

VISCOUNTESS BARRINGTON TRUST
&
SHRIVENHAM PARISH COUNCIL
HEALTH AND SAFETY POLICY



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Health and Safety Policy Statement

Important: All employees of the Viscountess Barrington Trust and the Shrivenham Parish Council must read this statement and be familiar with its policies. In this document, the “Viscountess Barrington Trust” will at times be shortened to the “Trust”, the “Shrivenham Parish Council” will at times be shortened to the “SPC”, the “Health and Safety Officer” will at times be shortened to “HSO” and the “Fire Safety Officer” will at times be shortened to “FSO”.

It is the policy of the Viscountess Barrington Trust to comply with the obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and any other supporting legislation concerning Health and Safety.

At all times the Viscountess Barrington Trust will endeavour to provide and maintain a healthy and safe working environment for its employees as well as taking steps to protect the health and safety of all visitors to the premises, including contractors and temporary workers, as well as any members of the public who might be affected by any operations or who happen to be attending an event on the premises.

The overall objective of the Viscountess Barrington Trust’s health and safety policy is to minimise the number of instances of occupational accidents and illnesses. The ultimate objective is not to have any such instances. The Trust will endeavour to do all that is reasonably practicable to ensure the health and safety of its employees, however, health and safety at work is the responsibility of each and every individual associated with the Viscountess Barrington Trust, Shrivenham Parish Council and the Memorial Hall. All employees are required to be vigilant and concerned for the welfare of others.

It is also the duty of each employee to take reasonable care of their own welfare and to report any situation which may pose a threat to the well-being of them or any other person. Any hazards in the workplace should be reported without delay as a matter of routine and no member of staff will be penalized for repeatedly raising concern if such hazards are not rectified by the Trust’s management or designated Health and Safety Officer. It is therefore every employee and worker’s responsibility to report immediately any situation that could endanger the well-being of themselves or others. It is also every employee’s responsibility to report any injury, however small, to the Health and Safety Officer and to ensure that it is recorded – Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate, detailed and kept up to date.

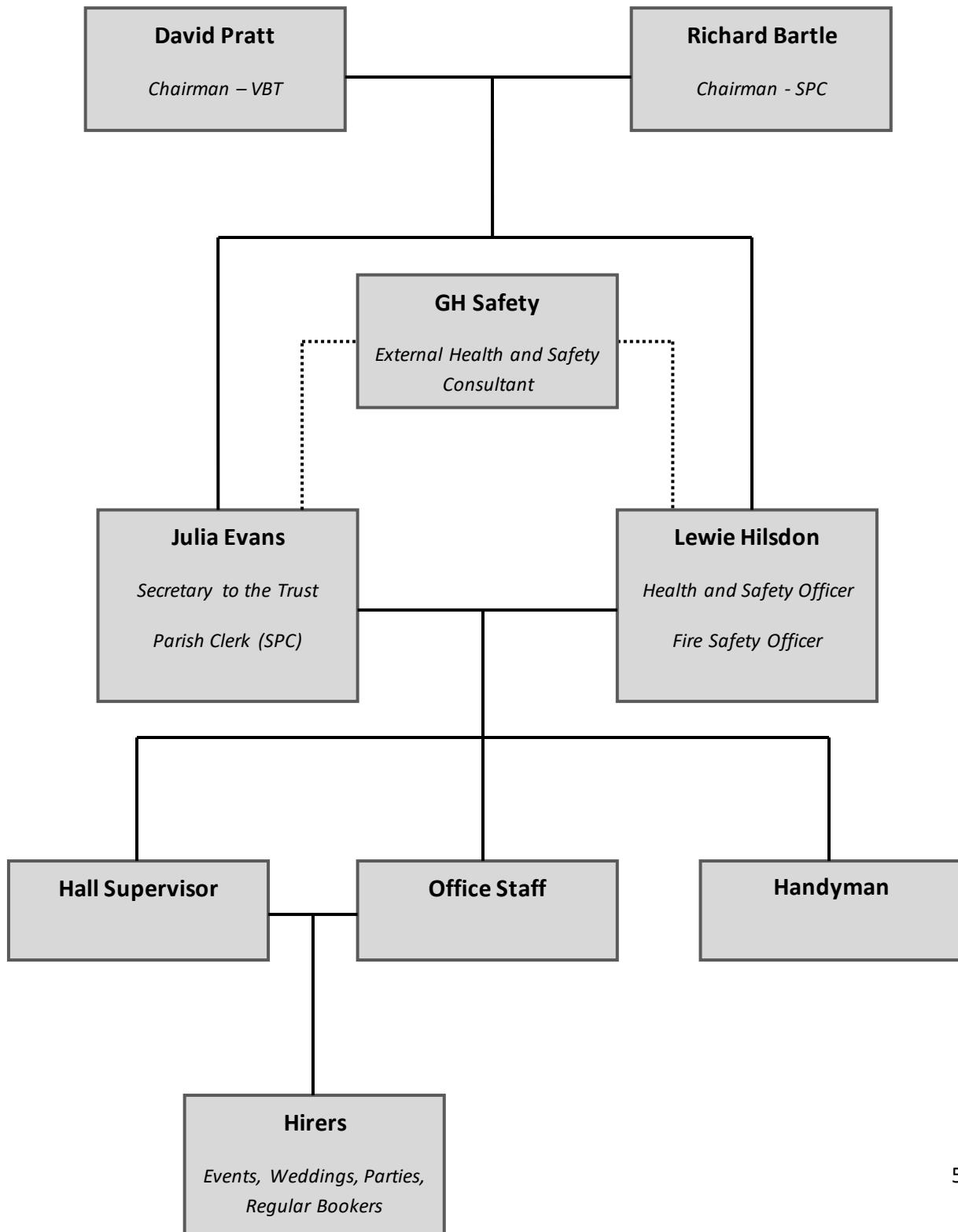
The Viscountess Barrington Trust believes that the success of its health and safety policy can only be achieved through the co-operation of all personnel. Employees will be provided with the required equipment, information, training and supervision as is necessary to implement and comply with the Trust’s health and safety policy.

The Viscountess Barrington Trust’s health and safety policy will be continually monitored and improvements to the policy will at times be implemented. The Trust invites all employees and visitors to put forward any suggestions for improvements, or any complaints, regarding the health and safety policy either informally or in writing to the designated Health and Safety Officer.

| | | |
|--|----------------|--------------|
| Secretary to the Trust – Julia Evans | Signed: | Date: |
| Health and Safety Officer – Lewie Hilsdon | Signed: | Date: |

Health and Safety Policy

Important: All employees of the Viscountess Barrington Trust and the Shrivenham Parish Council must read this statement and be familiar with its policies.



Viscountess Barrington Trust – Responsible Persons

The people responsible for the overall health and safety policy for the Viscountess Barrington Trust are:

| | |
|-----------------|---|
| Name: | David Pratt, Richard Bartle |
| Title: | Chairman - Viscountess Barrington Trust, Chairman - Shrivenham Parish Council |
| Address: | Memorial Hall, Highworth Road, Shrivenham, Oxfordshire, SN6 8BL |

The designated Health and Safety Officer for the Viscountess Barrington Trust is:

| | |
|-----------------|---|
| Name: | Lewie Hilsdon |
| Title: | Hall Supervisor |
| Address: | Memorial Hall, Highworth Road, Shrivenham, Oxfordshire, SN6 8BL |

The external Health and Safety consultant for the Viscountess Barrington Trust is:

| | |
|-----------------|--|
| Name: | Helen Green |
| Title: | Health and Safety Consultant |
| Address: | GH Safety Ltd, Unit 31A, Shrivenham Hundred Business Park, Majors Road, Watchfield, Oxfordshire, SN6 8TY |

The designated Fire Safety Officer for the Viscountess Barrington Trust is:

| | |
|-----------------|---|
| Name: | Lewie Hilsdon |
| Title: | Hall Supervisor |
| Address: | Memorial Hall, Highworth Road, Shrivenham, Oxfordshire, SN6 8BL |

Personnel trained in First Aid are:

| | |
|-----------------|---|
| Name/s: | Lewie Hilsdon, Julie Sarsons |
| Title: | Hall Supervisor, Administrator |
| Address: | Memorial Hall, Highworth Road, Shrivenham, Oxfordshire, SN6 8BL |

Locations of First Aid Kits:

| |
|--|
| Locations |
| First floor office, large kitchen, exterior garage |

Scope of this Policy

This policy covers general health and safety arrangements for the Viscountess Barrington Trust and the Shrivenham Parish Council which, for ease of use, is divided into five parts:

- **Part 1 Responsibilities**
- **Part 2 Health and Safety Arrangements, Awareness, Procedures and Protocols**
- **Part 3 Fire**
- **Part 4 Additional Documents**
- **Part 5 Confirmation and Review**

In agreeing to comply with the Viscountess Barrington Trust's health and safety policy you must read and understand the parts of the policy specific to you, in addition to being aware of the safe practices of colleagues and contractors working on behalf of the Trust.

