



Employee Safety Handbook

September 2021



Minsthorpe
Community College

EMPLOYEE SAFETY HANDBOOK

This Employee Safety Handbook has been produced to provide employees with Health and Safety information. It also includes information about your duties as an employee and will help you to understand health and safety issues, which affect you at work.

It contains the following:

- General Policy
- Organisation and responsibilities
- Employees' responsibilities, rules and procedures

WHAT THE LAW REQUIRES

Our organisation, under current legislation, has to have a written Health and Safety General Policy statement for the protection of our employees and others who may be affected by our work activities. Our Health and Safety Policy and Arrangements reflect our commitment to the provision of a safe working environment. We are legally required to identify the duties and responsibilities for employees who have a specific role managing health and safety in our workplace.

We also have a responsibility and duty to ensure that you are:

- Aware of and understand our Health and Safety General Policy;
- Aware of and understand the health and safety rules relating to your work;
- Provided with adequate information, instruction, training and supervision;
- Made aware of the significant risks associated with your work activities and how they may affect others;
- Provided with Safe Systems of Work; and
- Provided with a safe and healthy working environment.

The policy is reviewed at regular intervals.

You are expected to sign a statement that you have read and understood, accepted and will obey all rules in this handbook and will keep yourself aware of any changes that might occur to working practices and/or the working environment. We provide other documents containing relevant information in addition to training and instruction to help you to carry out your work safely.

Health and Safety General Policy Statement

We recognise our duties under current health and safety legislation and maintain a safe and healthy working environment.

Our Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

Minsthorpe Community College recognises its duty to make regular assessments of the hazards and risks created in the course of the business.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risk so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and giving them appropriate training;
- to prevent accidents and cases of work related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to provide the resources required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

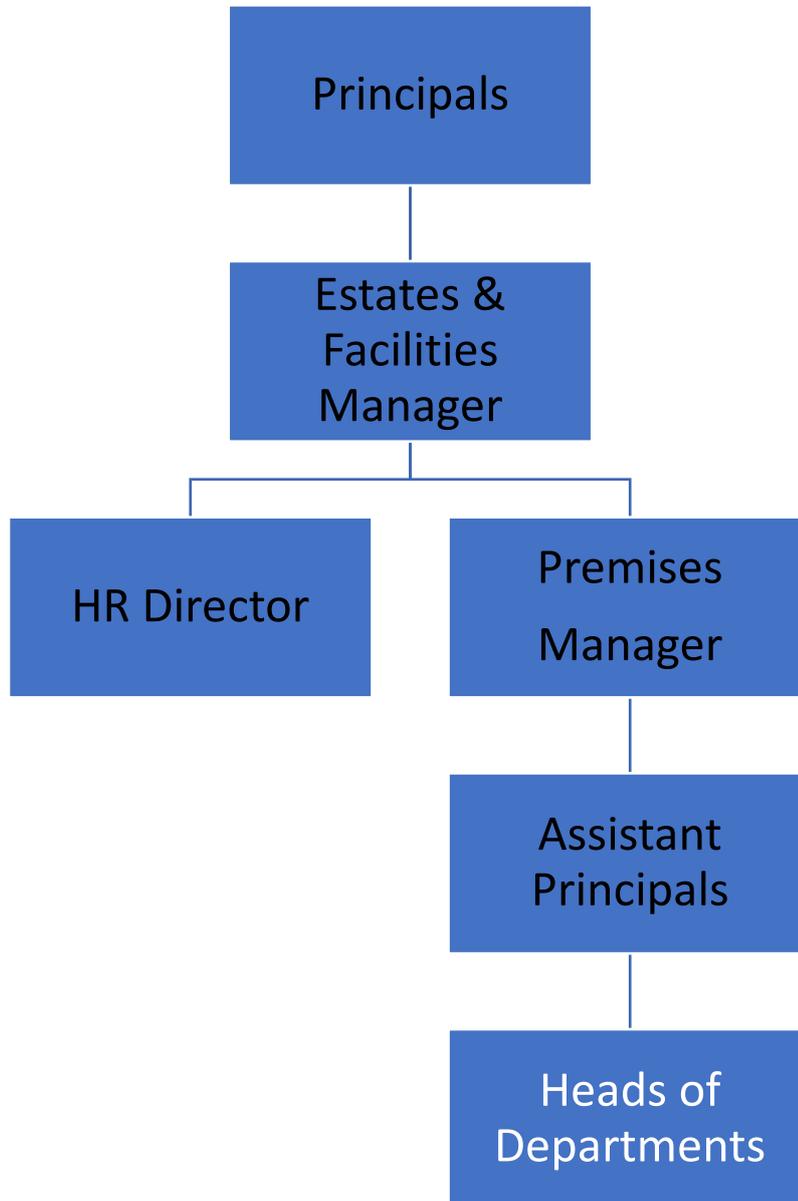
To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

In support of this policy we have prepared a responsibility chart and specific arrangements.

