

TST – Health and Safety Policy

It is the policy of TST to ensure health, safety and well-being at work of its employees or learners and all other persons affected by its work. In doing so TST is committed to maintaining a safe and healthy work environment for Staff, Students and all visitors to the site in order to prevent accidents and cases of work-related ill health.

This is achieved by the provision of funds and facilities to meet the requirements of this Policy.

The Policy is implemented by:

- complying with the requirements of the Health and Safety at Work Act 1974 (HASAW) and all other relevant legislation.
- Providing a written copy of the statement and other relevant documentation to all staff and participants.
- defining and adopting best working practices and relevant codes of practice.
- holding regular Health and Safety staff meetings and implementing the meetings' recommendations.
- training staff and ensuring appropriate supervision.
- hazard and risk assessments.
- reviewing accidents and incidents regularly.

The Education Manager is ultimately responsible for the standards of Health and Safety and for ensuring that adequate financial provision is made for Health and Safety issues. Instructors and staff are responsible for ensuring that Health and Safety regulations are complied with at all times.

TST complies with all relevant safety legislation and appropriate Codes of Practice and communicates with relevant agencies and consultative bodies.

The policy is reviewed on an annual basis.

1. TST – Health and Safety – Levels of Responsibility

1.1 Education Manager

- To ensure that the provisions of the Health and Safety at Work Act and other appropriate regulations are observed.
- To administer TST's policy regarding the Health, Safety and Welfare at work of TST's employees, participants and others affected by its work.
- To review the Policy as necessary to the relevant people and ensure that the policy is implemented.
- To ensure that all staff receive appropriate training and relevant Health and Safety information.
- To ensure adequate financial provision for Health and Safety issues.
- To set a personal example.
- To reprimand any member of staff failing to conform with Health and Safety requirements.
- To ensure reporting and investigation of injury, including near misses and make recommendations to preclude reoccurrence.

1.2 The Health and Safety Officer

- To monitor and review the Health and Safety Policy.
- To advise on current or proposed legislation and safe working practices.
- To investigate all accidents and report to the Head of Education with recommendations to reduce the potential for further injury.
- To make site visits to observe actual working practices, give advice and where necessary stop work when unsafe practices are observed.
- To set personal example and encourage safety awareness.

1.3 Duties of Employees

- To apply TST's Health and Safety Policy.
- To report any special Health and Safety requirements to the Health and Safety Officer so that the Policy can be amended as appropriate.
- To organise work so that it is carried out with the minimum risk to employees, learners and others, following the relevant Risk Assessments and COSHH Assessments.
- To incorporate safety requirements in routine instructions and ensure they are understood and followed.
- To ensure safe transportation delivery, storage and stocking of materials.
- To check that all equipment and tools are maintained in good condition.
- To ensure that all tasks have an adequately recorded Risk Assessment.

- To ensure that suitable protective clothing is available and that it is used at all times by participants.
- To take a direct interest in all Health and Safety matters and to support publicly all persons carrying out the Policy.
- To set a personal example.

1.4 Duties of Employees and Participants

- To support and co-operate with TST to achieve the objectives of the Policy and the duties imposed on TST by the Health and Safety at Work Act and associated legislation.
- Work within the safe systems of work specified by the supervisor.
- Use the correct plant, machinery, equipment and tools for the job, following recognised safe working methods.
- Report any defective plant, machinery, equipment or tools to the supervisor/ instructor immediately and ensure it is not used.
- Avoid any improvisation which entails risk.
- Wear appropriate safety equipment and protective clothing when working on site.
- Refrain from horseplay and misuse of welfare facilities.
- Suggest ways of eliminating hazards.
- Report any ailment which could affect the Health and Safety of themselves or others at work.

2. Arrangement for Health and Safety

2.1 Consultation & Communication.

Staff have an active part to play in maintaining and improving Health and Safety standards. They shall be consulted on safety issues, including the formal Health and Safety Policy; risk assessments; personal protective equipment and the suitability of machines and equipment. Formally, this will take place during safety checks by the Health and Safety Officer. Informally, employees are invited to make suggestions at any time as to how safety standards may be improved – either to their supervisor or to the Health and safety Officer. All employees are to attend Health and Safety meetings, which take place each term. Employees should never hesitate to draw attention to any aspect of Health and Safety which worries them.

2.2 Training.

All new staff shall receive induction in essential Health and Safety. Where mandatory certification is required; only suitably qualified operatives shall be used. Where appropriate, training will be arranged using recognised training providers. All employees will have a training record which is updated and maintained in the office.