If specialist work needs to be completed then specific training will be given. If any work is found to be hazardous and requires a larger policy to make it safer then method statements documents will be provided.

It is important to note that the Viscountess Barrington Trust is a charitable organisation, which is run by the Shrivenham Parish Council. The Trust is made up of a team of trustees, employees and parish councillors. When referring to "employees", "personnel", "staff" or "trustees", this policy is referring to trustees and employees of the Viscountess Barrington Trust, as well as the staff of the Shrivenham Parish Council (SPC) and councillors of the SPC. When referring to "on site", "premises" or other similar terms, this policy is referring to the Shrivenham Memorial Hall and any other grounds owned by the Viscountess Barrington Trust, and any grounds under the jurisdiction of SPC staff and councillors. Therefore, when this policy states that it applies to the "Viscountess Barrington Trust", the "Trust", the "Shrivenham Parish Council" or the "SPC", it applies to both and all of these organisations, as they are run and operated hand in hand by the same structure of employees and trustees, and they operate from the same building.

Part 1 – Responsibilities

1.1 - Responsibilities of the Trust

The Health and Safety Commission says that responsible people must recognise their personal responsibilities and liabilities under health and safety law.

- The Viscountess Barrington Trust and its Trustees must accept both formally and publicly their collective role in providing health and safety leadership in its organisation.
- Each Trustee needs to be aware of and accept their individual role in providing health and safety leadership for their organisation.
- Trustees need to ensure that all decisions to do with any of its properties reflect the Trust's health and safety intentions, as articulated in the health and safety policy statement.
- Trustees need to ensure that they are kept informed of and are alert to any relevant health and safety risk management issues.

1.2 - Responsibilities of the Hall Supervisor

These responsibilities apply to those who are authorised by the Viscountess Barrington Trust to control, to a greater or lesser extent, the work and working conditions of other employees. Where control is exercised indirectly through others, duties will need to be delegated. In the areas where the supervisor's control is partial, any matters requiring action are to be brought to the attention of superiors.

- The Hall Supervisor needs to be familiar with the Viscountess Barrington Trust's health and safety policy, statutory requirements and safe systems of work applicable to the task on which themselves and their fellow employees are engaged, insisting that such requirements are observed at all times.
- To be familiar with the provision of regulations and codes of practice relating to safety representatives and to co-operate with representatives in the execution of the duties specified in the regulations.
- To investigate all accidents to persons or property promptly, to discover the cause of said accident and to minimise the chance of a possible recurrence.
- To report to the Trust any working practice, defective tools or equipment which detracts from the standard of safety covered by the Trust's policy and relevant legislation.
- To prevent employees from taking risks and/or shortcuts in working methods, as well as discouraging misbehaviour and taking appropriate action where employees fail to consider safety factors.
- To ensure that protective clothing and equipment are issued and available for use where appropriate and to ensure that adequate instruction in the use of such equipment is given.
- To ensure that appropriate plant machinery and equipment is operated by a competent person, that any defects are reported immediately to the Trust and to ensure that any defective/unsafe plant machinery, tools and/or equipment are not used.
- To always wear protective clothing wear appropriate and set an example in the maintenance of health and safety standards.

1.3 - Responsibilities of the Employees

All employees, irrespective of status, have a personal responsibility with regards to health and safety. All employees are encouraged to make suggestions for the improvement of health, safety and welfare – details of which should be submitted through their supervisor/manager.

- To be familiar with the Trust's health and safety policy as well as the standards and procedures it contains and to co-operate and implement its contents.
- To be familiar with the provisions of the regulations and code of practice relating to the functions of safety representatives and co-operate with representatives in the execution of the duties specified in the regulations.
- To understand and comply with all instructions, working procedures and safety rules which apply to their work.
- To take reasonable care of the health and safety of themselves and others, including members of the public, who may be affected by their acts or commissions at work.
- To co-operate with the Trust in carrying out its statutory duties as far as is necessary to enable that duty to be complied with.
- To always use the correct tools for the job, use the safety equipment and protective clothing issued and made available in accordance with regulations. Also to keep all tools, plant machinery and equipment in good and safe condition.
- To never operate equipment unless the employee is trained and authorised to do so.
- To report to the Hall Supervisor or the Trust any defects in equipment and ensure that it is in a safe and secure state when unattended.
- To report to the Health and Safety Officer or Trust any incidents, working problems or areas that could lead to injury and co-operate in any investigation of an accident or incident with the object of introducing measures to prevent a recurrence.
- To ensure that their work area is kept clean and tidy.
- To report all accidents, injuries, industrial diseases, dangerous occurrences and "near misses" to their immediate supervisor, no matter how trivial.
- To take care of items of any health, safety and welfare equipment issued for their use.
- To refrain from acting in any way which may cause hazards to themselves and/or others.
- To raise any safety matter with either the Health and Safety Officer, or the appropriate supervisor in the Trust.

1.4 - Responsibilities of the Volunteers, Trustees and Hirers

Although volunteers, trustees and hirers are not employees of the Viscountess Barrington Trust, the Trust has a duty of care towards them. Thus they are offered the same health and safety protection and instruction as employees of the Trust and are, in return, required to comply with the Trust's arrangements for health and safety (see 1.3 – Responsibilities of the Employees). All hirers are expected to behave in a way which is safe and to take in to account the health and safety of not just themselves, but any guests, members of staff, volunteers, trustees and members of the public.

1.5 - Responsibilities of the Health and Safety Officer

The Viscountess Barrington Trust's Health and Safety Officer (HSO) has overall responsibility for all health, safety and welfare matters within the Trust. The HSO will ensure that there is an effective policy for health and safety. They will also ensure the provision of regular reviews to its efficiency and the provision of adequate staff, funds and materials to meet the policy's requirements.

The Health and Safety Officer will ensure:

- That responsibility for safety is properly assigned and accepted at all levels.
- That arrangements are made for the provision of suitable and sufficient safety training for all employees.
- That health and safety monitoring is regularly undertaken.
- That information is obtained from suppliers on the safe use of equipment and materials, and that all relevant health and safety information and guidance is provided to employees as required.
- That records of statutory inspections and other records are kept.
- That records of injuries and work-related diseases are maintained and that the appropriate reporting action is undertaken where needed.
- That appropriate resources are allocated to allow for the elimination and/or control of known hazards, and to safeguard against the introduction of new risks.
- That contractor's tenders include adequate provision for safe working.
- That appropriate health and safety arrangements are made with clients and building occupiers.
- The provision of all health and safety documentation.
- The provision of any training including specialised training if required.
- The provision of adequate welfare and first aid.
- The protection of the public.
- To carry out risk assessments of any hazards, which could arise and determine the most appropriate order and method of working and to record such assessments. To this end the HSO will liaise with employees, clients, trustees and building occupiers over health and safety arrangements.
- That all health and safety matters are discussed with prospective clients and liaise with clients and building occupiers over health and safety arrangements.
- To implement health and safety arrangements made with clients or building occupiers and ensure personnel within their control comply with these arrangements.
- To co-ordinate work of contractors and liaise with main contractors where available.
- To monitor health and safety procedures and to ensure that all directly employed by the Trust and also contractors and their employees operate in accordance with any legal requirements and the Viscountess Barrington Trust's health and safety policy.
- To acquire, hold and make available where required, information on the potential hazards of any articles and substances used by personnel within their control, and to ensure that all necessary COSHH assessments are carried out.
- That, where required, only trained, competent and authorised personnel use equipment, and that young or inexperienced workers are properly supervised.
- To take prompt corrective action wherever unsafe acts are noticed or reported to them.
- That cleanliness, tidiness and all that contributes to "good housekeeping" is of an acceptable standard.

