

HEALTH AND SAFETY POLICY

Document Ref:	POL001	Date created:	16/12/2011
Version No:	V05	Issued by: (Quality Coordinator)	CH
Revision Due:	16/12/2012	Approved by: (Chief Executive)	AWW
Person responsible:	CH		
Applicable to:	All	Date of approval:	20/12/2011

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1. Purpose

1.1 This policy has been produced to assist staff/learners/visitors in understanding Building Futures East's Health and Safety Procedures and to guide them through the answers to some common and frequently asked questions about Health and Safety at work.

1.2 This policy aims to ensure that staff, learners, volunteers and visitors and any other stakeholders do not suffer accident or injury while on the Building Futures East site, and anywhere that Building Futures East staff are located for work purposes.

1.3 Please read this policy carefully. If you have any queries, please talk to your supervisor, line manager or the Health & Safety Champion.

2. Health and Safety Policy Statement

2.1 At Building Futures East we are committed to giving health and safety the highest priority in all of our activities.

2.2 We expect staff, learners, visitors, contactors and other employers who work at Building Futures East to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.

2.3 We are dedicated to ensuring the health and safety of all persons who may be affected by our activities by:

- Providing, managing and maintaining a work environment.
- Providing adequate and appropriate facilities and arrangements for welfare at work.
- Providing, managing and maintaining our workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled.
- Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
- Consulting with and involving our staff and learners in matters relating to their own health and safety.
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by Building Futures East.
- Ensuring that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained.

- Implementing systems of work that are safe and where risks to health are controlled.
- Providing the information, instruction, training and supervision at all levels necessary to ensure that staff and learners are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them.
- Providing the necessary organisation, expertise and resource, including communication and consultation, planning, monitoring, inspection and auditing procedures to ensure that there is effective management of health and safety throughout Building Futures East.
- Giving adequate information on relevant hazards to any person whose health and safety might be affected by them.
- Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- Retain, and review as necessary, existing arrangements for health and safety meetings to maintain effective consideration of health and safety measures.
- Ensure that these objectives are being fulfilled through auditing activities, both internally through competent assessors and also by external consultants.

2.4 Building Futures East will ensure that the policy is communicated effectively to all employees, learners, contractors and visitors at the earliest opportunity, and that eligible staff are competent to fulfil their health and safety roles.

2.5 This policy will be reviewed on the annual basis to ensure that the objectives are achieved and, if necessary, revised in the light of legislative or organisational changes.

3. Roles and Responsibilities

Responsibility for the effective implementation of the health and safety policy is as detailed below.

Please see Appendix 1 of this Policy for Building Futures East Safety Organisation Chart.

3.1 Overall responsibility

Building Futures East's Chief Executive accepts particular responsibility for Health & Safety and Welfare.

3.2 First Aid

Employees responsible for First Aid are named on signs/notice boards. In their absence staff will act as appointed persons.

3.3 All Staff

3.3.1 All staff have a responsibility for cooperating with Building Futures East on all matters of health and safety. This includes following any verbal or written guidance, participating in risk assessment procedures, undergoing appropriate training, and ensuring that other people in the workplace are not adversely affected by their work activities. Staff should ensure that members of the public who are visiting their work area are made aware of any appropriate health and safety requirements, and that adequate procedures are in place to ensure their visitors' safety during building evacuation, or any other reasonably foreseeable emergency that may arise.

3.3.2 Staff can also assist management by bringing to its attention any matters of health, safety and welfare that arise during their work activities. It is the responsibility of Building Futures East to ensure that staff are made aware both of these individual responsibilities and of the reporting and control procedures through which they can report matters of health and safety.

3.4 Management

3.4.1 Managers are responsible for ensuring that the safety policy is implemented within their own departments. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

3.4.2 Management duties include the following: i) ensuring that employees, contractors and visitors are aware of safety procedures; ii) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment; iii) ensuring adequate training, information, instruction and supervision to ensure that work is conducted safely; iv) taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity; v) bringing to the prompt attention of senior management any health and safety issue that requires their attention; vi) ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors; vii) maintaining safe access to and egress from the workplace at all times.

3.4.3 Managers dealing with particular topic areas will be advised of any specific health and safety duties.

3.5 Health and Safety Champion

The Health and Safety Champion must:

3.5.1 Ensure that all necessary arrangements are in place to enable all areas of the activity to manage Health & Safety effectively;

3.5.2 Undertake training to carry out regular workplace inspections and to report health and safety concerns and deficiencies, ensuring that any recommendations or remedial actions are acted upon within an appropriate time frame.

