




Health and Safety Policy and Procedures

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Date of last review:	March 2023	Date of next review:	March 2024
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Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented

Signed		Designation	Chair of Governors
Name	Janet Hall Heather Flockton	Date	March 2023

There are enhanced controls in place due to the COVID-19
[Guidance for full opening: special schools and other specialist settings](#)
[Updated 7 January 2022 as amended](#)



1. Statement of Intent

We believe that high standards of health and safety control are an essential part of business management, and rank in equal importance with other fundamental business elements.

We recognise our health and safety duties under the [Health and Safety at Work Etc. Act 1974](#), the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation and codes of practice for our workplace.

Our accident and near-miss incident prevention function is an integral part of operational management. The main objective is the elimination of accident and incident causes by tackling them at source. As a matter of policy we will take all reasonable care to protect our employees and others who may be affected by our activities and facilities, by implementing safe operating procedures and safe systems of work from the outset to eliminate foreseeable hazards. We regularly review these procedures and systems so as to continuously improve how we operate.

We will also take all practical steps necessary to prevent or reduce harmful impacts on the environment, which may result from our activities or waste. We will respect legal standards and will implement changes that are appropriate to achieve compliance.

The Headteacher has the overall responsibility for effective health and safety management in the workplace. They will appoint a Senior Manager responsible for Safety to oversee health and safety matters in the workplace and report back their findings to the Governing Body. The Senior Manager responsible for safety will ensure that the necessary resources and arrangements are provided for the implementation, monitoring and reviewing of this policy and associated safety arrangements. They will also ensure that if a competent employee is not available, an external source of competent assistance and advice will be sought. It is the responsibility of the Senior Manager responsible for Safety and the Senior Leadership Team to ensure we achieve day-to-day health and safety compliance in the workplace and to liaise with our competent advisor.

All employees must comply with the legal safety obligations placed upon them by legislation and company policies. They must also co-operate with the company in meeting its legal requirements and responsibilities.

We will provide appropriate health and safety information, instruction, training and supervision for our employees. We will also actively involve them in all health and safety matters, where appropriate, through a process of consultation and communication.

Signed		Designation	Chair of Governors
Name	Janet Hall Heather Flockton	Date	March 2023



2. Health and Safety Responsibilities

We have many responsibilities under health and safety legislation towards:

- our employees
- children & young people (CYP)
- clients and visitors
- contractors and sub-contract labour
- members of the general public

The School's obligations can only be met by ensuring that all our employees carry out their own individual responsibilities.

EMPLOYEES AT ALL LEVELS

As an employee of this organisation it is your individual responsibility and duty to:

- take reasonable care of your fellow employees, visitors, members of the public and others working on our premises whose health and safety who may be affected by your acts or omissions while at work
- co-operate with the School in regard to its health and safety responsibilities and duties, and do not interfere with or misuse anything provided in the interest of health, safety or welfare
- be aware of your health and safety responsibilities and duties as imposed by legislation, this Policy document and organisation safety rules
- readily accept training, instruction, information and supervision to allow you to carry out your job in a safe and competent manner
- provide assistance to the Health and Safety Administrator in fulfilling their safety related duties
- report all potential or identified hazards to your Head of Department or the Health and Safety Administrator immediately
- as you work do not leave materials or equipment where there may be a danger of your fellow employees, students or other persons on the premises coming into contact with them and causing themselves harm
- ensure you are aware of the hazards and risks associated with your job
- inform the Organisation as soon as practicable if you discover you are pregnant so we can ensure you are not undertaking any activities which may put you or your unborn child at risk
- always wear personal protective equipment issued to you by the organisation when working in areas of potential risk or health hazards
- ensure due care and attention is paid when manually lifting, carrying, pushing or pulling loads, equipment or materials while at work
- ensure your display screen equipment is set-up in accordance with legal and ergonomic requirements, as well as being comfortable for your use
- only operate workplace equipment, you are competent, trained and authorised to use
- ensure all workplace equipment under your control is operated in a safe and competent manner, using appropriate safeguards and safe systems of work
- ensure when working at height you adhere to the control measures in place and always use the appropriate access equipment
- pay due care and attention when handling and using hazardous substances, ensuring you adhere to the relevant safety data sheets or COSHH¹ assessments
- assist the Health and Safety Administrator in investigating accidents or near miss incidents which occur in your area of work
- ensure all accidents, near-miss incidents and motor vehicle accidents you are involved in whilst at work are reported to the appropriate person verbally and details entered into the accident book or report form as soon as possible
- ensure any vehicle you operate for school business is road legal and you hold an appropriate valid

¹ [COSHH = Control of Substances Hazardous to Health](#)



driving licence. When driving your own vehicle for work purposes ensure appropriate business motor insurance and vehicle road tax is also in place.

