Health & Safety Policy

Document Owner and Approval

COO is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with Gateways' policy review schedule.

This policy was first approved by the Chair of Trustees and the CEO on 11/04/2024.

Version History Log

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1. Policy Statement

Statement of Intent and Policy Objectives

Gateways aims to have excellent health and safety, through continuous improvement of standards, systematically reducing the causes of accidents/ incidents and potential ill-health.

Gateways recognises its duties under the Health and Safety at Work Act 1974 and the regulations made under it. Gateways will comply with the above legislation and accepts its responsibilities for Health, Safety and Welfare at work of all its staff. All members of staff must cooperate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from staff.

The Senior Leadership Team believes that ensuring the health and safety of staff, students, volunteers and visitors is essential to the organisation's success.

All staff/students/trainees/volunteers will be given such information, instruction, and training as is necessary to ensure their safety at Gateways.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable staff and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside our organisation.

Each individual has a legal obligation to take reasonable care for his or her own health and safety and for the safety of other people who may be affected by his or her acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in this document, which will be provided to all staff at induction.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

2. Roles and Responsibilities

2.1 Chief Operating Officer

The COO has overall responsibility for health, safety and welfare matters within the organisation. The COO will ensure that there is an effective policy for Health and Safety, ensuring the provision of regular reviews to its efficiency and the provision of adequate staff, funds and materials to meet requirements within the Health and Safety Policy. The COO will ensure that:

- They are familiar with all relevant health and safety legislation and that they understand and promote all relevant information contained in the health and safety policy.
- Arrangements are in place to ensure consultation with staff are made concerning matters of Health and Safety and that staff are informed of any relevant changes in legislation and that the Heath and Safety policy is updated as necessary.
- Arrangements are made for suitable health and safety training for all staff, as required.
- Appropriate resources are allocated to allow for the elimination and/or control of known hazards to safeguard against the introduction of new risks.
- Arrangements are in place to ensure a suitable person is available to accompany any Enforcement Officer on any visit and that action is taken on their recommendations. Also to ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
- Ensuring that Risk Assessments are undertaken and reviewed at and any actions identified are effectively dealt with.
- To carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.
- Only competent contractors are selected to work in the building. This may include assessing contractor policies, risk assessments, insurance arrangements and method statements. Ensuring contractors work in line with the agreed methods and take appropriate action where any unsafe working methods are identified and ensuring that an approved contractor list is compiled and kept up to date.
- Have systems, procedures and instructions in place to ensure that all facilities are maintained in a safe working condition, all welfare facilities monitored, and access and egress facilities kept clear at all times and records kept.
- Appoint and train a sufficient number of First Aid-trained staff with valid certificates.
- They are a personal example of all matters of health and safety.
- Appoint a competent person to assist and advise in matters of Health and Safety.
- Ensure there are arrangements in place for the maintenance of all plant, equipment, and machinery and that a planned preventative maintenance schedule is in place.

2.2 Senior Managers

Senior management will support and advise the COO in efforts to implement the organisation's Health and Safety policy by ensuring that Health and Safety implications are considered in planning, and provision of resources. In particular, the SLT and ELT will:

- Bring premises-related health and safety matters to the attention of the COO immediately.
- Ensure that good communications exist between employer and staff and are maintained and that the gateways Health and Safety policy is implemented throughout the organisation.
- Ensure that resources are allocated to enable staff to work safely, ensuring suitable training, instruction, and supervision and that any equipment is suitable for the tasks to be undertaken.

- Ensure where activities may give rise to more significant risks must ensure that suitable and sufficient risk assessments are undertaken of these activities to identify hazards and implement appropriate measures to control risk.
- Where appropriate develop safe working procedures for activities they manage to ensure that any hazards arising from the activities are adequately controlled.
- Ensure that all safe working procedures are understood and followed by the individuals undertaking the work.
- Ensure that persons they supervise receive appropriate supervision, instruction, information and training to enable them to be competent to undertake safely the tasks assigned to them.

2.3 Dalkia

- Dalkia is an external party contracted by Norwood, the landlord. They are responsible for the following health and safety items, but the COO will keep a schedule to ensure that Dalkia checks are done to the required schedule:

1. Fire Alarm System service
2. All water related checks including flushing of unused outlets, water temperatures, TMV Servicing, Water Risk Assessment
3. Gas Safety Checks
4. Emergency Light Testing (monthly flick testing)
5. PAT and EICR

2.4 All Staff

In addition to these responsibilities, the Health and Safety at Work Act 1974 places legal duties on all staff. These are:-

2.4.1 Section 7 - Health and Safety at Work etc. Act 1974

a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
b) to cooperate with their employer to enable them to comply with any duties or requirements imposed on them.

2.4.2 Section 8 – Health and Safety at Work etc. Act 1974

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

2.4.3 Regulation 14 of the Management of Health and Safety at Work Regulations 1999

Places specific duties on staff to:

a) use any machinery, equipment, dangerous substances or safety devices provided to him by his employer in accordance with any training or instructions provided by the employer in compliance with any statutory provisions; and
b) inform his employer of any work situation which may represent a serious and imminent danger to health and safety; and
c) inform his employer of any matter which may represent a shortcoming in the employers' arrangements for health and safety.

3. Visitors

Gateways expects all visitors, including contractors, to cooperate with its efforts to implement preventive and protective measures to secure their health, safety, and welfare. Visitors must take reasonable care of their own safety and not place others at risk by their actions.

4. Arrangements

In accordance with the organisation's policies, every endeavour will be made to ensure that the highest standards of health, safety and welfare that are reasonably practicable are maintained.

Gateways shall provide information, instruction, training and supervision to enable all staff to work safely and without risk to their health and safety.

These arrangements cannot be construed as covering every possible hazard which may arise or that by observing these arrangements an individual is absolved of their legal, employment or contract obligations. Staff must observe the requirements of current legislation.

The following pages set down what our policy is and how we expect staff to work.

It is vital that all staff understand and sign up to the principles set down in this policy. All staff will be given the opportunity to read and discuss this policy and must then complete a declaration confirming their commitment to it.

The arrangements section outlines the procedures to be followed.

5. Accident and Incident Reporting procedure

The Health and Safet Executive (HSE) mandates that accidents must be recorded where they result in a worker being away from work, or unable to do their normal work duties, for more than 3 consecutive days. These accidents are not reportable but should be recorded.

Gateways' policy is that all accidents, incidents and work-related ill-health must be recorded either on CPOMS (if the incident involves a student) or in the accident book. These include:

- Accidents to staff, including minor injuries.
- Accidents involving third parties e.g. students, non-staff, volunteers, visitors and contractors.
- Incidents where no one is injured but there is a potential for injury.
- Physical assaults or verbal abuse of staff.
- Dangerous occurrences.
- Work-related ill-health such as a musculoskeletal injury as a result of computer use or manual handling.

Gateways is obliged to notify the Health and Safety Executive (HSE) of certain types of incidents. For the organisation to comply with this requirement, the COO must be notified immediately of the following:

a) Any incident that results in a serious injury to a member of staff. This includes:
    - fractures, other than to fingers, thumbs and toes
    - amputations
    - any injury likely to lead to permanent loss of sight or reduction in sight
    - any crush injury to the head or torso causing damage to the brain or internal organs
    - serious burns (including scalding) which:
        - covers more than 10% of the body
        - causes significant damage to the eyes, respiratory system or other vital organs
    - any scalping requiring hospital treatment
    - any loss of consciousness caused by head injury or asphyxia
    - any other injury arising from working in an enclosed space which:
        - leads to hypothermia or head-induced illness
        - requires resuscitation or admittance to hospital for more than 24 hours.

b) Any accident or incident connected with or arising out of work activity that results in a 'third party', i.e. someone who is not a Gateways staff, being taken from the scene of the accident to hospital for treatment. Examinations and diagnostic tests, such as X-rays, do not count as 'treatment'. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

c) Work-related accidents must be reported where they result in an employee (or self-employed person) being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury.

d) A dangerous occurrence. A dangerous occurrence is one which 'arises out of or in connection with work' and could risk harm to others. Not all of these events need to be reported. HSE has detailed guidance on dangerous occurrences that must be reported under Schedule 2 of RIDDOR.

e) Specified diseases associated with certain work activities, or exposure to certain substances.

If you are in doubt about what should be reported, then contact the COO at Gateways who will review Health and Safety Executive reporting guidance.

The four most important steps are to:

1. Make sure that all relevant details are reported as soon as possible, in accordance with established procedures.
2. Remove residual hazards that may pose a risk to other people in the area.
3. Notify management of incapacity for work that results from an injury sustained during work activity.
4. Review existing systems of work to prevent a re-occurrence.

Where an accident, disease or dangerous occurrence falls within the RIDDOR Regulations, it will be reported to the Enforcing Authority.

https://www.hse.gov.uk/riddor/reportable-incidents.htm

6. Contractors

The COO is responsible for appointing external contractors and is responsible for ensuring that the contractor is competent and will not put anyone at Gateways at risk. They must obtain method statements and risk assessments from the contractor in order to assess their ability to undertake work safely.

Note: A majority of work carried out is done so by Dalkia, or Dalkia-approved contractors. Dalkia are contracted by Norwood (our landlords) to manage the building.

Contractors must be provided with information on any matter that may affect their health and safety while working at Gateways, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc.

All staff must consult the COO before appointing any contractor.

Contractors may need to obtain a 'permit to work' before carrying out certain tasks on our premises, and health and safety certification may be required by Norwood (e.g. NEIC certificate for electrical works)

7. Electrical Safety

Over a five-year period, all fixed installations at Gateways will be tested by an approved contractor that is part of an approved scheme e.g. NIC EIC. This will be coordinated by Norwood in conjunction with Dalkia, who will then manage and arrange for the remedial actions to be carried out.

Staff must not undertake any work on electrical equipment or installations, including resetting trip fuses, without receiving sufficient training.

Electrical socket outlets must not be overloaded, and where it is necessary to use extension leads, these should be the fused and ensure that the cable is completely unwound to prevent over heating on the drum.

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects.

All portable items will be assessed and a register maintained to ensure inspection and testing is kept up to date. This annual testing is the responsibility of the Gateways' landlord, Norwood.

The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low-voltage equipment should be used in outside areas.

All trailing cables should be protected from potential damage and causing trip hazards.

8. Event Safety

Events must be planned and organised to ensure the safety of staff and other users of Gateways as well as persons attending the event. Event organisers should always check with the COO to ensure that the venue is suitable and has sufficient capacity to accommodate the numbers expected to attend. Organisers are also required to ensure that outside organisations are approved by the COO.

- Advice on security arrangements should be sought from our security provider Safe 4 U Ltd (trading as Safe Security).
- The COO should ensure that appropriate risk assessments are completed.
- External organisations are provided with emergency information regarding Gateways fire safety and first-aid arrangements by the COO.

9. Fire Safety

9.1 Introduction

It is the responsibility of everyone to play their part in maintaining a high standard of awareness with regard the prevention and control of risks and the following precautions should be taken. Detailed instructions of what action to take in the event of a fire can be found in the separate document 'Gateways Fire & Evacuation Plan'

All staff/trainees/volunteers are responsible for ensuring that the following principles are adhered to:

- All fire doors must remain closed at all times other than to pass through them. They must not be propped open.
- Do not obscure fire-fighting equipment.
- All escape routes must be kept clear.
- Report any suspected fire hazards to your Fire Marshal immediately.

9.2 Fire Marshals and Fire Wardens

For the purposes of this policy, the Fire Marshal is the responsible person appointed by Gateways and this role will be fulfilled by the COO.

The COO will further appoint Fire Wardens to assist with the fire procedures and appoint a competent person/organisation to conduct an annual fire risk assessment.

Gateways will arrange for these staff to be trained appropriately in the procedures of safety control in the event of fires (this will include actual emergencies and test situations) and other emergencies.

The Fire Wardens are responsible for:

- Complying with the organisation's procedures, instructions and rules directed at meeting the organisation's Health and Safety Policy.
- Assisting in the safe and prompt evacuation of the building occupied by the organisation in the event of a Fire (actual or test situations) or another emergency.
- Avoiding any act, of any form, which could create an unnecessary risk to one's safety or the personal safety of others.
- Attending, as requested, any training course designed to further the needs of health and safety.
- Checking their designated area if the alarm is sounded, to ensure that it is clear and report to the COO at their designated assembly point. Fire wardens are not expected to fight fires or to place themselves at risk. They will receive training to ensure that they can undertake their duties safely.
- Fire wardens are also asked to report any defects in fire equipment, e.g. a fire door not closing, or a fire extinguisher that has been tampered with to the COO
- Staff should be aware of who the Fire Marshal and Wardens are.

Persons with Disabilities

Any member of staff or student who has a mobility or sensory impairment (whether temporary or permanent) which may affect their ability to respond to a fire and evacuate the building should contact the COO so that a Personal Emergency Evacuation Plan can be developed for them.

9.3 Fire Drills

Regular drills will be conducted to test the effectiveness of the Gateways' fire arrangements. All staff, students, volunteers and visitors must cooperate and evacuate the building when the fire alarm sounds.. The fire alarm will be tested every week on a Friday by the caretaker. Weekly testing is the responsibility of Norwood.

9.4 Fire Equipment and Fire Safety Systems

Norwood is responsible supplying firefighting equipment. Fire detection and fire systems, and structural fire protection, such as fire doors, fire-protected escape routes etc. in the Centre are maintained by Gem, a specialist company contracted by Dalkia.

Norwood has installed P-50 fire extinguishers which do not require servicing. They are inspected monthly by the COO during the monthly health and safety checks. They have a life-span of 10 years and Gateways will liaise with Norwood to ensure that they are replaced, when required.

9.5 Emergency Information

All staff and students shall receive appropriate information and instruction to ensure that they understand the organisation's fire precautions and the action to be taken in the event of fire/lockdown.

Staff will be given information on fire safety/lockdown procedures in their induction and an annual reminder will be sent to all staff.

Fire action notices will be posted in every classroom.

9.6 Training

Mandatory fire training modules will be arranged on fire awareness and evacuation for fire wardens and the fire marshal.

10. First Aid

Gateways has a duty as an employer to assess its requirements for first aid and ensure that there is adequate provision. First aid- trained staff have been appointed to assist the centre in dealing with accidents and emergencies which may occur at the workplace. There is a stand-alone first aid policy which can be found in the Education Staff Team on the Education tenant.

11. Hazard Reporting

If you identify a hazard or an unsafe system of work you should report it in the first instance to your line manager. If there is an immediate risk of serious injury you should report the hazard to the COO.

You should take steps to isolate the equipment or work area in question and to warn others of the hazard by posting warning notices.

All maintenance issues should be reported to the COO. **Emergency issues should be reported to the CEO and the caretaker in the COO's absence.**

Maintenance issues may include but are not restricted to the following examples:-

- Electrical Faults
- Fire Extinguishers discharged
- Trip hazards from defective flooring or trailing cables
- Fire doors not closing properly
- Missing fire exit signs
- Emergency exit routes blocked or restricted

Many small maintenance issues can be resolved by the onsite team, however, larger issues need to be reported to Dalkia for a specialist contractor to be called out. Raising maintenance tickets via Dalkia should be done via the COO.

12. Staff Training

All staff will be given relevant training, instruction and supervision as necessary.

Gateways aims to provide a training programme for staff to enable them to acquire the skills and knowledge to make them competent in the health and safety aspects of their work, whatever their position in the organisation. Courses held may include first-aid, fire safety, general and workstation risk assessment, and manual handling. Training can also be arranged for specific health and safety for individuals or teams such as "working at heights", "COSHH" etc.

13. Lone Working

Line managers must ensure that there are arrangements in place to address any health and safety issue arising from staff undertaking 'lone working'. In this context 'lone working' means someone working on their own without access to immediate support from colleagues and/ or supervisors and could include staff working from home.

Line managers should identify which members of their staff are required to work on their own for the whole or part of their working time.

As part of the risk assessment of any given work activity, line managers must consider whether 'lone working' increases or creates additional risks.

Arrangements for lone working should include, where applicable, means of monitoring and communicating with the lone-working staff, both routinely and in emergencies, e.g. a system of logging in and regular checking on the condition of lone workers, especially those who are required to work outside normal hours. They should also include arrangements for dealing with emergencies, e.g. how the lone worker raises the alarm and summons assistance.

Staff working on their own at Gateways 'out of hours' should inform the security team so that they are aware of their location in the event of an emergency.

14. Manual Handling

More than a third of lost time injuries at work are caused by manual handling activities. Simple, measures can be taken to reduce these risks. The three most important steps are to:

1. Follow the system of work, using handling aids properly and effectively.
2. Never take personal risks by overreaching, twisting, stretching, stooping or overexerting during a handling task.
3. Report any problems in the working activity or equipment as soon as these arise and ask for assistance where necessary.

Where hazardous manual handling is identified, the task will be subject to a formal manual handling assessment.

Action will be taken to eliminate factors that could cause injury. Where possible manual handling activities will be avoided or reduced by providing mechanical aids such as trolleys, and re-designing work operations. Staff nominated to undertake manual handling risk assessments will receive sufficient training.

Manual handling assessment forms can be found at https://www.hse.gov.uk/msd/mac/

15. Risk Assessment

Gateways has a duty under the Management of Health and Safety at Work Regulations and other legislation to undertake assessments of its work activities to identify significant risks and determine what measures are required to manage these risks.

A general health and safety risk assessment and a fire risk assessment will be commissioned by a competent person/company annually, together with a subsequent action plan. It is the responsibility of the COO to manage the implementation of the action plan.

Other risk assessments will need to be undertaken on a local basis. These will include but not be limited to:

- Room set up
- Vocational Classes
- External trips
- Special events
- Venue hire

Line managers are charged with ensuring that risk assessments are undertaken in the areas for which they are responsible.

All those who might be affected need to be considered. The most important considerations for risk assessment are that:

a) All hazards are identified
b) Appropriate control measures are defined
c) The risk assessment process is well documented to enable managerial control

A risk assessment must identify all hazards within the building's operations. These will occur in the following areas.

a) Both direct and non-direct staff (contractors, agency and part-time operators)
b) The current equipment and any equipment that is planned to use in the future
c) The materials used within the working environment
d) The working environment for staff and others
e) Current operations

Once a hazard has been identified, its risk is assessed to determine how and whether it should be controlled.

Systems and management standards will need to be produced and implemented, having included input from all levels of management. Co-operation is vital in this area if these standards are to be accepted. Whilst trivial risks may require no action, the assessment will need to indicate the criteria used to determine this.

The risk assessment should be reviewed at regular intervals, or when circumstances change that may cause the original assessment to be invalid, such as changes in staff, work patterns, or work equipment.

The COO will oversee this process and a set of generic risk assessment templates will be made available to facilitate this.

16. Educational Visits

Gateways is committed to ensuring that all educational visits, off-site activities and trips are planned and delivered safely, with full regard to the health, safety and wellbeing of students, staff and volunteers.

All visits must be appropriately planned and risk assessed, with arrangements proportionate to the level of risk presented. Consideration will be given to the nature of the activity, location, travel arrangements, supervision requirements, medical needs, safeguarding risks and emergency procedures.

All visits must be approved in advance by the Director of Education.

A competent Visit Leader will be appointed for each visit and will be responsible for:

- Planning and organisation of the visit
- Completing and implementing risk assessments
- Ensuring appropriate supervision levels and staff competence
- Briefing staff, students and volunteers on expectations and safety arrangements
- Carrying emergency contact information and relevant medical details

Appropriate staff-to-student ratios will be determined based on the age, needs and behaviour of students, the nature of the visit and identified risks.

The school will ensure that:

- Parents/carers are informed of all visits and relevant details
- Consent is obtained where required, particularly for higher-risk, residential or out-of-hours activities
- Any external providers have appropriate safety standards, checks and insurance in place

Suitable arrangements must be in place for:

- First aid provision
- Safeguarding and supervision at all times
- Communication and emergency response procedures

All staff must follow the agreed arrangements and risk assessments. Any accidents, incidents or near misses must be reported in accordance with the organisation's Accident and Incident Reporting Procedure.

All educational visits will reflect the organisation's safeguarding ethos, ensuring that students are protected from harm and supported to make safe and responsible decisions.

17. COSHH

Gateways is required under the Control of Substances Hazardous to Health (COSHH) Regulations to have in place arrangements to assess the exposure of its staff and other persons to hazardous substances and take adequate steps to avoid or control the exposure.

For most departments and services within the organisation, which do not use chemicals or have processes that give rise to hazardous substances, the requirements of COSHH will have little impact. Staff that are required to use any hazardous substances will have to ensure that suitable and sufficient assessments are undertaken.

Training will be provided for persons required to do COSHH assessments.

17.1 General Precautions

The following is intended as a general introduction only and is not a complete instruction. For detailed guidance, when handling any unknown substance refer to the safety data sheets, any additional Instruction Sheets, any Safe Working Procedures in operation and COSHH assessment records, as appropriate.

1. Staff must assume that all substances are hazardous unless proved otherwise and must abide by all the hazard information provided on safety data sheets and any other available source of information.
2. Staff must always handle hazardous substances with care and use the personal protective equipment supplied.
3. Before eating and drinking it is very important to ensure that hands are washed after handling such substances.
4. Only minimum quantities, required for use, are to be kept in a workplace and lids/stoppers should only be removed when the substance is to be used.
5. Store highly flammable substances as per manufacturers/suppliers recommendations.
6. In the event of contamination, staff must establish the nature of the substance and its source and action must be undertaken as outlined on the safety data sheet.

18. Display Screen Equipment

Display screen equipment (DSE) has made a significant contribution to working life and can be used in complete safety where a few commonsense measures are taken. The three most important steps are to:

1. Adjust furniture and equipment to suit your needs – do not adjust your own posture to suit the workstation.
2. Avoid adopting a static posture and avoid prolonged DSE work without a change of activity.
3. Always report problems with your furniture, equipment or health as soon as these arise.

18.1 DSE Procedure

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions.

1. Make sure that all your furniture and equipment is functioning correctly.
2. Adjust furniture and equipment so that you are comfortable when working.
3. Take the opportunity to vary activities, breaking up long periods of DSE work.
4. Use your entitlement to eye and eyesight tests.
5. Report symptoms of discomfort or ill health as soon as you are aware of them.
6. Inform your employer of your training needs.
7. Do not tamper with electrical equipment – ask for assistance.

Gateways will take all reasonable steps within its power to meet the requirements under the Display Screen Equipment Regulations, paying particular attention to the following:

1. The analysis of workstations to assess risks and take appropriate measures to reduce them to the lowest, reasonably practicable, extent.
2. Establishing who would be defined as a DSE 'user'. Our policy is that anyone using a computer for continuous period of 1 hour or more is classed as a user.
3. Provision of information/ training for users.
4. The planning of work activities to ensure breaks or changes of activity for 'users'.

A new self-assessment will be available for all staff who do not 'hot desk', if they move desk location. Significant findings will be addressed by the COO.

19. Housekeeping and Disposal of Waste

19.1 Introduction

Accidents happen more frequently in an uncontrolled or untidy environment. It is therefore an essential element of an accident prevention strategy to maintain a high standard of housekeeping.

The following arrangements should be followed:

- All equipment and materials must be stored safely and securely.
- Access and egress routes, emergency exits, safety and fire equipment must always remain unobstructed.
- Regular inspections shall be carried out to ensure suitable standards are maintained.
- No hazardous waste is to be deposited in general waste bins. All hazardous waste must be disposed of correctly, in strict compliance with legislative requirements and company policy e.g. all hazardous waste must be disposed of via a licensed, registered carrier and disposal agent.
- Recyclable materials should be deposited in the designated bins. All reasonable measures will be introduced to recycle materials wherever practicable.