3.5.3 Disseminate health and safety information to staff and students, as appropriate.

3.5.4 Maintain a Health & Safety file.

3.6 Quality Coordinator

The Quality Coordinator must:

3.6.1 Ensure that all Health & Safety Policies, Manuals and Procedures are revised as necessary.

3.6.2 Report to the Management Board regularly on Health & Safety legislation.

3.6.3 Chair health and safety committee meetings monthly.

3.7. Tutors

Tutors must:

3.7.1 Understand fully and act upon Building Futures East's Health & Safety Policy as it relates to their area of work.

3.7.2 To ensure that the operations under their control are conducted in accordance with the relevant regulations, approved codes of practice and Building Futures East procedures, following the appropriate risk assessments and safe systems of work.

3.7.3 To advise their Line Manager of any need to update risk assessments relating to their work area.

3.7.4 To set a personal example by following all rules and regulations when on site.

3.7.5 To ensure that all learners within their area of responsibility are aware of and act upon safety procedures and instructions.

3.8 All Learners

3.8.1 Learners must abide by all verbal and written advice relating to health and safety matters. They have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. Employees/learners must report any unsafe conditions to their tutor, development worker or line manager.

3.9 Visitors and Contractors

3.9.1 All visitors to the Building Futures East and contractors must comply with appropriate local rules and any other instructions given to them in the interest of health and safety.

4. Risk Assessments

4.1 Risk assessment records can be found in the Building Futures East office.

4.2 Control measures will be put in place if required as a result of the risk assessments.

4.3 Tutor risk assessments are undertaken each time a new course approval is submitted, and an individual form is required for each room or area used.

4.4 It is the responsibility of the Building Futures East Health and Safety Champion to ensure that risk assessments have been completed and that reviews are carried out by the due date or completed for each course whichever is the earlier.

4.5 Risks will be written down and made known to all relevant persons. Training, information, instruction and supervision will be provided as required.

4.6 Building Futures East acknowledge that inexperienced employees/learners are at greater risk and aim to meet the requirements of the Young Persons Regulations 1997 and the Management of Health and Safety at Work Regulations 1999.(specifically Regs 10 Information for employees and 19 – Protection of Young persons)

4.7 Definitions:

Accident: Any unplanned event that results in personal injury or damage to property, plant or equipment.

Incident: Any event or occurrence that might disrupt or interfere with normal operations e.g. false activation of the fire alarm system, malicious damage.

Near Misses: Any unplanned event or chain of events in which personal injury or damage to property, plant or equipment has only been avoided by chance.

Hazard: The potential to cause harm, including ill health and injury, damage to property plant or the environment or increased liabilities.

5. Arrangements

5.1 Accidents and Diseases

5.1.1 All employees/learners who have an accident at work or are ill as a result of work must fill in the accident book or have it completed on their behalf at the venue where the accident/incident occurred and ensure they or their representative inform the Health and Safety Champion.

5.1.2 Building Futures East's Health and Safety Champion will inform all relevant parties of any reportable accidents/diseases.

5.1.3 The Head of Finance and Communications will ensure all accidents/incidents and diseases are investigated and the Local Authorities Health and Safety Manager is notified in accordance with the corporate Health and Safety Policy.

5.1.4 Any visitor or contractor who has an accident must also report the matter, the employee responsible for the visitor or contractor must ensure the accident book is completed correctly.

5.1.5 Employees/learners are encouraged to report any serious incident (whether or not there is an injury/accident) to their tutor, line manager or the Building Futures East Health and Safety Champion.

5.1.6 Accident, incident and frequency rates will be measured on an annual basis by the Building Futures East Health and Safety Champion.

5.1.7 Building Futures East aim to fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)

5.2 First Aid

5.2.1 Building Futures East has a statutory duty to provide First Aid for its staff and a moral obligation to provide First Aid for visitors including students and members of the public.

5.2.2 A first aid box is kept in the kitchen in the Building Futures East office and the tutor's office.

5.2.3 Tutors/Line Managers/Person in charge or the Building Futures East Health and Safety Champion (Tel: 0191 2632752) will act as an appointed person, ensure the emergency services are called and ensure any injured person is comforted.

5.2.4 Signs are placed in various locations within venues used by Building Futures East in respect of first aid.

5.2.5 A record of accidents will be kept by the Building Futures East Health and Safety Champion.

5.2.6 Employees/learners must not take it upon themselves to render first-aid and must always seek the first-aiders. Emergency calls can be made from Building Futures East office by dialing 9 for an outside line followed by 999 if you have the handset in your hand or if on loudspeaker, you need only dial 999.

