



Lighthouse Futures Trust

Health and Safety Systems and Procedures

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1. Plan

1.1 Systems and Procedures

We recognise the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the Managers and employees in identifying and eliminating potential hazards where possible.

Duty of Care for Learners

All staff have a common law duty of care toward learners. When in charge of learners, they are expected to exercise the same level of care as a reasonably prudent parent would. This includes taking appropriate steps to prevent foreseeable harm, ensuring a safe learning environment, and responding promptly to any risks or incidents.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and risk to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence.
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected.
- Provide proper and adequate instruction and training to ensure that all employees are fully competent in safe working methods applicable to their work.
- Encourage the closest possible liaison between the Directors/ Managers and employees in matters relating to health and safety.
- Ensure that all legal requirements relating to our activities are fully complied with and progressively improve upon the levels of health and safety performance.
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:

Abide by safe working systems

Make use of facilities and equipment provided for their protection

Refrain from any act which could endanger themselves or others.

Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interest of health, safety or welfare.

Report any known defect, which could endanger the health or safety of themselves or others.

Co-operate as far as is necessary to ensure that we meet our legal requirements.

1.2 Fire Safety

This policy statement sets out what Management and Employees must do to ensure, so far as reasonably practicable, that satisfactory fire precautions are achieved and maintained, and that the Company complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005 as amended.

It is our policy to:

- Assess the risks from fire at our premises and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide means of detection and giving warning in case of fire.
- Provide additional training for first-aid personnel as necessary to take into account any specific hazards.
- Provide information, instruction, training and supervision where appropriate to all employees who use work and lifting equipment.
- Ensure that all work and lifting equipment is CE marked where relevant.
- Control access to dangerous parts of work and pressure equipment.
- Provide suitable protection against specified hazards including all necessary markings and warnings.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop and emergency stop controls, are provided where necessary, are suitable for the equipment and location and are safe.
- Provide suitable means of isolating work equipment from sources of energy.
- Ensure that all hired-in work equipment is obtained from reputable firms only and is provided with any relevant certification and documentation concerning its safe operation.
- Ensure any lifting operation is properly planned and supervised.
- Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employees personal electrical equipment is not to be used on Company premises without prior permission.
- The mains electricity supply will be inspected, and a certificate of test obtained from a 'competent person' in accordance with the timescales laid down in the Regulations.

1.3 Communication and Consultation

The Company acknowledges that it has a duty under the Health and Safety (Consultation with Employees) Regulations 1996 to consult with employees on health and safety matters. In particular this relates to:

- Introducing any new measures in the workplace that may affect the Employee's health and safety e.g. new equipment, new work procedures.

- Informing employees of the Company's competent persons.
- The planning and organisation of health and safety training.
- Any health and safety consequences of the introduction of new technologies into the workplace.

Consultation can be either with each employee individually, with groups of employees, or through elected representatives.

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will not be limited to, the following:-

- Conversations with individuals.
- Staff meetings.
- Information displayed on notice boards.
- Internal publications and memos.
- Where the company employ foreign nationals or non English speaking staff which poses communication difficulties, we will ensure that appropriate measures are taken to help improve communication. These measures may include:-
- Buddy system. Use of an English speaking compatriot to act as an interpreter to pass on information and act as a minder for the non-English speaker.
- Translators/translation. Provision of information in various languages and formats, including pictograms, clear diagrams, pocket safety notes, etc. for providing essential information.
- Supervision. Increased supervision and appropriate training to ensure correct working practices are followed.
- Any Employee wishing to raise a matter for discussion should bring it to the attention of either one of the Directors.

We will also ensure the following are prominently displayed:-

- The 'Health and Safety Law - What You Should Know' poster.
- Our current Certificate of Employers' Liability Insurance.
- Our Health and Safety Policy Statement.

Provide employees with information, instruction and training;

- Carry out health surveillance where there is a risk to health.
- Provide adequate information and training to persons working with DSE and how risks to health are to be avoided.
- The company will arrange for DSE users to have free eye tests when requested and arrange for the supply of any corrective appliances (glasses or contact lenses) where these are required specifically for working with DSE.
- Employees must comply with the instructions and training given regarding safe workstation set-up and use, the use of the equipment provided, and take regular breaks or changes of activity.
- Provide employees using PPE with relevant information and training for employees therefore enabling them to make proper effective use of PPE.

1.4 Stress at Work

Although there are no specific legislative controls relating to psychological hazards such as stress in the workplace, employers must still recognise their general duty of care towards employees under the Health & Safety at Work, etc. Act 1974 (HSWA).

Section 53 of the Act defines 'personal injury' as "any disease and any impairment of a person's physical or mental condition". This indicates that the employer's duty of care under the HSWA includes the control of working conditions likely to result in mental stress.

To help tackle Work Related Stress there are now some widely used Stress Management Standards (SMS) and guidance. The Management Standards apply to six aspects of working that research has shown as potential stressors: Control, Demands, Support, Relationships, Role, Change.

The company is committed to promoting and maintaining the health, safety, and well-being of all employees. Occupational Health (OH) services are an integral part of our health and safety strategy, supporting both physical and mental health in the workplace.

1.5 Training

Adequate training and instruction are essential not only to ensure that employees are able to work efficiently and safely but also to comply with statutory requirements which impose duties on the company to carry out induction, job and refresher training.

The company will take account of employees' capabilities, level of training, knowledge and experience when allocating work. Competence is a combination of the following:

- Training.
- Knowledge.
- Experience.
- Skill.

The company will decide the level of competence, i.e. the combination of these four elements needed to carry out a job safely.

It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our staff:

Induction training for all new employees.

Training on our Health and Safety policies and procedures.

Work activity training relevant to the Employee, including the use of any equipment.

Training on Fire and Emergency procedures.

Refresher training where necessary.

- Keep records of all staff training and related documents.

- Ensure employees are aware of their legal obligation to co-operate and put in to practice any instructions or training given.
- Consider employee training needs before introducing new machinery or processes.

2. Do

2.1 Fire Safety (see also appendix 4a and 4b)

- Inspect and/or test fire safety equipment at the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Maintain all fire detection, fire fighting equipment and installations.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct employees in fire safety including the carrying out of fire drills.
- Keep records of all fire safety matters.
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements.
- Identify people with any disability or impairment who may require assistance in the event of a fire.

2.2 Risk Assessment (see also appendix 5)

It is our policy to:

- Identify those specific risk assessments we are legally required to carry out by ensuring all aspects of our work are reviewed, including routine and non-routine activities.
- Appoint a Competent Person or persons to carry out suitable and sufficient risk assessments of our activities.
- Identify, prioritise and implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected.
- Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date.
- Train employees on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risks.

2.3 First Aid (see also appendix 6)

It is our policy to:

- Appoint and train sufficient numbers of first aid personnel to undertake duties of 'Appointed Persons' and/or qualified 'First-Aiders'.
- Provide and maintain suitable and sufficient first-aid equipment.
- Ensure that first-aid equipment and personnel are readily available.
- Communicate the arrangements made for First Aid to all employees.

The Company shall provide (or ensure that there are provided) such personnel and as are adequate and appropriate for enabling First Aid to be rendered to employees if they are injured or become ill at work.

2.4 Accident Procedure (see also appendix 7)

It is our policy to:

- Record all injuries using the Accident and Near Miss form and instruct employees on the procedure to be followed.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.

2.5 Equipment and Maintenance (see Also appendicies 8, 9 and 14)

It is our policy to:

- Undertake risk assessments of all work equipment and lifting equipment in order to identify hazards arising from its operation, and establish the control measures necessary to minimise the risk.
- Ensure that work and lifting equipment we provide for employees is suitable and safe for the tasks intended.

2.6 Workplace and Welfare

We recognise that a safe and healthy work environment is not only a legal requirement under The Workplace (Health, Safety and Welfare) Regulations 1992, but also contributes to staff satisfaction, can increase productivity and may lower absenteeism, which in turn will assist us in achieving our wider objectives.

It is our policy to:

- Provide a comfortable work environment which is safe and without risk to health.
- Control the following factors affecting our general working environment to ensure compliance with legislation:
 - Temperature;
 - Ventilation;
 - Lighting, (including emergency lighting);
 - Individual workspace requirements;
 - General layout of work areas;
 - Waste disposal, (including contaminated or hazardous waste).
- Provide and maintain safe access to and egress from the workplace.
- Segregate pedestrian and vehicle movements wherever possible to avoid the risk of injury.
- Ensure safe materials are used in glazed panels and windows and that maintenance and cleaning can be carried out in a safe manner.
- Keep floors and walkways clean, in good condition, and free from obstruction and slipping and tripping hazards (which includes ice and snow).
- Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.

- Ensure the workplace, its equipment, services and facilities are appropriately maintained.

Provide and maintain the following welfare facilities:

An adequate number of sanitary facilities for the gender mix at our premises;

Washing, changing, and clothing storage facilities where appropriate;

Areas for eating meals and resting (including those for pregnant and nursing mothers);

An adequate supply of wholesome drinking water.

2.7 Control of Substances Hazardous to Health (COSHH) (See Also appendix 10)

It is our policy to:

- Ensure that detailed assessments are undertaken of all substances used to identify possible harmful effects, how they are handled or used, who could be affected and what precautions need be taken.
- Maintain an inventory of all substances used and of assessments undertaken, and keep up to date manufacturer's safety data sheets, where appropriate.
- Ensure employees are aware of the risks to health identified in the assessments and are aware of the precautions necessary to reduce or eliminate any potential risks to health.
- Ensure no new substances are introduced into our work activities without approval of a Designated Manager, and before an assessment of the risk is carried out.

2.8 Contractors

When employing Contractors to carry out work activities, both the Company and the Contractor have legal responsibilities under health and safety legislation to protect the health, safety and welfare of employees and others who may be affected by their business.

It is our policy to:

- Assess, as far as is reasonably practicable, the competence of Contractors prior to finalising contractual agreements.
- Whenever possible, use Contractors that are members of a trade association relevant to their work.
- Request Health and Safety information and Insurance details from the Contractor that is relevant to their activities.
- Establish rules and guidelines for Contractors activities including the prohibitions relating to the use of any of the Company's facilities, plant or equipment unless authorised.
- Provide information on our activities that may present a hazard to Contractors and identify activities and actions that must be avoided.
- Communicate emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which the work is to be carried out and any segregation arrangements.

- Provide a copy of our asbestos register(s) to Contractors so that works can be appropriately planned to eliminate or minimise its disturbance.
- Define areas that are not accessible to Contractors.
- Agree routes to and from the work sites and welfare facility access.
- Stop Contractors working immediately if their work appears unsafe, and ensure staff report any concerns to a Manager immediately.

2.9 Smoking Policy

It is the policy of Lighthouse Futures Trust that all of our workplace is smoke free and that all our employees have a right to work in a smoke free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes Company vehicles.

2.10 Drugs and Alcohol

The Company wishes to pursue a Policy to promote health and safety at work and acknowledge that it has a legal responsibility to safeguard the health, safety and welfare of all its employees and other persons who may be affected by alcohol and drug abuse.

The Director will be responsible for identifying and controlling risks at their level of responsibility. The Director has overall responsibility for the effective implementation of the Policy.

The Company reserves the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

If you feel you may have a drink or drug problem, you are advised to seek help at an early stage. The Directors can be contacted at any time and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. Any employee who seeks assistance/advice in relation to a drinking or drug problem will not be discriminated against in any way.

ALCOHOL

The Company requires its employees to attend for work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and grounds for summary termination of employment.

Alcohol consumption during working hours is strictly prohibited and will result in summary termination of employment.

The Company reserves the right to initiate disciplinary action and arrange for alcohol testing on employees in the following specific circumstances:-

- After an accident or incident, where there is suspicion of drinking that contravenes the Company's regulations.
- Employee suspected of reporting for work with alcohol in their bloodstream from the previous evening's drinking

- Witness evidence of erratic behaviour that it is suspected may put the health and safety of any employee at risk.

DRUG MISUSE

This Policy of 'drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

The Company requires its employees to attend for work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Drug misuse during working hours is strictly prohibited and will result in summary termination of employment.

The Company reserves the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances:-

- If help is refused and/or impaired performance continues;
- After an accident/incident, where there is suspicion of drug misuse;
- Witness evidence of erratic behaviour which it is suspected may put the health and safety of any employee at increased risk.

N.B. Possession/dealing will be reported immediately to the Police.

2.11 Working at Height (see also appendix 11)

Falls from height remain the most common kind of workplace fatality. The primary objective of the Work at Height Regulations 2005 is to ensure that all work at height is performed safely.

The Company recognises its obligations under the Regulations and it is our policy to ensure that:

- Activities entailing work at height are avoided wherever possible.
- The risks from work at height are assessed, and appropriate work equipment is selected and used.
- All work at height is properly planned, organised, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- Where working at height cannot be avoided that we follow the hierarchy for managing risks by using work equipment or other measures to prevent falls, giving preference to collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses).
- Where the risk of a fall cannot be eliminated, that we use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Appropriate measures are taken to prevent materials and equipment being used or stored at height falling or collapsing.
- Appropriate plans are devised for emergencies and rescue where identified by the risk assessment process.

- All those involved in work at height are competent and have been trained in the use of the equipment identified for that work (or, if being trained, is supervised by a competent person). Supervision will be provided proportionate to the competence of those undertaking the work and the level of risk identified in the assessment.
- Providing health and safety information as required by other legislation e.g. asbestos, display screen equipment, fire safety, first-aid, hazardous substances, protective equipment, etc.

2.12 Control of Asbestos

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials up until 1999. All asbestos fibres, blue, brown and white are dangerous and there is no safe form. There is also no safe exposure level known for asbestos.

The Company acknowledges its obligations under The Control of Asbestos Regulations and it is our policy to:-

- Take reasonable steps to find asbestos containing materials in premises and check their condition.
- Presume materials contain asbestos unless there is strong evidence to suppose they do not.
- Keep an up to date written record of the location and condition of the asbestos containing materials.

If asbestos is discovered or damaged at any time, the senior person present will:-

- Stop the work immediately;
- Clear all persons from the immediate vicinity and ensure the area is safe;
- Minimise the spread of contamination to other areas;

On no account will the Company undertake works which may result in employees or others being exposed to or, coming into contact with unprotected or disturbed asbestos.

2.13 Legionella

Any water system, with the right environmental conditions, could be a source for legionella bacteria growth. There is a reasonably foreseeable legionella risk if your water system:

- has a water temperature between 20–45°C
- creates and/or spreads breathable droplets, for example aerosol created by a cooling tower, or water outlets
- stores and/or recirculates water
- is likely to contain a source of nutrients for the organism to grow, such as rust, sludge, scale, organic matter and biofilms.

Control of Substances Hazardous to Health Regulations (COSHH) require employers or people in control of premises to assess, prevent or control the risk from bacteria like legionella and take suitable precautions. The Approved Code of Practice Legionnaires'

disease: the control of legionella bacteria in water systems (L8) contains practical guidance on how to manage and control the risks in your system.

The most common sources of legionella are in man-made water systems including:

- cooling tower and evaporative condensers
- hot and cold water systems
- spa pools

Some other systems that can create a risk of legionella, such as humidifiers, air washers, emergency showers, or indoor ornamental fountains.

The initial symptoms of Legionnaires' disease are similar to those of flu:

- high temperature, feverishness and chills
- cough
- muscle pains
- headache

It can also lead on to more serious symptoms such as:

- pneumonia
- diarrhoea
- signs of mental confusion

Whether Lighthouse Futures or the Landlord is the person in control of premises in respect of legionella and therefore responsible for the assessment and management of legionella must be determined.

The responsible person must;

- identify and assess sources of risk
- manage any risks
- prevent or control any risks

2.14 Control of noise at work

The Control of Noise at Work Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work. The Regulations require employers to:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if noise exposure cannot be reduced enough by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;

The Company recognises its obligations under the Noise Regulations and aims to ensure that the risks associated with employee exposure to noise are reduced to the lowest extent practicable.

Employees will be made aware that:-

- They can request hearing protection in areas where the noise level is between 80 – 85 dB (A) but that the wearing of hearing protection is not compulsory.
- They have a duty to wear hearing protection in areas where the noise level is at or exceeds 85 dB (A).

2.15 Display Screen Equipment (see Also appendix 13)

The company will identify all employees who meet the criteria of a DSE 'USERS' as defined in the Display Screen Equipment Regulations and :-

- Carry out an assessment of each user's workstation.
- Implement necessary measures to remedy any risks; and

2.16 Driving

Some roles require driving on company business. The company will:

- ensure risk assessments are completed and that journeys are planned.
- not put unreasonable time constraints on travel.
- ensure those driving for business are competent, authorised and fit; and
- provide sufficient information and guidance for drivers on occupational risks involved in driving.
- Inspect and maintain any vehicles owned, leased or otherwise under the management control of the Company.
- Check the drivers licences of employees who drive on company businesses at least annually.

Drivers will remain responsible for their safety and must comply with the Highway Code and road traffic legislation.

Drivers must advise their line manager immediately of any penalty or endorsement on their licence and advise their line manager immediately of any health condition, injury, medication or anything else that may affect their ability to drive safely.

Drivers must hold a valid licence and valid insurance for business use and be physically fit to drive safely.

Drivers are responsible for maintaining their own vehicles. Any accidents/incidents occurring whilst driving on behalf of the company must be reported to their line manager.

2.17 Members of the Public

The company will ensure so as far as is reasonably practicable, the health, safety and welfare of visitors to the company. This includes ensuring that all areas where the public are present will be risk assessed and risks controlled as far as is reasonably practicable.

Any employee who notices persons acting in a way which would endanger colleagues should notify their line manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. Employees should never put themselves at risk.

2.18 Violence and Aggression

Violence and aggression is defined as actual or threatened physical assaults on staff and psychological abuse such as shouting, swearing and gestures. The company will not tolerate such behaviour and will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect employees;
- ensure that premises are kept secure including during periods of lone working;
- inform all employees of the procedure following a violent or challenging behaviour incident and support the employees involved in any incident;
- train employees who may be exposed to violence or challenging behaviour situations;
- keep records of all incidents of violence and aggression and review the control measures.

2.19 Lone working

The Company has a lone working policy and risk assessment in place and will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The Company's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

2.20 Manual handling (see also appendix 12)

The HSE define manual handling as 'any transporting or supporting of a load by hand or by bodily force.' This definition includes:

- Lifting, putting down, pushing, pulling, carrying or moving; and
- Use of mechanical aids, e.g. trolleys.

Health problems associated with manual handling often, but not always, involve the back; other parts of the body including the neck and shoulders may also sustain injury. Commonly, the injuries build up over a period of time as a result of a succession of poor manual handling techniques; although severe injuries can also be caused by single traumatic events.

2.21 Personal protective equipment

It is our policy to:

- Provide PPE free of charge where a risk assessment concludes that personal protective equipment is required.
- Ensure all PPE will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.
- Provide PPE that conforms to relevant European standards and is 'CE' marked.
- Supervise and monitor employees to ensure the PPE is being used correctly.
- Keep a record of all PPE issued.
- Set a good example to staff by ensuring that Directors and Managers wear appropriate PPE, when required.
- Discipline employees who repeatedly refuse to use PPE in the correct way.