2.3 Supervision.

TST will provide adequate levels of experienced and competent supervision to ensure that all work proceeds safely and without risks to health.

Instructors will give clear instructions for all work activities. This will include a description of the work, sequence of work, hazards and preventative/precautionary measures that are to be taken.

2.4 Risk Assessment.

TST Health and Safety Manual contains generic risk assessments and the relevant Industry Safety guides for all our common operations. This manual is issued to all staff. Additional copies are kept at the office.

In conjunction with the generic risk assessments, site specific/operation specific risk assessments shall be completed by the site supervisor on a daily basis.

3 Work Place Arrangements

3.1 Office/Classroom/Workshops

Office/classrooms/workshops shall meet legal requirements, including seating, lighting, temperature, VDU's, workspace and washing and sanitation facilities.

Office/classroom/workshops shall be kept clean and tidy with no trip hazards or obstructions. All staff must be aware of the correct procedure in the event of fire, fire alarm or other emergency procedures. This will require all staff to know the location and correct use of:

- Fire extinguishing equipment
- Alarm call point
- Emergency evacuation procedures
- Escape routes and fire exits
- Assembly points
- Nearest Accident and Emergency Department

3.2 Work Sites

Clean water or hand cleaning materials, sanitation arrangements and agreed areas for shelter/rest will be provided. Sites should be kept free of hazards which could lead to anyone, particularly children coming to harm. Materials and arisings must be left safe and secure. Fires must be fully extinguished before leaving site.

3.3 Environmental Safety

Care will be taken to avoid damage to the environment. This will be taken into account in the timing of operations, the choice of equipment and the storage of materials. Operatives will be informed of the procedures for dealing with any spillage of potentially hazardous materials.

3.4 Work Equipment and Materials

Equipment shall be used only by competent operatives. Equipment shall be regularly inspected and maintained according to the manufacturer's instructions and correctly guarded. Operators manuals must be kept and be available to all staff.

3.5 TST Vehicles

Only authorised staff may drive TST vehicles and tow trailers or equipment. Staff shall not drive the minibus without training. Pre-vehicle checks shall be carried out before use on the form provided in the cab and filed in the office in case of subsequent query.

3.6 Storage

Stores shall be sited to minimise risk to employees, participants, the public and the environment. Stores holding hazardous materials shall be adequately signed, including mobile storage in vehicles. Flammable liquids shall be carried in appropriate containers with the correct signage.

3.7 Personal Protective Equipment (PPE)

TST will comply with the Personal Protective Equipment at Work Regulations 1992 (PPEWR). Appropriate PPE will be supplied by TST to employees and participants. Operatives will be suitably trained in the use and maintenance of PPE. All PPE will conform to the relevant British or European Standards.

Any employees or learners failing to wear PPE as directed by their supervisor will be excluded from site.

All head protection (hard hats and chainsaw helmets) will be replaced either 5 years from the date on the "peak" or 3 years from date of purchase, whichever is sooner. It is the responsibility of all staff to ensure that their own items of PPE meet this requirement.

When items of PPE are issued or replaced, they will be signed for to record the item and date of issue.

3.8 First Aid Arrangements

TST will comply with the Health and Safety (First Aid) Regulations 1981 and FastCo guide 802 – Emergency Planning and First Aid.

Each team and office must have a trained *appointed person* whose duty shall be to take charge in the event of illness or injury. All buildings shall have a first aid kit and staff must be familiar with its whereabouts. Each practical team shall be issued with a first aid kit which must be available on site. Supervisors must hold a current first aid certificate.

All TST vehicles shall carry a first aid kit with list of contents. The instructors are responsible for ensuring that kits are adequately stocked. (Refills available from the office.)

Details of medical problems, allergies and disabilities are recorded at the office with each First Aider being informed as required.

Any member of staff or participant taking prescribed medication must inform a first aider. Machinery should not be operated if this is detailed in the guidelines for the medication.

3.9 Emergency Planning

Staff shall be aware of site specific emergency procedures.

4 Working with Young People and Vulnerable Adults *

4.1 Statement of Intent.

TST and its Partners offer young people and vulnerable adults the opportunity to participate in Land-based tasks and environmental activities through work experience, projects and Community activities. We are committed to the safety and well-being of all young people and vulnerable adults in our care.

TST will provide appropriate training for staff who will be regularly working with young people and vulnerable adults.

* A vulnerable adult is defined in 'No Secrets' (the Government's Guidance on Adult Abuse) as: - 'a person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

TST maintain current Public and Employer's Liability insurance.