- ensure you are familiar with the Fire Emergency Action Plan in place for our premises for you, our students and visitors
- ensure you are familiar with the first-aid arrangements on our premises
- report any electrical faults immediately to your Head of Department. Do not attempt to repair any fault yourself unless you are trained and authorised to do so.
- ensure that any visitor under your control is aware of our health and safety rules and procedures affecting them whilst on our premises
- inform your Head of Department of any medical condition or medication you are taking which may affect your ability to work in a safe manner
- ensure that you or visitors under your control do not smoke within our premises or relevant school vehicles

REMEMBER

ANYONE FOUND WORKING TO THEIR OWN, OR OTHER PERSON'S DETRIMENT, OR IN DISREGARD TO THIS POLICY OR OTHER HEALTH AND SAFETY PROCEDURE, COULD BE HELD PERSONALLY RESPONSIBLE IN LAW. THEY MAY ALSO BE SUBJECT TO DISCIPLINARY PROCEEDINGS WHICH MAY LEAD TO THEIR DISMISSAL

3. Headteacher's Duties

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You have sufficient knowledge and resources to fulfill your role as Headteacher and the designated as the Responsible person responsible person for Health and Safety
- The Senior Leadership Team and all levels of management, including the Campus Manager, are fully aware of their health, safety and welfare duties to our organisation, our employees and others that may be affected by our workactivities.
- You are aware of the statutory requirements affecting our organisation.
- The School has a suitable means of being made aware of current legislative requirements and being kept up-to-date with any changes that may occur to these requirements.
- This Policy is stated in writing (with a BSL translation available upon request), and brought to the attention of allemployees² and sub-contractors used on a regular basis.
- Provisions are in place for employees to be made aware of, and instructed in, their responsibilities as imposed by legislation.
- Systems are in place to review and up-date this document :
 - ✚ annually; or
 - ✚ when significant changes in legislation or best practice occur; or
 - ✚ when significant employment changes occur; or
 - ✚ when significant new plant, equipment or process is introduced
- Sufficient arrangements, facilities and finances are available to fully implement this Policy successfully and appropriately.
- Safe systems of work are in operation, and employees receive adequate and appropriate training, information, instruction and supervision.
- The School's health and safety management performance is reviewed at least annually and any corrective action needed is taken to implement new procedures and control measures.
- A senior member of management is appointed to be responsible for ensuring the organisation is complying with its health and safety duties.
- If a competent safety trained employee is not employed within the company, a "Competent Advisor"³ is nominated to advise the School on health and safety matters.
- The Senior Leadership Team will liaise with AWSafety Management Ltd , our nominated Competent Advisors, for health and safety matters.
- Our Competent Advisors are accredited under an SSIP (Safety Schemes in Procurement)



**Royal School
for the Deaf Derby**

² All employees refer to full-time, part-time and temporary staff.

³ As required by Section 7 of the [Management of Health and Safety at Work Regulations 1999](#).



provider. This is to demonstrate their continued competence in the field of health and safety.

- You lead by example and always adopt safe working practices in the school.