5.2.7 Building Futures East aims to fulfil the requirements of the Health and Safety (First-Aid) Regulations 1981 (Reviewed 1997).

5.3 Training

5.3.1 All employees/learners will be informed of this policy, risk assessments and any Health and Safety control measures/arrangements at induction. New employees/learners will be shown around the building by their tutor, development worker, line manager or the Building Futures East Health and Safety Champion.

5.3.2 Employees/learners will be shown how to do things safely prior to using any equipment, materials or hazardous substances. Records of induction, instruction and training will be kept.

5.3.3 Building Futures East will endeavour to ensure that employees and learners are capable in terms of Health and Safety for every task/exercise/learning programme that is asked of them. Each employee/learner will complete an enrolment form and appropriate initial assessment with medical questionnaire to give an insight of any problems/issues that may need to be taken into account.

5.3.4 Specific training and instruction will be provided as appropriate to the employees/learners as identified in risk assessments.

- * Fire arrangements
- * Hazardous substances
- * Safe use of equipment
- * Employee/learner responsibilities
- * Use of personal protective equipment/clothing
- * Health and safety arrangements
- * Risk assessments
- * Accident and first-aid arrangements
- * Electrical Safety
- * Manual Handling

5.3.5 Any employee/learner who is uncertain of how to do a job/task or exercise safely must ask their tutor, or line manager.

5.3.6 Prior to any course starting Building Futures East's Health and Safety Champion is to verify that all required Health and Safety documentation is in place.

5.3.7 If a programme has learners with learning disabilities and/or difficulties (LLDD) then if required an in depth activity risk assessment and/or learner risk assessment would be completed.

5.4 Fire and Emergency Evacuation

5.4.1 Arrangements for fire are:

- A specific Fire Risk Assessment is to be completed and held at each venue used by the Building Futures East.
- Employees/visitors and contractors to sign the Entry/Exit and Emergency log – 'signing in sheet' or book on entering and leaving the Building Futures East buildings. Registers will be taken by Administrator/Receptionist.
- Emergency exits are designated by signs (green and white), fire extinguishers are supplied.

- Indication of fire may be a 'verbal shout of FIRE' a ringing hand bell or a siren that operates via a break glass emergency unit at various points within the building.
- If you hear the ALARM - EVACUATE the building as per the Emergency Evacuation Procedure.
- At the designated ASSEMBLY POINT a roll call will be taken using the register, book or exit and entry sheet.

5.4.2 If anyone discovers a fire the alarm should be activated. Unless fully trained and competent, employees/learners/visitors or contractors should not tackle a fire but proceed safely to the assembly point via an emergency or safest exit.

5.4.3 Building Futures East's Health & Safety Champion and designated Fire Wardens will be responsible for ensuring the Building Futures East sections of buildings which are in use, are clear and call the emergency services if appropriate.

5.4.4 A fire drill will be carried out at least annually by the Health & Safety Champion/Managers with a record kept in the fire log.

5.4.5 Fire extinguishers are checked at least once a year and records kept in the fire log.

5.4.6 The fire alarm system is tested monthly and a record kept in the fire log in the Building Futures East office.

5.4.7 Employees/learners/visitors or contractors must not interfere with any fire safety arrangements, keep fire routes and exits clear and abide by notices explaining fire arrangements.

5.4.8 Employees/learners/visitors or contractors should NEVER re-enter the building until it is safe to do so and they have been given the 'all clear'.

5.4.9 Employees/learners/visitors or contractors should never stop to collect personal belongings.

5.4.10 Building Futures East aims to fulfil the requirements of the Regulatory Reform (Fire Safety) Order 2005.

5.5. Smoking

5.5.1 Building Futures East seeks to safeguard the rights of non-smokers to breathe smoke-free air at work, while taking into account the needs of those employees who wish to smoke.

5.5.2 Smoking is not permitted in any indoor or substantially enclosed part of Building Futures East premises or entrances at any time, nor on the footpath from the security gate leading to Building Futures East buildings.

5.5.3 All employees/learners, contractors and members of the public shall comply with local smoking restrictions. Disciplinary action or other sanctions may be taken against any employee/learner, contractor, or member of the public in breach of local smoking restrictions.

5.5.4 Details of local smoking arrangements and a copy of the Building Futures East Smoking Policy document can be found on the staff server with a hard copy held in the main office.

5.6 Equipment and Machinery

5.6.1 All equipment and machinery provided by Building Futures East will be to the correct safety standards.

5.6.2 All guards, safety devices and controls must be used at all times by employees/learners, this includes the use of any personal protective clothing.

5.6.3 Any fault or defect in any equipment or controls must be notified immediately to your tutor or line manager and not used until it has been repaired and is safe to use. Operators should check machines before using them.

5.6.4 Equipment will be maintained/examined regularly.

5.6.5 Employees/learners will not be allowed to use equipment until they have been trained to do so when supervision and instruction will be provided.

5.6.6 Any employee/learner who is unsure of any piece of equipment, safety feature or controls should ask their tutor or line manager for information.

5.6.7 Building Futures East aim to fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

5.6.8 A specific Health & Safety Policy for Abrasive Wheels lays out guidelines on the safe use of this equipment and can be found on the staff server with a hard copy in the main office.

5.6.9 Similarly, a specific Health & Safety Policy for Fork Lift Equipment lays out guidelines on their safe use and can be found on the staff server with a hard copy in the main office.

5.7. Hazardous Substances

5.7.1 Assessments of hazardous substances have been made and are held on file by Building Futures East Health and Safety Champion.

5.7.2 Employees/learners must follow the precautions and rules as a result of the assessments so that they do not expose themselves or others to any risk.

5.7.3 If an employee/learner feels ill as a result of using a substance they must report it to their tutor, development worker, line manager, first-aider or the Building Futures East Health

and Safety Champion and record it in the accident book so that the matter can be investigated.

5.7.4 If an employee/learner is uncertain about the use of any substance they must ask their tutor or line manager before using it.

5.7.5 Hazardous substances must be disposed of carefully as recommended.

5.7.6 Any personal protective clothing/equipment issued must be worn/used.

5.7.7 All hazardous substances must be stored in their original containers and those containers stored correctly.

5.7.8 Building Futures East aims to fulfil the requirements of the Control of Substances Hazardous to Health Regulations 2002.

5.8 Manual Handling

5.8.1 Employees/learners must not move any load which they think may cause them an injury. Assessments of the main tasks have been carried out and are held by the Building Futures East Health and Safety Champion, training will be given in safe methods if required.

5.8.2 Employees/learners must follow the methods described as a result of the risk assessment and any training given. Any employee/learner who is injured during any manual handling operation must report it and record it in the accident book.

5.8.3 Employees/learners should use lifting and carrying aids including trolleys to move loads.

5.8.4 Two person lifts are to be encouraged where practical for large pieces of furniture or equipment.

5.8.5 Employees/learners will be shown how to lift and carry loads in the correct manner if required.

5.8.6 Building Futures East aims to fulfil the requirements of the Manual Handling Operations Regulations 1992.

5.9 Employee/learner rules

5.9.1 Below is a list of some of the basic rules for employees/learners to follow;

- ◆ Keep your work area clean and tidy, particularly from things likely to cause a person to slip, trip or fall.
- ◆ Always use equipment the correct way as per the instructions.
- ◆ Use the right personal protective equipment and clothing.

- ◆ Follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain.
- ◆ Never interfere with equipment, electricity or any safety features.
- ◆ Do not smoke in buildings or their grounds.
- ◆ Report any defects or damage to any premises, equipment or machinery.
- ◆ Do not put yourself or others at risk by horseplay or misuse of articles and substances.

5.9.2 It is a requirement for employees/learners to abide by health and safety rules and anyone breaching safety rules will be liable to disciplinary action.

5.9.3 Any employee/learner who notices a hazard must report it immediately to their tutor or line manager. We welcome suggestions to improve health and safety standards.

5.9.4 A summary of this information will be included in the employee/learner handbook.

5.10 Personal Protective Clothing/Equipment

5.10.1 Building Futures East will provide free of charge, all necessary personal protective equipment/clothing for employees/learners who must use it where instructed and trained to do so. PPC/E will be to European and British standards and provided in line with risk assessments.

5.10.2 Building Futures East will treat the misuse or non-use of personal protective equipment/clothing as a breach of contract and employees/learners may be subject to disciplinary procedures.

5.10.3 Building Futures East aims to fulfil the requirements of the Personal Protective Equipment at Work Regulations 2002.

5.11 Electricity

5.11.1 The Electricity at Work Regulations 2009 place a legal duty on Building Futures East to prevent injury to staff, learners and visitors from its electrical systems. It is essential that electrical equipment is properly maintained and tested in accordance with regulations so as to prevent danger.

