any work commences.
- Be responsible for providing their staff with all necessary personal protective clothing and equipment.
- Maintain all portable tooling and other plant and equipment in good working order - and in the case of lighting appliances and electrical equipment - produce evidence as to the correct testing and certification.
- Ensure that any hired ride on plant will only be operated by persons appointed as being competent and - where applicable - certificated to the required standards for the plant in question.
- Ensure that any materials or substances brought onto LOT premises has been correctly labelled and is stored in approved containers or packages. Such materials or substances must be brought to the attention of the LOT person responsible for health & safety - together with the appropriate **C.O.S.H.H. assessment** completed that evidences that the material or substance poses no risk to the health or safety of those affected by its use - and that the correct storage and fire precautions are adequately catered for.
- Ensure that all personnel placed on site by the contractor/sub-contractor are fully trained and competent in the work to be undertaken. LOT will require evidence of this training during any tendering stage - as well as during safety inspections/audits that take place during the delivery of the work.
- Ensure that their workplaces are maintained in a safe condition and that their storage areas are kept clean, tidy and free from hazards.

**Reviewed & Updated: February 2024**

LOT will review this **Health & Safety Responsibilities: Contractors/Sub-Contractors** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.

## Health & Safety Responsibilities: Job Description Template

<b>Name of Job Holder:</b>	▪	
<b>Job Title:</b>	▪	
<b>Responsible to:</b>	▪	
<b>Responsible for:</b>	▪	
<b>Job Purpose:</b>		
<b>Key Relationships:</b>	<b>Internal</b>	<b>External</b>

Key Result Area	Measurement Method

~ End of Part 3 of Health & Safety Handbook ~

# **Part 4: Health & Safety Appendices**

## Part 4: Appendices Contents

This final **Part 4: Appendices** section of the **Health & Safety Handbook** brings together the core **Health & Safety Resources & Templates** that are used by LOT to support compliance with its health and safety responsibilities. Should you need any of the templates provided within this section, please speak to the LOT person responsible for health & safety.

App.	Part 4: Health & Safety Resources & Templates
1	Accident Investigation Report Form
2	Accident Report Form
3	Display Screen Equipment Workstation Self-Assessment Form
4	Display Screen Equipment Eye Test Authorisation Form
5	Employees Working from Home Questionnaire
6	Employers Working from Home Checklist
7	Fire Risk Assessment Form
8	Health and Safety Audit Form
9	Laptop Health and Safety Policy Form
10	Medical Consent Form
11	Pregnancy Risk Assessment Checklist
12	Risk Assessment Template
13	Appointed Person for First Aid Role Responsibilities
14	EXAMPLE Homeworking Risk Assessment
15	EXAMPLE Lone Working Risk Assessment
16	EXAMPLE Pregnant Worker Risk Assessment
17	EXAMPLE Visitor Risk Assessment



**Guidance Notes for Completing this Accident Investigation Report**

**Describe what actually happened:** Having made your enquiries, complete the form as factually as possible. Avoid making assumptions, or reporting hearsay and giving opinions within your description of the accident. Bear in mind that the completed form may be used in evidence in any court proceedings arising from the accident. Avoid making unjustified comments or jumping to conclusions. Attach sketches or photographs if relevant - and use additional paper and append to this report.

**Retain evidence:** If tools, equipment, or protective clothing are a contributory factor, then impound them and retain for evidence. Take plenty of photographs and ensure that a copy is stored securely. For serious accidents you should avoid disturbing the scene of the accident - cordon it off until you know that the authorities - e.g. the Health & Safety Executive, Environmental Health or the Police do not need to review it. Destroying evidence relating to a serious incident could be a criminal offence.

**Analysis:** Here, you need to concentrate on the causes of the accident - rather than the causes of any injuries. Take - as an example - a person carrying products who falls and cuts themselves on the broken items. Coming into contact with the broken products causes the injury NOT the accident. The immediate cause of the accident may have been tripping over an obstruction, slipping on a wet floor, wearing unsuitable footwear etc. or even a combination of factors. The root cause may be due to the floor being made wet due to a leak which needs fixing, or a lack of training in the correct use of equipment etc.

**Note:** It is worth remembering that people (including witnesses) who have been involved in an accident where injuries have occurred may well be suffering from shock or stress. Sometimes this leads to feelings of guilt, depression or distress. Always be aware of this when attempting to establish facts as to exactly what happened.

**Details of Injured Person**

▪ Full name:			
▪ What is the sex of the injured person? <i>Please tick ✓ one box only</i>	Male	<input type="checkbox"/>	
	Female	<input type="checkbox"/>	
▪ Contact numbers:	Mobile		
	Landline		
▪ Home address:			
▪ Please tick one of the following that relates to the injured persons relation to the organisation: <i>If other, please provide details in the box provided</i>	Employee	<input type="checkbox"/>	
	Sub-Contractor	<input type="checkbox"/>	
	Visitor	<input type="checkbox"/>	
	Other		
▪ If the injured person is an Employee or Sub-Contractor, please complete the following:	Their job title		
	Managers name		
	Managers tel. no.		

**Details of Injured Person's Next of Kin**

<b>▪ Next of kin's name:</b>		
<b>▪ Contact numbers:</b>	<b>Mobile</b>	
	<b>Landline</b>	
<b>▪ Next of kin's home address:</b>		

**Details of any Witnesses**

Name	Job Title (if an Employee)	Contact Details

**Accident Details**

<b>Date of accident:</b>		<b>Time of accident:</b>	
<b>Location of accident:</b>			
<b>What was happening immediately before the accident?</b>			
<b>Describe the accident sequence and attached photos as necessary:</b>			
<b>What was the nature of the injury?</b>			

**Accident Details continued...**

Please tick ✓ one answer for each of the following questions:

<b>Was this injury:</b>	New		Existing		Unknown	
<b>Is there CCTV footage of the incident?</b>	Yes		No		Unknown	
<b>Are there any photographs of the scene? <i>If yes, attached copies and state where originals are being held</i></b>	Yes		No		Unknown	

**Additional Factors**

**Describe any personal protective equipment/clothing being worn by the injured person - i.e. type, fit and condition:**

**Describe any work equipment being used/involved:**

**Describe the level of experience of the injured person and any others involved in the accident - e.g. years in the job:**

**Describe relevant training received by the injured person or others involved in the accident:**

**Time of day:**

**Additional Factors continued...**

**Weather conditions:**

**Hours worked prior to accident:**

**Lighting conditions:**

**Please detail any other possible factors:**

**Analysis**

**What were the possible causes - consider immediate and root causes:**

**What immediate action has been taken to prevent a recurrence of the incident:**

**What further action has been taken to prevent this accident from happening to others:**

**Investigating Manager's Details**

<b>Full Name:</b>		<b>Date:</b>	
<b>Job Title:</b>			

**Action Approval**

Detail action to be taken	Who by	Timescales

<b>Approved by:</b>		<b>Date:</b>	
<b>Job Title:</b>			

**This form is to be retained confidentially with the Accident Report Form, copies of any photographs, witness statements and any other Statutory Accident Report Form i.e. RIDDOR**

**Accident/Incident/Near Miss Report Form**

**If more than one person has been involved, please use a separate form for each person**

▪ Injured person's full name:			
▪ Date of event:			
▪ Time of event:			
▪ Please tick ✓ one of the following which describes the status of the above-named person:	Employee		
	Sub-Contractor		
	Visitor		
	Other		
▪ Please tick ✓ one of the following which this form relates to:	Accident		
	Incident		
	Near Miss		