HEALTH AND SAFETY ORGANISATION

The Principles have overall responsibility for the implementation of this policy.

The policy is implemented by key personnel who have been allocated specific responsibilities for managing health and safety.



RESPONSIBILITIES

Responsibilities are allocated to key management personnel as below.

Key

- P - Principals
- EFM - Estates & Facilities Manager
- PM - Premises Manager
- HRM - HR Director
- AP - Assistant Principals
- HODs - Heads of Departments

Safety arrangements	P	EFM	PM	HRD	AP	HODs
Managing Safety & Health at Work	<input type="checkbox"/>					
Accident, Incident, Ill Health Reporting and Investigation	<input type="checkbox"/>					
Workplace H&S Consultation - Trade Union	<input type="checkbox"/>					
Workplace H&S Consultation - One-to-one	<input type="checkbox"/>					
Risk Assessment and Hazard Reporting	<input type="checkbox"/>					
Occupational Health and Health Surveillance	<input type="checkbox"/>					
Substance & Alcohol Abuse	<input type="checkbox"/>					
Purchasing	<input type="checkbox"/>					
New and Expectant Mothers	<input type="checkbox"/>					
Employing Children & Young Persons	<input type="checkbox"/>					
Lone Working	<input type="checkbox"/>					
Health & Safety Training	<input type="checkbox"/>					
Health & Safety of Visitors	<input type="checkbox"/>					
Personal Protective Equipment	<input type="checkbox"/>					
Employing Agency and Temporary Staff	<input type="checkbox"/>					
Safe Systems of Work	<input type="checkbox"/>					
Action on Enforcing Authority Reports	<input type="checkbox"/>					
Equality and Disability Discrimination Compliance	<input type="checkbox"/>					
H&S Information for Employees	<input type="checkbox"/>					
Fire Safety - Arrangements and Procedures	<input type="checkbox"/>					
First Aid	<input type="checkbox"/>					
Welfare, Staff Amenities, Rest Rooms & the Working Environment	<input type="checkbox"/>					
Housekeeping and Cleaning	<input type="checkbox"/>					
Pest Control	<input type="checkbox"/>					
Building Services	<input type="checkbox"/>					
The Control of Hazardous & Non Hazardous Waste	<input type="checkbox"/>					
Access, Egress, Stairs & Floors	<input type="checkbox"/>					
Windows, Glass & Glazing in the Workplace	<input type="checkbox"/>					
Workplace Signs	<input type="checkbox"/>					
Working in the Open Air. Working in the Sun	<input type="checkbox"/>					
Water Temperature Control	<input type="checkbox"/>					
Premises	<input type="checkbox"/>					
Electrical Safety	<input type="checkbox"/>					
The Provision, Use & Maintenance of Work Equipment	<input type="checkbox"/>					
Hand Tools	<input type="checkbox"/>					
Office Equipment	<input type="checkbox"/>					
Storage of Chemical Substances & Agents	<input type="checkbox"/>					
Control of Flammable Liquids	<input type="checkbox"/>					
Slips, Trips & Falls	<input type="checkbox"/>					

Safety arrangements	P	EFM	PM	HRD	AP	HODs
Special Events		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
The Provision & Use of Machinery		<input type="checkbox"/>				<input type="checkbox"/>
The Safe Use of Machinery		<input type="checkbox"/>				<input type="checkbox"/>
Pressure Systems		<input type="checkbox"/>	<input type="checkbox"/>			
Lifting Equipment & Lifting Operations		<input type="checkbox"/>	<input type="checkbox"/>			
Lifts		<input type="checkbox"/>	<input type="checkbox"/>			
Work at Height		<input type="checkbox"/>	<input type="checkbox"/>			
Access Equipment		<input type="checkbox"/>	<input type="checkbox"/>			
Permits to Work		<input type="checkbox"/>	<input type="checkbox"/>			
Hot Work		<input type="checkbox"/>	<input type="checkbox"/>			
Work in Confined Spaces		<input type="checkbox"/>				
Isolation & Lock-Off Procedures		<input type="checkbox"/>	<input type="checkbox"/>			
Workplace Transport & Pedestrian Control		<input type="checkbox"/>	<input type="checkbox"/>			
Occupational Road Safety		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
The Prevention of Sharps and Needlestick Injuries		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Safety in Food Preparation Environments		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Safety Harnesses, Lanyards & Fall Arrest Equipment		<input type="checkbox"/>	<input type="checkbox"/>			
Hand Arm Vibration		<input type="checkbox"/>				
Work Related Upper Limb Disorders WRULD		<input type="checkbox"/>				<input type="checkbox"/>
Manual Handling		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Display Screen Equipment & DSE User Eye Tests & Spectacles		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Legionella Control		<input type="checkbox"/>	<input type="checkbox"/>			
Radon		<input type="checkbox"/>				
Use of Chemical Agents & Substances		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Asbestos at Work-ACMs Present & No Off Site Risk		<input type="checkbox"/>	<input type="checkbox"/>			
Asbestos at Work		<input type="checkbox"/>	<input type="checkbox"/>			
Stress in the Workplace				<input type="checkbox"/>	<input type="checkbox"/>	
Aggression & Violence in the Workplace				<input type="checkbox"/>	<input type="checkbox"/>	
Local Exhaust Ventilation		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Dermatitis		<input type="checkbox"/>				<input type="checkbox"/>
Gym Equipment		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Playgrounds		<input type="checkbox"/>				
Work with Children	<input type="checkbox"/>					
Educational Visits					<input type="checkbox"/>	<input type="checkbox"/>
Schools & Nurseries	<input type="checkbox"/>					
Contractor Control & Management		<input type="checkbox"/>	<input type="checkbox"/>			
CDM - Client		<input type="checkbox"/>				
Basic Scaffolding		<input type="checkbox"/>	<input type="checkbox"/>			

KEY HEALTH AND SAFETY RESPONSIBILITIES

Introduction

Health and safety legislation places specific duties on employers to make arrangements to protect the health, safety and welfare of their employees whilst at work and others (such as visitors, contractors, etc) who might be affected by their undertakings.

To help us comply with these duties we have assigned specific health and safety responsibilities to Key Personnel for their areas of work (information on individual responsibilities can be found in the **Responsibility Table** within the **Safety Management System**.)

In addition, we have a health and safety management system that includes:

- our Health and Safety Policy;
- safety responsibilities for key personnel;
- safety arrangements to deal with health and safety issues in our workplace;
- risk assessments;
- procedures to deal with emergencies;
- employee safety rules; and
- additional information such as documented Safe Systems of Work, specific safety rules and fire precautions, are also provided.

Other information provided to help employees with health and safety issues includes:

- The displayed Health and Safety Law poster.
- The displayed current Employer's Liability Insurance Certificate (or electronic version)
- Health and safety literature and information leaflets.
- Appropriate safety information about significant findings from risk assessments.
- Information relating to Safe Systems of Work and work procedures.

EMPLOYEES' LEGAL RESPONSIBILITIES

All employees have a legal duty to take reasonable care for themselves and others and to co-operate with management on all aspects of health and safety.

You must co-operate with and follow all emergency arrangements.

You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with accident or incident investigations when asked.

You must refrain from deliberate acts or interference with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alteration or repair of equipment.

You must carry out your tasks in a safe manner and follow any instructions, procedures or Safe Systems of Work given to you by managers and supervisors. If you identify a hazard or hazardous situation, you must immediately, or as soon as possible report, it to the person managing the work.

You also have a duty to ensure that all personal protective equipment provided for you is worn as directed, kept clean, maintained and stored in the correct manner.

It should be remembered that a breach of health and safety legislation by you may constitute a criminal offence and action may be taken against you by the Enforcing Authority, which can result in heavy penalties, i.e. fines/imprisonment.

SAFETY RULES

This section outlines some of the general health and safety rules that apply while you are working for us. There may be other more specific procedures where particular working practices apply and for which training and instruction will be provided.

Accident Procedures

You must report all injuries suffered at work (however minor) to management and enter details in the Accident Book.

You must report all accidents, incidents, near misses and dangerous occurrences to management immediately.

You must report all instances of damage to any property or articles to management immediately.

Working Practices

You must not operate any equipment or use hazardous substances unless you have been trained and authorised to do so.

You must use all work equipment in accordance with your training and instructions.

You must report any fault, damage, defect or malfunction in any equipment to management immediately or, if this is not possible, as soon as reasonably practicable.

You must not make or repair any work equipment unless you have been trained and authorised to do so.

When cleaning work equipment you must use the correct procedure as instructed.

Work equipment must not be left switched on without someone in control of it.

Employees under 18 years old must not operate (unless under direct supervision) or clean certain dangerous machinery.

You must use all hazardous substances in accordance with written assessments and instructions.

All hazardous, flammable substances that are not in use must be stored correctly in their designated safe storage areas.

You must follow safe working procedures and any training/instructions given on handling glassware.

You must follow our Drugs and Alcohol Policy.

You must carry out manual handling tasks in a safe manner, as instructed.

You must comply with all of our safe working procedures as detailed by the College.

You must not fix or fasten anything to any wall without prior permission from the Premises Manager.

You must wear suitable foot wear at all times while at work.

Working Conditions and Working Environment

Always use the correct tools provided for your work.

You must clear up any spillages as soon as possible, and report to management any hazardous conditions that exist.

All hazardous waste must be disposed of in a safe and approved manner.

Do not allow hazardous substances to enter drains or sewers.

You must keep all areas clean and tidy and dispose of all rubbish and waste materials as instructed.

Fire Precautions

You must report any use of fire fighting equipment to management.

Do not attempt to fight fires unless you have been trained how to do so.

You must comply with all established emergency procedures.

You must not obstruct any fire escape route, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.

You must not interfere with or misuse any fire equipment provided.

Fire doors should be kept closed at all times, unless fitted with an automatic release device.

Hygiene

You must maintain high standards of personal hygiene at all times when at work.

You must protect all open wounds with a suitable dressing, whilst at work.

You must not consume food or drinks in a place where it may become contaminated.

You are expected to use and treat the toilets, washing and welfare facilities with care and respect, keeping them clean and tidy so that the risk of contamination and cross-infection are minimised.

Health

You must report to management any medical condition or use of medication which could affect your safety or the safety of others.

You must cooperate with the College's health surveillance provisions.

You must inform management, as soon as possible, if you are pregnant.

You must report to management any instances of illness that could compromise food hygiene and / or other people's wellbeing. This includes;

- Diarrhoea, sickness (vomiting) and other stomach disorders
- Any discharge from the eyes, ears or nose or a sore throat
- Any septic skin condition such as sores, boils, septic cuts etc.
- Any other infection.

You must inform management of any infections or illness immediately. Decisions to keep you away from work, due to illness, will only be taken after careful consideration.

You must not attend work under the influence of either alcohol or illegal drugs.

Hazard Warning Signs, Signals and Notices

You must comply with all workplace warning signs, signals and notices displayed.

Vehicles

Regular safety checks must be carried out on all work vehicles.

Do not drive or operate any work vehicles without approval.

You must not allow unauthorised passengers in work vehicles.

You must not use work vehicles for unauthorised purposes.

Where applicable, you must promptly report to management any medical condition that could affect your ability to drive.

Where applicable, you must promptly report to management any endorsements or changes to your driving licence.

If you drive your own vehicle on company business we will use the DVLA website to check that it is taxed and, where applicable, has been MoT tested.

You must also provide proof that the vehicle is appropriately insured and that you have a full current EU driving licence.

You must not use a hand held mobile phone whilst driving on college business.

Smoking is not permitted in work vehicles.

Protective Clothing and Equipment

You are required to use all personal protective equipment as instructed.

You must not damage or misuse personal protective equipment.

Personal protective equipment must be stored correctly.

You must inform management of any personal protective equipment defects or loss.

Drugs and Medicines

All employees authorised to administer medication must obey the established procedures.

You must not misuse drugs or medicines intended for children - this is a disciplinary offence.

All drugs and medicines that are not needed must be returned to the owner.

Any medication administered to our clients must be carefully recorded.

Gross Misconduct

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

- Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
- Interference with or misuse of any equipment for use at work, such that it may cause harm.

HAZARD REPORTING

If you have concerns about health or safety hazards in the workplace you should raise them with your supervisor or manager so that they do not go unnoticed and remedial action can be taken.

Recognising that some people can feel uncomfortable about raising hazard issues we also have a system which allows you to report your concerns in writing and (should you choose) anonymously. Complete the Hazard Log form at the back of this handbook, put it in an envelope and place it in the Principals tray.

Should you need additional Hazard Log forms or would rather not use the one in this booklet you can get additional copies by asking your line manager.