5.11.2 All electrical equipment will be maintained as scheduled and this will include an annual inspection and where deemed necessary testing of the electrical equipment.

5.11.3 Any defects or damage to electrical equipment must be reported immediately to your line manager, tutor or the Building Futures East Health and Safety Champion. Anyone suffering an electrical shock must report it as an accident.

5.11.4 No employee/learner/visitor shall carry out electrical work themselves, a competent electrician will be used to carry out any electrical work required.

5.11.5 Electrical equipment that requires testing and inspection will be marked and records kept.

5.12 Visitors and Contractors

5.12.1 All visitors and contractors must sign the Entry/Exit and Emergency log or book which is kept in the Building Futures East office, this log will be used for roll call purposes in an emergency.

5.12.2 All visitors and contractors should receive a temporary ID badge from receptionist that must be worn on Building Future East premises at all times. Visitors and contractors should check out when leaving and return the badge.

5.12.3 Visitors and contractors will be accompanied or supervised by a member of staff responsible for their visit. In the case of an emergency i.e. a fire, it is the responsibility of that staff member to assist them to our designated assembly points.

5.12.4 Visitors will be provided with and required to use/wear any necessary personal protective equipment/clothing when in the building. Visitors must not operate any equipment and must comply with any guidelines given.

5.12.5 Contractors must inform Building Futures East of any hazardous substances, electrical equipment, other equipment, or anything else that might affect the Health and Safety of employees/learners. Contractors carrying out work on our premises will be made aware of this policy and expected to abide by it. Risk assessments for work will be required of any non local authority contractor.

5.12.6 Any work experience student/learner will be treated as any other employee however, particular attention and arrangements will be made for their supervision, training and instruction.

5.13 Premises

5.13.1 The premises will be maintained in a safe and healthy condition at all times. Employees/learners must take responsibility for general housekeeping, cleanliness and tidiness.

5.13.2 Adequate welfare facilities; toilets, drinking water, washing facilities etc will be provided and maintained.

5.13.3 A satisfactory working environment will also be maintained with adequate temperature, ventilation and lighting.

5.13.4 An inspection of Building Futures East premises' fixtures, fittings, equipment, processes, materials and systems of work will be carried out by the Building Futures East Health and Safety Champion termly.

5.13.5 Any defects or damage to the premises or its fixtures and fittings must be reported by employees/learners to their tutor or line manager.

5.13.6 A record of inspections will be kept by the Building Futures East Health and Safety Champion.

5.13.7 Building Futures East aims to meet the requirements of the Workplace (Health & Safety and Welfare) Regulations 1992.

5.14 Display Screen Equipment (DSE)

5.14.1 Employees/learners will be shown how to use DSE properly and how to adjust the workstation to suit themselves. Any other relevant information and training will be provided.

5.14.2 Building Futures East aims to meet the requirements of the Display Screen Equipment Regulations 1992.

5.15 Traffic and Pedestrians

Access for emergency services is to be kept clear at all times. Employees/Learners' private vehicles may only be parked in areas designated for parking and is done so at the owners risk.

5.16 Waste Disposal

All waste shall be disposed of in accordance with the "Duty of Care" Regulations contained within section 34 of the Environmental Protection Act 1990 and in line with Newcastle City Council's rules and regulations.

5.17 The Waste Electrical and Electronic Equipment (WEEE)

5.17.1 There are 10 indicative categories: large household, small household, IT and telecommunications, consumer equipment, lighting equipment, electrical and electronic tools, electrical toys, leisure and sports, medical devices, monitoring, automatic dispensers. Under the WEEE Directive 2002/96/EC these must be placed in the dedicated disposal bins or at local packaging collection point or have to be collected by the producer and recycled, with the removal of certain hazardous substances.

5.17.2 The general rule is if a piece of equipment has a plug on it then it must be disposed of according to WEEE regulations.

5.17.3 Building Futures East has a Service Level Agreement with Newcastle City Council Environmental Services to dispose of any WEEE related items.

5.17.3 The Directive has been implemented in the UK through The Waste Electrical and Electronic Equipment Regulations 2006 which implement most aspects of the WEEE Directive in the UK since they came into force on 2 January 2007. These were amended by The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007 which came into force on 1 January 2008.