- That all accidents are reported and recorded, and that attention given by medical or first aid staff is appropriate.
- To investigate, report and find the cause of all incidents/accidents, including those which result in only minor injuries, or cause loss or damage with no injury, and to take appropriate remedial action to prevent re-occurrence.
- To ensure that all fire safety checks are undertaken on the basis and frequency required (see Part 3 – Fire)
- To ensure that materials are stored safely and that, where appropriate, fire-fighting equipment is readily available.

Part 2 - Health and Safety Arrangements, Awareness, Procedures and Protocols

2.1 - Accident Investigation and Reporting

The Viscountess Barrington Trust will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). The Health and Safety Officer is responsible for reporting under the regulations. This will entail the Health and Safety Officer or other designated personnel making reports, and the co-operation of all relevant personnel involved is essential in order to establish:

- The circumstances of an accident or dangerous occurrence or disease.
- The nature and severity of the accident or dangerous occurrence or disease.
- The Identity of eyewitnesses.
- The time, date and location of the accident or dangerous occurrence or disease.

Eyewitness accounts for the report will be collected as near to the time of the accident as is reasonably practicable.

The Trust will study the completed report and will attempt to discover why the accident or dangerous occurrence or disease, and then take action to prevent any future recurrence.

Issues such as liability, proceedings or damages will be assessed following the completed report and, if necessary, the Trust will take appropriate legal advice.

2.2 - Accident Procedure

The Viscountess Barrington Trust has a statutory duty to record all accidents.

All staff will be instructed precisely and clearly of their duties relating to the Trust's accident procedure. It is the duty of all personnel to ensure that they are familiar with the procedure and to comply with it at all times.

The employees and the Health and Safety Officer must record all accidents, no matter how trivial, by completing an accident form.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13 – as amended), employees must report to the Health and Safety Officer any accident at work which results in personal injury and will be encouraged to identify incidents where injury was fortuitously avoided (i.e. near misses).

The Health and Safety Officer will undertake investigation of all accidents initially and, where practicable, means of preventing a recurrence will be recommended. All serious (reportable) accidents will, additionally, be investigated by the Health and Safety Officer.

2.3 - Asbestos

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm are too small to see with the naked eye and the diseases that develop can take many years to show. Unfortunately, there is currently no cure.

Asbestos can be found in most buildings and is used in asbestos cement products such as sheets, tiles, tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation and lagging to pipe work and plant, caulking materials and fire protection materials.

The Viscountess Barrington Trust will:

- Continue to conduct surveys to locate, assess and record asbestos containing materials at all of its sites.
- Maintain asbestos containing materials (ACM) in a state of good repair.
- Take appropriate control action to reduce the risks to workers and occupants.
- Inform anyone who is likely to disturb ACMs about its condition and location.
- Have arrangements in place to ensure that any work which may disturb ACMs is carried out in accordance with the Control of Asbestos at Work Regulations 2012 (CAWR)
- Regularly review the asbestos management procedure.

Important: If you suspect asbestos or think that you have disturbed ACM then stop work immediately.

Inform the Health and Safety Officer and do not recommence work until given further instructions. Make sure that any fellow employees are made aware of the hazard of asbestos.

2.4 – Avoiding Confrontation

If a colleague or member of the public becomes unreasonable or aggressive with their behaviour:

- Behave appropriately. Never meet aggression with aggression, be confident and professional and aware of non-verbal communication.
- Respect the views of others and the importance of calm communication.
- If possible, diffuse the situation.
- If the situation is becoming difficult to handle then seek assistance from a colleague.
- If you feel as though a relationship with an associate at the Trust is becoming stressful or difficult, then report your concerns to the Health and Safety Officer or a member of the Trust.

If the situation deteriorates further:

- Ensure that the aggressor does not block your escape route.
- If you are threatened or feel as if you are at risk, then move away from the person facing you at all times.
- In the unlikely event that you are assaulted, protect yourself and consider using reasonable force to defend yourself if necessary.
- If you are assaulted in any way, remove yourself from the situation immediately and call the Police.
- Make a detailed note of the incident and the circumstance leading up to the incident, along with any witnesses details.
- Report all incidents to the Health and Safety Officer and, if necessary, to the Police.

2.5 - Communication

The Viscountess Barrington Trust will endeavour to ensure that employees are familiar with the contents of the Trust's health and safety policy and will communicate with employees, trustees and contractors orally, through the HSO or a supervisor, and in writing, in the form of directives and this policy.

2.6 - Co-operation and Care

Employees and trustees are expected to co-operate with the Health and Safety Officer and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.

2.7 - Discovery of Explosives, Bombs and Suspicious Packages

If you discover a suspicious package:

- Do not touch anything suspicious
- Ring the police immediately if you suspect the package to be potentially dangerous
- Warn the Health and Safety Officer if possible
- If possible, take all necessary measures to make sure that nobody, even mistakenly, comes into contact with the dangerous object before the arrival of the police.

2.8 - Display Screen Equipment

The Viscountess Barrington Trust will comply with the Health and Safety DSE (Display Screen Equipment) Regulations 1992 (as amended).

The risks to users from using display screens will be reduced as much as is reasonably practicable. All employees using display screens will have a DSE work station assessment upon commencing work with the Trust and when significant changes are made to their work station.

Employees regularly using display screens will be allowed and encouraged to have regular short breaks where they can undertake other work activities not involving a screen. Employees are also encouraged to request a DSE from the Health and Safety Officer if they feel they need one.

Employees are offered a contribution towards an eye test at a frequency determined by the Health and Safety Officer.

2.9 - Driving

From time to time, work at the Trust may present the need for employees to drive somewhere. Only employees with a valid UK driving licence and insurance covering business use are allowed to drive on Trust business.

Driving is a potentially hazardous activity and employees are asked to drive in a manner that minimizes the risks to them, their passengers, other road users and the general public. The Viscountess Barrington Trust has a duty to make sure that its employees are safe as possible whilst driving on business for the Trust – to aid with this, the Trust can contribute to the purchase of any books to aid any employee with driving safety awareness if they feel they would benefit from reading it.

The Viscountess Barrington Trust would like to stress two points:

- Driving at high speed has been shown to be a contributory factor in accidents. Employees should allow sufficient time to complete their journey without having to drive too fast. Employees should never exceed the speed limit in order to reach their destination in time.
- It is each individual's responsibility to ensure that they do not drive when they are tired or are over the legal alcohol consumption driving limit.

The Trust requires all employees to:

- Comply with the Trust's vehicle driver's guide policy and procedures.
- Advise the Secretary to the Trust or HSO of any car accidents had, either privately or on Trust business, no matter how small.
- Provide a copy of their driving licence on request from the HSO or the Trust.
- Advise their supervisor of any driving convictions or fines (excluding parking fines not on Trust business).

Use of mobile phones while driving

Employees are reminded that driving whilst using a hand-held mobile phone is an offence. The definition of "whilst driving" includes time spent in traffic or at traffic lights.