4.2 Confidentiality

All young people and vulnerable adults in our care have the right to talk about any worries they have and to be protected from danger or risk of harm. They should be allowed access to other staff to discuss in confidence any worries they may have. Where a young person / vulnerable adult wishes to talk in private, another adult should be in view where possible.

TST will respect a young person / vulnerable adult's right to confidentiality. It may be necessary to break their confidence if they may harm themselves and/or others or be at risk of being at harm.

4.3 Appropriate Behaviour

Any person working with young people and vulnerable adults should offer them a welcoming, safe and enjoyable experience.

Favouritism or becoming involved with attention-seeking behaviour should be avoided at all times and professional boundaries maintained.

Everyone working with young people and vulnerable adults must treat them with respect and not engage in:

- Abusive language or behaviour
- Ridiculing or rejecting a them
- Racial or sexual harassment in any form
- Inappropriate or intrusive touching
- Rough, physical or sexually provocative games
- Sexual relationships, even if they consent

Nor should any of the above be allowed to be carried out by their peers.

Being left alone with a young person or vulnerable person should be avoided wherever possible. If this is unavoidable, another appropriate adult should be informed. The time spent alone with a young person/vulnerable adult should be as short as possible.

4.3 Staffing

Any person working with young people and vulnerable adults must be police checked before starting work. Names will be checked against the Protection of Children Act (PoCA list) and the DfEE List 99.

An appropriate number of adults must be present when young people are involved in any task, including male and female helpers where practical. The minimum accepted ratios are:

Adult: Children [under 16 years] 1:6

Adult: Young Person [16-19 year olds]

1:10

Adult: Vulnerable Adult

1:8

The instructor must possess a first aid certificate. Where applicable an Additional Learning Support tutor will be provided.

4.4 Activities Involving Young People

Induction:

Young people shall undergo a formal induction before participating in activities at TST. Instructors must ensure that:

Young people understand their responsibilities for Health and Safety whilst in the care of TST.

Young people read, understand and sign the TST rules form.

All young people have up-to-date tetanus vaccinations, or a signed disclaimer.

Young people should know whom to contact should they have a complaint. (See TST Complaints Procedure)

Written parental consent, or a copy from the appropriate Youth Organisation [school, college etc], must be obtained before engaging young people [under 18] in any activity if those young people are in the sole charge of TST [this is not necessary if young people are accompanied by an appropriate adult from the Youth Organisation].

The Parental Consent form must include:

Name and address

Contact phone numbers

Details of any medical conditions

Prescriptions and allergies

Name and number of young person's doctor

Signed consent for qualified medical treatment to be given in case of injury or medical emergency

Practical Activities:

Activities involving young people must be carefully planned, tasks must be within their physical capabilities and over-fatigue should be avoided. Factors such as the nature of activities, tools in use, ability of group, any special needs, weather conditions and experience of adult supervision must be taken into consideration.

Young people under the age of 17 may not use power tools such as chainsaws and brushcutters. Participants over the age of 17 may not use power tools without prior training. Before starting any work on site, supervisors shall:

- Ensure participants wear appropriate clothing.
- Complete written site specific and task specific risk assessments.
- Talk through the risk assessments with participants, and ensure that:
 - They have understood.
 - Everyone knows the emergency procedures to be followed if there is an accident.
- Give instructions on safe use of tools.

Transport

Transport arrangements should be clear and precise to avoid confusion when picking up and dropping off young people and vulnerable adults.

When travelling in any vehicle, young people under the age of 16 must be seated in a forward-facing seat and must wear a seat belt, and may not use crew seats. The driver is responsible for this and will be liable for fines for non-compliance if caught.

5 Specific Hazards to Health

5.1 Hazardous Substances (COSHH)

Care will be taken to minimise exposure to potentially harmful substances. The safest, least harmful product should be used for any particular task. The Health and Safety manual contains COSHH assessments for substances likely to be encountered, and supervisors will ensure that operatives are aware of the necessary precautions. If a product is to be used which is not covered by the COSHH assessments in Health and Safety manual, a COSHH assessment must be obtained from the manufacturer before the product is used. TST will provide suitable and adequate storage, including spillage containment, for all chemicals. PPE and fire-fighting equipment will be provided as required. All materials should be kept in suitable containers and be clearly labelled.

Only NPTC certified operatives or individuals trained and under direct supervision of a certificate holder may mix and apply pesticides. All pesticides must be in a container with the label information intact.

5.2 Flammable Liquids

Flammable liquids and liquefied petroleum gases will be stored and used in accordance with the Highly Flammable Liquids and Liquefied Petroleum Gas Regulations 1972.