4. Campus Manager

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting our organisation, and have necessary competence, resources and support from the School to ensure they are being fully implemented.
- The School's health and safety management performance is reviewed at least annually with the Headteacher, and if necessary the Competent Advisors, and any corrective action needed is taken to implement new procedures and control measures.
- You liaise with the School's Competent Advisors for health and safety matters when necessary to ensure the School is fully compliant with its legal requirements.
- Provisions are in place for employees to be made aware of, and instructed in their responsibilities as imposed by legislation and company safety requirements.
- You fully participate in the Health and Safety Committee attending all meetings and acting as chairperson when required.
- All work carried out complies with the requirements of the [Health and Safety at Work Act 1974](#), the [Management of Health and Safety at Work Regulations 1999](#) and other relevant legislation for your workplace and activities.
- Safe systems of work are in operation for all identified work activities and hazards.
- An employee induction programme is in operation and an on-going health and safety training programme is available and in place for all employees.
- Detailed information on safety, health and welfare matters is readily available for all employees.
- The person who has control over the company premises (responsible person) complies with the requirements of the [Regulatory Reform \(Fire Safety\) Order 2005](#).
- Accidents and near-miss incidents are thoroughly investigated by the designated person and you are made fully aware of the investigation findings for implementation of control measures to prevent a reoccurrence.
- You or a competent member of management appropriately reports [RIDDOR](#)⁴ accidents and incidents to the RIDDOR Incident Centre.
- All persons working on or visiting school premises or using school vehicles adhere to the smoke-free requirements in place.
- First-aid and fire precautions are in place, and employees are made aware of their locations and purpose.
- You lead by example and adopt safe working practices in the workplace.
- Heads of Departments are kept informed of all issues concerning the implementation of this Policy.
- All employees are aware of and instructed in their responsibilities and duties as imposed by legislation and management.
- Visits from the [Health and Safety Executive](#), Organisation Insurers and external Competent Advisors are fully managed, reported to senior management and points raised in their reports are acted upon within the agreed timescales.
- In-house reports on hazards, accidents and near-miss incidents are immediately acted upon.
- Accident and near-miss incidents information is co-ordinated, analysed and reported to the senior leadership team and the Resources Committee.
- Employees receive adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees.
- The Health & Safety Committee meets, at a minimum, once a term with minutes or action points being taken, for

⁴ [Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013](#)





- Management under your control receives adequate health and safety induction, job specific and refresher training to perform their job safely.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees under your control.
- Working in partnership with the Campus Manager, you identify and wherever possible remove hazards which may exist in areas under your direct control.
- You lead by example and adopt safe working practices in the workplace.
- Accidents and near-miss incidents in areas under your direct control are correctly reported and thoroughly investigated by a competent and designated member of staff
- You are conversant with our accident and damage reporting procedure, and the requirements of RIDDOR⁵.
- Your co-operation and assistance is given to the Campus Manager in carrying out his duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Visitors under your control are informed of and adhere to our health and safety rules and procedures.

6. Department and Area Leads, Assistant Headteacher

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting our Organisation and fully support the Campus Manager in carrying out their safety related duties.
- Employees under your control are aware of the safety rules and standards expected of them.
- Employees under your control are aware of, and instructed in, their safety responsibilities as imposed by legislation, best practice and Organisation requirements.
- All work carried out, and all work equipment in use complies with relevant legislation.
- Safe systems of work are in operation for all identified work activities and hazards.
- Employees under your control receive suitable and adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Information on safety, health and welfare matters is effectively communicated to all employees under your control. This should include making them aware of the hazards and risks associated with their work area and job, and the appropriate control measures in place to protect them.
- You are provided with adequate health and safety training and information to carry out your job in a safe manner.
- Employees under your control are aware of the hazards and risks associated with their work area and job, and the appropriate control measures in place to protect them.
- Pregnant workers are not permitted to undertake any activities that may adversely affect the health and safety of themselves or the unborn child.
- Young workers⁶ (under 18 years of age) are provided with a high level of supervision for the tasks they are carrying out.
- You lead by example and adopt safe working practices in the workplace.
- An ample supply of personal protective equipment is available, issued and used by the relevant employees.
- Manual handling activities carried out in areas under your control adhere to the correct manual handling principles.
- Work equipment in areas under your control is correctly guarded and maintained to a safe working standard.
- Any persons working at height are provided with the appropriate access equipment for the task and they are trained in its safe use.
- Any persons working with vibrating equipment are not being exposed to levels above the daily exposure limits.
- All hazardous substances used by employees or students under your control are risk assessed

⁵ RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

⁶ Young persons who are either employed by the organisation or are on work experience/placement with the organisation.



and appropriate control measures in place. Always ensure staff are supplied with and use personal protective equipment issued for using COSHH⁷ items.

- All potential or unreported hazards in your work area are reported immediately to the Campus Manager or a member of the Safety Committee.
- Working in partnership with the Campus Manager, you identify and wherever possible remove hazards which may exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by a competent and designated member of staff.
- You are conversant with our accident and damage reporting procedure and the requirements of RIDDOR⁸.
- Your co-operation and assistance is given to the Campus Manager in carrying out their duties.
- You and employees under your control are aware of the first-aid arrangements and the emergency evacuation arrangements.
- All persons working on or visiting the premises are aware of the fire risks they are exposed to and the fire safety procedures in place.
- Any member of staff under your control driving an Organisation vehicle⁹ or using their own vehicle for School business must hold a valid driving licence. When driving own vehicles, staff must also have the valid business motor insurance, road tax and MOT certificate (where relevant).
- All persons working on or visiting the premises are aware of their legal duty not to smoke inside the premises or within organisation vehicles.
- Contractors and sub-contract labour under your control are aware of their responsibilities as imposed by legislation and organisation procedures.
- Employees under your control and students are aware of the areas to avoid when hazardous contract work is being carried out.
- Visitors under your control are informed of and adhere to our health and safety rules and procedures.