Whilst driving on Viscountess Barrington Trust business, employees must not initiate or answer any telephone calls. This applies to both hands-free and hand-held telephones. Any employees of the Trust you must follow this policy both inside and outside of working hours. If employees own their own mobile phone then the Trust strongly advises them to follow the same policy when driving privately and stress that if an employee receives a business call whilst driving on business or privately, that they do not answer it. If an employee wishes whilst on a journey, then they should find an appropriate place to park when and where it is safe to do so, and make the call from the parked vehicle with the engine switched off and the handbrake applied.

2.10 - Electrical Appliances

- All electrical equipment whether fixed or portable is to be subject to period testing and appropriate records kept.
- The correct voltage for tools and equipment must always be used.
- Waterproof fittings must be used for any external work.
- Leads must not be allowed to trail, as this may cause a tripping hazard.
- Frayed electrical leads must be replaced or repaired immediately. If in doubt then switch the appliance off if safe to do so, and report fault to the HSO.
- Operators must ensure that they are familiar with any safety instructions (including manufacturer's instructions) relating to any equipment before use.
- It is forbidden to interfere with any electrical appliance unless competent and trained to do so.
- The operator must check all electrical tools, leads and plugs of any electrical equipment before bringing it into use.
- Any obvious sign of irregular operation of electrical equipment should be reported at once to the Health and Safety Officer.
- If any electrical appliance is found to be faulty whilst in use it must be reported immediately to either a line manager or the HSO.
- It is forbidden to carry out any repairs or fit any plug to an electrical appliance unless authorised to do so.
- No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection.
- Care must always be taken when using kitchen equipment and any spillages must be cleaned up immediately.

2.11 - Environmental Policy

The Viscountess Barrington Trust, its employees and its volunteers have a duty to act responsibly towards clients, staff, suppliers and the public with regard to the effect that operations may have on the environment and will endeavour to achieve its responsibilities through the following objectives:

- To adhere to any current legislation where possible and to anticipate new requirements and set out new procedures as required.
- Where possible, to purchase from suppliers who share the same concern for the environment by producing products from sustainable sources wherever possible.
- To minimise waste from operations where possible and to re-use and recycle where possible.
- To endeavour to control the level of harmful emissions wherever practicable.
- To promote the use of energy efficient systems on premises where possible.
- To support organisations that promote environmental protection issues.

The Trust will continue to monitor, evaluate and improve its performance whilst promoting environmental awareness to its employees and trustees.

2.12 - Evacuation of Disabled Employees and Visitors

All disabled employees and visitors must, when practical to do so, be located in a position within the building where it is easy to exit the building quickly and safely in the event of an emergency. As part of the fire evacuation procedure, a check must be undertaken to ensure that the evacuation route is clear and appropriate for a disabled person. Disabled visitors shall be designated two able-bodied employees who can assist with the safe evacuation in the event of an emergency, where possible. The Health and Safety Officer shall be notified whenever a disabled employee or visitor is in the building to ensure that practical, appropriate arrangements have been made.

2.13 - Evacuation of Visitors and Staff

All visitors to the Viscountess Barrington Trust Memorial Hall must be informed of the fire evacuation procedure, this is particularly important at the commencement of large events that at least one responsible person is aware. It is the responsibility of the employee/trustee meeting the visitor to ensure that the visitor is briefed on this arrangement and to ensure their safe evacuation from the premises. All visitors must be confirmed to have arrived at the Fire Assembly point to the Fire Safety Officer (FSO). All staff and trustees must be familiar with the fire evacuation procedure as they may be responsible should an emergency occur.

2.14 - Events

Detailed pre-planning, consultation with key parties and inspections before, during and after events run at the Trust will be undertaken by the HSO and the organiser to ensure that the event is safe and successful to include:

- An event specific risk assessment, involving a careful examination of each attraction and/or activity.
- A realistic assessment of the likely number of event attendees and a crowd control plan.
- A suitable and sufficient emergency plan.
- Putting the Viscountess Barrington Trust's health and safety policy into practice.
- Organising an effective management structure and arrangements for the delivery of the event.
- A pre-opening check to include routes, siting, signage, vehicles, structures, barriers, stewards, lighting, public information and medical cover.
- An after the event inspection to include site safety, damage, security and accidents.
- Monitoring health and safety performance.
- Auditing and reviewing performance.

This event management plan is designed to bring together all of the individual arrangements involved in the event into one document to provide a complete, integrated event plan.

Its main objectives are:

- To facilitate the running of a safe and enjoyable event.
- To consider and plan for problems that may happen.
- To define trigger points at which other plans may be implemented.

The plan will be subject to annual review and to insure it is current, reflects best practise and is fit for purpose.

2.15 - Filing Cabinets

To prevent filing cabinets from tipping, (whether fitted with anti-tilt or not), the bottom drawer should be filled first to minimise any tendency for the unit to overbalance. Draws in any filing cabinet should never open into corridors or escape routes and only one drawer in a filing cabinet should be open at any one time. When not in use, all drawers on a filing cabinet should be shut.

2.16 - First Aid

The Viscountess Barrington Trust will arrange first aid training and will ensure, as far as is reasonably practicable, that there are sufficient numbers of first aiders and first aid equipment to enable assistance to be given to any injured employees/trustees or, where applicable, members of the public. Such training will be renewed and updated as necessary. The Health and Safety Officer will inform personnel of these arrangements and such arrangements must be recorded in writing.

Suitable first aid boxes will be provided in relevant locations (see page 6). Where appropriate, facilities for washing eyes and skin will be provided, suitably located and maintained.

First aid is only to be carried out by a trained First-Aider. The location of every first aid box will be clearly identified, and every first aid box will be of the appropriate size and have the correct contents. It is the Health and Safety Officer's responsibility to ensure that the stock is replaced in the boxes as is necessary. In cases of more serious injury, employees will be sent or taken to the nearest hospital.

As well as applying first aid if qualified to do so, if there is any doubt as to the severity of an injury or the health of any person on the Trust's premises, employees must not hesitate to dial 999 and ask for the ambulance service.

All accidents or injuries must be reported to the relevant line manager, or the HSO.

2.17 - Gas

Important: If you can smell Gas, have discovered a dangerous leak or are worried about a Carbon Monoxide leak then call the BT Emergency Gas Line immediately on: 0800 111 999 and if necessary evacuate from the building.

The Viscountess Barrington Trust would like to stress some important points about gas safety:

- All propane or similar gas bottles must not be used or stored inside any unauthorised space or vehicle. When not in use they should always be securely locked away.
- If a small gas leak is detected, open all doors and windows immediately and report it to the HSO.
- If a gas leak can be stopped by turning off a known source, using a gas tap then turn off the source.
- Do not use a naked flame.
- Do not enter a confined space where dangerous/explosive gases may be present until it is proven safe to do so.
- If ever in doubt, consult the Health and Safety Officer or ring the Gas Emergency Line above.

2.18 - Home Working

Employees who work from home have a responsibility to create a safe working environment. The Viscountess Barrington Trust will supply appropriate equipment and the Health and Safety Officer will provide assistance in identifying any risks if needed. Adjustments to working conditions should be made to avoid such risks where possible.

2.19 - Hot Work

Hot Work (e.g. welding) is to be undertaken by trained personnel only. Suitable personal protective equipment (PPE) should always be worn when carrying out any hot work.

Precautions for the safety of people, plant machinery and equipment must be taken before any hot work is undertaken and a Hot Work Permit to work may be required for a particular operation.

A fire extinguisher must be to hand when hot work is in progress and the work should be completed at least 30 minutes before leaving site to allow a cooling down period.

2.20 - Housekeeping

Accidents are more likely to happen in an uncontrolled and untidy environment. It is necessary to maintain a high standard of cleanliness and the proper and safe storage of all goods and supplies must be ensured. Regular inspections shall be carried out by the Hall Supervisor to ensure optimum standards at all times.

2.21 - Hygiene and Health Conditions

The Viscountess Barrington Trust will ensure, as far as reasonably practicable, through pre-employment examination and periodic referrals as appropriate, that every employee is physically capable of carrying out their job safely.