**Details of Accident/Incident/Near Miss**

Please provide details of what happened prior to the event, the details of the event being recorded and what was done immediately and by whom:

**If a drawing is helpful to this record, please use the back of this form to make the drawing.**

Please provide details of any injuries, as well as any first aid or medical treatment that was given:

**Details of Person Completing this Accident Report Form**

Signed by:		Date:	
Job Title:			

**This Section is to be Completed by Management Only**

<b>What action is to be taken to prevent the accident/incident/near miss from happening again:</b>		
<b>Is a Risk Assessment (or support plan) review required as a result of this record?</b>	<b>Yes</b>	
	<b>No</b>	

**Action to be Carried Out By**

<b>Name:</b>		<b>Date:</b>	
<b>Job Title:</b>			

**Reviewed by Health & Safety Manager**

<b>Name:</b>		<b>Date:</b>	
<b>Job Title:</b>			

**RIDDOR Report Confirmed by Health & Safety Manager (Only where relevant)**

<b>Name:</b>		<b>Date:</b>	
<b>Job Title:</b>			

**Display Screen Equipment Workstation Self-Assessment: To be Completed by Employee**

▪ Name of Employer:	
▪ Full Name of Employee:	
▪ Job Title of Employee:	
▪ Address of Employee:	

Please read each question fully and answer by ticking ✓ either the "Yes", "No" or "N/A" box. If you wish to add any additional comments in support of your answers, then use the **Further Information** box at the end of each section to record the information.

**Completed Assessments should be sent to the Person Responsible for Health & Safety.**

**Software**

1. Have you received adequate training in how to use the software?	Yes	No	N/A
2. Do you find that the software is suitable for the tasks you perform?	Yes	No	N/A

**Further Information relating to Software**

**Posture**

3. Can you sit comfortably and easily change your posture?	Yes	No	N/A
4. Can you adjust your equipment - e.g. your chair, monitor and desk, so that you can achieve a comfortable viewing position?	Yes	No	N/A



5. Do all of the functions of the chair work - e.g. seat height, back tilt and height, swivel?	Yes	No	N/A
6. Have you adjusted your chair to support the small of your back?	Yes	No	N/A
7. Can your chair be positioned close enough to your desk - i.e. the arms don't prevent this?	Yes	No	N/A
8. Is the chair stable - e.g. on a five-star base?	Yes	No	N/A
9. Are your feet either flat on the floor, or on a footrest, so that there is not too much pressure from the seat on the backs of the legs?	Yes	No	N/A
10. When keying, are the forearms approximately level with the keyboard, and the elbow approximately at a right angle?	Yes	No	N/A
11. If necessary, is there a document holder available?	Yes	No	N/A
<b>Further Information relating to Posture</b>			
<b>Workstation/Work Surface</b>			
12. Is your workstation arranged so that you can work comfortably?	Yes	No	N/A
13. Is there space in front of the keyboard to support your hands and forearms?	Yes	No	N/A

14. Do you find your desk large enough for all the necessary equipment and paperwork?	Yes	No	N/A
15. Is your workstation, including the area beneath, free from obstructions and hazards?	Yes	No	N/A
<b>Further Information relating to Workstation/Work Surface</b>			
<b>Display Screen</b>			
16. Is the information displayed on the screen clear and easy to read?	Yes	No	N/A
17. Is the text size comfortable to read?	Yes	No	N/A
18. Is the screen clean?	Yes	No	N/A
19. Can the contrast and brightness be adjusted?	Yes	No	N/A
20. Does the screen swivel and tilt?	Yes	No	N/A
21. Is the image on the screen stable and flicker free?	Yes	No	N/A

22. Is the screen at the correct height - i.e. is the top of the screen at eye level?	Yes	No	N/A
<b>Further Information relating to Display Screen</b>			
<b>Keyboard</b>			
23. Is the keyboard fully functional and the characters clearly readable?	Yes	No	N/A
24. Is the keyboard separate from the screen?	Yes	No	N/A
25. Can the tilt of the keyboard be adjusted to suit your needs?	Yes	No	N/A
26. Do you feel have good keying technique - i.e. not hitting the keys too hard, not resting the wrists whilst typing?	Yes	No	N/A
<b>Further Information relating to Keyboard</b>			
<b>Mouse, Tracker-Ball or other Pointing Device (the Pointer)</b>			
27. Is the mouse or other pointer fully functional?	Yes	No	N/A

28. Is the mouse or other pointer positioned close to you?	Yes	No	N/A
29. Do you have a relaxed arm, straight wrist and do you avoid overreaching when using the pointer?	Yes	No	N/A
30. Is your forearm and wrist supported whilst using it - e.g. by the desk?	Yes	No	N/A
31. Does the device work smoothly at a pace which suits you?	Yes	No	N/A
32. Do you know how to adjust the software settings for speed and accuracy of the pointer?	Yes	No	N/A
33. If you are left-handed, has the mouse been adjusted to "right-click" for most functions?	Yes	No	N/A
<b>Further Information relating to the Pointer</b>			
<b>Environment</b>			
34. Is the lighting suitable - e.g. not too bright or too dim?	Yes	No	N/A
35. Is the screen free from glare and reflections?	Yes	No	N/A
36. Is the desk surface free from irritating sources of reflection or glare?	Yes	No	N/A

37. If necessary, are there adjustable window coverings provided?	Yes	No	N/A
38. Does the temperature and humidity seem comfortable?	Yes	No	N/A
39. Are levels of noise comfortable?	Yes	No	N/A
<b>Further Information relating to Environment</b>			
<b>Eyesight &amp; Health</b>			
40. Are you aware that you are entitled to a free eye test if you use display screen equipment as a regular and habitual part of your work? (Ask your manager for details.)	Yes	No	N/A
41. Has this questionnaire covered everything to do with the use of your workstation? If no, please detail any other problems - e.g. discomfort, ill-health, in the section below.	Yes	No	N/A
42. Have you read the HSE's <a href="#">Working with Display Screen Equipment (DSE)</a> information leaflet?  <a href="#">Click Here to Read Working with DSE</a>	Yes	No	N/A
<b>Further Information relating to Eyesight &amp; Health</b>			

Please sign and date where indicated below and return the completed Display Screen Equipment Workstation Self-Assessment to the Person Responsible for Health & Safety.

Signed by Employee:

Date:

**For Office Use Only**

Name of Manager:

**List of Actions to be Taken in relation to this Self-Assessment**

**Sign and Date only once all actions are completed**

Signed by Manager:

Date:

**Please Note:** If the user is experiencing health problems which appear to be associated with use of the workstation - then consider referring them to a trained DSE assessor or Occupational Health Specialist.