20. Working at Heights

Gateways has a legal duty to take suitable and effective measures, so far as is reasonably practicable, to protect staff from falling from heights and from being struck by falling objects, both of which can cause serious or fatal injury.

Where work at height cannot be avoided a risk assessment will be carried out and a safe system of work established.

21. New and Expectant Mothers

When written notification is received from a staff member that she is pregnant, has given birth within the previous six months or is breastfeeding, a specific risk assessment will be conducted. This risk assessment will be carried out by a competent person. The risk assessment must take into account any advice provided by the woman's GP or Midwife on her health.

It is a requirement to identify the hazards in the workplace that could pose a health or safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk.

Rest Facilities will be provided for workers who are pregnant or breastfeeding.

If appropriate controls cannot be put in place to reduce the risk, guidance will be sought from an external HR advisor.

22. Young Persons and Children at Gateways

The centre's policy is that staff are not allowed to bring children into the workplace or onto the premises. The Senior Leadership Team recognises that many staff have childcare responsibilities and acknowledges that there can be rare occasions when care arrangements break down. At those times, when it is unavoidable, staff may have no alternative to brining children into the workplace. In these circumstances the following applies :-

22.1 Notification

Staff are required to inform their manager on each occasion that they bring a child into the workplace. Where health and safety risk is too great, the manager can decide that it is inappropriate that the child be allowed to be on the premises.

22.2 Supervision of Children

At all times children under the age of 16 years remain the sole responsibility of their parent/carer. Staff are fully responsible for the behaviour and actions of their children whilst on the premises. Such responsibility includes supervision which is close enough to prevent accidents.

Parents/carers must continually assess the risks to which their children are/could be subjected and attempt to minimise these and to take into account that children will be unfamiliar with the working environment. Children must be accompanied at all times. Parents/carers will be asked to remove from the premises children who are disruptive in any way to the work of other staff, students, visitors or contractors on site.

Where a person under the age of 18 is employed or undertaking work experience, a risk assessment needs to be undertaken in order to identify any risks to their safety or health.

Gateways have a responsibility to ensure that young people employed by the organisation are not exposed to risk due to:

- Lack of experience, being unaware of existing or potential risks or lack of maturity.

Considerations should be given to;

- The layout of the workplace.
- How they will handle work equipment.
- How the work and processes are organised.
- The extent of health and safety training needed.
- Risks from particular agents, processes and work.

Any child or young person who is employed or carrying out work experience is required to be inducted and provided with information, instruction and training and supervision from a competent staff.

23. Maintenance of Plant, Machinery and Equipment

Plant, machinery, equipment and fixed electrical installations will be maintained and inspected as set out in relevant legislation, codes of practices, standards etc. The maintenance of plant and equipment will form part of the risk assessment process and the COO will act upon the findings as necessary.

24. Stress Management

Gateways are committed to protecting the health and welfare of its staff and will proactively address work related stress. Mechanisms will be in place to effectively manage staff and reduce the likelihood of work-related stress occurring.

Line Managers should take account of workplace stressors. Workplace stressors to be considered may include:

- Demands - such as workload.
- Control - the degree of control a staff member has in their role/job in respect of the work that they do.
- Relationships - any evidence of bullying or harassment in the workplace.
- Change - the way organisational change is managed and communicated in the company.
- Role - whether a staff member understands their role in the company and in particular if any one staff has conflicting roles.
- Support - provided by peers and line managers, is there a positive attitude to achieving a healthy work-life balance?

It is Gateways policy to be understanding and sensitive to staff needs in the aim of fostering a happy and productive workplace.

All staff have access to counselling services which are made available via a poster in the staff kitchen; the Pastoral Lead should be contacted to discuss options in the first instance.

25. Communication of Health and Safety Information

Health and safety will be a regular item on the agenda of staff team meetings. Termly Health & Safety meetings will be scheduled SLT and ELT to attend.

Staff will be informed of any changes to preventative or protective measures in place. All staff will be informed where to find the health and safety policy and any supporting documentation.

Staff will receive a health and safety briefing specific to the site at induction.

The Health and Safety Law poster will be displayed in the staff kitchen.

Health and Safety will be a Board of Trustees agenda item