When either a risk assessment or legislative requirement identifies the need for occupational health surveillance for specific employees, then the Trust will arrange, initiate and maintain such surveillance as is deemed necessary.

Employees are expected to disclose to the Trust any relevant medical conditions that may affect their ability to carry out their responsibilities and their duties.

Paying meticulous attention to good habits in relation to personal body hygiene will greatly help to reduce the spread of diseases and viruses in the workplace. The most important of these good habits is the thorough washing and drying of hands after visiting the toilet or working outside and the co-operation of all employees in this regard is requested. Hands should also be washed after contact with potential biohazards before eating, drinking, smoking and at the end of the working period/day. Any health concerns should be reported to the HSO.

If handling food or drink (including making tea or coffee etc.) or handling crockery or utensils that are for use by others, employees should also wash their hands.

Employees should be aware of the danger of the spread of viruses through the use of shared telephone handsets and such handsets should be periodically wiped with a cloth containing disinfectant.

Employees should ensure that workplaces are adequately lit, well ventilated and adequately heated and should contact the HSO if they are any problems with this.

2.22 - Inspections in the Workplace

The Viscountess Barrington Trust will endeavour to comply with the Workplace Regulations 1992 (as amended). This act requires regular inspections of the workplace from time to time.

Inspections will be carried out by the Hall Supervisor, of a routine nature or as a result of an event or a planned change in working procedures. Inspections will always provide the opportunity to review the continuing effectiveness of safe working practises and therefore implement changes where necessary. Issues found by inspections will be recorded on the Viscountess Barrington Trust and if urgent reported to the HSO / the Trust.

2.23 - Ladders

Below are some key points that the Viscountess Barrington Trust must advise and enforce about ladder use:

- No ladder / mobile step may be used unless it of sound construction and of the correct length.
- No ladder may be used unless it is secured or footed.
- Ladders must be Class 1 or Class 2 (BS EN131) commercial ladders.
- Any ladders must be placed at a 75 degree angle to the floor, on a stable and level surface.
- Defective ladders / steps must be reported immediately to the Health and Safety Officer.
- Only light work, of short duration, is to be carried out from a ladder / mobile step.
- Always check the relevant specific policy on ladders when working on client sites.
- All ladders / mobile steps must be inspected at least every 6 months.
- Never use a ladder / mobile steps if you believe that it is defective.
- Always ensure that you have someone with you or close by when working on ladders / steps.

2.24 - Legionnaire's Disease

The Viscountess Barrington Trust will comply with its duty under health and safety law to consider the risks from Legionella that may affect employees or members of the public and will always take suitable precautions to control the risks.

2.25 - Leptospirosis (Weil's Disease)

Weil's disease is contracted from 'rats' urine, either from direct contact, or through contact with contaminated water/sewage.

Strict precautions should always be taken with regard to personal protective equipment (PPE) when working in areas where contamination is likely. Impervious rubber gloves should be used, alongside fully waterproof footwear and overalls.

Persons who are usually at risk include those who are undertaking work in ditches, excavations and manholes.

Ways to reduce the risk of Weil's disease:

- Ensure that all reasonable precautions are taken to prevent rats entering the work area.
- Report the presence of rodents immediately to the HSO.
- Never touch a live or dead rat with unprotected hands.
- Cover all cuts and broken skin with waterproof plasters before and during work.
- Always wear the appropriate PPE.
- Wash your hands after working in any areas where rats may have been present.
- Always wash your hands before eating, drinking or smoking.
- Report any health concerns to the HSO.

2.26 - Live Services and Cables

Employees must ensure that they are aware of the location of any live services and must keep 0.5m away from their location when digging, strimming or mowing.

Employees must report any damage to live services to the HSO immediately.

2.27 - Lone Working

Employees will receive training in lone working procedures when working in public building and public places and must:

- Leave diary details of who they are visiting including contact name, address and telephone number.
- Ensure regular contact with the Parish Clerk / Secretary to the Trust or other designated person and maintain appropriate reporting in systems.
- Be aware that certain areas have a higher risk of violence as does working early in the morning and late at night.
- Never go into a situation if they feel at all threatened.
- Regularly assess the situation they are in and the risks that they are exposed to.
- Adopt an early warning policy to alert colleagues about any problem areas.
- Carry a means of communication with them or ensure that they have access to a phone.
- Be aware of their surroundings and, if they feel threatened, leave immediately.

- Follow the signing in and out procedures operating at the buildings that they visit.
- Make themselves familiar with evacuation and first aid arrangements at any buildings that they visit.
- Follow safety rules in operation at locations, such as no access areas and the use of PPE.
- Raise any safety concerns with the Viscountess Barrington Trust's HSO in the first instance.
- All accidents and near misses must be reported to the HSO.
- Where possible, employees should avoid any situation where they are working alone. Where this is unavoidable, they should follow the lone working procedure and never put themselves in a position where they are exposed to a high level of risk.
- Ensure that they take regular breaks and avoid excessively long hours.
- Make sure that their vehicle is parked in a well lit, public area which is easily accessible, where applicable. Employees should have car keys to hand to avoid searching for them next to their car.
- Avoid remote routes where possible.
- In order to maintain appropriate records of incidents it is essential that all incidents where employees feel threatened, unsafe or at risk are reported to the HSO.

2.28 - Managing Contractors

Employees with responsibility for managing contractors must:

- Provide the task specifications and requirements to contractors before the tender to help them decide if they can undertake the job requested.
- Use appropriate selection criteria to ensure competent contractors are engaged.
- Assess any risks to contractors and employees and the public prior to and during the activity.
- Inform contractors of workplace hazards, including special requirements e.g. permit to work systems or requirements for 'hot work' etc.
- Give information on emergency procedures, site rules and welfare facilities.
- Co-ordinate and control the work and ensure all parties are aware of their responsibilities.
- Maintain regular communication with all parties to ensure everyone has up to date information.
- Make Viscountess Barrington Trust and Shrivenham Parish Council employees aware of hazards created by contract activity.
- Monitor health and safety performance.
- Investigate all injuries, near misses and cases of ill health.
- Maintain records of the contract activity.
- When a contract ends, review the activity with all parties, discuss what went well and what areas could be improved.
- Inform all contractors of site safety rules prior to commencing work on site.
- Ensure all contractors operations are included in all safety briefings, audits and inspections, paying special attention to access and egress.
- Employees, residents and others in the vicinity should be advised where contractors are working in their particular area, identifying any overlaps which may adversely affect health and safety.
- Report any unsafe practices to the Health and Safety Officer.
- Ensure that misuse of equipment or facilities is never tolerated. Similarly, hazardous substances should be used safely.

2.29 - Manual Handling Operations

The Viscountess Barrington Trust will comply with the Manual Handling Operations Regulations 1992 (as amended).

Manual handling operations should be avoided as far as is reasonable practicable, where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking in to account all factors such as the feasibility of the manual handling operation, the load, the working environment and the capabilities of employees and risk to their safety.

Some key points surrounding Manual Handling Operations:

- When using mechanical devices rather than manual handling where such devices are provided, the devices should be appropriate for the task and should solely do the lifting of the objects.
- The object to be lifted or moved must be inspected for sharp edges and other hazards such as wet or greasy patches, and appropriate steps taken to remove or reduce such hazards.
- If lifting or moving objects with sharp or splintered edges, clean, dry glove must be worn to ensure a firm grip and that no damage is incurred to the lifter.
- The route over which the object is to be lifted or moved should be inspected to ensure that it is free of obstructions, spillages or other hazards.
- Employees must not attempt to lift or move an object that is too heavy or may damage their health.
- Where the lifting or moving of an object is to be done by more than one person, one of the persons should be designated as the supervisor of the operation, so as to co-ordinate the lifting or moving.
- When lifting a heavy object off the ground, employees should assume a squatting position, by keeping the back straight and allowing their knees to take the weight of the object rather than the back.

2.30 - Method Statements

The Viscountess Barrington Trust's risk assessments cover hazards most commonly associated with the tasks we undertake and the precautions and measures that the Trust has developed, to help minimise these risks.