Display Screen Equipment Eye Test Authorisation Form: <b>To be Completed by Employee</b>	
▪ Name of Employer:	
▪ Full Name of Employee:	
▪ Job Title of Employee:	
▪ Address of Employee:	
<p>This form must now be authorised by the Person Responsible for Health &amp; Safety <u>prior to</u> arranging an eye test.</p>	

<b>For Employer Use Only</b>		
<p>As a qualifying Display Screen Equipment (DSE) user, you are entitled to undergo an eyesight test with an optician. The purpose of this is to determine whether or not you require spectacles <u>solely</u> for use with DSE equipment.</p>		
1. You are free to attend an optician of your choice.	Yes	No
2. You are required to attend the following Company appointed optician.	Name, Address & Telephone No.	
<p>Where possible, you are expected to arrange an appointment for the beginning or the end of the working day. You must retain the receipt for the eye test and attach it to this form - once the 2<sup>nd</sup> page has been completed by the optician - and then pass to the below named person. Please note that we cannot refund the cost of your eye test <u>unless</u> we receive this documentation fully completed.</p>		
Name of Authorising Manager:		
Signed by Manager:		Date:

For Optician's Use Only			
3. Are glasses to be supplied <u>exclusively</u> for DSE use?	Yes	No	
4. When should the eye-test be repeated for DSE use?	3 Years	2 Years	1 Year
I confirm that the employee named on Page 1 has received a full eye and eyesight test in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992.			
Name of Opticians:			
Signed by Opticians:		Date:	



Working from Home Questionnaire: <b>To be Completed by Employee</b>				
<b>▪ Name of Employer:</b>				
<b>▪ Full Name of Employee:</b>				
<b>▪ Job Title of Employee:</b>				
<b>▪ Address of Employee:</b>				
Personal Situation, Vulnerabilities & Dependencies				
1. Are you pregnant, or do you have a weakened immune system or a long-term medical condition: e.g. diabetes, cancer, chronic lung disease or respiratory conditions such as asthma? Please tick one box only ---->	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
2. Do you live with anyone who is pregnant, has a weakened immune system or a long term medical condition e.g. diabetes, cancer, chronic lung disease or respiratory conditions such as asthma? Please tick one box only ----->	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
3. Do you have any regular caring responsibilities for children under the age of five, sick or elderly relatives? Please tick one box only ----->	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
4. If schools/nurseries were to shut, would your ability to work be significantly affected?	Please tick one box only			<input checked="" type="checkbox"/>
		Yes, because I would need to look after my child/children full-time ----->		
		To some extent because I could share childcare responsibilities with others ----->		
		No, provided I was based at home ----->		
		No, there would be no impact/N/A ----->		
Working from Home				
5. Do you need to use public transport to get to work? Please tick one box only ----->	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>

6. Do you currently work from home?	Please tick one box only	✓
	Yes, regularly ----->	
	Yes, occasionally ----->	
	No, never ----->	
7. What proportion of your job could be done working from home?	Please tick one box only	✓
	All of it ----->	
	Most of it ----->	
	Some of it ----->	
	Little of it ----->	
	None of it ----->	
8. Do you have the necessary physical equipment e.g. computer, phone, desk, papers etc. to be able to work from home?	Please tick one box only	✓
	Yes ----->	
	Some ----->	
	No ----->	
<p>If you answer 'Some' or 'No', please specify what equipment you believe you need, but do not currently have here -----&gt;</p>		
9. Do you have the necessary applications or software to work from home if needed?	Please tick one box only	✓
	Yes ----->	
	Some ----->	
	No ----->	
<p>If you answer 'Some' or 'No', please specify what applications or software you believe you need, but do not currently have here -----&gt;</p>		

<p>10. If you were to work from home, do you require remote access to the company network, information management system, or work-specific platform?</p> <p>If you answer 'Yes', please specify what access you believe you will need here -----&gt;</p>	Please tick one box only		<input checked="" type="checkbox"/>
	Yes ----->		<input type="checkbox"/>
	No ----->		<input type="checkbox"/>
	Unsure ----->		<input type="checkbox"/>
<p>11. Do you have access to a reliable and secure internet connection? Please tick one box only -----&gt;</p>			
Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
<p>12. Are the computer and devices you would use for homeworking your own equipment?</p> <p>If answer is 'Yes, all my own equipment' or 'Some', please specify which of your own equipment you are intending to use here -----&gt;</p>	Please tick one box only		<input checked="" type="checkbox"/>
	Yes, all my own equipment ---->		<input type="checkbox"/>
	Some ----->		<input type="checkbox"/>
	No ----->		<input type="checkbox"/>
<p>13. Are you able to use call forwarding to take calls at home or on your mobile? Please tick one box only ----&gt;</p>			
Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
<p>14. What additional equipment would you need to work from home for a sustained period of time?</p> <p>Consider also any restrictions around equipment or space that needs to be shared in your home here -----&gt;</p>			

<p>15. Do you have the means to easily communicate with your manager or colleagues, to share progress and stay up to date with work projects?</p> <p>If answer is 'Yes' please specify the communication methods that you intend to use here -----&gt;</p>	<p>Please tick one box only</p>	<input checked="" type="checkbox"/>
	<p>Yes -----&gt;</p>	<input type="checkbox"/>
	<p>No -----&gt;</p>	<input type="checkbox"/>
	<p>Unsure -----&gt;</p>	<input type="checkbox"/>
	<p> </p>	
<p>16. Will you require additional training or support to work from home, or to use any remote working systems?</p> <p>If answer is 'Yes' please specify the additional training or support you feel that you would require here -----&gt;</p>	<p>Please tick one box only</p>	<input checked="" type="checkbox"/>
	<p>Yes -----&gt;</p>	<input type="checkbox"/>
	<p>No -----&gt;</p>	<input type="checkbox"/>
	<p>Unsure -----&gt;</p>	<input type="checkbox"/>
	<p> </p>	
<p>17. For how long could you work from home before your work productivity is seriously affected?</p> <p>If 'Other' please specify here -----&gt;</p>	<p>Please tick one box only</p>	<input checked="" type="checkbox"/>
	<p>1 day -----&gt;</p>	<input type="checkbox"/>
	<p>1 week -----&gt;</p>	<input type="checkbox"/>
	<p>1 month -----&gt;</p>	<input type="checkbox"/>
	<p>More than 1 month -----&gt;</p>	<input type="checkbox"/>
	<p>Other -----&gt;</p>	<input type="checkbox"/>
	<p> </p>	

18. What business tasks would you be unable to perform from home?

Consider any work that you feel you would not be able to undertake if you were working at home here ----->

Please sign and date where indicated below and return the completed Working from Home Questionnaire to your Line Manager - who will then confirm the outcome to you.

Signed by Employee:

Date:

**Homeworking Checklist: To be Completed by Employer**

This checklist outlines the matters to be checked, and actions to be taken, in advance of an employee starting to work wholly or partly from home under the terms of the Company's **Homeworking Policy**.

<b>▪ Name of Employer:</b>	
<b>▪ Full Name of Employee:</b>	
<b>▪ Job Title of Employee:</b>	
<b>▪ Address of Employee:</b>	

Check and/or Action	Comments				Date
<b>1. Does the employee have a suitable, well-lit and well-ventilated area or room at home to work in?</b>  Tick ✓ either yes or no - if no, please use the space provided to comment on any actions to be taken ----->	Yes		No		
<b>2. Has the employee made appropriate arrangements to separate any domestic or caring commitments?</b>  Tick ✓ either yes or no - if no, please use the space provided to comment on any actions to be taken ----->	Yes		No		
<b>3. Please list any equipment that is going to be provided by the employer.</b>  e.g. furniture - desk, chair and lockable filing cabinet, telephone, IT - computer or laptop and printer etc. ----->					
<b>4. Has the employee signed a <b>Property Issued to Employee Form</b> to record what equipment they have been provided with?</b>  Tick ✓ either yes or no - if no, please use the space provided to comment on any actions to be taken ----->	Yes		No		

**CONFIDENTIAL | Employer's Homeworking Checklist**

Check and/or Action	Comments				Date
<p><b>5. Does the employee have an adequate Internet connection?</b></p> <p><small>Tick ✓ either yes or no - if no, use the space provided to comment on any actions to be taken -----&gt;</small></p>	Yes		No		
<p><b>6. Is this the employee's own Internet or is a second telephone line and Internet connection to be installed on behalf of the Company?</b></p> <p><small>If a second telephone line please confirm if the Company is paying for the installation -&gt;</small></p>					
<p><b>7. What IT support in place for the employee?</b></p> <p><small>Include what will be provided, by whom, when and how -----&gt;</small></p>					
<p><b>8. Does the employee's home insurance cover homeworking and a claim from a third party?</b></p> <p><small>Tick ✓ either yes or no - please then specify in the space provided what level of cover is provided -----&gt;</small></p>	Yes		No		
<p><b>9. Does the Company's business insurance cover business equipment in the employee's home and a claim from a third party?</b></p> <p><small>Tick ✓ either yes or no - please then specify in the space provided what level of cover is provided -----&gt;</small></p>					
<p><b>10. Has the employee advised their mortgage provider or landlord that they intend to work from home?</b></p> <p><small>Tick ✓ either yes or no - please use the space provided to comment on whether they are allowed to under their agreement and any requirements on doing so -----&gt;</small></p>	Yes		No		

**CONFIDENTIAL | Employer's Homeworking Checklist**

Check and/or Action	Comments				Date
<p><b>11. Has a Health &amp; Safety Risk Assessment been carried out at the employee's home?</b></p> <p><small>Tick ✓ either yes or no - please then specify in the space provided any action to be taken that wasn't immediately addressed -----&gt;</small></p>	Yes		No		
<p><b>12. Is the security and safekeeping of any confidential information or personal data provided by the Company for use suitable?</b></p> <p><small>Tick ✓ either yes or no - please then specify in the space provided what the arrangements are or action to be taken if no -----&gt;</small></p>	Yes		No		
<p><b>13. Has the employee received GDPR &amp; Data Protection Training?</b></p> <p><small>Tick ✓ either yes or no - please then specify in the space provided when the last training session was and any planned refresher training -----&gt;</small></p>	Yes		No		
<p><b>14. Does the employee understand that no other person (including family members) is permitted to access or use the Company's IT equipment, including any computer/laptop provided?</b></p> <p><small>Tick ✓ either yes or no - if no, please use the space provided to comment on any actions to be taken -----&gt;</small></p>	Yes		No		
<p><b>15. Has it been agreed how the employee is to keep in contact with their line manager?</b></p> <p><small>Tick ✓ either yes or no - please use the space provided to comment on any actions to be taken and the frequency and method of contact - e.g. phone, e-mail or Skype, meetings at the Company's office, meetings at the employee's home etc. -----&gt;</small></p>	Yes		No		
<p><b>16. How will the employee's performance and work output be monitored?</b></p> <p><small>e.g. telephone calls, zoom meetings, reports etc. -----&gt;</small></p>					



Check and/or Action	Comments				Date
<p>17.Has it been agreed that a representative of the Company may visit the employee at their home?</p> <p><small>Tick ✓ either yes or no - please then specify in the space provided what arrangements have been agreed -----&gt;</small></p>	Yes		No		
<p>18.Has it been agreed how often the employee may be required to attend the Company's office?</p> <p><small>Tick ✓ either yes or no - please then specify in the space provided what arrangements have been agreed, including in what circumstances attendance will be required and who pays for the cost of travel -----&gt;</small></p>	Yes		No		
<p>19.Has it been agreed how the employee will claim expenses and what can be claimed for?</p> <p><small>Tick ✓ either yes or no - please then specify in the space provided what expenses can be claimed for - e.g. stationary, ink, other office supplies etc. -----&gt;</small></p>	Yes		No		
<p>20.Please state how often the homeworking arrangement be reviewed.</p> <p><small>Remember to include when and where review meetings will be held -----&gt;</small></p>					
<p>21.Please state the circumstances that could lead to the homeworking arrangement being terminated.</p> <p><small>e.g. no longer operationally appropriate, employee fails to comply with homeworking requirements, homeworking trial period proves unsuccessful etc. -----&gt;</small></p>					
<p>22.Where a homeworking trial period has been agreed, please state when this will be reviewed.</p> <p><small>Include details of how the trial period will be ended and office working resume -----&gt;</small></p>					

Checked and/or Action	Yes	No
<b>Please only tick ✓ either Yes or No for each question</b>		
23.Has the employee completed the <b>Employee's Working from Home Questionnaire</b> ?		
24.Has the employee been issued with the <b>Homeworking Policy</b> and a copy of the completed <b>Homeworking Risk Assessment</b> ?		
25.Has the employee been made aware that <u>all</u> Company policies within the Employee Handbook will continue to apply in full during homeworking, with particular focus on the <b>Confidentiality Policy, GDPR Data Protection Policy, Computer Use Policy, E-Mail &amp; Internet Policy, Telephone Use Policy, Social Media Policy and Use of Company Equipment Policy</b> .		

Is the homeworking arrangement approved?	Yes		No	
Signed by Employer:		Date:		

**Where a homeworking arrangement has been agreed the employee should sign and date where indicated below to indicate their understanding of the conditions that apply to the arrangement.**

Signed by Employee:		Date:	
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**Where a homeworking arrangement has been agreed, please ensure the employee receives a completed copy of this **Employer's Working from Home Checklist** - which will ensure that what has been agreed is confirmed in writing to them.**

Identified Fire Hazards	Comments	What Further Action is Necessary	Action by Whom	Action by When	Completed
Is there anything that could start a fire?					
Is there anything that could burn?					

People at Risk	Comments	What Further Action is Necessary	Action by Whom	Action by When	Completed
Who is at risk if there is a fire?					
Is there anyone particularly at risk if there is a fire?					
What are the risks of fire in the workplace?					
What is the risk of fire to staff & visitors?					
Have all sources of heat/sparks been kept apart?					

People at Risk	Comments	What Further Action is Necessary	Action by Whom	Action by When	Completed
Is there anything that a malicious person could use to start a fire deliberately?					
Have all sources of fuel available to an arsonist been removed/ secured?					
Are the premises protected from accidental arson or fire?					
How will everyone know there is a fire?					
Is there a plan in place to warn others?					
Who is responsible for making sure that everyone gets out?					
Who will call the fire service?					
Could staff put out a small fire quickly & stop it spreading?					

People at Risk	Comments	What Further Action is Necessary	Action by Whom	Action by When	Completed
Are there planned escape routes?					
Can people safely find their way out even at night if necessary?					
Does all safety equipment work?					
Do people know what to do & how to use the equipment available?					

Record, Plan & Train	Comments	What Further Action is Necessary	Action by Whom	Action by When	Completed
Is there a record of the fire risk assessment & action we have taken?					
Is there a plan for what everyone will do if there is a fire?					
Are all staff aware of this plan?					

Record, Plan & Train	Comments	What Further Action is Necessary	Action by Whom	Action by When	Completed
Has there been a practice fire drill?					
Was this recorded & how did it go?					
Have nominated staff put into place the identified fire prevention measures & been trained to do so?					
Can everyone fulfil their nominated roles?					
Are temporary staff made aware of these fire procedures?					
Have we consulted with others who share any part of the building with us & are they included in the plan?					

Fire Risk Assessment Carried Out By			
Full Name:		Date:	
Job Title:		Review Date:	

<b>Step 1: Health &amp; Safety Policy Statement</b>				
<b>Health &amp; Safety Area</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>	<b>Tick once completed</b>
Does the policy statement accurately reflect current systems and procedures?				
Does it need amending?				
Are any staff named still in the same positions?				
Is it signed and dated by a director?				
Is it on display in a prominent position?				
Is the copy on display legible and undamaged?				
Have staff read and understood the document? If so, how can we prove this to an inspector?				
Other				

<b>Step 2: Premises &amp; Site Inspection</b>				
<b>Health &amp; Safety Area</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>	<b>Tick once completed</b>
Has a premises & site inspection been conducted recently?				
Have any actions identified been actioned? If not, have staff been informed why not?				
Do we have any regular premises & site inspections planned?				
Has anyone checked to ensure maintenance checks have been completed?				
Are there obvious hazards i.e. slip and trip hazards left unmanaged?				
Have fire and evacuation alarms been tested recently?				
Has a fire drill been completed within the last twelve months?				
Are all safety signs on display?				
Other				



<b>Step 3: Risk Assessment</b>				
<b>Health &amp; Safety Area</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>	<b>Tick once completed</b>
Do we have a record of all Risk Assessments?				
Do we have Risk Assessments available to anyone who may request one?				
Do our Risk Assessments accurately reflect the tasks they're supposed to?				
Do staff who complete the tasks have copies of the Risk Assessments?				
Are Risk Assessments in place for all tasks in which significant risks may arise?				
Are managers enforcing the control measures identified on the Risk Assessments?				
Can some of the Risk Assessments be changed to more generic documents?				
Are any of the documents too complicated and long?				
Other				

<b>Step 4: Staff Consultation</b>				
<b>Health &amp; Safety Area</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>	<b>Tick once completed</b>
Are staff being given the opportunity to raise any Health & Safety concerns through formal channels?				
Are any staff Health & Safety complaints/requests being investigated?				
Are staff being issued with copies of our Risk Assessments?  And - if they are - is someone checking to ensure the documents are fully understood?				
Other				

<b>Health &amp; Safety Audit Carried Out By</b>			
<b>Full Name:</b>		<b>Date:</b>	
<b>Job Title:</b>		<b>Review Date:</b>	

## Laptop Health & Safety Policy Form

### Laptop Health & Safety Policy

- |                          |  |
|--------------------------|--|
| ▪ Name of Employer:      |  |
| ▪ Full Name of Employee: |  |
| ▪ Job Title of Employee: |  |

### General Statement

It is the Company's policy to ensure that - so far as reasonably practicable - that laptop computers do not create health and safety hazards for users.

### Legal Position

As a responsible employer, the Company recognises its duties under the **Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) (DSE Regulations)**. Therefore, the Company have introduced a Policy that applies to all users of laptop computers within the Company. It should be read in conjunction with the **Display Screen Equipment Policy**.

### Risk Assessment & Management Arrangements

The smaller size and design of laptop computers mean that users can experience discomfort if the laptop is used for prolonged periods. This is because the smaller screen and keyboard encourages users to bend over, causing shoulder and neck problems.

Laptops - when in use for prolonged periods - fall within the requirements of **Schedule 1 of the DSE Regulations**. It will not be possible for the Company to meet these requirements unless a laptop is supplemented by additional desktop equipment.

As a result, it is the Company's policy that:

- Where a laptop is used at the employee's permanent base location, the workstation will be subject to a **Display Screen Assessment** in the usual way
- Those who use a laptop as their primary computer will be supplied at their desk with a separate keyboard and mouse. In addition, depending on the outcome of the **Display Screen Assessment**, they will be supplied either with a screen raiser - so as to use the laptop screen at the correct height - or with a completely separate screen with height adjustment. Suitable means of connecting the separate devices will be provided, including a docking station - where justified for operational reasons
- Employees are required to use the separate keyboard, mouse and - where applicable - screen, provided to them whenever they are at their base location
- Where an employee experiences discomfort in carrying the laptop, the Company will seek to resolve the problem in the most appropriate way - e.g. by providing a smaller laptop, a backpack style bag or a wheeled bag
- Employees who regularly use their laptop away from the base location will receive instruction in safe ergonomics when using computers in general, as well as drawing their attention to the guidelines below.

## Laptop Health & Safety Policy Form

### Guidelines for Users

Employees are advised to apply the following guidelines:

- **Vehicles** | Wherever possible, keep the use of laptops in stationary vehicles to a minimum. This is to prevent the additional stress on the spine and the increased likelihood of injury that could arise from unsuitable seating and limited space. When using a laptop in a vehicle it is better to move into the passenger seat to have more space
- **Overloading** | Don't overload your laptop bag - and try to carry documents electronically wherever practicable
- **Security** | Consider the risk of theft before using the laptop in public spaces. Don't leave the laptop in a vehicles boot overnight. Don't keep confidential information on your laptop unless you have permission to do so - and in which case the Company may require you to use encryption software
- **Positioning** | Wherever possible, the laptop should be positioned on a firm surface, at normal desk height and used with a chair of appropriate height
- **Eyesight** | You are advised to angle the computer screen to minimise reflections
- **Space** | Ensure that you have enough space in front of the laptop to rest your wrists and forearms whilst working
- **Breaks** | Take regular breaks, or changes of activity - at least five minutes in every hour, and more frequently if you're using the laptop on its own - i.e. no separate keyboard, mouse or screen
- **Discomfort** | If any discomfort is experienced whilst using or carrying a laptop, please report it to your line manager.

### Declaration

I have read and understood this **Laptop Health & Safety Policy** and **Guidelines for Users**.

Signed by Employee:

Date:

**Medical Consent Form**

**This information is confidential and is subject to the organisation's procedures relating to the Management of Records, Confidentiality & Sharing of Information Policies**

<b>▪ Details of activity or service that is being accessed:</b>	
---	--

**Personal Details**

<b>▪ Name of service user:</b>	
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<b>▪ Address of service user:</b>	
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<b>▪ Contact numbers:</b>	<b>Mobile:</b>	
	<b>Landline:</b>	

<b>▪ Is any medication being taken?</b>  <i>Please tick ✓ one box only</i>  <i>If yes, please list all medications in the box provided</i>		Yes	
		No	

**Emergency Contact 1: Person in a Position to Collect this Person if Necessary**

<b>▪ Full name:</b>	
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<b>▪ Contact numbers:</b>	<b>Mobile:</b>	
	<b>Landline:</b>	
	<b>Work:</b>	

<b>▪ Their relationship to the service user:</b>	
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**Emergency Contact 2: Person in a Position to Collect this Person if Necessary**

<b>▪ Full name:</b>	
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<b>▪ Contact numbers:</b>	<b>Mobile:</b>	
	<b>Landline:</b>	
	<b>Work:</b>	

<b>▪ Their relationship to the service user:</b>	
--	--

**Doctors Contact Details**

<b>▪ Full name:</b>	
<b>▪ Contact number:</b>	
<b>▪ Address of Doctor's Surgery:</b>	

**Medical Details**

<b>Are there any medical conditions?</b> <i>Please tick ✓ one box only</i> <i>If "yes" please detail below...</i>	Yes	
	No	