7. Housekeeper

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting our organisation and fully support the Campus Manager in carrying out their safety related duties.
- Employees under your control are aware of the safety rules and standards expected of them.
- Employees under your control are aware of, and instructed in, their safety responsibilities as imposed by legislation, best practice and organisation requirements.
- All work carried out, and all work equipment in use complies with relevant legislation.
- Safe systems of work are in operation for all identified work activities and hazards.
- Employees under your control receive suitable and adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Information on safety, health and welfare matters is effectively communicated to all employees under your control. This should include making them aware of the hazards and risks associated with their work area and job, and the appropriate control measures in place to protect them.
- You are provided with adequate health and safety training and information to carry out your job in a safe manner.
- Employees under your control are aware of the hazards and risks associated with their work area and job, and the appropriate control measures in place to protect them.
- You lead by example and always wear the correct personal protective equipment and adopt safe working practices in the workplace.
- Employees under your control who inform you they are pregnant should not be allowed to carry out arduous manual handling tasks that could put her or her unborn child at risk.

⁷ Control Of Substances Hazardous to Health

⁸ RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

⁹ This includes vehicles owned, leased or hired by the company for business purposes.



- Young workers¹⁰ (under 18 years of age) are provided with a high level of supervision for the tasks they are carrying out, and are informed which equipment they are forbidden to operate.
- An ample supply of personal protective equipment is available, issued and used by relevant employees.
- Employees carrying out manual handling activities in areas under your control adhere to the correct manual handling principles and never carry more than they can manage.
- Any persons working at height are provided with the appropriate access equipment for the task and they are trained in its safe use.
- Any persons working with vibrating equipment are not being exposed to levels above the daily exposure limits.
- All hazardous substances used by employees under your control are risk assessed and appropriate control measures in place. Always ensure staff are supplied with and use personal protective equipment issued for using COSHH¹¹ items.
- All employees under your control are informed how to safely clear-up and dispose of any biological hazards found within the organisation, and are supplied with the appropriate personal protective equipment.
- All potential or unreported hazards in your work area are reported immediately to the Campus Manager.
- Working in partnership with the Campus Manager, you carry out regular safety inspections, wherever possible removing hazards which exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by a designated and competent member of staff.
- You are conversant with our accident and damage reporting procedure, and the requirements of RIDDOR¹².
- Your co-operation and assistance is given to the Campus Manager in carrying out their duties.
- You and employees under your control are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Contractors and sub-contract labour under your control are aware of their responsibilities as imposed by legislation and organisation procedures.
- Employees under your control and students are aware of the areas to avoid when hazardous contract work is being carried out.
- Visitors under your control are informed of and adhere to our health and safety rules and procedures.

8. Child Contact Staff (Teaching & Learning) Teachers, Education Assistants, Care Staff, Audiology and Speech and Language Therapy, Transition Support Communicators

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and our organisation procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe, and you only operate workplace equipment you are trained and competent to use.
- You lead by example and adopt safe working practices in the workplace.
- Appropriate supervision, training, information and instruction are readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Head of Department.
- You pay due care and attention when handling, stacking, loading and unloading equipment and stationery, always using correct manual handling principles. Never carry too many items that is

¹⁰ Young persons who are either employed by the organisation or are on work experience/placement with the organisation.

¹¹ Control of Substances Hazardous to Health

¹² RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013



likely to result in an injury to yourself, others or school property.