When special techniques or more varied work is being carried out, the Trust will provide a health and safety method statement specific to a particular project detailing manpower and plant/machinery involved, as well as any special techniques that will be used and how this work will be carried out safely.

2.31 - Monitoring

The Viscountess Barrington Trust will ensure that all health and safety policies are monitored effectively and routinely by means of:

- Regular on site spot checks.
- Induction training and on-going employee supervision.
- Training implementation on equipment.
- Training implementation on work activities.
- Risk assessments to be carried out routinely at each site.
- Investigation of all accidents, ill health and implementation of action points.

2.32 - New or Expectant Mothers

A risk assessment will be carried out in respect of risks to new or expectant mothers. Where risks to new or expectant mothers are identified, adjustments to working conditions will be made to avoid such risks where possible.

2.33 - Office Equipment

Operators must ensure that they are familiar with any safety instructions (including manufacturers instructions) relating to any office equipment before use.

Only trained, competent and authorised personnel should use office equipment and inexperienced employees should always be properly supervised.

Operators must ensure that guards and covers are kept in position unless removed by authorised personnel carrying out essential maintenance.

Any obvious sign of irregular operation of office equipment should be reported at once to the relevant line manager or the Health and Safety Officer.

Photocopiers:

- When using photocopiers employees should be mindful that they operate at high voltages.
- Employees should never tamper with the equipment.
- Switch power off when necessary.
- Always follow the manufacturer's instructions for dealing with faults such as paper jams.
- Beware of hot surfaces inside the equipment.

If photocopiers are receiving light use, they should be positioned as far away from work desks as is reasonably possible with adequate ventilation.

If photocopiers are receiving heavy use they should be located in a well-ventilated area, preferably in a separate room where people do not work.

Where the manufacturer of the equipment has identified specific risks or employees are unsure of the safest location, consult the HSO for guidance.

2.34 - Office Safety

All office personnel have a duty to assist in reducing the risk of accidents and fire.

The following rules and precautions are to be observed:

- Keep desks tidy and ensure that waste paper is disposed of regularly and in appropriate containers.
- Use a safe method of lifting any article and, if necessary, seek assistance.
- Never leave filing cabinet drawers open.
- Never open more than one filing cabinet drawer at a time. Fill from the bottom drawer to minimise any tendency for the unit to overbalance.
- Protective guards and safety devices must be reported immediately and the equipment not used until rectified.
- Ensure that any cables and connections on all electrical equipment are sound before use.
- Ensure that all passageways, stairs and exits are kept clear of any obstruction.
- Ensure all flammables are kept in fire resistant storage.
- All personnel must be familiar with the location of all fire fighting equipment and its use.
- Access to fire fighting equipment must never be obstructed.
- Avoid high shelving in storage areas that require the use of access equipment such as stepladders. Where unavoidable, employees must use suitable access equipment e.g. kick steps and stepladders (minimum Class 2 EN131) that must be regularly inspected and used with care.
- Never use chairs or stools to access storage areas, change light bulbs or any other activities at height.

2.35 - On-Site and Off-Site Working

Regardless of where employees of the Trust / SPC work, they are responsible for safe working practises at all times and this document sets out the Viscountess Barrington Trust's policy and principles as to health and safety procedures.

2.36 - Plant, Machinery and Vehicles

- Only authorised and, if applicable, certified drivers and operators may use any vehicles, plant or machinery.
- Equipment belonging to the Trust will be tested annually and appropriate records kept.
- Users of any vehicles, plant and machinery must ensure that such equipment is in good working order and well maintained. Any defects must be brought to the attention of the Health and Safety Officer immediately.
- Regular inspections appropriate to each vehicle, plant or machine must be made and any defects brought to the attention of the HSO.
- Hired equipment must be checked before use and must be fit for the work and the environment in which it will be used.
- Unsafe, faulty or unsuitable vehicles, plant or machinery must not be used and should be immobilised until made safe.

- Official notices or instructions on vehicles, plant and machinery must be obeyed.
- Vehicles, plant or machinery must not be left running whilst unattended and if unattended must be left in a safe place and condition.
- All guards must be kept in position at all times whilst machinery is being operated. Defects must be brought to the attention of the HSO immediately. Never use machinery if it has a defect.
- No equipment must be used beyond the marked safe working load, except for the purpose of testing, which must be supervised by a competent person.
- On the completion of work for the day all practical steps must be taken to secure all vehicles, plant or machinery.
- It is forbidden for any person to ride on hoists not constructed for the carriage of passengers.
- It is forbidden for any person, other than the driver, to ride on dumpers and other similar vehicles not constructed for the carriage of passengers.
- Anything carried in/on a dumper must be contained within its skip.
- The driver of any Trust owned vehicle must ensure that clear access required to reverse a vehicle is given by ensuring that no people are obstructing that access before reversal, by making use of any rear view mirrors and by using the guidance of experienced lookouts if required. Employees should never assume a pedestrian or other driver has seen them.
- Drivers for the Trust must never overload vehicles and are responsible for checking that loads are safe and secure before driving.

2.37 - Permits to Work

Any permit to work systems approved by the Viscountess Barrington Trust are to be followed at all times. The deliberate or unauthorised contravention of a permit by an employee, may lead to disciplinary procedures.

2.38 - Pesticides

Only qualified employees are permitted to use pesticides and a safe system or work must be followed:

- Always wear/use correct PPE.
- Ensure that pesticides are locked away when not in use.
- Never apply pesticides in strong winds.
- Wash your hands after using pesticides and before eating, drinking or smoking.
- Report any health concerns to the HSO immediately.

2.39 - PPE and Security

The Viscountess Barrington Trust will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended).

This requires that all employees that may be exposed to a risk to their health and safety while at work will be provided with properly fitting, suitable and effective personal protective equipment (PPE) or clothing.

All PPE or clothing provided by the Trust will be maintained in good working order and all employees provided with such PPE or clothing must wear or use such protective equipment properly. Equipment will be subject to regular and recorded checks. Employees must report defective PPE or clothing to the HSO as soon as it is found to be defective – every employee who is issued any PPE or clothing by the Trust is responsible for keeping the HSO informed about its condition.

Employees provided with PPE will receive the necessary training and information on the use, maintenance and purpose of the equipment.

Safety Helmets

- If applicable, safety helmets will be provided and are to be worn unless instructed to the contrary.

Safety Footwear

- If applicable, safety boots or shoe will be issued to employees working under the Viscountess Barrington Trust's control. These are to be worn as directed.

Eye Protection

- If applicable, suitable eye protection will be provided and employees have a duty to wear the protection when there is a foreseeable risk.

Ear Protection

- If applicable, suitable ear protection will be provided and employees have a duty to wear the protection when there is a foreseeable risk.
- The Trust will supply, maintain and replace (as necessary) ear protection as required and all employees have a duty to wear such protection when noise levels reach or exceed 85dB, as required under the Control of Noise at Work Regulations 2005.
- As a 'rule of thumb', if employees are having difficulties having a normal conversation at 1m or less, there is a noise level present in which employees should be wearing ear defenders.

Hand / Finger Protection

- If applicable, suitable industrial gloves will be provided that must be worn when handling abrasive materials or chemicals, which could harm the skin.
- The Trust will endeavour to minimise the use of tools or equipment whose mode of operation causes excessive vibration.

- Employees must wear appropriate PPE and should take regular breaks.
- Employees are encouraged to report any potential symptoms to their line manager or HSO as soon as possible, so that appropriate action can be taken.

Body Protection

- Protective clothing and necessary protection will be provided by the Trust as necessary.

Respiratory Protection

- Dust is a health hazard and suitable masks will be provided where required. These must be worn when conditions dictate.
- Approved respirators must be worn where a COSHH risk assessment identifies the requirement.
- Ensure adequate ventilation when using hazardous chemicals/pesticides.