<b>Are there any allergies e.g. food &amp; medication?</b> <i>Please tick ✓ one box only</i> <i>If "yes" please detail below...</i>	Yes	
	No	

<b>Is there any hearing loss?</b> <i>Please tick ✓ one box only</i> <i>If "yes" please detail below...</i>	Yes	
	No	

<b>Is there any sight impairment?</b> <i>Please tick ✓ one box only</i> <i>If "yes" please detail below...</i>	Yes	
	No	

Record Any Issues Relating to the Following		
<b>Physical health?</b> Please tick ✓ one box only If "yes" please detail below...	Yes	
	No	
<b>Mental health &amp; emotional well-being?</b> Please tick ✓ one box only If "yes" please detail below...	Yes	
	No	
<b>Awareness &amp; decision-making skills?</b> Please tick ✓ one box only If "yes" please detail below...	Yes	
	No	
<b>Personal care &amp; daily tasks?</b> Please tick ✓ one box only If "yes" please detail below...	Yes	
	No	
<b>Administration of medicines?</b> Please tick ✓ one box only If "yes" please detail below...	Yes	
	No	

**Record Any Issues Relating to the Following continued...**

<b>Walking &amp; movement?</b> Please tick ✓ one box only If "yes" please detail below...	Yes	
	No	

--	--	--

<b>Communication &amp; sensory functioning?</b> Please tick ✓ one box only If "yes" please detail below...	Yes	
	No	

--	--	--

**Consent**

I agree that the information provided may be shared with other staff/professionals who can contribute to providing me a service, activity or care.	Yes	
	No	

I understand that I may withdraw my consent to share information or have further assessment at any time, but that this may affect the organisations' ability to provide full services for me.	Yes	
	No	

Please detail the information that should not be shared, if any:		
--	--	--

Please detail the people/organisations that should not have access to your information, if any:		
---	--	--

**To be Completed by the Person this Information Relates to**

**If this form is to be signed by someone else, please complete the additional information in the following box**

Full name:		Date:	
------------	--	-------	--

Signature:			
------------	--	--	--



**To be Completed where this Form is Signed by Someone Else**

Please detail the relationship to the person named in this form:	
Please detail the grounds on which authority arises to sign on this person's behalf:	

**If this form relates to an adult, then the answer given here cannot be construed as enabling consent on behalf of that adult.**

**Reviewed by Designated Safeguarding Officer**

Full name:		Date:	
Signature:			
Review date:			

Pregnancy Risk Assessment Checklist			
General Details			
1. Full name of employee:			
2. Job title of employee:			
3. Please confirm how many weeks pregnant the employee is in <b>a</b> or tick <b>b</b> if they are currently breastfeeding:	a		Weeks
	b	Employee is breastfeeding	
Potential Risks			
4. Is the employee exposed to any of the following potential Health & Safety risks: <b>Please tick any that apply to the employee</b>			✓
a.	Shocks, vibrations, sudden movements?		
b.	Manual handling activities?		
c.	Noise?		
d.	Ionising radiation?		
e.	Non-ionising radiation?		
f.	Non-ionising electromagnetic radiation?		
g.	Extremes of temperature?		
h.	Fatigue?		
i.	Hyperbaric atmosphere?		
j.	Biological hazards (infections)?		
k.	Chemicals?		
l.	Work at heights?		
m.	Work in a confined space?		
5. Please note what if any further action is required based on your responses to 4:			

**Work Conditions**

6. Is the employee able to take regular meal breaks?	Yes		No	
7. Is there easy access to rest facilities, drinking water, toilets?	Yes		No	
8. Does the employee wear Personal Protective Equipment (PPE)?	Yes		No	
9. If the answer <b>8</b> is yes, can the PPE still be worn correctly?	Yes		No	
10. Is the employee's workstation/work area suitable? <i>e.g. is a chair required</i>	Yes		No	
11. Can the employee still safely work with machinery and/or equipment?	Yes		No	

**Employee Concerns**

<p>12. List any Health &amp; Safety concerns of the employee and if there is any action required now or at a later date?</p>	
--	--

**Action Plan**

13. List specific action required and record when the action has been taken		Date
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		
Recommended monthly review date:		
Name of Manager:		Date Completed:

**Don't forget to do a formal Risk Assessment and take appropriate action.**

<b>Risk Assessment for:</b>	
-----------------------------	--

<b>Key to Completing Risk Assessment</b>
--

L =	Likelihood	Frequent = 5	Probable = 4	Occasional = 3	Improbable = 2	Remote = 1	* <b>Residual Risk</b> is the level of risk remaining after suitable & sufficient control measures are introduced.
S =	Severity	Catastrophic = 5	Major = 4	Reportable = 3	Serious = 2	Minor = 1	
DR =	Degree of Risk	(L) Likelihood x (S) Severity					

Activity	Person/ Persons at Risk	Significant Hazards	Risk			Risk Control Measures	* Residual Risk		
			L	S	DR		L	S	DR

Activity	Person/ Persons at Risk	Significant Hazards	Risk			Risk Control Measures	* Residual Risk		
			L	S	DR		L	S	DR

Risk Assessment Conducted By:		Job Title:	
Date Risk Assessment Completed:		Review Date:	

## Appointed Person for First Aid Role Responsibilities

### Appointed Person for First Aid

▪ Full Name of Employee:

### Appointed Person for First Aid Role Responsibilities

Where the risk of injury - or of a medical incident - has been assessed as low, there is no requirement to have a qualified first aider in post. In these circumstances, a named person will undertake the role of **Appointed Person for First Aid**.

In circumstances where qualified first aiders are deemed necessary, the **Appointed Person for First Aid** is in post to cover for unplanned absences of a qualified first aider.

### Required Knowledge

The **Appointed Person for First Aid** should familiarise themselves with the location/s of **First Aid Equipment & Facilities** - including the correct **Accident Recording Procedures** - as well as knowing how to call the emergency services when necessary. The **Appointed Person for First Aid** should identify the routes by which emergency crews will enter the premises and understand any other special procedures for the work location. No formal training or qualifications is required of the **Appointed Person for First Aid**.

### Minor Injuries

In the event of a minor injury, the role of the **Appointed Person for First Aid** is to make the **First Aid Equipment** available to the injured party - in order that they can self-administer. The **Appointed Person for First Aid** should also identify whether it is appropriate for the casualty to seek further medical assistance - always seeking to take a precautionary approach.

### Emergencies

In the event of an apparent medical emergency the **Appointed Person for First Aid** should:

1. Take control of the situation by identifying any ongoing dangers.
2. Check if the casualty is responsive.
3. Identify whether an ambulance is required - and when deemed necessary - call emergency services.
4. Where possible, send someone to await the arrival of the emergency services.
5. **NOT** give any food or drink to the injured/sick individual.
6. Assuming that the **Appointed Person for First Aid** is not trained in first aid, then - as a general rule - they **should not** administer any first aid treatment, unless told to do so by the emergency services operator. However, in life or death situations the **Appointed Person for First Aid** will need to exercise their own judgement and the Company will support them in doing so.

## Appointed Person for First Aid Role Responsibilities

### Record Keeping

Following any incident, the **Appointed Person for First Aid's** response should be completed alongside the entry in the **Accident Book/Accident Log**, where applicable. Where no accident record is required, the **Appointed Person for First Aid** should report any treatment given to the applicable manager.