- You are conversant with the in-house accident and damage reporting procedure.
- Your co-operation is given to the Campus Manager in carrying out their duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.
- You are aware of how to safely evacuate students from the premises in the event of the fire alarm bell sounding.
- Visitors under your control adhere to our health and safety rules and procedures.
- You do not allow students under your control to undertake any activity that you perceive as being unsafe.
- You do not put yourself or others at risk in the event of a potentially violent act, and you are aware and trained in the correct procedure to follow in such events.
- Any member of staff driving an Organisation vehicle or using their own vehicle for School business must hold a valid driving licence. When driving own vehicles, staff must also have the valid business motor insurance, road tax and MOT certificate (where relevant).
- All staff must drive the vehicle in a safe and professional manner, adhering to the Highway Code, School traffic rules and other road traffic requirements in operation.
- User vehicle checks are carried out with findings, recommendations and action taken being documented. You should not drive a vehicle if you believe it to be unsafe or non-road worthy.
- You take regular breaks from driving for extended periods of time. This is especially important when driving on long journeys, in adverse weather conditions or when driving in the early hours or late at night when naturally more tired.

9. Office Based Staff

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and organisation procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe, and you only operate workplace equipment you are trained and competent to use.
- Appropriate supervision, training, information and instruction are readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Head of Department.
- You pay due care and attention when handling, stacking, loading and unloading equipment and stationery.
- Your Display Screen Equipment is set-up correctly and comfortably for your use.
- If your work involves working on a laptop ensure that it is set-up in accordance with ergonomic requirements and best practice.
- You take regular breaks from working specifically on Display Screen Equipment.
- You are conversant with the in-house accident and damage reporting procedure.
- Your co-operation is given to the Campus Manager in carrying out their duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Visitors under your control adhere to our health and safety rules and procedures.

10. Maintenance and Security Staff

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and organisation procedures.
- Your immediate work area is safe and tidy and you only operate workplace equipment and carry



out maintenance activities you are authorised, trained and competent in.

- Access and egress to the premises and car park is made safe in adverse and icy weather conditions.
- Power cables or cords do not trail across floors or corridors where someone could trip over it.
- Appropriate personal protective equipment is always worn when and where necessary.
- You pay due care and attention when manually handling, stacking, loading and unloading equipment and loads, always using correct manual handling principles.
- Guards and safety devices fitted to operational workplace equipment are always in place and used. If maintaining or repairing work equipment ensure suitable control measures are in place to prevent you or others being exposed to hazards.
- You do not operate work equipment that you believe to be unsafe or non-compliant with legal requirements.
- You must never remove or defeat any guards or safety devices fitted to work equipment, unless part of a designated maintenance procedure and other appropriate safeguards have been put into operation.
- After operating work equipment, using hazard substances, handling biological waste or you believe your hands to be dirty/ contaminated you must always wash your hands before eating, drinking or smoking.
- When working at height, you adhere to safe systems of work in operation, and any access equipment used is safe for its intended purpose and correctly erected.
- When working in areas in which you are exposed to noise levels at or above the Upper Action Value you must wearing hearing protection provided in the correct manner.
- When working with vibrating work equipment you must adopt the work practices and use the control measures in place to prevent excessive exposure.
- Due care and attention is exercised when handling, storing and using hazardous substances, ensuring you are familiar with the relevant safety data sheet or COSHH¹³ assessment.
- All hand-held electrical equipment used is 110 volts, fitted with a RCD¹⁴ or battery operated (rechargeable), especially if to be used outdoors.
- You are conversant with the in-house accident and damage reporting procedure.
- Your co-operation is given to the Campus Manager in carrying out his duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Visitors and Contractors under your control adhere to our health and safety rules and procedures.
- Any member of staff driving an Organisation vehicle or using their own vehicle for School business must hold a valid driving licence. When driving own vehicles, staff must also have the valid business motor insurance, road tax and MOT certificate (where relevant).
- All staff must drive the vehicle in a safe and professional manner, adhering to the Highway Code, School traffic rules and other road traffic requirements in operation.
- User vehicle checks are carried out with findings, recommendations and action taken being documented. You should not drive a vehicle if you believe it to be unsafe or non-road worthy.
- You take regular breaks from driving for extended periods of time. This is especially important when driving on long journeys, in adverse weather conditions or when driving in the early hours or late at night when naturally more tired.

11. Cook

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of and adhere to the statutory requirements affecting our Organisation.
- Employees under your control are aware of the safety rules and standards expected of them.
- Employees under your control are aware of, and instructed in, their responsibilities as imposed by legislation and the organisation.
- All work carried out, and all work equipment in use complies with relevant legislation.