DUTIES OF EMPLOYEES

It is the responsibility of an employee to use PPE in accordance with the instructions provided, and to report any loss or defect immediately.

2.22. Stress at Work

Under regulation 3 of the Management of Health & Safety at Work Regulations (MHSWR), employers are required to make an assessment of the risks involved with activities at work. The risk of work related stress should be included in the risk assessment process.

Responsibilities

The Director will ensure that:-

- A workplace stress risk assessment is carried out as part of the risk assessment process.
- Corrective actions arising from the risk assessment or data gathering processes are implemented within appropriate timescales.
- Records of risk assessments are kept.
- Information will be provided to employees regarding stress-counselling services as necessary.
- Workplace stress risk assessments are being routinely reviewed.
- Competent assistance will be obtained as necessary.

Stress in the workplace can be caused or heightened by a combination of a number of quite diverse factors, as pointed out in the Stress Management Standards -

- Demands – issues like workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – conflict and unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether there are conflicting roles.
- Change – How organisational change (large or small) is managed and communicated in the organisation.

Problems outside of the workplace may also cause an employee to suffer from the negatives effect of stress, and that this may affect an employee's health and performance at work.

The work related stress risk assessment should identify those factors that can lead to stress, and those employees who might be harmed.

The level of work related stress present in the workforce should be assessed.

This assessment can be carried out in a number of ways including: -

- Checking reasons for absence from work
- Exploring reasons for low productivity by employees
- Conduct exit interviews
- Assess current performance in meetings

Findings of risk assessments should be recorded and fed back to employees.

Issues of confidentiality should be considered in any communications.

Employees may be referred to OH by their line manager, HR, or self-refer where appropriate.

All OH consultations are confidential. Medical information will only be shared with consent, except where legally required.

3. Check

It is our policy to:

- Keep records of all accidents/incidents (including those involving non-employees) detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including 'near miss' incidents, to prevent recurrence.
- Ensure that all work and equipment is maintained, examined, inspected and tested as required, and retain appropriate records.
- Restrict the use of equipment where specific risks have been identified.
- Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.
- Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the Regulations.
- Record the significant findings of risk assessments, and review them periodically or when changes occur.
- Monitor exposure to hazardous substances, and undertake appropriate forms of health surveillance, where necessary.
- Maintain in effective working order, all plant and equipment provided to control exposure to hazardous substances, and fulfil our legal duties in relation to statutory examinations, where required.
- All equipment for work at height is regularly inspected and maintained to ensure that it is safe to use and where appropriate, marked to indicate when the next inspection is due. Additionally, users will undertake a check of the equipment before using it, retaining appropriate records.
- The risks from fragile surfaces and falling objects are properly controlled. Where fragile surface materials are present and regular access is required, permanent fencing, guardrails or other measures will be installed.
- Work is postponed while weather conditions endanger health or safety.
- keep and maintain the correct records
- review systems in place to detect indicators of workplace stress such as reviewing sickness and absence data, discussing stress issues in personnel appraisals etc.

4. Act

Monitoring, evaluation and review

In order to comply with Section 2 (3) of the Health and Safety at Work etc Act 1974 and Regulation 4 of the Management of Health and Safety at Work Regulation 1999 this policy must be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the statutory requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

The purpose of the monitoring, evaluation and review process is to ensure:

- The maintenance and development of an effective health and safety policy.
- The maintenance and development of an effective organisation to ensure that the policy is implemented.
- The maintenance and development of improving performance standards.
- The Company will make arrangements for the appointed Health and Safety Consultant to visit the Company's site(s) and premises at regular intervals to identify and report on any hazards, lack of control measures, defects or breaches of Regulations. A report of the inspection findings and recommendations will be provided.

Progressive improvement in health and safety performance can only be achieved through constant development of policy approaches to the implementation and techniques of risk control.

The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified and acted upon in a timely manner.