2.40 - Risk Assessments

Risk assessments will be taken prior to commencement of any works. The findings of which will then be recorded and any actions required to remove / control the risk will be implemented immediately. This implementation will then be assessed to ensure appropriate actions have been made to remove / reduce the risks identified.

2.41 - Safe Access / Egress

Roads, gangways passageways, staircases and working platforms must be kept free from obstruction at all times unless closed off for work and, where necessary, should be adequately lit.

Work areas must always be kept tidy and any materials stored safely.

2.42 - Safety Training

Safety training is essential for all effective health and safety procedures. All employees will be trained in safe working practices and procedures relevant to their duties.

Training sessions will be held as often as is deemed necessary. In addition to structured training sessions, employees can raise concerns regarding health and safety at any time with their immediate supervisor, or directly to the Health and Safety Officer.

2.43 - Sharp Objects

- Only trained and competent employees should use blades or any sharp utensil.
- Blades / sharp utensils must be correctly fitted and checked prior to use. They should not be used if they are defective.
- When using blades, employees should cut away from the body and position the gripping hand so that it is not at risk.
- Blades / sharp utensils should be suitably and safely stored when not in use.
- Any exposed staples in packaging should be removed prior to handling.

2.44 - Smoking

The Viscountess Barrington Trust operates a No Smoking Policy (see below) and smoking is not permitted on any Trust run premises. Smokers must only smoke in the designated external smoking areas and any discarded cigarette butts must be properly extinguished and disposed of safely in the appropriate containers. Cigarettes must never be extinguished or thrown away in to waste bins, even if extinguished.

Combustible materials must never be stored or allowed to accumulate in designated smoking areas.

Smoke Free Policy 2019

- Purpose

This Policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

- Policy

It is the policy of the Viscountess Barrington Trust that all workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace - this includes any covered / partially covered walkways, porches and entrances.

This includes Trust vehicles. This policy applies to all employees, trustees, consultants, contractors, customers, members and visitors.

- **Implementation**

Overall responsibility for policy implementation and review rests with Julia Evans (SPC Parish Clerk, Secretary to the Trust) and Lewie Hilsdon (Health and Safety Officer, Hall Supervisor), however, all staff are obliged to adhere to and support the implementation of the policy.

The HSO shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The HSO will also give all new personnel a copy of this policy on recruitment / induction.

Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises and in all smoke-free vehicles.

- **Non-Compliance**

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Employees / Trustees should report to their HSO or Parish Clerk any visitors or employees who fail to comply with this law.

2.45 - Staff / Personnel Procedures

All personnel must follow the rules and procedures contained in this policy.

- All personnel must immediately report any unsafe practises or conditions in the workplace to the HSO.
- Personnel under the influence of alcohol or drugs are permitted from the workplace.
- Any act which might endanger the health and safety of others is strictly prohibited.
- An employee who is unfit due to injury, illness or fatigue will not be allowed to work if the impairment might put at risk the health and safety of that employee or other persons.
- Employees must not modify, adjust, move or tamper with any electrical equipment or machinery outside the scope of their duties, unless adequately trained, accompanied by someone and instructed to do so by the HSO or the Secretary to the Trust.
- Waste materials, particularly combustible materials and oily rags, must be disposed of carefully and in such a way that they do not constitute any kind of hazard.
- Employees should not undertake a task, which appears to be unsafe to them or any other person / personnel.
- Employees should not undertake tasks that require safety training without receiving such training.
- All injuries must be reported to the Health and Safety Officer.
- Protective guards and safety devices must be properly fitted and used where appropriate. Any defects in such guards and safety devices must be reported to the HSO.
- Only authorised employees are permitted to use chemicals in the workplace.

- Employees must wear suitable clothing and footwear at all times and PPE must be worn where necessary.

2.46 - Storage

- Care should be taken not to overload any cupboards, cabinets or shelves.
- Where necessary, units must be fixed securely to the wall.
- High shelving in storage areas that requires the use of access equipment such as stepladders should be avoided wherever possible. Where this is unavoidable, employees must use suitable access equipment e.g. kick steps and stepladders.
- Storage areas should be kept clean, tidy and free from clutter. In particular, materials and equipment etc. must not be left where someone could trip over them, nor piled on top of something e.g. cupboards and cabinets.

2.47 - Stress

The Viscountess Barrington Trust recognises that stress is a growing issue in modern life and acknowledges its part in managing issues in the business so as to minimise any potential for increasing the psychological burden on employees.

Stress is the adverse reaction people may have to being put under excessive pressure, which can in extreme circumstances lead to mental or physical illness, such as depression, anxiety and heart disease.

The Trust Will:

- Identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- Ensure, as far as is reasonably practicable, that appropriate selections are made for jobs at the recruitment stage and that staff are fully trained to discharge their duties.
- Provide training for all managers and supervisory staff in good management practises.
- Ensure clarity of expectations in terms of role, accountabilities and performance standards e.g. through clear job descriptions, reporting lines and published service level specifications.
- Ensure effective local supervision and communications to allow employees easy access to advice and support in dealing with excessive or conflicting work demands.
- Provide appropriate and effective staff development activities such as appraisal and training.
- Maintain commitment to effective equality, diversity and harassment policies, including the promotion of a culture which has a zero-tolerance approach towards bullying, harassment and other unacceptable behaviours.
- Provide adequate resources to enable managers to implement the Trust's Stress Management Policy.

The Trust encourages any employee to approach either the HSO, or the Secretary to the Trust, should a stress issue arise, so that a successful conclusion can be achieved at the earliest opportunity. If the issue is of a nature which would be more appropriately discussed with an alternative colleague, then a Trustee can be contacted in confidence. In particular, where stress is believed to be work-related, it is important to raise the

issue so that the problem can be addressed – any such information will be treated with the strictest confidentiality.

2.48 - Substances Hazardous to Health

The Viscountess Barrington Trust will comply with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended). Risk Assessments will be undertaken of all work involving exposure to hazardous substances. The Trust will ensure that exposure of any workers to hazardous is minimised and controlled.

2.49 - Temporary Workers

Temporary workers must undergo a workplace induction to include induction training, passing on risk assessment information, site safety rules, communication arrangements and the need for special occupational qualifications or skills. The worker should be able to perform any health surveillance that is required and provide any PPE that is required. Training certification should be checked to ensure that the temporary worker is competent.

Records of training should be maintained for any temporary staff.

2.50 - Tower Scaffolds

- Any person who erects a scaffold tower on behalf of the Trust should be PASMA (Prefabricated Access Suppliers and Manufacturers Association).
- Employees must only use a tower if they have been trained by a competent person to erect tower safely. Employees should be supervised by a competent person until they too are competent.
- Towers should be constructed with a toe board around the working platforms to prevent materials and tools being knocked off.
- Constructors should not use the parts of the tower already constructed to support them while constructing higher parts and should instead use step ladders.
- More than one person should be involved in erecting a tower, due to the difficult nature of handling some of the larger components.
- The outside of the tower should never be used to gain access to the higher parts.
- The wheels on the tower should always be locked before any attempt to get on to the tower.
- Users should never climb the outside of a tower. An internal ladder passing through a trapdoor inside the tower should be included in the construction.
- Users should ensure that there is a rail at comfortable hand height around the platforms.
- Users must not reach more than an arms-length beyond the sides of the tower and ensure the legs and torso remain inside the rail around the platform.
- All tools and materials must be kept in bags to prevent them being kicked off and forming trip hazards while working on the platform.
- If practical, workers should use wrist bands for tools to prevent them falling if they are inadvertently dropped.
- Workers should observe the safe working loads stated on the tower.
- Users should take into account the entire load to be borne, including operators and equipment.
- Users should be aware that different maximum loads apply to the structure and the platforms.
- The tower should always be empty of users and equipment when being moved.
- There should always be two people present to help move the tower.