¹³ COSHH = Control Of Substances Hazardous to Health

¹⁴ RCD = Residual Circuit Device



- Safe systems of work are in operation for all identified work activities and hazards.
- Employees under your control receive suitable and adequate health, safety and food hygiene induction, job specific and on-going refresher training to perform their job safely, hygienically and competently.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees under your control.
- All staff preparing, handling or serving food stuff are trained in the correct food hygiene techniques and carry out their work in a safe and hygienic manner.
- You are provided with adequate health and safety training and information to carry out your job in a safe manner.
- You adhere to the food hygiene policy and [Hazard Analysis and Critical Control Point \(HACCP\)](#) documents in operation.
- Temperature checks are carried out and recorded for fridges, freezers and other necessary food storage areas.
- Temperature checks are carried out and recorded for food items during food preparation and service.
- Employees under your control are aware of the hazards and risks associated with their work area and activities.
- Pregnant workers are not permitted to undertake any activities that may adversely affect the health and safety of themselves or the unborn child.
- Young workers (under 18 years of age) are provided with a high level of supervision for the tasks they are carrying out.
- You lead by example and adopt safe working practices in the workplace.
- An ample supply of personal protective equipment is available, issued and used by relevant employees.
- Manual handling activities carried out in areas under your control adhere to the correct manual handling principles.
- Staff carrying out activities which involve hot, sharp or bulky loads should be provided with additional manual handling training and the correct protective clothing and equipment.
- Work equipment in areas under your control is correctly guarded and maintained to a safe working standard.
- Any COSHH¹⁵ items used are assessed and control measures in operation for their correct and safe use.
- Spillages and dirty work areas are immediately and correctly cleaned-up to avoid contamination of food stuff.
- Breakages are immediately and safely cleared-up and disposed of to avoid cutting hazards.
- A cleaning schedule is in place for the correct and thorough cleaning of all kitchen equipment, food handling equipment, food contact surfaces and hand contact surfaces.
- Any member of staff suffering from a medical condition likely to cause food contamination is immediately removed from the kitchen and is not allowed to return until they are no longer a hygiene risk.
- All potential or unreported hazards in your work area are reported immediately to the Campus Manager.
- Working in partnership with the Campus Manager, you identify and wherever possible remove hazards which may exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by a designated and competent member of staff.
- Your co-operation and assistance is given to the Campus Manager in carrying out his duties.
- You and employees under your control are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Visitors under your control are informed of and adhere to our health and safety rules and procedures.

¹⁵ COSHH = Control Of Substance Hazardous to Health



12. Kitchen Assistants

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and organisation procedures.
- Your immediate workplace is safe, clean and tidy and you only operate workplace equipment you are trained and competent to use.
- You are aware of the personal hygiene standards expected of you when preparing or handling food and anyone ignoring the organisation standards will be disciplined.
- You adhere to the food hygiene policy and HACCP documents in operation.
- Appropriate personal protective equipment, whites and non-slip footwear are always worn when working in the kitchen.
- You pay due care and attention when handling, stacking, loading and unloading equipment and food stock, always using correct manual handling principles. Special attention should be paid when carrying or moving hot cooking dishes or equipment.
- Spillages or wet floor surfaces are clearly identified by safety signage or markers when there is a risk from others slipping on them.
- Glass or china breakages in your work area are immediately cleared-up and safely disposed of in accordance with organisation procedures
- You always use safety devices and guards fitted to workplace equipment, and knives should never be left lying on work tops, or placed in storage unprotected.
- You must never remove or defeat any guards or safety devices fitted to work equipment.
- Due care and attention is exercised when handling, storing and using hazardous substances, ensuring you are familiar with the relevant safety data sheet or COSHH¹⁶ assessment.
- All cuts and open wounds must be covered with appropriate dressings or blue-coloured plasters.
- Any medical condition¹⁷ that you or persons you are in close contact with, are suffering from which is likely to cause food contamination must be immediately reported to your Head of Department.
- You are conversant with the in-house accident and damage reporting procedure.
- Your co-operation is given to the Campus Manager in carrying out their duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.

13. Cleaning and Domestic Staff

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and Organisation procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe and tidy and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, training, information and instruction are readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Head of Department.
- Any spillages, slipping or tripping hazards in your work area are immediately removed or cleaned-up.
- Spillages or wet floor surfaces are clearly identified by safety signage or markers when there is a risk from others slipping on them.
- Do not block fire escape routes, fire exits or fire points with rubbish, cleaning equipment or other items being used as part of your job activities.

¹⁶ COSHH = Control Of Substances Hazardous to Health

¹⁷ Please refer to section 24: Food Hygiene arrangements for further information.