We have implemented arrangements to encourage you to report, to the person in charge, hazards, unsafe conditions and practices that may affect you or others in order to reduce the possibility of injury / illness at work.

CONSULTATION

To encourage your involvement in the health and safety of the organisation we provide opportunities for consultation with employees through various means. If you have any health and safety concerns you should raise them with the person in charge.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- risk assessments and subsequent safe systems of work;
- workplace hazards;
- emergency procedures;
- new working practices and new work equipment; and
- workplace welfare issues.

OCCUPATIONAL HEALTH

Hazards that have the potential to harm your health, or anyone connected with our business, are identified in our risk assessments.

It is our policy that we only use substances hazardous to health where there is no alternative safe substance that could be used. Where we have to use hazardous substances we always try to use those that present the lowest level of risk to people who use them.

Where risk assessment identifies the presence of Occupational Health hazards and risks we will always implement suitable control measures. Where occupational health surveillance is recognised as being able to recognise and protect against ill-health appropriate systems will be implemented. You will be informed of any requirement for your involvement in this health monitoring.

We anticipate that you will cooperate and take part in health monitoring which will be for your benefit. The specific results of any monitoring carried out by medical qualified assessors will always be confidential.

RISK ASSESSMENTS

We carry out the process of risk assessment to reduce the risk of injury and ill health, and identify:

- the significant hazards that employees may be exposed to;
- who could be harmed and how;
- the likelihood of someone being harmed by the hazard;
- existing control measures;
- what (if any) further actions are required; and
- appropriate Safe Systems of Work and necessary training.

For further information on risk assessment and to view those relevant to your work you should speak to your supervisor or manager.

GENERAL SAFETY RULES

Applicable to all Employees, Visitors and Contractors

- 1. You must obey all rules, signs and instructions.**
- 2. You must attend for health and safety training or induction as instructed.**
- 3. If you have not been trained to carry out a work activity do not attempt the work.**
- 4. Ensure that all equipment used is in a safe condition.**
- 5. Wear Personal Protective Equipment as specified.**
- 6. Do not enter any areas for which you are unauthorised.**
- 7. All accidents, incidents, hazards and near misses must be reported to the person in charge as soon as possible after the incident.**
- 8. Smoking, including e-cigarettes, is not permitted in the workplace.**
- 9. Maintain good housekeeping at all times.**
- 10. Ensure all pedestrian and vehicle traffic routes must be kept clear at all times.**

HAZARD REPORTING FORM

Use this form to report workplace hazards unsafe working conditions or practices that you are not able to correct for yourself or are not within your area of responsibility.

If you have a suggested solution or remedy please let us know about it.

The business would prefer that you hand this completed form to a line manager so that the issues can be explained to them but you do not have to do that. You can simply leave it in the mail box.

If you need additional copies of this form or would rather not use the one from this booklet you can get additional copies by asking your line manager.

If you wish to remain anonymous there is no need to give your name. All hazards reported, including anonymous reports, will be taken seriously.

Report date:

Hazard location:

Hazard description: ...

Suggested solution: ...

What is your name? ...
(not compulsory)

.....

For employer's use

Action identified as necessary:

Action allocated to:

Target date for completion: ...

Employers should copy basic details of this hazard report to form HL, Hazard Log, which will act as a running record and give an oversight of all hazards reported.



EMPLOYEE CONFIRMATION OF RECEIPT AND CONTENT OF EMPLOYEE SAFETY HANDBOOK

Please read the notes below, then sign and date this form

Part 1

Minsthorpe Community College has prepared a Health and Safety Policy. This form is to let you know that the sections of the Policy affecting you, as an employee, are contained in the Employee Safety Handbook.



Should you wish to see the complete Health and Safety Policy this can be arranged; ask your line manager. They will arrange for it to be made available.

Please read the Employee Safety Handbook and take time to understand it. Raise any questions about the content with your manager. Then sign and read the declaration at Part 2.

Part 2

I have read the Employee Safety Handbook. I understand, accept and will comply with the contents. I understand that compliance with the rules and conditions set out forms part of my contract of employment. I will keep myself aware of its contents and any updates I am told about.

Employee signature:

Date:

Name:

Department:

Note: By law employers have to make available to employees relevant information about their health and safety policies, procedures and safe working systems. The same legislation requires employees to follow safety rules, procedures and instructions set by their employer and should confirm that they understand these matters. In the event of refusal to sign this document, arrangements will be made to have the contents read to you and this will be recorded by your manager.