### Looking After First Aid Equipment

If requested to do so, the **Appointed Person for First Aid** should carry out quarterly checks on the content of **First Aid Kits** and check that **First Aid Signs** are displayed.

### Declaration of Appointed Person for First Aid

I have read and understood this **Appointed Person for First Aid Role Responsibilities** and confirm I am in agreement to undertake the role.

Signed by Employee:

Date:

## Example Homeworking Risk Assessment

Key to Completing Risk Assessment							
L =	Likelihood	Frequent = 5	Probable = 4	Occasional = 3	Improbable = 2	Remote = 1	* <b>Residual Risk</b> is the level of risk remaining after suitable & sufficient control measures are introduced.
S =	Severity	Catastrophic = 5	Major = 4	Reportable = 3	Serious = 2	Minor = 1	
DR =	Degree of Risk	(L) Likelihood x (S) Severity					

Activity	Person/ Persons at Risk	Significant Hazards	Risk			Risk Control Measures	* Residual Risk		
			L	S	DR		L	S	L
Manual handling of office equipment	Homeworker	Physical injury caused by incorrect techniques when handling items such as desktop computers, printers etc. at home	4	3	12	<ul style="list-style-type: none"> <li>▪ All homeworkers to be given training relevant to their work and a generic assessment to be carried out.</li> </ul>	3	1	3
As above	As above	Insufficient workspace leading to poor lifting techniques	4	3	12	<ul style="list-style-type: none"> <li>▪ Staff to be made aware of the correct handling techniques in the home environment and their personal lifting capabilities.</li> </ul>	3	1	3
As above	As above	New and expectant mothers more susceptible to injury	4	4	16	<ul style="list-style-type: none"> <li>▪ New and expectant mothers must notify their manager of their condition and have their work capabilities reviewed.</li> </ul>	3	2	6
Use of display screen equipment (DSE)	As above	Work related upper limb disorders caused by inappropriate workstation layout	4	3	12	<ul style="list-style-type: none"> <li>▪ All DSE users to be given a workstation self-assessment form to complete after basic DSE awareness training.</li> <li>▪ Information to be given to all DSE users on the importance of workstation layout, correct seating and taking rest breaks etc.</li> </ul>	3	1	3
Working at home in general	Homeworker and others who may be present	Fire hazards resulting in serious injuries and property damage	3	5	15	<ul style="list-style-type: none"> <li>▪ Homeworker to be made aware of the general principles of fire prevention including: good housekeeping practices, ensuring electrical equipment is well maintained, electrical sockets not to be overloaded and maintaining a means of escape in the event of fire.</li> </ul>	3	2	6



## Example Homeworking Risk Assessment continued...

Activity	Person/ Persons at Risk	Significant Hazards	Risk			Risk Control Measures	* Residual Risk		
			L	S	DR		L	S	L
As above	Homeworker	Working in isolation may lead to stress-related illnesses as a result of working long hours, work demand etc.	3	4	12	<ul style="list-style-type: none"> <li>▪ Regular face-to-face contact to be maintained between homeworker and supervisor/manager to ensure work patterns and workloads are appropriate or to deal with any other concerns.</li> <li>▪ Homeworkers to be encouraged to take regular breaks.</li> <li>▪ Homeworkers to be made aware of the causes of work-related stress and their role in controlling such risks.</li> </ul>	3	2	6
Working with electrically operated equipment - e.g. PCs, printers, shredders etc.	Homeworker	Failure to maintain electrically operated equipment may lead to fires or electric shock causing burns or fatality	3	5	15	<ul style="list-style-type: none"> <li>▪ Homeworkers to ensure that all cables and plugs fitted to equipment are regularly checked for damage.</li> <li>▪ An extension cable only to be used as a temporary measure until a permanent socket outlet is fitted.</li> <li>▪ If cables are unavoidably run across walkways then they are to be fitted with cable protection devices.</li> </ul>	2	2	4
As above	Homeworker and others who may be present	Coming into contact with moving parts of equipment may lead to hands, hair etc. becoming entangled causing injuries	3	3	9	<ul style="list-style-type: none"> <li>▪ All work equipment to be supplied suitable for its purpose.</li> <li>▪ The homeworker to ensure that no unauthorised persons use the equipment provided.</li> <li>▪ No investigation of faults or repairs to be carried out whilst equipment is still powered up.</li> </ul>	2	2	4

Risk Assessment Conducted By:		Job Title:	
Date Risk Assessment Completed:		Date for Review:	

## Example Lone Working Risk Assessment

Key to Completing Risk Assessment							
L =	Likelihood	Frequent = 5	Probable = 4	Occasional = 3	Improbable = 2	Remote = 1	* <b>Residual Risk</b> is the level of risk remaining after suitable & sufficient control measures are introduced.
S =	Severity	Catastrophic = 5	Major = 4	Reportable = 3	Serious = 2	Minor = 1	
DR =	Degree of Risk	(L) Likelihood x (S) Severity					

Activity	Person/ Persons at Risk	Significant Hazards	Risk			Risk Control Measures	* Residual Risk		
			L	S	DR		L	S	L
<b>Working at remote locations</b>	<b>Operative</b>	Difficulties in dealing with an emergency situation, e.g. accident requiring medical attention	4	3	12	<ul style="list-style-type: none"> <li>▪ Lone workers to have a basic first aid kit with them and instructed in basic first aid practices.</li> <li>▪ Lone workers to have means of summoning medical assistance e.g. mobile phone, pager etc.</li> </ul>	3	2	3
<b>Lone working involving manual handling</b>	<b>As above</b>	If work involves manual handling, it may be beyond an individual's capabilities and cause personal injuries	4	3	12	<ul style="list-style-type: none"> <li>▪ Lone workers to be trained in manual handling techniques where required.</li> <li>▪ Lone worker should be able to summon assistance if the load is beyond personal capabilities.</li> <li>▪ Mechanical aids to be provided where relevant.</li> </ul>	2	2	4
<b>Lone working in public areas</b>	<b>As above</b>	Lone working in public areas may give rise to violence to staff	3	3	9	<ul style="list-style-type: none"> <li>▪ Lone workers to receive training in dealing with members of the public, particularly those who may be violent.</li> <li>▪ Lone workers to be able to summon assistance - e.g. mobile phone, personal alarm etc.</li> </ul>	3	1	3
<b>Working away from normal workplace</b>	<b>As above</b>	Lone working in isolation may give rise to stress	3	3	9	<ul style="list-style-type: none"> <li>▪ Supervisors to keep in regular contact with lone workers and to visit them on regular occasions.</li> <li>▪ Lone workers to have regular contact with their company base.</li> </ul>	3	1	3

## Example Lone Working Risk Assessment continued...

Activity	Person/ Persons at Risk	Significant Hazards	Risk			Risk Control Measures	* Residual Risk		
			L	S	DR		L	S	DR
Lone workers who handle cash	Operative	Poor security measures when handling cash may lead to attempted robbery	3	4	12	<ul style="list-style-type: none"> <li>▪ Arrangements to be made for money to be kept secure.</li> <li>▪ Lone workers to be issued with personal attack alarms.</li> <li>▪ Lone workers to be trained in cash handling.</li> </ul>	3	2	6
Female lone workers	As above	Female lone workers may be at a greater risk of personal injury	4	4	16	<ul style="list-style-type: none"> <li>▪ Arrangements to be made for closer supervision of female lone workers.</li> <li>▪ Good communications to be provided - e.g. mobile phones, personal attack alarms etc.</li> </ul>	3	2	6
Lone workers with medical conditions	As above	Some medical conditions may increase the risks of the job	3	4	12	<ul style="list-style-type: none"> <li>▪ Lone workers to complete a health questionnaire before commencing work.</li> <li>▪ Lone workers to have the ability to call for medical assistance if required - e.g. mobile phone, pager etc.</li> </ul>	3	2	6