All containers and transport of flammable liquids will comply with current COSHH regulations.

“No Smoking” signs and other appropriate warning signs will be displayed. Appropriate fire fighting appliances will be provided wherever flammable liquids are stored or used.

5.3 Manual Handling

Where manual handling is required, employees and participants should assess the load and use correct lifting techniques.

TST will comply with the requirements of the Manual Handling Operations Regulations 1992 in removing the need for hazardous manual handling operations as far as is reasonably practical.

5.4 Display Screen Equipment

Employees who use VDU’s as a significant part of their work may request an eye test. Employees should take regular breaks to avoid eye strain.

5.5 Noise

All Operations will comply with all relevant requirements of The Noise at Work Regulation 1989 and FASTCo Guide 801 – Noise and Hearing Conservation.

Suitable ear protection must be used when operating, or working near to power tools (for example chainsaws, brushcutters, augers, wood chippers) or other plant or equipment producing noise in excess of 90 decibels (dBA).

5.6 Hired-in Plant or Equipment

Only suitably qualified and trained personnel will operate items of hired-in equipment and machinery. All hire-in equipment and machinery will be operated and maintained in accordance with the manufacturers recommendations. Operating manuals and/or log books will be kept with items of equipment and/or vehicles. Daily checks must be completed as required.

5.7 Lone Working

Lone working is undesirable but in some circumstances it cannot be avoided. If working on site alone ensure that:-

Your location and expected time on site is known at the office, with grid reference or contact phone number where possible. If arrangements change during the day you should ring in to ensure colleagues are aware of changes.

You carry a mobile phone and a whistle.

You phone in to the office or to a pre-arranged “buddy” when you have safely left the site.

NB Lone working is not acceptable in any circumstances where staff are using chainsaws.

5.8 Smoking

TST operates a no smoking policy on its transport. TST allows smoking in designated areas at designated breaks.

5.9 Alcohol and Drugs

Any employee working under the influence of either alcohol or illegal drugs will be deemed to have committed an act of gross misconduct.

5.10 Mobile Telephones

During the working day mobile phones should only be used by staff in emergencies or when contacting the office. Staff are not insured if they leave any learner unattended whilst making personal calls.

6 Reporting Accidents and Incidents

6.1 Accident Reports

An accident sheet recording all accidents is kept at the office. In addition, incident reports will be used to record all near misses or accidents not involving first aid, and circulated to staff as appropriate.

6.2 Incident Report Forms

These shall be completed to record all incidents, including damage to equipment and near misses which have not resulted in injury or damage. They shall be circulated to staff as appropriate.

6.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Any notifiable injury or disease must be reported immediately to the office. Form F2508 or F2508A must be completed within 4 days.

A written record must be made of all notifiable accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and that the records are retained for at least 3 years. The following will be recorded:-

- a. The date and time of the incident causing the injury or the dangerous occurrence.
- b. The name and occupation of the person injured, and the nature of the injury or condition.
- c. The place where the incident occurred.
- d. A brief description of the circumstances.

6.4 Health and Safety (Management) Committee

Management meetings are held each term and incorporate safety as an agenda item. Its function is to review accidents and incidents and make recommendations for amending the Policy or working practices as necessary. Minutes of the Management Committee meetings will be circulated.

6.5 Action

Any short-coming revealed by monitoring or inspection is followed up by altering TST's procedures and, if necessary, by additional training.

7 Disciplinary Procedures & Complaints

7.1 Discipline

TST reserves the right to exclude from site, temporarily or permanently, anyone who breaches health and safety requirements or statutory legislation.

Contravention of Health and Safety requirements will be dealt with under the scope of the Disciplinary Procedure. Breaches of Health and Safety requirements may be treated as Gross Misconduct resulting in dismissal.

7.2 Complaints

TST operates a Complaints Procedure.

Complaints concerning Health and Safety must be referred to your immediate supervisor, who will attempt to settle the problem. If the parties fail to agree, you may refer the matter to the Education Manager for discussion with the instructors and others, if appropriate.

REVIEWED
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NEXT REVIEW
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APPENDIX

Definitions.

The Policy – This document applies to TST.

Staff – any TST employee or, for the purpose of this document, any contractor or sub-contractor, consultant or learner.

Risk Assessment – A risk assessment is a written record of a work activity, identifying the risks to Health and Safety, and the measures required to eliminate or reduce the risk to the absolute minimum.

TST has generic risk assessments for all main work and activities. These are in the Health and Safety Manual. In addition, site specific risk assessments will be carried out before starting work on a new site.