5.18 Working at Height

5.18.1 In order to secure the safety of staff and contractors working at height, the following policy applies in accordance with The Work at Height Regulations 2005:

- All ladders must be of sound construction.
- All scaffolding must be of sound construction.
- All person-lifting equipment (e.g. cages, cherry pickers, lifts etc) must be in sound condition and suitably tested and certified.
- All working at height operations should be carried out in accordance with the relevant Health and Safety Executive Guidance Notes. For further information on The Work at Height Regulations 2005 refer to the HSE's brief guide on working at height.
- Where high level access equipment is to be left in situ over night, the power supply should be isolated and the access equipment should be fenced off in such a way as to make it secure against unauthorised use.
- In all cases where high level working is to take place, an assessment of the risk should be made. If the risk presents concerns about the working method or type of access equipment to be used, work must not begin and advice must be sought from a competent person.
- Should any work at height be carried out by contractors, method statements and risk assessment information must be obtained prior to the work commencing, which details their safe systems of work to be adopted.
- Where lifting equipment is to be used, the area should be clear of overhead power supplies. If not then suitable warning markings should be put in place prior to beginning.
- Where workers are working above other work areas, the employees below should be made aware of the risk of falling equipment, and suitable steps taken to ensure safety.
- Prior to commencing any work at height, employees must have undertaken appropriate information, instruction and training for all work at height.
- To assist in determining what controls are necessary when assessing any work at height then refer to the Working at Height Planning Checklist.

5.18.2 The above controls should apply to any contractors operations at locations where it becomes necessary to carry out work at height. This should also be supplemented by obtaining the necessary risk assessment/method statements from the contractor prior to works beginning.

5.19 Asbestos

5.19.1 In order to comply with the Control of Asbestos Regulations 2006, which brought together previous sets of regulation for the prohibition, control of asbestos and asbestos licensing, Building Futures East will carry out an assessment of its premises where it deems it necessary and will manage the risk in accordance with the legislative requirements.

5.19.2 The Regulations require Building Futures East as the “Duty holder” to have in place an effective management plan for the identification and control of asbestos containing materials in its premises.

5.19.3 Building Futures East is required to carry out the following:

- Appoint an external source of expertise where required to carry out building surveys to find if there is any asbestos containing materials (ACMs) in the premises, the amount and what condition it is in.
- Make and keep an up to date record of the location and the condition of any ACMs.
- Prepare and keep an up to date record of the location and condition of the ACMs.
- Carry out an assessment of the risk from the material.
- Prepare a plan that sets out in detail how any risk will be managed from the material.
- Take the necessary precautions in order to put the plan in place.
- Review and monitor the plan and the necessary precautions put in place.
- Provide information at the location and the condition of the ACMs to anyone who is liable to work on or disturb the material i.e. during maintenance / refurbishment work etc.
- Prior to the acquisition of any new premises seek confirmation from the current duty holder with regards the structure and content of building materials.
- Any asbestos containing areas will be highlighted with appropriate warning signage.
- Under no circumstances should any contractor carry out any work activities where asbestos materials may be present until an appropriate risk assessment has been carried out and discussed with the appropriate person.
- For any intrusive works carried out a copy of the asbestos survey, where carried out, should be made available to the contractor for their review.

5.20 Lone Working

5.20.1 There are no absolute restrictions on working alone; it will depend on the findings of a risk assessment.

5.20.2 Staff should comply with the Health & Safety Policy for Lone Working which can be found on the staff server with a hard copy available in the main office.

5.20.3 Employees have responsibilities to take reasonable care of themselves and other people affected by their work activities and to cooperate with Building Futures East in meeting their legal obligation.

5.20.4 For detailed procedures please refer to the Lone Working Policy.

6. Communication

Information about health and safety is made available to employees/learners using the electronic networks, newsletters, e-mail and employee/learner handbook.

7. Document Review Record

<u>Review/Amendment Details</u>	<u>Date</u>
Health and Safety policy reviewed and revised: <ol style="list-style-type: none"> 1. Paragraphs added: purpose, roles and responsibilities, arrangements. 2. Statement was revised according to organisational changes. 3. Added Safety Organisation and Responsibilities 4. Added The Waste Electrical and Electronic Equipment (WEEE) 	01/10/2010
Health and Safety policy reviewed and revised: <ol style="list-style-type: none"> 1. COSHH updated 2. Working at Height section added 3. Machinery section added 4. Forklift section added 5. Abrasive Wheels section added 6. Lone Working section added 	16/11/2011
Prepared by: CH	Approved by: AWW

APPENDIX 1

BUILDING FUTURES EAST SAFETY ORGANISATION AND RESPONSIBILITIES