Risk Assessment Conducted By:		Job Title:	
Date Risk Assessment Completed:		Date for Review:	

## Example Pregnant Worker Risk Assessment

Key to Completing Risk Assessment							
L =	Likelihood	Frequent = 5	Probable = 4	Occasional = 3	Improbable = 2	Remote = 1	* <b>Residual Risk</b> is the level of risk remaining after suitable & sufficient control measures are introduced.
S =	Severity	Catastrophic = 5	Major = 4	Reportable = 3	Serious = 2	Minor = 1	
DR =	Degree of Risk	(L) Likelihood x (S) Severity					

Activity	Person/Persons at Risk	Significant Hazards	Risk			Risk Control Measures	* Residual Risk		
			L	S	DR		L	S	DR
<b>Manual handling</b>	Staff members who are pregnant	Postural problems through excessive manual handling operations may increase as pregnancy progresses	4	4	16	<ul style="list-style-type: none"> <li>▪ All manual handling tasks to be re-assessed for pregnant women.</li> <li>▪ The nature of the tasks may need to be altered to reduce the risk of injury.</li> <li>▪ The amount of physical work to be reduced accordingly and lifting aids to be provided.</li> <li>▪ Any specific recommendations from a GP to be observed.</li> </ul>	3	2	6
<b>Work where there is a risk of exposure to shocks, vibration or sudden movements</b>	As above	Regular exposure can increase risk of miscarriage. Long-term exposure to vibration may lead to risk of premature birth or low birth weight	4	4	16	<ul style="list-style-type: none"> <li>▪ Work likely to involve uncomfortable whole body vibration to be avoided, especially at low frequencies. Also, where the abdomen is exposed to shock or jolts.</li> </ul>	3	2	6
<b>Work activities causing physical fatigue</b>	As above	Fatigue caused by excessive standing and/or by physical work may lead to miscarriage, premature birth or low birth weight	4	4	16	<ul style="list-style-type: none"> <li>▪ Hours of work and type of work activity should be reviewed to minimise the risk.</li> <li>▪ Pregnant staff should have some control over their work patterns.</li> <li>▪ Seating to be provided where possible and additional rest breaks should be considered.</li> </ul>	3	2	6

## Example Pregnant Worker Risk Assessment continued...

Activity	Person/Persons at Risk	Significant Hazards	Risk			Risk Control Measures	* Residual Risk		
			L	S	DR		L	S	DR
<b>Using chemical agents during the work process</b>	Staff members who are pregnant	Use of chemical substances that may cause ill-health etc. to pregnant women	4	4	16	<ul style="list-style-type: none"> <li>The use of substances labelled as being likely to cause injury to a pregnant woman, nursing mother, unborn child or child of a nursing mother should be avoided.</li> <li>COSHH assessments and Material Hazard Data Sheets to be obtained to indicate safe use of chemical substances.</li> </ul>	3	2	6
<b>Work with display screen equipment</b>	As above	Stress, anxiety or postural issues may occur causing health problems	3	3	9	<ul style="list-style-type: none"> <li>Workstations to be assessed taking into account pregnant workers (additional space etc.).</li> <li>Sufficient rest breaks to be taken away from the screen.</li> <li>Work tasks to be reviewed to alleviate stressful situations.</li> </ul>	3	1	3
<b>Working in extremes of heat and cold</b>	As above	Pregnant women may be more susceptible to heat stress and breast-feeding may become impaired	3	2	6	<ul style="list-style-type: none"> <li>Pregnant staff not to be placed in areas where temperatures are either too hot or too cold.</li> <li>Additional rest and refreshment breaks to be provided.</li> </ul>	3	1	3

<b>Risk Assessment Conducted By:</b>		<b>Job Title:</b>	
<b>Date Risk Assessment Completed:</b>		<b>Date for Review:</b>	

## Example Visitor Risk Assessment

Key to Completing Risk Assessment							
L =	Likelihood	Frequent = 5	Probable = 4	Occasional = 3	Improbable = 2	Remote = 1	* <b>Residual Risk</b> is the level of risk remaining after suitable & sufficient control measures are introduced.
S =	Severity	Catastrophic = 5	Major = 4	Reportable = 3	Serious = 2	Minor = 1	
DR =	Degree of Risk	(L) Likelihood x (S) Severity					

Activity	Person/ Persons at Risk	Significant Hazards	Risk			Risk Control Measures	* Residual Risk		
			L	S	DR		L	S	L
Security	Visitor	Visitors, especially unknown ones, present a security threat, no matter how small or unlikely. There's also a risk that they may be unaccounted for in the event of an emergency.	3	5	15	<ul style="list-style-type: none"> <li>▪ Introduce a signing-in book at reception whereby visitors log details such as name, company details, person visited and the time of arrival and departure.</li> <li>▪ Introduce a policy that the person being visited remains responsible for their visitor whilst on the premises.</li> </ul>	3	1	3
Traffic routes	As above	Risks of trips and slips are similar to staff, but visitors are at greater risk due to unfamiliarity with our site.	4	3	12	<ul style="list-style-type: none"> <li>▪ Maintain lighting levels and keep walkways free of obstructions.</li> <li>▪ Replace torn flooring <b>etc.</b> as soon as practicable - and use barriers to warn of hazards.</li> </ul>	3	2	6
Emergency procedures	As above	A visitor may not know what to do in the event of an emergency.	4	4	16	<ul style="list-style-type: none"> <li>▪ Instruct all staff on the importance of ensuring that their visitors know how to evacuate the premises in the event of an emergency.</li> </ul>	3	1	3
Disabled access/egress	As above	Not all corridors can comfortably fit a wheelchair - due to boxes <b>etc.</b> causing an obstruction.	1	4	4	<ul style="list-style-type: none"> <li>▪ Prioritise corridors where visitors are most likely to pass through.</li> <li>▪ Remind managers of the need for continual monitoring of good housekeeping practices.</li> </ul>	1	2	2

Example Visitor Risk Assessment continued...

Activity	Person/ Persons at Risk	Significant Hazards	Risk			Risk Control Measures	* Residual Risk		
			L	S	DR		L	S	DR
Factory	Visitor	Safety risks from machinery to those unfamiliar with it, or the work process. Also, collision risks from forklift trucks.	4	4	16	<ul style="list-style-type: none"> <li>Place signage on the entrances which prohibit entry to all but those staff with authority to be there.</li> <li>If a visitor needs access - such as a supplier - they must always be accompanied by an employee.</li> <li>If necessary, any <b>Personal Protective Equipment</b> provided to a visitor must always be worn.</li> <li>Ensure that all pedestrians are segregated from moving vehicles by use of barriers. In the short-term, the use of yellow lines as demarcation is acceptable.</li> </ul>	2	4	8

Risk Assessment Conducted By:		Job Title:	
Date Risk Assessment Completed:		Date for Review:	