- Wheels should always be locked after moving the tower, before using the tower.
- The potential is high for something to fall from the tower even if reasonable precautions are taken against it. The area below the tower should be cordoned off and workers and passersby should not enter this area when the tower is in use. Warning notices should be applied to the cordoned off area stating the nature of the hazard.
- A tower should never be used in strong winds, as a support for ladders, trestles or other access equipment or with broken, damaged or missing parts.
- Tower scaffold must be inspected weekly and records kept.

2.51 - Undertaking Special Tasks

The Viscountess Barrington Trust undertakes a range of highly technical and skilled activities as part of its building and ground maintenance. Each area of activity has a specialist training and induction program where new staff are trained under a probationary period before they are deemed as competent.

- Employees are never to undertake any tasks that they are not trained and/or competent to do.
- Employees are never to use specialist equipment unless they are trained and authorised to do so.
- Employees are only to enter restricted access areas if they have full approval to do so.
- If employees have any doubts about the tasks and equipment they are authorised to use, they should discuss this with the HSO in the first instance.

2.52 - Walkways and Passageways

- Walkways and Passageways must be kept clear from obstructions including trailing wires and cables where possible.
- Walkways or Passageways that become slippery should be clearly marked with warning signs until the slippery surface has dried or been removed.
- Changes in the floor elevation of any walkway or passageway must be clearly marked.
- Warning signs must be placed, as appropriate, to indicate any hazard that may injure or obstruct the accessing persons.

2.53 - Working at Height

If working at height is avoidable then it should be avoided. Employees should always be accompanied when working at height, where reasonably practicable.

- Kick steps and step ladders must be accessible, kept in good condition and used with care. They should be regularly inspected and taken out of use until any necessary repairs are made.
- Ladders and steps should be a minimum of Class 2 (EN131).
- On no account should employees use chairs or stools to access anything at height.

2.54 - Working by Traffic

- Before working close to traffic routes, an appropriate risk assessment should be carried out with extra attention paid to lone workers.
- High Visibility (Hi-Vis) clothing should always be worn when working by traffic.
- Any operations should be carried out facing traffic.
- When working within 3m of traffic routes, warning signs should be used.
- An adequate safety zone should always be established before starting any work by traffic.

2.55 - Working Outdoors

- Employees should always wear weather dependant PPE/sunscreen appropriate to the condition.
- Employees working outside are encouraged to take regular breaks.
- Facilities for taking breaks from the sun/hot weather and/or warming up in cold weather will be provided where it is reasonably practicable to do so.

2.56 - Working Under Trees

- Trees will be frequently inspected and treated by a competent person and records kept.
- Employees must report any defects in trees, possible damage, accidents and near misses.
- Where trees are deemed a high risk, employee/public exposure will be managed by closure, cordoning off the area, path diversions, information and signage as appropriate.
- A safe working area must be established when undertaking any tree surgery and this should be carried out only by a competent person.

Part 3 - Fire

3.1 - Fire Alarm

The sounding of the fire alarm in any building is the signal that the building must be evacuated. The alarm may be raised for a fire or any other dangerous situation such as an unsafe structure or a bomb scare etc. and no employee should ever assume that a situation is not serious because there are no immediate signs of danger.

When the fire alarm sounds, all employees must leave the building by the nearest available exit and assemble at the designated assembly point at the far end of the car park. Employees must also order visitors to the Memorial Hall, including contractors from other firms and temporary workers, as well as any members of the public to leave the building via the exit routes and make their way to the designated assembly point.

3.2 - Fire Detection Equipment

Suitable and sufficient fire detection systems will be provided at the Trust as necessary, as well as appropriate warning and alarm systems. Both the detection and the alarm systems will be properly maintained.

Smoke detectors and alarm sounders are located at points throughout the workplace. Employees must familiarize themselves with the locations of such detectors and alarms.

3.3 - Fire Escape Routes

All specified means of escape for the site premises must be properly maintained and kept free of obstruction. It is essential that all personnel are familiar with the means of escape and the route to be followed in case of fire.

Fire doors should never be blocked, jammed or left open.

Fire exit doors and corridors must never be locked or blocked.

3.4 - Fire Evacuation / Emergencies

A fire/emergency evacuation procedure is in force at all premises run by the Trust (see 3.1 - Fire Alarm) and it is the duty of all personnel to familiarise themselves with this procedure. When working on other sites, personnel should request the information they require from the Health and Safety Officer.

It is the responsibility of the HSO to:

- Ensure that the workplace is clear of people in the event of an evacuation and to be in full knowledge of the types, positions and use of the first aid kits and fire appliances in their respective areas.
- Ensure employees, within their control, are aware of the fire panel in their area, and that they are aware of the location/s of the first aid kits and fire appliances.
- Carry out fire safety tours within their respective areas of responsibility from time to time.

3.5 - Fire Fighting Equipment

Fire extinguishers are located, as appropriate, throughout the Trust run premises. Employees should tackle a fire themselves in their first instance, provided their personal safety is not at risk and they have received training in the use of the equipment.

3.6 - Fire Safety Officer

The Viscountess Barrington Trust's fire and emergency policy and procedures take account of special fire hazards in specific areas of the workplace with, if possible, the co-operation of the local fire service.

The Fire Safety Officer (FSO) has the overall responsibility for the Memorial Hall's fire and emergency policy and training. All supervisors are responsible for implementing such policies and all employees are responsible for carrying out the instructions of the policy. The FSO will provide and maintain fire fighting equipment and install such equipment in accessible areas at each of the Trust's work sites. Fire fighting equipment will be of a nature suitable for that workplace, taking into account particular / area-specific risks.

3.7 - Fire Safety Regulations

Fire risk assessments will be undertaken as required under the Regulatory Reform Fire Order October 2005 (as amended). However, employees must bring to the attention of the HSO or FSO any potential fire risks that they have become aware of.

3.8 - Reducing Fire Risk

Prevention is better than cure when it comes to all aspects of health and safety, especially fire safety. One of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

- Any waste, such as paper, rags, hand towels etc. must not be allowed to accumulate and must be disposed of in appropriate containers.
- Smokers only smoke in designated areas and discarded cigarette butts must be properly extinguished. Smokers must not extinguish or throw away cigarette butts in to waste bins.
- Faulty electrical equipment is a common source of fire. Therefore, electrical equipment not in use must be switched off and any observable defect of electrical equipment must be reported to the HSO or FSO immediately.

Part 4 - Additional Documents

4.1 – Contractor’s Declaration

Please see pg.38 for the Contractor’s Declaration template.

Contractors Declaration

I/we (Name/s):

Acknowledge receipt of the Viscountess Barrington Trust’s Health and Safety Policy. I/we have read, understood and will ensure compliance with it at all times whilst working for, or on, the Trust’s behalf.

I/we also understand fully our legal obligations to carry out all work within the scope of *statutory requirements*, relevant *regulations* and *codes of practice*, and will ensure that these and complied with in every respect.

I/we guarantee that copies of the Viscountess Barrington Trust’s Health and Safety Policy will be available to all contractors/contractor’s supervisory personnel at all times and that they will be brought to the attention of all personnel in their respective occupations.

Name of Representative:

Title/Position of Representative:

Signature of Representative:

Part 5 - Induction and Confirmation of Receipt Checklist

5.1

Thank you for taking the time to read this policy and for contributing towards our goal of creating a safer environment. The Viscountess Barrington Trust asks that sign a short declaration and return this page to the Health and Safety Officer.

I confirm that I Have received, read and understood a copy of the Viscountess Barrington Trust's Health and Safety Policy and I agree to comply with the safe working practises.

Julia Evans - Secretary to the Trust

Signature:

Date:

5.2

To be completed by the site Health and Safety Officer:

I confirm that I have discussed the following arrangements with:
 as part of their induction.

| Activity | HSO Signature |
|---|---------------|
| The location of the First Aids boxes | |
| First Aid arrangements in an emergency | |
| Accident reporting arrangements | |
| Fire assembly point, location of fire appliances and emergency evacuation procedure | |
| Key points in the safety guide specific to the employee | |

Secretary to the Trust Signature:

Date: