MIDDLEBURY COLLEGE - CMRS
OXFORD HUMANITIES PROGRAM

HEALTH AND SAFETY POLICY

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MIDDLEBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

HEALTH AND SAFETY POLICY REVIEW

Last Review Date	Subject Reviewed	Revision Number
12/02/08	Safety Policy compiled Sections 1.1-1.6, 2.1-2.10 and 3.1-3.20	
10/09/08	Whole of policy reviewed, sections 1.4, 2.4, 2.5, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.14, 3.15, 3.16, 3.17, 3.18, 3.19 and 3.20 amended	
10/09/08	Sections 1.7 and 1.8 added	
9/03/2010	Whole Policy reviewed	
1/11/2010	Section 1.3 reviewed	
17/05/2011	Whole Policy review.	
10/07/2012	Whole Policy review.	
24/04/2013	Whole Policy review and updated.. Section 1.10 added.	Rev 00
02/04/2014	Whole Policy review and updated. Section 1.3, 3.3, 3.3a, 3.4, 3.6, 3.9 and 3.17 updated.	Rev 01
01/07/2014	Sections 1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 1.8, 1.10, 2.1, 2.4, 2.6, 2.7, 2.9, 2.10, 3.3, 3.4, 3.5, 3.6, 3.10, 3.11, 3.12, 3.13, 3.14, 3.15, 3.17, 3.18 and 3.19 amended.	
04/08/2014	Sections 1.3, 1.4, 1.7, 1.8, 1.9, 1.10, 2.3, 2.4, 2.8 and 3.7 amended.	
17/11/2014	Company name changed on every section. Section 1.8 amended. Section 3.19 updated.	
09/11/2015	Whole Policy review. Sections 1.6, 2.9a, 3.3, 3.3a, 3.4 and 3.9 updated.	Rev 02
21/12/2016	Whole Policy Review. Sections 2.3, 3.4, 3.5, 3.6, 3.7, 3.14, 3.15, 3.18 and 3.19 updated.	Rev 03

Last Review Date	Subject Reviewed	Revision Number
12/04/2018	Whole Policy Review. Sections 1.1, 1.2, 1.3, 1.5, 1.6, 1.10, 3.3, 3.3a, 3.4, 3.5, 3.6, 3.7, 3.10, 3.10a, 3.10b and 3.14 updated.	Rev 04
19/07/2018	Sections 1.2, 1.3, 2.7, 3.3 and 3.14 updated.	
15/07/2019	Whole Policy Review. Main index, section 1 and 3 index updated. Sections 1.8a, 3.6a and 3.19a inserted.	Rev 05
10/09/2019	Section 1.11 added	Rev 05
21/07/2020	Whole policy Review	Rev 06
25/05/2021	Whole Policy Review. Main Index, Indexes 1 and 3 amended. Sections 1.6, 1.11, 3.2, 3.4, 3.6, 3.7, 3.11 and 3.14 amended. Sections 1.12, 1.13 and 1.14 added	Rev 07
26/05/2022	Whole policy review. Main index, section 3 index and sections1.2, 1.3, 1.10, 3.4, 3.5, 3.10, 3.11, 3.12 and 3.14 amended.	Rev 08
22/05/2023	Whole policy review. Sections 1.2, 1.3, 3.5, 3.8, 3.9, 3.11 and 3.15 amended.	Rev 09
11/08/2023	Section 1.12 amended	
21/05/2024	Whole policy review. Sections 1.2, 1.3, 3.4, 3.5, 3.14 and 3.17 amended.	Rev 10
09/09/2024	Main index, section 1 index and section 1.8a amended. Section 1.15 added.	

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SECTION ONE

POLICY STATEMENT

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SECTION 1: POLICY STATEMENT

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SECTION 1

1.1 INTRODUCTION

The policy of this Company is to provide and maintain plant and systems of work, that are so far as reasonably practical, safe and without risk. The Company will produce arrangements, for ensuring the absence of risk to health in connection with, working at height and the use, handling, storage and transportation of articles and substances used in its operations.

The Company will provide its workforce with such information, instruction, training supervision and health surveillance as is necessary, to ensure so far as is reasonably practical, their health and safety whilst at work.

All places of work under the Company's control will be maintained in a condition that is safe and without risk to health. A safe means of access to and egress from, any place of work under the company's control will be preserved.

The **Board of Directors of the Middlebury UK Trust** accept their responsibilities to their employees, clients and others who are affected by the Company's operations.

They will do everything in their power to ensure facilities are provided to the **Principal,** who has been appointed in accordance with Regulation 7 of the Management of Health and Safety at Work 1999, that will ensure the requirements of the Health and Safety At Work Etc Act 1974, Regulations and Approved Codes of Practices, issued under the act and other laws which apply to the Company's operations are complied with.

The Company identifies that any advice provided in relation to Regulation 7 by the appointed person does not afford a defence in any criminal proceeding.

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1.2 HEALTH AND SAFETY POLICY - GENERAL STATEMENT

Section 2.2 (3) of the Health and Safety at Work Etc Act 1974 states that, "It shall be the duty of every employer, to prepare and as often as maybe necessary, revise a written statement of it's general policy with respect to the health and safety at work of his employees".

Middlebury College - CMRS Oxford Humanities Program, hereinafter called the Company, believes that its most valuable asset is its workforce and therefore, commits itself to ensuring the highest standards of health, safety and welfare, which are reasonably practical to obtain, are achieved in its activities.

The Directors of the Middlebury UK Trust will also do everything within their power to ensure work undertaken by the Company does not adversely affect the Health and Safety of others and commit themselves and the Company to the requirements of the Construction (Design and Management) Regulations 2015.

To enable the Company's statutory and moral obligations to be carried out, it is the policy of the Company so far as is reasonably practical, to ensure that the responsibilities for Health and Safety are properly assigned, accepted and fulfilled, at all levels of its organisation, (see Part 2 Organisation) and that the Health and Safety policy is appraised continuously and updated as and when necessary, with a standard revision of the policy taking place each year.

The Principal has been appointed by the Directors to have particular responsibilities for health and safety and to provide internal advice on safety issues as required. To assist him in this respect all company employees have access to Sitesafe UK Ltd, external advisors on health, safety, welfare and training matters.

Section 7 of the Health & Safety At Work Etc Act 1974, requires all employees to co-operate with their employer so far as is necessary to enable their duties and requirements to be conformed or complied with and ensuring that their own work is carried out in such a way, that the health and safety of themselves and others working with them are not adversely affected.

This statement of Company policy will be displayed at all sites under the Company's control. The organisation and arrangements forming part 2 and 3 of this policy will be brought to the attention of new employees on induction and made available for reference as required.

Signed.....**Director** Date.....21/05/24.....

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SECTION 1

1.3 EQUALITY POLICY STATEMENT

The Equality Act for England, Scotland and Wales came into force in October 2010, bringing together over 100 laws on equality, with the aim of ensuring people are ALL treated fairly, whether male or female, disabled or non disabled, young or old, whatever their ethnic minority, religious beliefs, or sexual orientations.

Public Bodies have special responsibilities under the Act which include; an equality duty and Socio-economic duty, but most of the Act applies to all employers in England, Scotland and Wales, promoting the use of 'Positive Action' to ensure a diverse workforce with equal rights.

Middlebury College-CMRS Oxford Humanities Program considers itself to be an equal opportunities employer and will comply with the laws set out in the Equality Act by establishing a diverse workforce and considering equality at all levels of it's business plan, acting on any imbalance in the make up of the workforce by the use of positive action when considered appropriate and lawful.

* Those employed by this Company to; recruit staff, manage staff, those carrying out staff appraisals, arranging or delivering training or responsible for promotions, will be made aware of the requirements of the Equality Act 2010 and will be responsible along with the **Directors** to implement the Company policy on equality.

* The **Directors** have appointed the **Principal** of staff with the duty to monitor the effectiveness of this policy on an annual basis and ensure the policy is reviewed as necessary throughout the year to ensure compliance with the Act's requirements, reporting to the **Directors** progress in the establishment of a diverse workforce and any positive action taken to achieve the aim of the policy.

* The Company considers any form of discrimination at any level of the organisation to be a serious offence and will take disciplinary action against any individual where there is evidence of direct, indirect or dual discrimination, abuse, harassment, bullying or victimisation.

* The **Principal** will communicate clearly to all staff the Company's equality policy, the relevant disciplinary and grievance procedures and the name and role of any other person appointed within the Company with equality responsibilities.

* The **Principal** will monitor all discrimination or inequality allegations, to ensure that they have been responded to adequately and fairly and in accordance with Company policy.

* The Company's wage structure will be set to ensure those carrying out the same jobs are equally paid for the work that they do.

* The Company will make reasonable adjustments at no cost to the individual to overcome physical and non physical barriers that make it difficult for the disabled employee to carry out their work and to ensure they feel fully integrated into the workplace.

Signed: .....

Position: Principal ..... Date: 21/05/24

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1.4 SMOKING POLICY STATEMENT

Purpose

This policy has been developed to protect everyone from exposure to secondhand smoke and to assist compliance with the Health Act. Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of CMRS that the entire building is smokefree, and that everyone has the right to work and live in a smokefree environment. The policy is effective from on Sunday, 1 July 2007. Smoking is prohibited in all areas of the building. This policy applies to everyone.

Implementation

Overall responsibility for policy implementation and review rests with the **Principal**. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above will inform everyone of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-compliance

Local disciplinary procedures will be followed if anyone does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the Smokefree National Helpline, free phone help line 0300 123 1044. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

SECTION 1

1.5 COMMUNICATION AND CONSULTATION POLICY STATEMENT

* Section 2 (4) of the Health and Safety at Work Act 1974 provides for the appointment of safety representatives from amongst employees who are members of recognised trade unions and whose responsibility it is to represent the employees in consultation with the Company and other functions as maybe prescribed.

* The Company identifies the right of all of its employees to be members of a recognised trade union and to appoint safety representatives in accordance with the requirements. Such representatives will be consulted with on a regular basis by a senior member of the management team, with a view to making and maintaining arrangements that will enable employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of all employees and in checking the effectiveness of such measures.

* If requested to by safety representatives, a committee for reviewing safety measures will be set up by the Company. However, it is policy to undertake regular meetings with members of the workforce to ensure matters that affect their safety in the workplace are regularly monitored.

SECTION 1

1.6 WORKING TIME STATEMENT

* The Policy of the Company is to implement the duties placed upon it under the Working Time Regulations.

* The Company will use a reference period of 17 weeks to calculate a workers working time, to ensure an average of 48 hours or less is achieved for each seven days worked.

* Where appropriate the workforce will be offered an agreement to extend their working week beyond 48hrs. Any such agreement can be cancelled by the worker by giving 7 days notice to the Company in writing.

* Where an agreement is made to extend the working week beyond 48hrs in any 7 days, the Company will keep and maintain accurate records of all such time worked and make records available for inspection as required by the relevant body. The **Principal** will nominate persons within the Company who will be responsible for collating and maintaining working time records.

* All records relating to these Regulations will be retained for a period of 2 years.

* Each adult worker is entitled to a rest period of not less than eleven consecutive hours in each 24 hrs worked.

* Each worker is entitled to an uninterrupted rest period of not less than 24 hours in each 7 days worked or one 48 hour uninterrupted rest period in a 14 day period.

* Young workers are entitled to a rest period of not less than twelve consecutive hours in each 24 hrs worked and are not permitted to work more than 40 hours per week including overtime.

* All adult workers with a daily working time of more than six hours are entitled to a rest period of not less than 20 minutes (30 minutes young workers) during the working day.

* Those required to work nights shall not be permitted to exceed 8 hrs normal work in each 24 Hr period.

* Periods of paid leave will be provided as a minimum in line with the Regulations, specific entitlement will be outlined in the individuals contract of employment, but will not be less than the required four weeks per annum, such leave must be taken in the year in which it is due.

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SECTION 1

1.7 PORTABLE HEATERS POLICY

* Purpose

  This policy has been developed in accordance with advice from the Fire Safety Officer to protect everyone from exposure to potential risk of fire due to the use of portable heaters. Following a Fire Risk Assessment Middlebury College-CMRS has been advised that portable heaters pose **High Risk**.

* Policy

  The installation and use of portable heaters is strictly forbidden unless you have been authorised, under special circumstances, by Middlebury College-CMRS to use one.

* Implementation

  Overall responsibility for policy implementation and review rests with the **Principal**. However, all staff and students are obliged to adhere to and support the implementation of the policy. Everyone will be informed of the policy and their role in the implementation and monitoring of the policy.

* Non-compliance

  If an unauthorised portable heater is found in your room it will be removed and disciplinary action will be taken.

  It is the responsibility of everyone to fully comply with this policy.

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SECTION 1

1.8 HARASSMENT POLICY

Introduction

Middlebury-CMRS is committed to protecting its members and employees from any form of harassment as detailed below and in the Middlebury College Anti-Harassment/Discrimination Policy and in the Middlebury College-CMRS Oxford Humanities Program Staff Handbook.

1.8.1 What is Harassment?

* Harassment is defined as verbal, written, visual, or physical conduct based on or motivated by an individual's actual or perceived sex, sexual orientation, gender identity or expression, race creed, colour, place of birth, ancestry, ethnicity, religion, national origin, age, disability, marital status, or other characteristics as defined and protected by law in the location where particular program is operating, that has the purpose or effect, from the point of view of a reasonable person, of objectively and substantially:

  a. undermining and detracting from or interfering with an individual's educational or work performance or access to Middlebury resources; or

  b. creating an intimidating, hostile, or offensive educational, work, or living environment.

* Harassment may include repeated slurs, or taunts in the guise of jokes, or disparaging references to others, use of epithets, stereotypes, comments, gestures, threats, graffiti, display or circulation of written or visual materials, taunts on manner of speech, and negative reference to customs when such conduct is based on or motivated by one or more of the protected characteristics identified above, or other characteristics as defined and protected by applicable law.

* Harassment may also include so called quid pro quo sexual harassment, meaning unwelcome sexual advances, requests for sexual favours and other verbal, written, visual or physical conduct of a sexual nature when:

  a. submission to that conduct is made either explicitly or implicitly a term or condition of employment or educational status; or

  b. submission to or rejection of such conduct is used as a component of or as the basis for employment decisions (such as wages, evaluation, advancement, assigned duties, or shifts) or educational/student life related decisions (such as grades, class assignments, or letters of recommendation, or residence-related decisions) affecting an individual.

* Other examples of sexual harassment include, but are not limited to the following:

  - touching or grabbing a sexual part of a student's or employee's body
  - touching or grabbing any part of a student's or employee's body after that person has indicated, or it is known or reasonably should be known, that such physical contact was unwelcome
  - continuing to ask a student or employee to socialize on or off duty when that person has indicated she/he is not interested
  - displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or reasonably should be known that the behaviour is unwelcome
  - continuing to write sexually suggestive notes or letters if it is known or
  - referring to or calling a person a sexualised name if it is known or reasonably should be known that the person does not welcome such behaviour
  - reasonably should be known that the person does not welcome such behaviour
  - regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or reasonably should be known that the person does not welcome such behaviour
  - derogatory or provoking remarks about or relating to a student's or employee's sex or sexual orientation
  - harassing acts or behaviour directed against a person on the basis of his or her sex or sexual orientation.

1.8.2 How to deal with harassment

* Harassment should be dealt with/reported as detailed in the Middlebury College Anti-Harassment/Discrimination Policy and in the Middlebury College-CMRS Oxford Humanities Program Staff Handbook.

* Any Middlebury-CMRS student who has reasonable cause to believe that discrimination or harassment, including sexual harassment, has occurred or is occurring, or who believes that a student, faculty member or staff member has been subjected to retaliation for having brought or supported a complaint of discrimination or harassment, is encouraged to bring that in information to the immediate attention of the Principal.

* Any Middlebury-CMRS staff member who learns of an incident of discrimination, harassment, or related retaliation involving a student must report this information to the Principal.

* Like Middlebury College, both Oxfordshire University and Keble College have codes of practice relating to harassment. These codes of practice may apply should you be harassed on Oxford University or College premises.

* If harassment is experienced in the Oxford City environment a list of addresses is provided within the 'Rights and Options to Consider' document that you may find

helpful. You should also report it to a member of Middlebury-CMRS staff who will give you every assistance possible and issue you with the document Rights and Options to Consider document.

MIDDLEBURY COLLEGE SCHOOL IN THE UK

Rights and Options to Consider….

This notice of rights and options is being shared with you because Middlebury has received a report that you may have experienced sexual misconduct, dating or domestic violence or misconduct, or stalking, or because you otherwise may find the information to be helpful. This document, which includes information about making a report, obtaining supportive measures, filing a complaint, and about applicable Middlebury policies and law enforcement procedures and options, can be useful to you as you assess your needs and wishes. The resources, policies, and protocols referenced herein apply to all Middlebury students, employees and covered third parties.

Immediate Safety and Support

- **Go to a safe place**: your room/residence, a friend's room/residence, or anywhere you will feel safe. If your safety is in immediate jeopardy**,** you can **call the police (999) or go directly to the nearest police station (St Aldates Police Station, Oxford OX1 1SZ)** to report.

- **If you want to be accompanied to the police station and then to the hospital**, please call the M-CMRS main office (01865 241071), the Junior Dean phone (07507 905230), or Keble College lodge (01865 272727).

- We encourage you to **contact someone you trust**: no matter how late it is, you do not have to be alone. Call the M-CMRS main office, the Junior Dean phone, a close friend, or your roommate.

Medical Care

- We encourage you to **seek immediate medical attention**, even if you're not sure if you have any physical injuries. At the emergency room, you may be treated for injuries, tested and treated for sexually transmitted infections, and may be tested for pregnancy; however, unless you decide to file a report and/or press charges with the police, there will not be a sexual assault nurse examination (SANE) to collect evidence.

  For immediate medical care, go to 28@Northgate, Northgate Health Centre, 15 Market Street, Oxford, OX1 3EF; tel. 01865 311811. The closest hospital emergency room is at the John Radcliffe Hospital, Headley Way, Oxford; tel. 01865 220208 or 01865 220209.

- If the incident occurred within the last 24 hours, if possible, try to preserve any evidence before your medical exam by not washing or changing clothes, brushing teeth or hair, eating, or taking other actions that might compromise evidence. Even if more time has passed, it may still be possible to collect evidence, and it is certainly possible to receive medical care and testing. Collecting evidence in no way obligates you to Middlebury or file a complaint with local law enforcement authorities, but it preserves this information in the event that you decide to do either of those things, or seek a protection order, at a later date. **However, as indicated above, please know that unless you file a complaint with the police, no evidence collection procedure will take place.**

- **Should you choose not to report the crime to the police, you may still make the choice to seek medical attention**; go to the nearest hospital or a local doctor or local family planning centre.

Mental Health Counselling, Advocacy, and Other Support Services

- Confidential counsellors are available to you. You have complete control over what information you do or do not choose to share. You may or may not feel ready to talk about what happened, but in either case, counsellors can provide a confidential and safe space to explore any feelings or challenges that have arisen for you after your experience. They can also provide you with information and support as you consider your needs, and can help you to connect with other resources, such as a victim's advocate or counsellor (contact information is below).

  If you are not sure what you need right now, but you would like some confidential information and/or support while exploring your options, you may consider contacting the M-CMRS registered counsellor. Her details are available on the noticeboard in the Centre. Alternatively, ask at the office, or call 01865 241071.
- Religious and spiritual advisors are also confidential resources who can provide emotional support and help you to gather additional information and connect to resources.
- Contacting one or more of these or other confidential resources in no way precludes you from also choosing to make a report or a formal complaint with Middlebury or with local law enforcement. More information on making a report or filing a formal complaint with Middlebury and/or local law enforcement can be found below.

Supportive Measures

It is not necessary to file a formal complaint with Middlebury, participate in a Middlebury adjudication process, or file a criminal complaint with local law enforcement in order to request help from Middlebury. We will provide assistance to help you access support services and accommodations, which include but are not limited to the following:

- Academic Accommodations: If your experience is compromising your ability to meet your academic obligations, Middlebury may be able to provide you with support options. These may include but are not limited to assignment deadline extensions, work group adjustments, course changes or late drops, incompletes, or other arrangements as appropriate.
- No Contact Orders and No Trespass Notices: No Contact Orders (NCOs) are Middlebury's nondisciplinary measures to prevent two or more individuals from communicating directly or indirectly with each other. In most cases, NCOs are put in place at the request of one or both parties, but in some circumstances, Middlebury may put one in place to preserve the safety of both parties and other community members. A No Trespass Notice (NTN) prohibits the presence of an individual on Middlebury property, and on properties on which Middlebury programs are occurring. Violating an NTN or an NCO is a violation of Middlebury policy. NTNs are legally enforceable; a violation may therefore also lead to arrest and prosecution.
- Residential Accommodations: It is sometimes possible to relocate students on a temporary or permanent basis when two students' residential proximity feels unsafe or disruptive.

- Visa and Immigration Assistance: If you have questions or concerns about how your experience and needs may intersect with your visa and/or immigration status, please contact the Principal (gperry@middlebury.edu) of the School in the UK, the Civil Rights and Title IX Coordinator, Butterfly Blaise Boire (knowyourrights@middlebury.edu), or International Student & Scholar Services for more information.
- Student Financial Aid Assistance: If you have questions or concerns about the impact of your experience on your student financial aid, please contact the Civil Rights and Title IX Coordinator, Butterfly Blaise Boire (knowyourrights@middlebury.edu), Student Financial Services for more information.
- Disability-Related Needs: If you have a disability and have related concerns about your needs with regard to your experience, please share them with any of the resources listed above, as well as with the Civil Rights and Title IX Coordinator or Disability Resource Center (ada@middlebury.edu)(students) or Human Resources (employees – hr@middlebury.edu).

If you would like to request these or any other accommodations or assistance, please contact the Civil Rights and Title IX Coordinator (knowyourrights@middlebury.edu). Students may also reach out to their Class Dean and the Principal of the School in the UK (gperry@middlebury.edu). All employees may also contact Human Resources. Each request will be evaluated and responded to after appropriate consultation, as needed. Factors to be considered may include the following:

- the specific need expressed by the party;
- the severity and/or pervasiveness of the allegations;
- any continuing effects on the party;
- whether the parties share the same residence hall, dining hall, class, extracurricular activities, transportation and/or job location;
- whether other judicial measures have been taken to protect a party or the parties; and whether other measures are reasonably available to support the individual.

When an individual reportedly subjected to sexual assault, domestic or dating violence, or stalking makes a request for accommodations like those described above, Middlebury will consider the request and provide those supportive measures which are reasonably available and reasonably allow for the preservation or restoration of access to or participation in Middlebury programs. Middlebury will maintain as confidential any services, accommodations, or protective measures provided to complainants, to the extent that maintaining such confidentiality would not impair Middlebury's ability to provide them.

Preserving Evidence

In addition to trying to preserve any of the physical evidence referenced above ("Medical Care"), you may want to preserve all evidence related to an incident or incidents, including any electronic information, text messages, social media posts, phone records, emails, clothing, or other documentation or materials. Even if you don't wish to pursue a complaint with Middlebury or local law enforcement or seek an order of protection at this time, it may be a good idea to preserve the evidence in a safe place in case you change your mind at a later date. You may also want to consider

writing down and preserving all of the details you remember about your experience(s), as well as the names of individuals you believe may possess relevant information and/or evidence.

Privacy
As you consider your choices and resources, you may have concerns about maintaining your privacy. Middlebury will handle information in a sensitive manner and will endeavor to protect your privacy to the extent we can do so and still meet our obligations to respond to reports of sexual misconduct, domestic and dating violence and misconduct, stalking, and/or related retaliation. Although the Clery Act (a federal statute) requires Middlebury to report annually the number of sexual misconduct, dating and domestic violence, and stalking reports we receive, and to issue public campus warnings as appropriate, Middlebury will not include the names of reporting individuals or other personally identifying information in either disclosure. However, if there is an independent investigation, lawsuit, or criminal proceeding related to sexual misconduct, domestic or dating violence or misconduct, stalking, or related retaliation, those involved or others may be required by law to provide testimony or documents (e.g., reports, witness statements, and any other information gathered or obtained by Middlebury in a particular matter).

Confidentiality
You may want clarification about which resources are confidential (individuals who are legally and ethically bound to keep confidential all information shared with them in the course of providing counsel and support, except under certain unusual circumstances), and which resources are not (individuals who are required to report any incident they learn of that may involve sexual misconduct, domestic or dating violence or misconduct, or stalking to an HRO or the Civil Rights and Title IX Coordinator).

- *Confidential Resources:* In general, communications between a person seeking care and a medical or mental health professional, religious advisor, or trained sexual assault advocate are confidential. The medical, mental health, and religious professionals at Middlebury, and their off-campus counterparts, respect and protect confidential communications from students, faculty, and staff to the extent they are legally able to do so. These professionals may have to breach a confidence, however, when they perceive a serious risk of danger or threat to any person or property. They may also be required by law to report certain crimes (e.g., any allegation of sexual or physical abuse of a person under 18).
- *Nonconfidential Resources:* All faculty and staff members, including residential life staff and ombudspersons, who are not medical or counseling professionals, or clergy, are not permitted to honor requests for confidentiality. Nonconfidential faculty or staff who learn of an incident of alleged sexual misconduct, domestic or dating violence or misconduct, stalking, or related retaliation involving a student are required to report that information to an HRO or the Civil Rights and Title IX Coordinator, all of whom are responsible for ensuring that individuals who may have experienced this prohibited conduct receive information about their rights, resources, and support options.

Reporting Options at Middlebury
We are always deeply concerned when behavior that may constitute sexual misconduct, dating or domestic violence or misconduct, or stalking comes to our attention, and we would very much like to gather more information.

Sexual misconduct (including sexual assault and sexual exploitation), domestic and dating violence and misconduct, stalking, and related retaliation are strictly prohibited under Middlebury's Non-Discrimination Policy. We encourage you to file a complaint with Middlebury by contacting the Deputy Civil Rights & Title IX Coordinator.

Our policies are designed with the needs of students and employees in mind, and we make every effort to conduct investigations with care and sensitivity. If you are considering filing a complaint but want to learn more about the investigation and adjudication process before doing so, we encourage you to request an informational meeting with the Deputy Civil Rights and Title IX Coordinator.

You do not need to share any information about your experience during this conversation, and you are welcome to bring a support person with you if that would be helpful.

If you have concerns that you may be retaliated against by anyone at Middlebury for filing a complaint, please know that retaliation by any member of the Middlebury community against someone because they have reported an incident or participated in an investigation is explicitly prohibited. Middlebury will take steps to prevent retaliation and will take strong responsive action if retaliation occurs.

It is important to know that you have options in how you report. There are three ways to report at Middlebury:

1. Anonymously (the link to report can be found here: https://forms.gle/UQGTr8GboWYq2oan7)
2. Confidentially (as shared above)
3. Officially (the link to report can be found here: https://forms.gle/7pcic8GYYuYt9EJ29)

Reporting to Law Enforcement
You also have the right to report the incident to law enforcement and/or seek a protective order from a court (or to choose not to do so). These options are available to you regardless of whether you choose to file a complaint with Middlebury. If you would like to request such assistance or would just like to learn more about these options, please contact the Principal (gperry@middlebury.edu) of the School in the UK.

Informal Resolution Options
Informal resolution is a voluntary option that does not involve a hearing process or other determination about whether or not a violation of Middlebury policy occurred. This is not an option when the person who caused harm is not affiliated with Middlebury. At any time prior to reaching a determination regarding responsibility, Middlebury may facilitate an informal resolution process where requested by one party and agreed to by the other party. If a party requests the initiation of an informal resolution process and the Deputy Civil Rights & Title IX Coordinator agrees that the matter is appropriate for informal resolution, both parties will be given information about Middlebury's informal resolution options.

A party may withdraw from the informal resolution process at any time prior to their execution of a written informal resolution agreement. After a final informal resolution is agreed to in writing between the parties, neither party may initiate a formal resolution process regarding substantially the same

factual allegations. Agreement to participate in an informal resolution does not prevent you from filing a complaint with the police.

Middlebury's Investigation and Adjudication Process
Middlebury's process for addressing reports of sexual assault, domestic and dating violence and misconduct, stalking, and related retaliation is summarized below. In the event of any differences between this summary and the more detailed terms in the Middlebury Handbook, the language in the Middlebury Handbook prevails over the language of this summary. Middlebury's procedures:

- are prompt, fair, and impartial from the initial investigation to the final result;
- are conducted by professionals who receive, at a minimum, annual training on issues related to sexual misconduct, dating and domestic violence and misconduct, and stalking, and on how to conduct a prompt, fair, and impartial investigation and adjudication process that protects the safety of complainants and promotes accountability;
- where applicable, provide both parties with the same opportunities to have others present during any related meeting, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice;
- provide for simultaneous notification, in writing, to both parties of:
    - the result of Middlebury's disciplinary proceedings, Middlebury's procedures for the complainant and the respondent to appeal the result of our disciplinary procedures, if available,
    - any change to the result before it becomes final, and
    - when the result becomes final;
- are conducted in a manner that is consistent with Middlebury's policies and transparent to both parties;
- include timely notice of meetings at which the complainant and respondent may be present;
- provide timely and equal access to both parties and appropriate officials to any information that may be used during the process; and
- are conducted by professionals who do not have a conflict of interest or bias for or against the complainant or the respondent.

Middlebury utilizes trained, experienced investigators to conduct investigations into complaints of sexual misconduct, domestic and dating violence and misconduct, and stalking. When hearings are required, Middlebury utilizes trained, experienced administrators (Middlebury's Human Relations Officers or HROs) to serve as hearing officers and make the official determination as to whether the policies under investigation were violated.

Sanctions for students found to have violated the Non-Discrimination Policy could include written reprimands, probationary status, an official letter of discipline, or suspension or expulsion from any or all Middlebury program(s) in which the student is enrolled or participating. Other nondisciplinary actions deemed appropriate may also be implemented (e.g., remedies applied to the respondent to address the needs of the complainant, including but not limited to room changes, class changes, building restrictions, extracurricular activity restrictions, modification of No Contact Orders to favor the reporting individual, and other actions to preserve the rights of the reporting individual to a safe environment). Although sanctions for violation(s) of this policy can include any form of discipline as

stated in this section, students found to have committed sexual assault will most likely receive a sanction of suspension or expulsion.

Middlebury may also provide notice of the matter to the appropriate supervisory authority of any Middlebury program in which the respondent intends to participate, who may consider this information in determining admission and/or other program participation parameters. Notification may also be provided to the home institution of non-Middlebury undergraduate and graduate students or any other program in which the student is enrolled or to which the student is pursuing enrollment.

Sanctions for employees found to have violated the Non-Discrimination Policy may include written reprimands, or suspension or termination of employment. Nondisciplinary measures (e.g., No Contact Orders or reassignment of duties or work areas) might also be taken as deemed appropriate under the circumstances.

There are some matters which may not be resolved through the Title IX Investigation and Resolutions Procedure in which case they will be resolved through other policies such as the Non-Discrimination Investigation and Resolutions Procedure or the General Conduct procedures.

Additional Questions
Middlebury's Civil Rights and Title IX Coordinator (knowyourrights@middlebury.edu) is available to answer any additional questions you may have. Please contact the coordinator to arrange for a connection in person or by phone or email.

If you have experienced sexual misconduct, domestic or dating violence or misconduct, or stalking, you are not alone. There are many resources at Middlebury on campus and off campus that can offer support, information, and care.

Non-Discrimination Policy or go/nondiscrimination

Contact Information for Reporting:

- **Principal of the School in the UK:** Guy Perry, 01865 251071; gperry@middlebury.edu
- **Civil Rights and Title IX Coordinator**: Butterfly Blaise Boire, knowyourrights@middlebury.edu
- **Senior Human Relations Officer**: Thaddeus Watulak, twatulak@middlebury.edu
- **Human Relations Officer***:* Cameron Connah, cconnah@middlebury.edu

Other Contact Information:

- **Dean of International Programs:** Carlos Vélez-Blasini, velezbla@middlebury.edu, +1.802.443.5035
- **Dean of Students:** Derek Doucet, ddoucet@middlebury.edu, +1.802.443.3108
- **Interim Vice President for Academic Affairs/Dean of the Faculty:** Jim Ralph, ralph@middlebury.edu , +1.802.443.5320.
- **International Student & Scholar Services**: isss@middlebury.edu
- **Student Financial Services**: sfs@middlebury.edu, +1.802.443.5158
- **Human Resources**: hr@middlebury.edu, +1.802.443.5465

Sexual Violence Resources and Information in the UK

- The Middlebury School in the UK team:
  - During office hours: 01865 241071; Principal's email is gperry@middlebury.edu
  - Out of hours, please call the Junior Dean phone (07507 905230); or Keble College lodge (01865 272727).

- The M-CMRS registered counsellor. Her contact details are available on the noticeboard in the Centre. Alternatively, ask at the office, or call 01865 241071.*

- Pathways to Safety: https://pathwaystosafety.org *

- Oxford Rape Crisis:*
  https://www.osarcc.org.uk/contact-us/
  support@osarcc.org.uk
  Call 01865 726295 or Freephone 0800 783 6294.
  24 Hour Answer phone: 01865 726295.

- Rape Crisis England & Wales:*
  http://www.rapecrisis.org.uk/
  0808 802 9999 (12 - 2.30pm, 7 - 9.30pm)

- Oxfordshire Sexual Health Service:*
  https://www.sexualhealthoxfordshire.nhs.uk

- Oxford University Hospitals Sexual Health:*
  https://www.ouh.nhs.uk/services/departments/sexual-health/

- If an assault takes place *outside* Oxford, you can contact a Sexual Assault Referral Centre*, where you can receive medical services and emotional support:
  http://www.rapecrisis.org.uk/Referralcentres2.php
  You can be referred to the nearest SARC by calling the Rape Crisis England & Wales helpline: 0808 802 9999.

- GeoBlue 'Global Wellness Assist'* Access is via the GeoBlue App:
  https://apps.apple.com/us/app/geoblue/id500753535 or https://play.google.com/store/apps/details?id=com.hthworldwide.GeoBlue&hl=en free assistance for any issue day or night.

* **Refers to a confidential resource, <u>except as follows:</u>** Health care and counseling professionals are required by law to report to law enforcement authorities the sexual assault of a person under the age of 18, or when there is a risk of immediate danger to self, others or property.

MIDDLEBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

SECTION 1

1.9 ACCESSIBILITY POLICY

* Students with disabilities who have questions about study abroad should feel free to consult the Middlebury College ADA Office and International Programs and Off-Campus Study. Students with disabilities must remember the importance of asking for information early, and they should not hesitate to ask for advice or help. If students needs are not known they cannot be met.

* Mobility International is an organization dedicated to empowering people with disabilities around the world to achieve their human rights through international exchange and international development.

* Middlebury - CMRS will attempt to provide reasonable accommodation for students with disabilities. This may involve making suitable alternative arrangements for applicants with specific physical disabilities.

* If St. Michael's Hall is inaccessible to an individual applicant, teaching facilities will be arranged off-site and appropriate accommodation found either in Keble College or elsewhere.

* Keble College has disabled access to almost every area including student accommodation, the Library, Dining Hall, Chapel and Junior Common Room.

* For Middlebury College's disability policy, see http://www.middlebury.edu/middlebury-google-custom-search/go/ADA.

MIDDLEBURY COLLEGE-CMRS OXFORD HUMANITIES PROGRAM

SECTION 1

1.10 ANTI-BRIBERY AND CORRUPTION POLICY

This document sets the Company policy in relation to anti-bribery and corruption matters in the United Kingdom.

Compliance with the Company's policy in relation to bribery and corruption is regarded as part of your contract of employment. If you fail for any reason to follow the rules set out in this document it may result in disciplinary action being taken against you which could result in your dismissal.

Bribery is the offer or receipt of any gift, loan payment, reward or other advantage to or from any person as an encouragement to do something which is dishonest, illegal or a breach of trust, in the conduct of the Company's business.

Corruption is the misuse of entrusted power for private gain.

To place this in context, you should be aware that if you engage in activities which are contrary to UK anti-bribery and corruption legislation, you could face up to 10 years in prison and/or an unlimited fine, and the Company could also be liable to an unlimited fine and Government sanction.

This policy document is not regarded as exhaustive, but does give specific examples of situations, sets out the rules and procedures, which should be followed.

If you are at any time uncertain as to whether your actions will comply with this policy, you must seek guidance from the **Principal**.

You should at all times act in accordance with the following provisions:-

- Behave honestly, be trustworthy and set a good example.
- Use the resources of the Company in the best interests of the Company and do not misuse those resources.
- Make a clear distinction between the interests of the Company and your private interests to avoid any conflict of interest, and if such conflict does arise you should report it to the **Principal** immediately.
- Ensure that any community support, sponsorship and charitable donations do not constitute bribery, and if in doubt you should consult the **Principal**.
- Confidentially report all incidents, risks and issues which are contrary to this policy document to the **Principal**.

- Raise any issues regarding anti-bribery and corruption laws and the Company's policies with the **Principal**. Queries will be dealt with anonymously and a written response will be issued.

- Do not offer or accept bribes.

- Do not, without express prior written approval from the **Directors**, offer or accept any gifts or hospitality to or from clients, contractors, suppliers, other third parties or public officials.

  Gifts are presents such as flowers, vouchers, food and drink. Event and travel tickets given to you as an individual are also gifts when they are not to be used in a hosted business context.

  Hospitality includes invitations to hosted meals, receptions and events for business purposes.

- Do not offer money to any public officials in order to speed up service or gain improper advantage. This type of bribery is 'facilitation payment' and is illegal. If you are faced with a demand for a facilitation payment you must:

  1. Actively resist the payment;

  2. Inform the **Principal**.

The UK anti-bribery and corruption legislation applies to all activities of a UK-based business no matter where they are carried out in the world. This policy therefore applies to ALL activities worldwide, whatever the local law, practice or custom may be.

By complying with this policy document we aim to ensure that you and the Company will not at any time knowingly breach any relevant anti-bribery and corruption legislation and also that by adhering to the Policy the Company can demonstrate that it has adequate procedures in place to prevent such activity.

You have an independent obligation to prevent bribery and corruption in the Company and to ensure that any interaction with public officials complies with this policy document and relevant laws.

Please confirm that you have read and understood this policy document by signing and dating below.

Signature:..... Date:.....

SECTION 1

1.11 LONE WORKING POLICY STATEMENT

1.11.1 M-CMRS is committed to ensuring, in so far as it is reasonably practicable, that staff who are required or wish to work in the building alone, for prolonged or significant periods of time, are protected from additional risks to their health, safety and security.

Through the process of risk assessment, M-CMRS has identified various activities that have a significant level of risk attached to them and has employed controls to reduce the exposure to these risks or eliminate them altogether. This policy will outline our findings and detail the procedures that you are required to follow when lone working.

1.11.2 Definition of lone working

The HSE defines a lone worker as 'someone who works by themselves without close or direct supervision'. In the present case, it refers, most pertinently, to an individual working alone on the premises.

1.11.3 Risk assessment

As part of our lone worker risk assessment have identified the following pertinent risks:

LONE WORKING HAZARD REGISTER		
1. Fire 2. Working at height 3. Entering confined spaces	4. Handling heavy machinery 5. Tasks 6. Leaving building late at night	7. Travelling home late at night 8. 9.

MIDDLEBURY COLLEGE - CMRS OXFORDHUMANITIES PROGRAM

HAZARD(S)	WHO IS AFFECTED	LEVEL OF RISK	PROCEDURES IN PLACE (CONTROLS)
Personal injury	Lone worker	Medium	Policy and training make clear who may work alone Policy and training make clear which tasks can be performed First aid kits made accessible at all times Employees provided with list of contact numbers for the emergency services and for others within organisation, including Junior Dean, line manager and Principal.
Fire	Lone worker	Low	Policy and training including the participation in company fire drills Fire escape routes fully usable by lone workers Employees provided with list of contact numbers for emergency services who can access the building using any of the fire escapes.
Working at height	Lone worker	Medium to high	Not permitted or authorised under company policy as a lone worker.
Entering confined spaces	Lone worker	Medium to high	Not permitted or authorised under company policy as a lone worker.
Handling heavy machinery	Lone worker	Medium to high	Not permitted or authorised under company policy as a lone worker.
Tasks that require more than one person to complete safely	Lone worker	Medium to high	Not permitted or authorised under company policy as a lone worker.

Increased risks when leaving building late at night	Lone worker	Low	Route off the premises is monitored to ensure it remains safe, in so far as is reasonably practicable and adequately lit. Employees are trained to draw attention to greater risks of travelling late at night. Employees are provided with a list of contact numbers, including the Junior Dean, their line manager and the Principal and also including emergency services such as police.
Increased threat when travelling home late at night	Lone worker	Low	Employees are trained to draw attention to greater risks of travelling late at night. Employees are provided with a list of contact numbers including the Junior Dean, their line manager and the Principal and also emergency services such as police. Employees are advised to notify the Junior Dean that they will be working late and then send a text/email at specified time, confirming that they have arrived home. Junior Dean to investigate if they do not received this communication. However, any such confirmatory messages should not be sent any later than 11pm. Employees are similarly advised to agree time at which they will get home with their partner, family member or those whom they live. Employees are provided with a contact list for the Junior Dean, their line manager and the Principal, so these can be contacted by partners, family members and/or those with whom employees live, if the employee does not return home at the specified time. All such information must only be dispensed to appropriate people and for this particular purpose, since it may contain personal data.

1.11.4 Procedures

* All M-CMRS employees will be made aware of this policy and trained to heighten their awareness of specific risk (such as, for example, increase threat levels when leaving the building or travelling home late at night).

* By the terms of this policy, employees may only work alone if they are medically capable of doing so, and do not have a pre-existing condition that would make it inadvisable to do so. Similarly, lone workers may only perform basic office tasks and not those that involve increased risk (such as working at height, entering confined spaces, handling heavy or dangerous machinery, or doing activities that would require more than one person to complete safely).

* Employees who work alone must have participated in recent fire drills. Further training will be made available to clarify the layout of the building and the location of First Aid equipment. All fire escapes remain accessible to lone workers and the emergency services can enter the building using them. Employees are provided with a list of contact numbers for emergency service and for others within the organisation including the Junior Dean, their line manager and the Principal and must have this to hand when working alone.

* Employees are advised to notify the Junior Dean when they safely arrive home after working alone out of hours. However, any such confirmatory messages should not be sent any later than 11pm. Employees are also advised to leave contact numbers at home so that M-CMRS can be notified if the employees does not arrive home at a specified time. All such information must only be dispensed to appropriate people and for this particular purpose, since it may contain personal data.

1.11.5 Responsibilities

* In line with the Health and Safety at Work etc Act 1974, all employers have a responsibility to provide a safe work environment for their employees.

The Act states:

It shall be the duty of every employer to ensure, so far as is reasonably practical, the health, safety and welfare at work of all his/her employees.

In regards to lone working, M-CMRS is responsible for:

- Ensuring that all lone workers are provided with sufficient information, training, instruction and supervision to work alone safely.
- Ensuring that the physical measures outlines within this policy are in place.
- Ensuring that reporting and concerns are positively encouraged and that a risk form is filled out as soon as pertinent hazards are identified.
- Ensuring that in the event of an incident, an accident report form is completed and submitted as soon as possible and that a risk assessment is carried out and control measures put in place before similar work is carried out.

1.11.6 Lone working employees

* In line with the Health and Safety at Work etc Act 1974, all employees have a responsibility to ensure their own safety and that of their colleagues.

The Act states:

It shall be the duty of every employee while at work:

(a) To take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work; and
(b) As regards any duty or requirement imposed by his/her employer or any other person by or under the relevant statutory provisions to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.

* With regards to lone working, employees are required to:

- Read all the relevant policies provided by the organisation and to raise any queries if there are any areas that they do not understand.
- Follow the procedures outlined in the policy.
- Report on all identified hazards, concerns or incidents, including near misses, to enable follow-up action to be taken.

1.11.7 Reporting hazards and incidents

* In order to protect our staff, it is important to us that any hazards or incidents are reported, no matter how small they may seem. You can report a hazard or incident to your line manager, or directly to the Principal.

1.11.7 Contact and support

* For more information or support in understanding our lone worker policy, please contact the Principal, Dr Guy Perry: gperry@middlebury.edu

1.11.8 Policy review

* This policy will be reviewed and updated on an annual basis.

1.12 DATA PROTECTION AND INFORMATION SECURITY

1.12.1 The UK Trust will process employees' personal data in accordance with its Data Protection policy (see below 1.12.3), Privacy notices and ROPAs ('Records of Processing Activities') for staff. These can be found on the M-CMRS website, or on application to the Senior Administrator. Employees' data will also be processed in accordance with Middlesbury's 'Policies for All', which can be found here: http://www.middlebury.edu/about/handbook/policies-for-all.

* Such personal data may include, but is not limited to: name, address, National Insurance number, expertise and salary for purposes connected with the employment relationship, including, but not limited to, the payment and review of salaries, facilitating appraisals and to ensure compliance with legal and contractual obligations (such as income tax and withholdings and social security contributions) and maintain sickness and absence records (where required to fulfil labour and social security obligations).

* The UK Trust may periodically make such personal data available to other companies within its group, which may be located in countries that do not offer an equivalent level of protection to the processing of personal data as described above. As an employee, you acknowledge this to be the case and you thereby consent to all such transfers of personal data. A list of companies within Middlebury is available upon request to the Senior Administrator or Middlebury Human Resources.

* The organisation may also, from time to time, need to make available part of the data to legal and regulatory authorities, future employers, potential purchasers of any of its subsidiaries, affiliates, branches, joint-ventures or assets, to its accountants, auditors, lawyers and others outside professional advisers and to third parties supplying products or services to the organisation or to any of its group companies, located in countries that may not offer an equivalent level of protection.

* In addition the organisation will process personal data about employees' dependents, relatives and friends for the following purposes: (I) for emergency contact and, where applicable (ii) medical, life and travel insurance contracts. Their personal data of such persons designated by you as your beneficiaries of life insurance may be made available to the life insurance companies, which may be located in countries that may not offer an equivalent level of protection. You should inform such dependents, relatives or friends about the provision of personal data related to them on to the organisation and should obtain their written consent, which you should pass to the Senior Administrator.

1.12.2 Contractual obligations

* Please refer to your employment contract for your obligations with regards to confidentiality, intellectual property rights, inventions and copyright.

1.12.3 Data Protection Policy

*** Introduction**

This policy provides a framework for ensuring that the UK Trust meets its obligations under the General Data Protection Regulation (GDPR) and associated legislation ('data privacy legislation'). It applies to all processing of the personal data carried out for Trust purposes in the UK, regardless of who does the processing. This policy does not cover the processing of personal data by UK Trust employees when acting in a private capacity.

Personal data means any information relating to an identifiable living individual who can be identified from that data, or from that data and other data.

More stringent conditions apply to the processing of special category personal data. Special category means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs and trade union membership. It also covers the processing of genetic data, biometric data for the purposes of identifying an individual, data concerning health, or data concerning an individual's sex life or sexual orientation.

1.12.4. Principles

* The processing of personal data must comply with data privacy legislation and with the seven data privacy principles, which are explained in detail by the ICO (Information Commissioner's Office): https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulations-gdpr/principles/

These require that personal data is:

- processed in a lawful, fair and transparent way
- used only for specific purposes, and not used or disclosed in any way that is incompatible with these purposes
- adequate, relevant and limited to what is necessary
- accurate and up-to-date, in so far as that is possible
- not retained for longer than necessary
- kept safe and secure.

Furthermore, the UK Trust to be able to provide evidence that it is moving, as fast as possible, towards full compliance with these principles.

1.12.5. UK Trust commitments

* As a result, the UK Trust is committed to the following:

  - complying fully with data privacy legislation, as soon as it is able to do so
  - adhering to 'good practice' wherever possible
  - handling data in a careful and considerate manner

  The UK Trust seeks to achieve these aims by:

  - ensuring that staff, tutors and all other individuals who process data for Trust purposes are aware of their individual responsibilities under data privacy legislation and how these apply to their areas of work. For example, future iterations of the staff and tutor handbooks will include sections drawing attention to data privacy legislation and the UK Trust's policies in these areas.
  - providing suitable training, procedures and advice.
  - incorporating data privacy requirements into administrative procedures when these involve processing of personal data.
  - operating a centrally co-ordinated procedure for the processing of subject access and other rights-based requests made by individuals
  - investigating promptly any suspected breach of data privacy. This also includes reporting it, if necessary, to the ICO and seeking to learn lessons from the incident so as to prevent reoccurrence.

1.12.6 Staff responsibilities

* The Senior Administrator acts as the Privacy Officer, with executive responsibility for ensuring that the relevant parts of the UK Trust move towards complying as quickly as possible with data privacy legislation. All enquiries should be directed towards him/her, in the first instance.

  However, anyone who processes personal data for Trust purposes is individually responsible for complying with data privacy legislation (in so far as this is possible), the present policy and any other procedures introduced by the UK Trust to comply with the pertinent legislation in summary, they must ensure that they:

  - Only use personal data in ways that people would reasonably expect and for the purpose(s) for which it was collected

- Use a minimum amount of personal data and only hold it for so long as is strictly necessary
- Keep personal data up-to-date, wherever possible
- Keep personal data secure, in accordance with the UK Trust's Information Security Policy
- Do not disclose personal date to unauthorised people
- **Immediately** report any suspected breach of data privacy to the Senior Administrator
- Complete any relevant training
- Seek further advice from the Senior Administrator as required.

1.12.7. Breaches

* A breach of personal data takes place when personal data is disclosed or made available to unauthorised people, or when personal data is used in a way that an individual would not reasonably expect. If this happens, then the Senior Administrator must be informed **immediately**. It may be necessary to notify both the individuals involved and the ICO, within 244 hours of the data breach occurring. The UK Trust will then investigate the incident so as to prevent reoccurrence.

  The UK Trust regards breaches of data legislation, the present policy, or any other associated policy or training as a serious matter, which may potentially result in disciplinary action. Depending on the severity of the situation, an individual may also find that they are personally liable (for example, it can be a criminal offence to disclose personal information unlawfully).

1.12.8. Review

* Any further questions about this policy and about data privacy matters in general, should be directed to the Senior Administrator.

1.12.9 Information Security Policy

* This information security policy details the framework within which information security is managed by the UK Trust. It applies to all operational activities within the UK, regardless of who is carrying them out. However, it does not cover the activities of Trust staff and/or contractors when acting in a private capacity.

1.12.10. Objectives

The UK Trust aims to do the following:

- To protect the confidentiality, integrity and availability of all information that it holds on its systems. This includes the protection of any device that can carry or access data, as well as protecting paper copies.
- To prevent unauthorised access to its information
- To communicate the present policy to all individuals potentially accessing or processing information on its behalf.
- To provide information security training to all staff and/or contractors as appropriate.
- To ensure that all breaches of information security are reported to the Privacy Officer (the Senior Administrator) as soon as possible.
- To meet all of its legislative and contractual obligation.

1.12.11. Staff Responsibilities

* The Senior Administrator acts as the Privacy Officer for the relevant parts of the UK Trust, with executive responsibility for establishing policy and reviewing procedures as appropriate. All enquiries should be directed to him/her, in the first instance.

* However, all users of information are individually responsible for complying with the present policy and with any other measures introduced by the UK Trust to comply with the pertinent legislation. In summary they must ensure that they:

  - Treat information security seriously and maintain an awareness of security issues.
  - Adhere to the present policy and following any other applicable guidance
  - Ensure that appropriate security measures are in place to prevent unauthorised access to personal data. This is a legal obligation under the terms of the Data Protection Act .

1.12.12. Controlling Access

* The key principle is that access to information should be restricted to authorised users, and protected by appropriate physical and/or computerized controls.

  This could include the following physical controls:

  - ‘Clean desk/screen policy’: no sensitive material must be left out, or on screen, unless the room itself is secured.
  - Desks and offices must be locked wherever possible. If the desks are left unattended in open access offices, then it is even more important that all sensitive data is concealed and/or secured.
  - All sensible and reasonable steps must be taken to ensure that all mobile phones, computers and other devices which contain UK Trust information are protected

from damage, loss and theft. If any such devices are stolen or lost, then the incident must be reported **immediately** to the police (and/or to any other appropriate authority) and a crime reference number should be obtained. The Senior Administrator should also be informed **as soon as possible**.

Likewise, it could include the following computerised controls:

- Personal authentication on shared computer systems before use
- Passwords/PINs. All such passwords and PINs should be secure and kept well away from the devices that they access.
- Up-to-date anti-virus software and/or a firewall[1]
- Careful verification of external wireless access points, as/when they are used
- The encryption of sensitive material either transmitted or taken outside the UK Trust's property, whenever this is possible
- All computer equipment to be disposed of in such a way that removes all traces of data files.

1.12.13. Use of own devices

* There may be times when staff and/or other contractors need to use their own devices to process information, including personal data. Such arrangements can be made at the discretion of the Senior Administrator. The staff member or other contractor will need to demonstrate that similar levels of security are in place to the above. Any personal data on private devices should be deleted as soon as it is no longer necessary.

1.12.14. Exceptions

* Any exception to the above provisions is subject to a risk assessment and permitted only when approval has been given by the Senior Administrator.

1.12.15. Breaches

* Any information security breach must be reported **as soon as possible** to the Senior Administrator. The Trust will then investigate the incident so as to prevent reoccurrence.

1.12.16. Review

[1]You are expected to follow all protocols and instructions by either the Information Technology Service at Middlebury of the management of the UK Trust to prevent the introduction of virus contamination into the software system.

* Any further questions about this policy and about information security matters in general, should be directed to the Senior Administrator.

1.12.17. Email and Social Media Guidelines

* The UK Trust views all employees as responsible individuals and therefore, allows you reasonable personal use of its communications and IT facilities. However, this must not be abused, or become in any way a distraction from you working in a fully productive way.

* The situation is more complex when employees are using their own devices and/or are doing so in their own time. Even then, though, if you are commenting about work matters, the UK Trust expects you to abide by its rules/expectations, set out in the following guidelines. Failure to do so may result in disciplinary action.

1.12.18. Email

* There are a number of legal points which arise from the use of email, both internally within the UK Trust and externally over the internet. When you are engaging in work activities, please do not:

    - Make comments/statements which could in any way be contrived to be defamatory, however, innocent you consider them to be
    - Disregard copyright, fair use, intellectual property rights, competition and financial disclosure laws
    - Initiate or forward an email which contains obscene or pornographic material
    - Initiate or forward an email which could be considered to constitute an act of harassment or to be discriminatory
    - Disclose information which is protected by embargo or which could be considered confidential to the business and/or its employees, unless you have authorisation to do so
    - Make any statement via email which could create a binding contract, unless you have authorisation to do so
    - Make negligent statements.

* In short, if you are about to send a email that makes you even the slightest bit uncomfortable, review the suggestions. If you're still unsure, and it's related to UK Trust's business, discuss it with the Senior Administrator.

1.12.19. Social Media

* In the same way, there are a number of legal points which arise from the use of social media.

  - You are responsible for content that you publish on social media sites as/when you are engaging in work activities. This includes sites created, administered or moderated by you.
  - You need to ensure that what you publish is factually correct, legal and is not defamatory, abusive, or invades a person's privacy
  - You need to respect your audience and your colleagues, avoiding harassment, bullying, intimidation and threats
  - You should not publish any information about an individual on a social media site without their express permission to do so.
  - You should not speak for/on behalf of the UK Trust without the Senior Administrator's authorisation to do so
  - Respect the law at all times, including copyright, fair use, intellectual property, competition, financial disclosure and data privacy laws
  - You must respect confidential/proprietary information
  - As/when you see misrepresentations about the UK Trust, you should contact the Senior Administrator
  - Reporting breaches or misuse: if you feel that a post, comment, blog, image, video etc breaches the above policy and/or you have concerns about what has been posted, you can report this to the Senior Administrator

  In short, if you're about to publish something that makes you even the slightest bit uncomfortable. Review the suggestions. If you're still unsure and it's related to UK Trust's business, discuss it with the Senior Administrator.

1.12.20. Statements to the Media

* Any statements to reporters from newspapers, radio, television, etc. in relation to the UK Trust and its programs will be given only by the Senior Administrators or others explicitly approved to do so by Middlebury or the UK Trust.

1.13 HOME WORKING POLICY

* Introduction

For a variety of reasons and with varying degrees of frequency, staff may undertake some of their duties away from their normal place of work at St Michael's Hall.

Whilst there is an expectation that normally staff will be in the workplace, it is accepted that there will be circumstances where working from home is mutually beneficial for M-CMRS and for the staff member.

* This policy outlines the arrangements for working from home to perform M-CMRS work, sets out entitlements, eligibility criteria and other conditions that apply and has been developed to provide a clear and safe approach to working from home.

* The intention is that this will ensure fair treatment and consistency of approach, which is understood by all managers and employees. It provides a standard framework for reporting, monitoring and managing home working in line with business and individual needs. This document considers current employment legislation and will be implemented in conjunction with the lone working and equal opportunities policy.

1.13.2 Purpose

* Working from home means performance of M-CMRS work for agreed hours from the home (i.e normally in the employee's private dwelling) or another remote location

The flexibility and productivity outcomes available from working from home can be attractive to both M-CMRS and employees. The arrangements are based on a management philosophy of trust and mutual benefit. The employee will retain a dedicated office workstation (or desk-sharing arrangement) at their normal place of work.

* M-CMRS is mindful that working from home can be mutually beneficial where work needs to be done with minimum distraction or interruption. It can: assist with flexibility around reasonable caring, dependent or domestic responsibilities; serve as part of a phased return to work after parental or sick leave; function as a reasonable adjustment for disabled staff; save use of cars, remove commuting time, and ease car-parking requirements and reduce congestion at peak times and reduce pollution, which will help to reduce M-CMRS's carbon footprint.

* Working from home is voluntary and is not intended to create a situation where staff feel obliged to work excessive hours. It should not create additional workload for other employees, or otherwise affect operational efficiency and effectiveness. It is not a

contractual right through either express or implied terms.

* It will not alter an employee's terms and conditions of employment.

* It does not attract a subsidy since the benefits are seen as being mutual.

* It does not normally mean that equipment will be provided by the organisation for use at home.

However, arrangements will be subject to review to ensure that they remain appropriate for all parties and may be modified through discussion.

1.13.3 Scope

* This policy can be applied in principle to all M-CMRS employees, regardless of contract type or duration, other than those employed on a casual basis. However, it is recognised that because of the nature of some roles, home working is not practical for all.

* Certain roles have aspects for which working from home would appear to be well suited and some examples are given below;

  - report writing
  - desk based research
  - completion of notes or minutes
  - preparation or administration for academic work
  - other administrative work and financial reporting
  - lecture preparation

* Positions with the following requirements will not normally be considered for home working:

  - direct customer face-to-face contact on a frequent basis (for example reception);
  - being a member of a team who needs to have frequent face-to-face contact with other team members; servicing and serving other facilities or assets (e.g security, office, physical recreation assistant, ground worker)

- delivery of teaching

1.13.4 Health and safety considerations

* Most of the work that staff would undertake at home is paper based work or work on a computer and as such, should not introduce significant health and safety risks not already present in the home environment.

* The home worker should refer to guidance in the company safety policy regarding the use of Display Screen Equipment (DSE) and the principles for setting up an appropriate workstation at home.

* The home worker should refer to the organisation's policy regarding lone working.

* 'Home Working' risk assessment will be carried out and recorded to ensure conditions are suitable for home working in each situation.

* The home worker will be required to take part in the risk assessment process and subsequently apply the controls recorded at all times whilst working from home.

1.13.5 Key information for employees who wish to work from home

* **Equipment and technology**

* As St Michael's Hall remains a work base for the employee and a desk and equipment is provided at this place of work, the organisation would not normally provide the employee with additional IT equipment, phone, broadband connection or furniture to work from home. This however, be considered during each situation. When necessary and mutually agreed items will be provided on an individual lone basis.

* The employee is responsible for ensuring that they have suitable telephone and broadband services where required, and for contacting the service provider in the event of any technical issues. It is not possible in most cases for the organisation to provide IT support for equipment owned by employees

* Employees who are using M-CMRS supplied and supported equipment can receive telephone support from IT services, but if the issue cannot be resolved by telephone they will be required to bring the equipment on-site as home visits are not currently possible.

* All employees are required to use their own and supplied equipment correctly and to take reasonable steps to maintain any equipment provided, removing defective equipment from use and reporting defects on supplied equipment to their line manager.

* Staff can make use of the Microsoft Home Use Programme (HUP) to install Microsoft Office 2010 on an individually owned computer or laptop.

1.13.6. Security of information/data protection

* Appropriate security must be obtained for all M-CMRS information stored on a computer (including back-up arrangements) and there must be secure storage for any confidential information. Employees are responsible for ensuring the security of M-CMRS's property and all M-CMRS information, files, documents, data etc within their possession, including both paper and electronic material. Staff should discuss the security implications of working from home with their manager.

* In most cases it will not be necessary for employees to transfer private or confidential information from the organisation to home as these files should be stored and accessed by using either:

  - The External Access System (GoToMyPC or other Middlebury approved system/VPN) to remotely access the data using the Staff Desktop or

  - Work on the data in Google-Drive, where the data is held securely and any communication over the internet is encrypted.

  Both of these methods avoid the need to store any data on the local computer.

  The computer must also be password protected.

* Further guidance on the use and access of M-CMRS IT resources when working from home and the required security steps to be taken is available through your manager.

* All home workers are required to adhere to the M-CMRS Data Protection Policy whilst undertaking M-CMRS business.

1.13.7 Insurance

* The employee must understand that it is their responsibility to assess the implications for them of home working, for example with respect to taxation, insurance, mortgage, rental or leasing arrangements. Home working will be agreed on the basis that the employee has addressed any potential issues.

* M-CMRS equipment would be covered by M-CMRS's own insurance.

* M-CMRS holds liability insurances that provide cover for the legal liabilities of M-

CMRS and its employees whenever they are engaged in M-CMRS business.

This cover applies irrespective of where the activity is taking place.

1.13.8 Costs/expenses

* No contribution will be made by M-CMRS towards normal household expenses attached to home working, such as heating, lighting or council tax costs, unless specifically agreed before home working starts.

* When an employee is working at or from home, journeys made to the normal office base will not be reimbursed as normal home to work rules apply.

* **Communication**

* Good communication is an essential part of any successful home working arrangements. Provision must be made to allow effective communication with work colleagues and external clients during the working day.

* Employees must be contact able throughout normal working hours by the line manager and other M-CMRS employees. The arrangements for contact should be agreed prior to working from home. The employee's home phone number and home address may not be divulged without their express permission.

* Under no circumstances are arrangements to be made for students, clients or representatives to meet with the employee at their home. All such meetings should be carried out at St. Michael's Hall or a similar professional setting in order to maintain the necessary level of professionalism and safety.

1.13.9 Requests for home working

* This policy should ensure an appropriate and equitable response to employee requests for home working, with decisions taken and communicated in an efficient and fair manner. It is granted at M-CMRS discretion and required the approval of the Principal and the appropriate line manager, following discussion with the employee.

* It is recognised that some academic staff already work from home and do not need to seek agreement for each occasion of home working. However, they should be reminded of the guidance set out in this policy.

* An employee should approach their line manager with a request for home working and a rationale for why this request is being made (for example, to enable them to complete a

report). Normally this rationale will outline the benefits of working from home and the expected outcomes.

* In some cases home work will be agreed to deal with natural emergency situations, which may require employees to self-isolate or follow government instructions to stay at home.

* If the request is supported then this will apply on an adhoc basis as and when required and as agreed between the employee and the manager.

* The Principal and a manager may refuse a request to work from home but should aim to be as flexible as possible in accommodating such a request.

1.13.10 Responsibilities

* The Principal's and Line manager responsibilities:

  - To consider requests for home working and how this can benefit the organisation, individual and the environment and be flexible in their approach.

  - To notify employees of relevant arrangements and to provide the employee with a copy of this home working policy and work with the employee to complete the home working risk assessments.

  - To ensure that the employee is aware of expectations and the required standard of work.

  - To provide feedback and to discuss and evaluate the home work arrangement.

1.13.11 Employee responsibilities

- to abide by the requirements of this policy.

- Assist the manager with producing a specific home work risk assessment and subsequently implement the controls agreed at all times whilst at home working.

- To give details of a mobile and/or home telephone number and to facilitate communication with M-CMRS as appropriate.

- To deliver the expected work outcomes

- Understand and consider all the information within this policy, in particular their own responsibilities regarding health and safety, data security and confidentiality.

- To record the actual time worked on their flexi sheet (where appropriate).

1.13.12 Human Resources responsibilities

- To provide advice and guidance to manager and employees on how to effectively deal with home working at departmental or individual level.

- To assist managers with the fair and consistent application of the policy.

1.13.13 Other relevant guidelines

* All employees have the legal right to request flexible work arrangements and home working may be a practical alternative to travel or considered as a reasonable adjustment for disabled staff.

* In certain adverse conditions, home working may be considered when severe weather makes travelling difficult or the government applies travel restrictions due to Terrorist threats or pandemic control.

MIDDLESBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

1.14 PREVENTING RADICALISATION AND TERRORISM POLICY

* M-CMRS students are not normally UK nationals and are only present in the UK for a short time. Nevertheless, M-CMRS recognises that it has its part to play in ensuring that students are not drawn into radicalism or terrorism. At the same time, M-CMRS is also committed to ensuring that freedom of speech within the law is secure for all members of the institution.

* M-CMRS is therefore, committed to implementing the following policy.

1. All M-CMRS staff and students are bound by Middlebury's Non discrimination policy: please see the following link http://www.middlebury.edu/about/handbook/policies-for-all/non-discrim-policies/b.1.a.non discrimination-policy. If issues related to radicalism and terrorism do arise, then they will normally be identified early through this policy.

2. If staff members are worried that a student, or anyone else within M-CMRS, might be susceptible to the call of radicalism and/or terrorism, then, in the first instance, they can discuss the matter with the individual concerned and/or check with other staff on an informal basis.

3. If you are still worried about the student/staff member after this, then the matter should be raised directly with the Senior Administrator.

4. The Senior Administrator may offer further support/guidance to the person in question and/or raise the matter at a higher level. This would normally involve the Dean of International Programs at Middlebury. The Senior Administrator may also consult pertinent authorities outside M-CMRS, including the police.

5. **If there is an urgent imminent threat to anybody at M-CMRS, then you should call 999 and inform the Senior Administrator at the earliest opportunity**.

6. M-CMRS will conduct a risk assessment, at the beginning of each academic year, to assess the nature of any risks to staff and students. Any questions or issues should be addressed to the Senior Administrator.

MIDDLESBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

1.15 MENOPAUSE POLICY

Introduction

Menopause is when your periods stop due to lower hormone levels. It usually affects women between the ages of 45 and 55, but it can happen earlier. Menopause and perimenopause symptoms can have a big impact on a person's life, including relationships and work.

The purpose of this policy is to assist with creating an open and honest workplace where Managers and employees can discuss any issues associated with the menopause, and to ensure the necessary support is known and offered to employees when needed.

1.15.1 Effects of menopause

* Physical symptoms of the menopause can include the following;

    - Hot flushes
    - Headaches
    - Insomnia
    - Fatigue
    - Poor concentration
    - Skin irritation
    - Urinary problems

* As a result of the above, or as an extension of the hormone imbalance, individuals going through the menopause can also experience psychological difficulties, including:

    - Depression
    - Anxiety
    - Panic attacks
    - Mood swings
    - Irritability
    - Problems with memory
    - Loss of confidence

It is also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which cause problems at work. These include; nausea, headaches and leg cramps.

1.15.2 Communication

* It is important that, as an employee, you prioritise your personal health and wellbeing. If

you are struggling with any aspect of your role as a result of symptoms associated with the menopause, you should report any concerns you may have to your manager, who will treat the matter with complete, confidence. In order to ensure we can provide you with the best support possible we encourage you to be open and honest in these conversations.

Alternatively, your manager may instigate a discussion with you if he/she notices a change in your behaviour or performance.

We understand that you may feel uncomfortable discussing personal information with your manager. If this is the case you are encouraged to discuss your situation with another senior member of staff, a representative of the HR department or a Director.

During any discussions, your manager will consider your individual; situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively and confidentiality will be maintained.

Managers will also arrange follow up sessions in order to evaluate the effectiveness of any adjustments put in place.

1.15.3 Making adjustments your role

In order to assist you in your daily duties, your manager will explore making adjustments to your role or working environment, with the aim of reducing the effect that the menopause is having on you. Risk assessments will be consulted to identify potential issues but we acknowledge that the menopause affects each individual in different ways so no adjustment will be made without fully discussing it with you first. **Examples of adjustments include**:

- Changing your working location so you are closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light
- Allowing changes to our normal rules on work wear
- Implementing further temperature control, such as access to a fan
- Assessing how work is allocated and whether you are affected at particular points of the day
- Allowing additional rest breaks
- Considering flexible working hours or allowing you to work from home.

* Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure

they are having the required effect.

* The Company is legally obliged by the Equality Act 2010 to make reasonable adjustments to an employees's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with our obligations in this regard.

1.15.4 Behaviour of others

* There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues.

  We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to the menopause, please make your concerns known to a Director, Manager or your Line Manager.

1.15.5 Employee assistance programme

* Our employees have access to a confidential counselling telephone service who can provide advice and guidance for employees who would like support during the menopause. More details can be found in the employee handbook.

Signed: .....

Position: ..... Date: .....

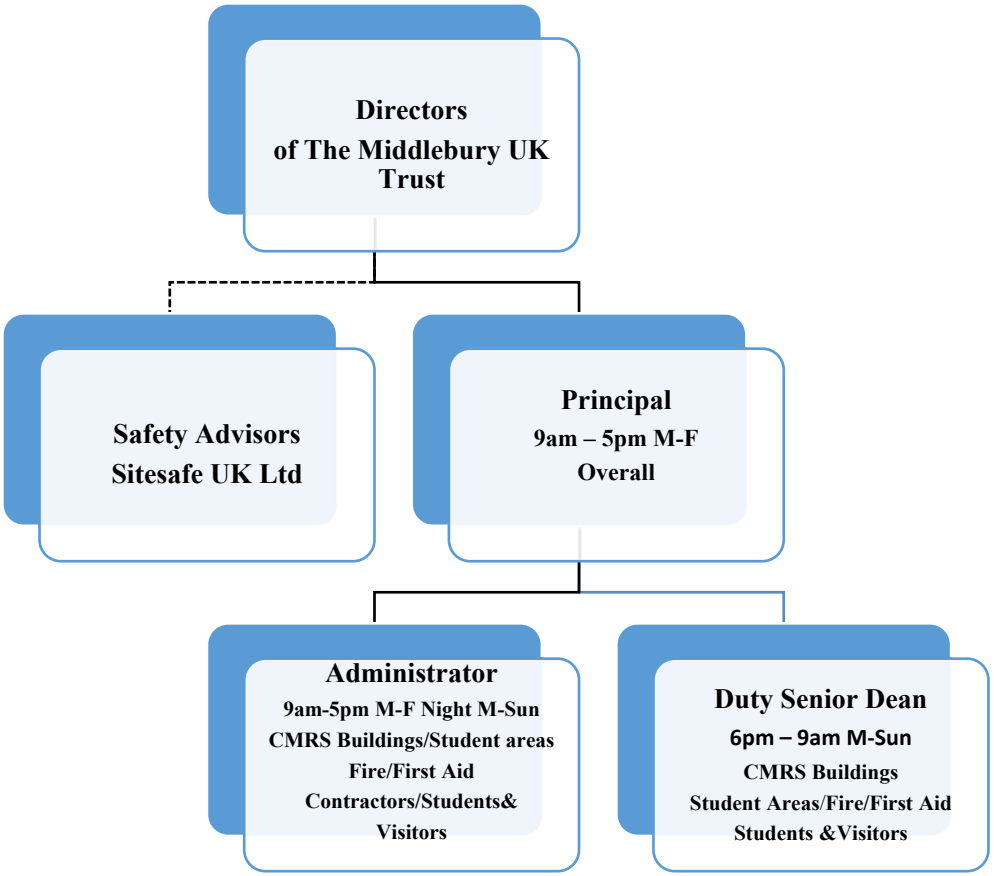
SECTION TWO

ORGANISATION - RESPONSIBILITIES

SECTION 2: ORGANISATION - RESPONSIBILITIES

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SECTION 2.1 – ORGANISATION CHART



This diagram indicates the structure set up within the company to ensure health and safety information is distributed as quickly and as accurately as possible both from the **Directors** to their workforce and from the workforce to the **Directors**.

Responsibilities allocated for each position mentioned and other health and safety positions are contained in section 2 of this document. The structure shown related directly to health and safety and not necessarily to other management functions.

2.2 THE BOARD OF DIRECTORS OF THE MIDDLEBURY UK TRUST

2.2.1

* Prepare and keep up to date a Statement of the Company's Policy for Health & Safety and ensure it is brought to the notice of all employees.

* Prepare or arrange for the preparation of instructions for the organisation on methods for carrying out the Company Policy, to make sure each person mentioned is aware of their responsibilities and given the means by which they can carry them out.

* Administer the Policy throughout the Company by appointing an individual responsible for health, safety and welfare matters.

* Know the appropriate statutory requirements affecting the Company's operations and insist on their implementation.

* Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment. Insist that health and safety factors are considered in the selection of sub-contractors.

* Instigate liaison with external accident prevention organisations, and encourage the distribution of safety literature throughout the Company.

* Arrange resources to meet the requirements of the Company's Health and Safety Policy.

* Set a personal example by wearing appropriate personal protective equipment and complying with site rules at all times.

2.3 PRINCIPAL

2.3.1 Advise management on the preparation, implementation and review of the Company Safety Policy for Health, Safety and Welfare including the organisation and arrangements for carrying out the Policy.

* Give advice to management as requested on:

  (a) Legal requirements affecting health, safety and welfare.

  (b) Prevention of injury and damage.

  (c) Provision, selection and use of personal protective equipment.

  (d) New working methods, equipment or materials which could reduce health and safety risks.

  (e) Proposed changes in legislation.

  (f) Potential hazards on new sites before work starts, health and safety factors affecting the selection of equipment etc.

* Carry out regular inspections of workplaces to determine whether work is being carried out in accordance with Company Policy, Risk Assessments and the relevant statutory provisions.

* Notify the Health & Safety Executive of dangerous occurrences, major injury accidents etc, in accordance with the RIDDOR Regulations.

* Liaise with the Health and Safety Executive on matters affecting the safety of the Company's workforce.

* Carry out investigations of serious accidents in accordance with Company Policy.

* Supply any necessary statutory literature for use or display at sites or workplaces under the Company's control.

* Liaise between **The Board of Directors, Duty Junior Dean** and **Administrator** on all health and safety issues.

* Endeavour to establish at all levels within the Company, an understanding that compliance with the law and prevention of injury and damage, is a profitable and essential part of business and operational efficiency.

* Liaise with others working on the premises, on health, safety and welfare matters.

* Provide written instructions in unusual situations not covered by Company Policy. Establish working methods and sequences, which outline potential hazards at each stage and identify control measures to be adopted.

* Ensure that risk assessments are carried out on any proposed work areas. Ensure information is bought to the attention of the **Academic Staff**.

* Ensure that appropriate training is given to all staff as is necessary, to ensure they undertake their duties in a safe and efficient manner.

* Insist that sound working practices are observed as laid down in Codes of Practice and that work is planned and carried out in accordance with statutory provisions.

* Promote the analysis of accidents, to discover trends which can be used to eliminate hazards. Instigate investigations and costing of injury, damage and loss. Report findings to the **Board of Directors.**

* Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.

* Arrange for regular meetings with staff and **Sitesafe UK Ltd** to discuss Company Accident Prevention, performance and possible improvements.

* Administer the Company's health surveillance program.

* Set a personal example by wearing appropriate personal protective equipment.

2.4 ADMINISTRATOR

2.4.1

* Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control.

* Ensure that the requirement of the Health and Safety at Work etc Act 1974 and any other relevant statutory requirements are complied with.

* Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.

* Ensure that staff required to use office machinery are trained in its safe use and are not permitted to carry out any repairs unless trained and authorised.

* Ensure that offices are laid out and maintained to ensure safety of staff and visitors.

* Ensure that first aid facilities are available for office staff.

* Ensure that all accidents are reported in accordance with Company Policy.

* Ensure that staff work safely and do not take unnecessary risks.

* Ensure all necessary welfare provisions are provided and maintained.

* Ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at regular intervals, date of drill and comments to be recorded.

* Ensure all fire extinguishers are provided in accordance with the latest British or European Standards and are serviced and maintained at regular intervals as recommended by the manufacturer.

* Ensure all access, stairways, fire exits etc. are kept clear of all materials and well lit.

* Ensure proper facilities are provided for office staff required to reach from high shelving.

* Ensure offices are planned to avoid trailing cables on floors to office equipment.

* Ensure all fire alarms are checked weekly and tests recorded.

* Ensure all fire exits are checked at the start of each day by a nominated person.

2.4.2. Carry out your work in accordance with the Company's Health and Safety requirements.

* Ensure that all visitors to the Company's premises are booked into the visitors book on arrival and requested to book out before leaving.

2.4.3. In the event of a fire you should:

a) On hearing the alarm, call emergency services by dialling **999**

b) When the exchange operator answers ask for the Fire Service and give the telephone number **01865 241071.**

c) When connected to the Fire Service, state slowly and distinctly:

The Middlebury College-CMRS Oxford Humanities Program
St. Michael's Hall
Shoe Lane
Oxford
OX1 2DP

'We have a fire'.

d) Do not replace the receiver until this information has been correctly acknowledged, unless your safety is at risk.

e) Leave the building by the nearest available exist taking with you the ('**Absence Book'**) and proceed to the designated assembly point.

f) Give **Absence Book** to the Fire Marshal to take the roll call immediately. Do not re-enter the building until told to do so by the Fire Service or the Fire Marshal.

2.4.4 Upon receiving a telephone bomb threat:

- Do not panic

- Obtain as much information as possible by using the bomb alarm checklist.

- Be friendly

- Inform the **Principal** as soon as possible.

* Action to be taken after **The Principal** acknowledgement

a) Dial 999 and give the operator the telephone number of the Company **01865 241071**

b) Request the Police and on their reply say slowly and distinctly

We have a bomb threat at:

Middlebury College-CMRS Oxford Humanities Program,
St. Michael's Hall
Shoe Lane
Oxford
OX1 2DP

c) Do not replace the receiver until this information has been correctly acknowledged.

d) Vacate the building by the nearest available exist after collecting your coats and any baggage you may have and proceed to the Company's fire assembly point.

2.5 DUTY JUNIOR DEAN

* Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under your control.

* Ensure that the requirement of the Health and Safety at Work etc Act 1974 and any other relevant statutory requirements are complied with.

* Ensure that all equipment is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.

* Ensure that areas are laid out and maintained to ensure safety of students and visitors.

* Ensure that first aid facilities are available for students and visitors.

* Ensure that all accidents are reported in accordance with Company Policy.

* Ensure that staff work safely and do not take unnecessary risks.

* Ensure all necessary welfare provisions are provided and maintained.

* Ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at regular intervals, date of drill and comments to be recorded.

* Ensure all fire extinguishers are provided in accordance with the latest British or European Standards and are serviced and maintained at regular intervals as recommended by the manufacturer.

* Ensure all access, stairways, fire exits etc. are kept clear of all materials and well lit.

* Ensure proper facilities are provided for students and visitors required to reach from high shelving.

* Ensure areas are planned to avoid trailing cables on floors.

* Ensure all fire alarms are checked weekly and tests recorded.

* Ensure all fire exits are checked at the start of each day by a nominated person.

2.6 ACADEMIC STAFF

2.6.1 As an employee you have legal duties under the Health and Safety at Work Act these include:

* Taking reasonable care for your own health and safety and that of others who may be effected by your acts or omissions at work.

* You must co-operate with your employer on health and safety matters.

* You must not interfere with or misuse anything provided for your health, safety or welfare.

* Your duties are extended by the Management of Health and Safety at Work Regulations to use any machinery, equipment, dangerous substances, transport equipment, means of production or safety device provided in accordance with both training and instruction given.

2.6.2 Read and understand the Company Health & Safety Policy and carry out your work in accordance with its requirements.

* Use the correct tools and equipment for the job.

* Report immediately to the **Principal** any defects in PPE, or equipment.

* Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove hazards yourself.

* Do not use equipment for work which it was not intended, or if your are not trained and authorised to use it by this Company.

* Warn other employees particularly new starters and young people of known hazards which may affect their safety.

* Do not play dangerous or practical jokes or indulge in "horseplay" on site.

* Report to the **Principal** any person seen abusing the welfare facilities.

* Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.

* Suggest new or different methods of working, if you think they are safer.

* Do not take alcohol or drugs into a work environment and never attend work whilst under the influence of alcohol or drugs.

* Should you need to take medication prescribed by your GP which may affect your ability to work safely you must report to the **Principal** before starting work.

2.7 FIRST AIDERS/APPOINTED PERSONS

2.7.1

* Know the requirements of the Company Health and Safety Policy and insist on its implementation.

* Ensure first aid boxes in your control are kept fully stocked as required by the First Aid At Work Regulations.

* Administer treatment in accordance with your training and ability. Do not issue drugs/tablets or apply lotions or creams etc. Remember your limitations.

* Ensure all accidents bought to your attention and injuries treated by you are entered into the accident book B1510.

* Such entries are subject to the General Data Protection Regulations and must be securely stored.

* Report all serious accidents/injuries to the **Principal** as soon as possible.

* In the event of a serious injury ensure the emergency services have been called. Second staff to help as needed, give treatment to the injured party until help arrives.

* Arrange for the transportation of the seriously injured party to hospital, second company vehicle if necessary.

* Advise the **Principal** of any training needs you may have that will help you complete your first aid duties.

2.8 FIRE MARSHAL

2.8.1 Fire Marshal

For a fire routine to be effective staff must be familiar with the means of escape, their use and all other arrangements, equipment or installations designed to ensure their safe evacuation from the premises. It is the Fire Marshal's responsibility after appropriate training to ensure Company employees are made aware of fire precaution arrangements.

2.8.2 Duty Fire Marshal

* The Duty Fire Marshal or his deputy in the case of absence will be responsible for setting up, managing and running the Company's fire precaution plan.

* The fire plan should take account of the particular problems that might be associated with an out break of fire on the premises and lay down a specific set of procedures to be adhered to at all times. The Company's programme of fire procedures will include:

  (a) Raising the alarm

  (b) Calling the fire brigade

  (c) Evacuating the building

  (d) Use of portable fire fighting equipment and when it is safe to do so.

  (e) Assembly at a pre-selected assembly point.

  (f) Co-ordinating the roll call.

* The Duty Fire Marshal will be responsible for ensuring the evacuation routine is established through regular practice.

* The Duty Fire Marshal will be responsible for ensuring all staff have received appropriate instruction and training in what to do in the case of fire and to maintain training records of such activities.

* The Duty Fire Marshal will be responsible for ensuring fire alarm systems and emergency lighting systems are maintained in a state of good repair and that maintenance records of such equipment are preserved.

* The Duty Fire Marshal or his deputy will be responsible for alerting the fire brigade (this duty maybe delegated to the Receptionist/Switchboard operator).

2.8.3 Department Fire Marshal's

The Company will appoint a Fire Marshal for each department who will be responsible for ensuring that all employees in their areas of responsibility leave the premises immediately the fire alarm sounds and in addition will:

* Take the roll call for their specific department/workshop, passing findings to the Duty Fire Marshal.

* Where the fire is in their place of work, meet the fire brigade at the premises and direct them to the fire.

* Identify specific training needs for any one under their control.

* Check fire exits in their area of control are kept clear on a day to day basis, reporting none compliance to the Duty Fire Marshal.

* Check first aid fire fighting equipment in their area of control on a weekly basis, reporting defects /anomaly's to the Duty Fire Marshal.

* Will ensure that all flammable materials in their area of work are stored and disposed of correctly.

2.9 VISITORS/CONTRACTORS

2.9.1

* All sub-contractors will be expected to complete a Health and Safety Evaluation Questionnaire and comply with the Company's Policy for health, safety and welfare and must ensure their own Company Policy is made available on site whilst work is carried out.

* All work must be carried out in accordance with the safety plan and relevant statutory provisions. Taking into account the health & safety of others on the site and the general public.

* All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for inspection.

* No power tools or electrical equipment of greater voltage than 110 volts may be bought onto the premises. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition, checked and tagged for use.

* Any injury sustained or damaged caused by sub-contractor's employees must be reported immediately to this Company's **Administrator.**

* Any material or substance brought on the premises which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations. Information must be provided to any other person who may be affected on the premises.

* Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc, cleared as work proceeds.

* A detailed Risk Assessment will be required from sub-contractors carrying out activities on the premises.

* The Risk Assessment must be agreed with our **Principal** before work begins and copies made available so that compliance with the agreed controls of risk can be maintained.

* COSHH Assessments and control methods must be provided for any hazardous substance or process to be used during a sub-contractor's activity.

* Control measures stipulated in COSHH and Risk Assessments produced by sub-contractors or this Company must be adhered to at all times.

MIDDLEBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

Health & Safety Questionnaire for Selection of Subcontractors

This questionnaire must be completed by subcontractors wishing to work for Middlebury College – CMRS Oxford Humanities Program.

Name of Subcontractor.....

Address.....

Name of Contact.....

Telephone number.....

1. If you employ more than 5 persons, please attach a copy of your safety policy
☐ tick if less than 5 ☐ tick if policy attached.

2. Do you have access to a person who provides health & safety advice? yes/no. If yes please give name and contact number.
.....

3. Do you provide health & safety training for your employees? If yes please describe.
.....
.....

4. Do all of your employees hold a current CSCS card or alternative compatible with the CSCS scheme, yes/no. If no what percentage do not have cards?
% without cards.....

5. Who in your company has day to day responsibility for health and safety matters?
Name: .....Tel no.....

6. How do you monitor health and safety performance on site:
.....

7. Who will be responsible for health and safety at site level?

Name: .....Qualification: .....

8. Do you have a matrix for health and safety training received by your employees, if so please attach a copy.

Attached, yes/no

9. Provide details of your health and safety systems for monitoring health, safety and environmental issues on site.
.....

10. How do you communicate health and safety matters to your workforce?
.....

11. What is your company policy for consultation with employees on health and safety matters?
.....

12. Please provide your company's accident statistics for the last 3 years, if any reportable accidents recorded, please give a brief summary.

Attached, yes/no.

13. Please provide your companies records of any dangerous occurrences during the last 3 years.

Attached, yes/no.

14. Have any formal notices been served against your company by the enforcing authorities during the last 3 years?

If yes, please give full details.

15. If you sub-let any part of your work, how do you assess the competence of persons/companies that you sub-let to?
.....

16. Are you aware of your responsibilities under CDM, yes/no
If yes/no, how do you fulfil your duties under CDM?
.....

17. How are the contents of risk assessments and method statements communicated to your workforce?
.....

18. Please give details of any safety organisation or trade group that you are a member of.
.....

Completed by.....Signature.....Date.....

2.10 SAFETY ADVISORS

* The Company employ the services of Sitesafe UK Ltd to assist the **Principal** to comply with his responsibilities for health, safety and welfare matters. It will be the responsibility of the allocated Safety Advisors, to provide as requested the following:

  - Advice on legal requirements effecting health, safety, welfare and training matters.

  - Advice on the prevention of injury and damage.

  - Advice on the provision, selection and use of personal protective equipment.

  - Identification of new working methods, equipment or materials which could reduce risk.

  - Assistance in the compilation of Risk and COSHH assessments when requested.

  - Assistance in the update and maintenance of the Company's Health and Safety Policy.

SECTION THREE

ARRANGEMENTS

SECTION 3: ARRANGEMENTS

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3.1 WELFARE FACILITIES (HEAD OFFICE)

3.1.1 Legal obligation

* The Workplace (Health, Safety and Welfare) Regulations requires an employer to ensure that every workplace under his control complies with the requirements of these Regulations.

* And that any equipment, devices or systems to which these Regulations apply are maintained in an efficient state, working order and good repair.

3.1.2 Ventilation

* All workplaces must be sufficiently well ventilated, so that stale air can be replaced.

* Where necessary if natural ventilation is not sufficient mechanical ventilation should be provided.

* Any system used must consider the comfort of the worker avoiding uncomfortable draughts etc.

* Where the working process generates hot and or humid conditions a through draught by natural or mechanical means will be used to generate a air change ratio of between 5 and 10 air changes per hour.

3.1.3 Temperature in indoor workplaces.

* The temperature in the workplace must provide reasonable comfort without the need for special clothing.

* Unless much of the work involves physical effort the temperature should normally be at least 16 degrees Celsius.

* Where physical effort is involved the temperature should be at least 13 degrees Celsius.

3.1.4 Lighting

* Every workplace must have suitable and sufficient lighting which so far as is reasonably practical should be natural.

* Windows and skylights will kept clean to admit the maximum amount of light.

* Lights will not be obscured and will be kept clean and good in repair.

* Dazzling lights and glare shall be avoided by the correct selection and positioning of lights and where sunlight is the cause by blinds.

* Emergency lighting shall be installed where the sudden loss of light from the main light source would present serious risk It will be immediately effective and sufficient to enable persons to take any necessary action to ensure their own and others safety.

3.1.5 Cleanliness

* Every workplace and its furniture, fixtures and fittings must be kept sufficiently clean and all waste material not allowed to accumulate unless in suitable receptacles.

* Regular cleaning will take place but additional cleaning will be done to clear up spills and leaks as soon as practical once they occur.

3.1.6 Room dimensions and space.

* Work rooms must have enough free space to allow people to get to and from workstations and move within the room with ease.

* The room available to each person in a room (empty) should be at least 11 cubic metres with exceptions for rooms used for meetings and lectures, machine control cabs and where space is limited by ergonomic necessity.

3.1.7 Sanitary conveniences and washing facilities.

* Suitable and sufficient sanitary conveniences and washing facilities including showers if required shall be provided at readily accessible places.

* Where accommodation is to be provided for groups of workers i.e. male, female, office workers, manual workers etc a calculation should be made for each group.

✶ Where necessary specific provision will be made for disabled persons to access washbasins and lavatories and if required by the nature of the work, showers.

Minimum facilities required.

Table one.

No. of people at work	No. of water closets	No. of wash stations
1 - 5	1	1
6 - 25	2	2
26 - 50	3	3
51 - 75	4	4
76 - 100	5	5

Table two (Facilities used by men only).

No. of men at work	No. of water closets.	No. of wash stations
1 - 15	1	1
16 - 30	2	1
31 - 45	2	2
46 - 60	3	2
61 - 75	3	3
76 - 90	4	3
91 - 100	4	4

3.1.7 Drinking water

* An adequate supply of wholesome drinking water shall be provided for all persons at work in the workplace.

* Such supplies must be readily accessible and marked as ‘Drinking Water’, unless dispensed via a fountain a supply of cups/beakers should be made available.

3.1.8 Facilities for rest and to eat meals.

* Suitable and sufficient rest facilities shall be provided at readily accessible places.

3.2 RISK ASSESSMENTS

What is meant by risk assessment?

The Management of Health and Safety at Work Regulations require the company to carry out a suitable and sufficient assessment of the risks arising out of its work activities, i.e. a risk assessment. This risk assessment should cover not only the risks to our own employees, but also anyone else who may be affected by the tasks we carry out.

* Put simply, a risk assessment is finding out what in our workplace or tasks being undertaken could cause harm to people, and deciding if we have done enough, or need to do more to protect them.

* The purpose of risk assessments is to make sure that no-one gets hurt or becomes ill as a result of our work activities.

3.2.1 Risk assessments are basically a 5-stage process which consists of the following steps:

1. Identifying hazards - Things that can cause harm

2. Deciding who could be harmed and how

3. Assess the risks, remove it if possible, or take action to reduce the harm

4. Make a record of the findings

5. Review and revise the assessment as necessary.

3.2.2 Where do we begin?

Before starting an assessment, it is a good idea to conduct a "walk round" survey of the area affected by the task to be carried out. This will give the person carrying out the assessment an idea of the size of the task ahead so that we can then plan our best approach for tackling it.

It is important that we involve employees and safety representatives in the process of risk assessments as early as possible. After all, if they are the persons actually doing the work, then they may well be aware of important health and safety issues which might not be obvious to the assessor.

Also, if they are involved right from the start, then they are more likely to accept any changes resulting from the risk assessment, as they will have contributed to the process and therefore should have a greater understanding of why the changes are necessary.

3.2.3 Divide work into manageable categories

Firstly, for the majority of work places it is both sensible and practical to break the task of risk assessments up into manageable categories. Therefore we might divide our work up into either:

* Separate work areas, e.g. stores, sites, offices, yard etc; or

* Stages in the production process, or

* Defined tasks, e.g. maintenance, work at height etc.

We simply choose whichever method we prefer to use here - whichever one we find the most manageable.

3.2.4 Look for the hazards

* **A HAZARD is anything which can cause harm, e.g. chemicals, electricity, deep excavations, working at a height, poor lighting, etc.**

For example, the blade of a circular sawing machine has the potential to cause severe cuts to a person, so the blade is therefore a 'HAZARD'.

Looking for hazards is perhaps not as difficult as it first appears. An important thing to remember here is that we can ignore the trivial and concentrate only on the significant hazards which could result in genuine injury.

This company employees the services of external safety consultants 'Sitesafe UK Ltd' who will help us to ensure the assessments we complete are suitable and sufficient, any one in this company can call 01865 326553 for healthy safety or welfare advice.

3.2.5 Evaluate the risk

* **The RISK is the chance or likelihood that someone will be harmed to some extent by the hazard we have identified.**

Therefore, going back to the previous example, if the blade of the circular saw is well guarded, the operator properly trained to follow safe working practices, wearing the correct PPE/RPE, then the risk of injury may be low, but if the blade is unguarded or the operator untrained, or not wearing the correct or appropriate PPE then the risk will be much higher.

It is important to identify the hazards which are most likely to cause the greatest harm, so that the risks from these can be controlled first.

If there are only a small number of hazards in the workplace then identifying the most important ones may be fairly obvious. But what if they are not obvious, or if the workplace

has a large number of hazards?

It is therefore necessary to evaluate the risk associated with each hazard so that we can then prioritise the risks and concentrate on the greatest first.

In order to evaluate the risk associated with each hazard, we will consider both the 'SEVERITY' of the harm and the 'LIKELIHOOD' of that harm occurring.

Severity - when considering a particular hazard, first ask "Realistically, what is the worse that could happen?" Is it a minor injury, serious injury or ill-health, or could it even cause fatality or injure persons not at work ?

The following table provides a simple numerical (1 - 6) guide on assessing 'SEVERITY'

1	Negligible/no injury
2	Minor injury (cuts/bruising)
3	Lost time injury (Off work for less than 7 days)
4	Major injury (RIDDOR) - Reportable to HSE
5	Worker fatality
6	Injury to the general public, other trades or damage to the environment

Likelihood - Next we make a judgement about the chance or likelihood of that injury or ill-health actually happening.

Is it very unlikely or an inevitable occurrence if nothing is done, or possibly somewhere in between?

The following table provides a simple numerical (1 - 6) guide on assessing 'LIKELIHOOD'

1	Unlikely to occur under normal working conditions
2	A feasible occurrence but unlikely with the controls in place
3	Likely to occur under assessed condition without further controls
4	Very likely to occur under assessed conditions without further controls
5	A probable occurrence under current assessed conditions
6	An inevitable occurrence without appropriate managed controls

When assessing the likelihood, we take any existing control measures, e.g. guards, training, PPE etc. into account. However, it is equally important to examine the way in which work is actually carried out, so that failure to follow procedures or, use safety devices and equipment

are identified and also taken into account.

So we must not simply rely on what we believe happens in our workplace - we check what really happens by observing the work activities/areas and asking the people involved.

The number of people likely to be exposed to the hazard must also be taken into account when deciding upon the likelihood of any injury occurring. Remember, in addition to our own employees, we must also consider others who may be affected such as members of the public, other contractors, visitors, etc.

When we have assessed the severity and the likelihood of injury for each hazard, we can then begin to prioritise the risks. The greater the severity of harm and the more likely the harm is to occur, then the greater the risk.

3.2.6 Simple numerical risk evaluation

Numbers have been assigned to describe the severity and the likelihood and these multiplied to give a 'RISK FACTOR' for each hazard.

This does not necessarily make the evaluation any more accurate, but some people find that using numbers make the task of prioritising more straight forward.

For example, for each hazard identified the severity will be given a rating of 1 to 6 (using the tables provided) depending on whether we judge it to be minor, serious or major, and the likelihood also given a rating of 1 to 6 depending on whether we judge it to be unlikely, likely or inevitable.

The ratings for severity and likelihood are then multiplied together to give a numerical value for the residual risk, which will range between 1 to 36.

In fig 1 you will see the risk matrix used by the company, this matrix will be attached to each risk assessment and the risk rating recorded in the following way;

Example

Hazard 1. Underground services. Hazards associated with accidental contact with underground services will primarily affect plant operators during mechanical digging operations and potentially workers in the immediate vicinity. However, such hazards can affect the general public by the interruption of essential services. This hazard has the potential to cause serious burns, explosion and electrocution.

Severity 6 x Likelihood 5 = Risk Factor 30

In this example we have made a judgment of severity and likelihood based on no specific controls being in place to reduce the chance of accidental underground service contact and

our knowledge of how often underground services are hit when this type of work is carried out.

We have assessed the severity to be 6 (Serious injury possible worker fatality and potential affecting the general public) and the likelihood to be 5 (A very probable occurrence).

If this was the assessment, the risk 6 x 5 = 30 (**Very High Risk**) and must be considered unacceptable.

Our aim in all such situations is to remove the risk completely if possible and if not, reduce the likelihood by introducing and managing control systems into our work procedure which effectively will reduce the likelihood.

It should be recognised that the risk estimated in this way is not an absolute value but simply allows the relative risk associated with each hazard to be compared; the higher the numerical value the greater the risk.

3.2.7 Prepare a plan for controlling the risks

The outcome of a risk assessment will be a plan of action which sets out, in priority order, what additional controls are necessary to remove or reduce the likelihood.

It will also specify who is responsible for taking the action required and if appropriate establish a reasonable timescale for completion.

So, starting with the most serious risks, we decide if we can avoid the risk altogether by changing the system of work (remove the need to carry out mechanical excavation operations!), or provide controls in order to reduce the risk of injury to an acceptable level (Carry out a ground survey to identify live services in the area).

The Construction (Design and Management) Regulations 2015 and the Management of Health and Safety at Work Regulations, provide us with the hierarchical systems of control which need to be applied to comply with relevant legal requirements.

Information which may assist us in making this decision can be found in a range of publications such as health and safety guidance on regulations, approved Codes of Practice, British, industry specific guidance, etc.

Also, do not forget about information we might be able to obtain from suppliers, manufacturers, insurers, trade unions, consultants, trade associations, health and safety inspectors and Sitesafe UK Ltd.

Fig 1 **Risk Assessment Matrix**

Severity of consequence ▼

	6	5	4	3	2	1
6	36	30	24	18	12	6
5	30	25	20	15	10	5
4	24	20	16	12	8	4
3	18	15	12	9	6	3
2	12	10	8	6	4	2
1	6	5	4	3	2	1

▲ Likelihood of Occurrence

Grading - Suggested definitions	
Severity	
1	Negligible / no injury
2	Minor injury
3	Lost time injury (Less than 7 days)
4	Major injury (RIDDOR) Possible continuous treatment
5	Serious injury possible worker fatality
6	Fatality or general public injury
Likelihood of Occurrence	
1	Very unlikely to occur
2	Feasible occurrence
3	Likely to occur
4	Fairy likely to occur
5	Very probable occurrence
6	An inevitable occurrence

3.2.8 Controlling the risks

If we decide that additional controls are required, the following list gives the hierarchy of options available to us under the Regulations.

a) avoiding risks;
b) evaluating the risks which cannot be avoided;
c) combatting the risks at source;
d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
e) adapting to technical progress;
f) replacing the dangerous by the non-dangerous or the less dangerous;
g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
h) giving collective protective measures priority over individual protective measures; and
i) giving appropriate instructions to employees.

For each risk needing further controls, we start at the top of the list and consider if this option provides a reasonably practicable solution.

It is only if the option is not reasonably practicable, or if it alone does not reduce the risk to an acceptable level, that we consider the next option on the list. It will often be the case that we will need to implement more than one of the control options in order to control the risk and produce an assessment that can be considered suitable and sufficient.

Once we have determined what additional precautions are necessary then we decide on who is to be responsible for taking the necessary action and set realistic dates for the earliest achievement of the required improvements.

3.2.9 Recording the assessment

If a company employ's five or more people then we are required by law to record the significant findings of the risk assessment. However, even if we employ less than five people, it is still a good idea to keep a written record of the assessment.

In most cases, we will need to record sufficient details of the assessment itself, in addition to the significant findings, so that we can demonstrate to our Employees, Clients and possibly the HSE that we have undertaken a suitable and sufficient assessment.

Ideally, information should be recorded about the following:

* Activities or work areas examined

* Hazards identified

* Persons exposed to the hazards

* Evaluation of risks and their prioritisation

* Existing control measures and their effectiveness

* Additional precautions needed

* Who is to take action and when

3.2.10 Review and revise the assessment

Risk assessments are a continuing process. Review of the risk assessment is important to ensure that it is kept up to date and takes account of:

* Other activities and hazards

* Changes in processes

* New methods of work

* New employees

In addition to this the adequacy of implemented control measures need to be reviewed from time to time and revised if necessary. The objective here should always be to "learn, improve and develop".

We therefore, record a review date on all of our risk assessment, to remind us of the importance of reviewing and revising the assessment.

That completes the final stage of the risk assessment. Hopefully, you'll now appreciate that risk assessments are not really all that complicated or difficult and that the company needs your help and co-operation to ensure assessments are affective.

When an assessment has been completed, it must be brought to the attention of the employees affected, to ensure they know the hazards in the tasks being carried out and the controls that must be observed to remove/reduce the risk of injury. The workforce will be required to acknowledge the risk assessment content by signing and dating the assessment acknowledgement sheet.

3.3 ACCIDENT AND INCIDENT REPORTING

3.3.1 COMPANY POLICY

All accidents, dangerous occurrences and near miss incidents in the workplace, or which are related to your working situation, regardless of whether persons are injured or suffer ill-health must be reported as soon as possible after the event.

Employees are reminded of their duty to cooperate with the company to ensure that the duties imposed on the Company can be performed or complied with.

In the event of an accident causing injury (no matter how minor), or ill health which is considered work related, the incident should be reported immediately to your appointed first aider, in order that the injury/ill health can be assessed and treated and a record of the injury/ill health recorded on form B1510 (Accident book).

It is the Company policy to investigate all near miss incidents, accidents, cases of work related ill health and dangerous occurrence to establish cause and when appropriate make changes to work systems to prevent recurrence.

B1510 will comply with the requirements of the General Data Protection Regulations. Personal details entered into the Accident Book will be kept confidential and secured following any entry to prevent unauthorised access.

In the event of a serious accident or dangerous occurrence, the following person should be notified by telephone at the earliest opportunity:

a) **Principal** (**01865 241071**)

The **Principal** is responsible for ensuring that such accidents and incidents are reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and that all accidents, near miss incidents and dangerous occurrences are investigated and when necessary changes to the system of work made to prevent reoccurrence.

3.3.2 RIDDOR reporting

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain ‘dangerous occurrences’ (incidents with the potential to cause harm).

* There are also special requirements for gas incidents

3.3.3 What must be reported?

* **Work-related Accidents**

For the purpose of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related: and
- it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required. See www.hse.gov.uk/riddor/do-i-need-to-report.htm for examples of incidents that do and do not have to be reported.

3.3.4 Types of reportable injury

* **Deaths**

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

* **Specified injuries to workers**

- The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes;
- a fracture, other that to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respirator system or other vital organs);
- scalping (separation of skin from the head) which require hospital treatment;

- unconsciousness caused by head injury or asphyxia;

- any other injury arising from working in an enclosed space, which leads to hypothermia, head-induced illness ore requires resuscitation or admittance to hospital for more than 24 hours.

* **Over seven day injuries to workers**
This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

* **Injuries to non-workers**
Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury.

There is no requirement to establish what hospital treatment was actually provided and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

* **Reportable Occupational Diseases**
Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include;

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational asthma;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

* **Reportable Dangerous Occurrences**
Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;

- explosions or fires causing work to be stopped for more than 24 hours.

* Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

3.3.5 How to Report

* **Online**
Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

* **Telephone**
All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

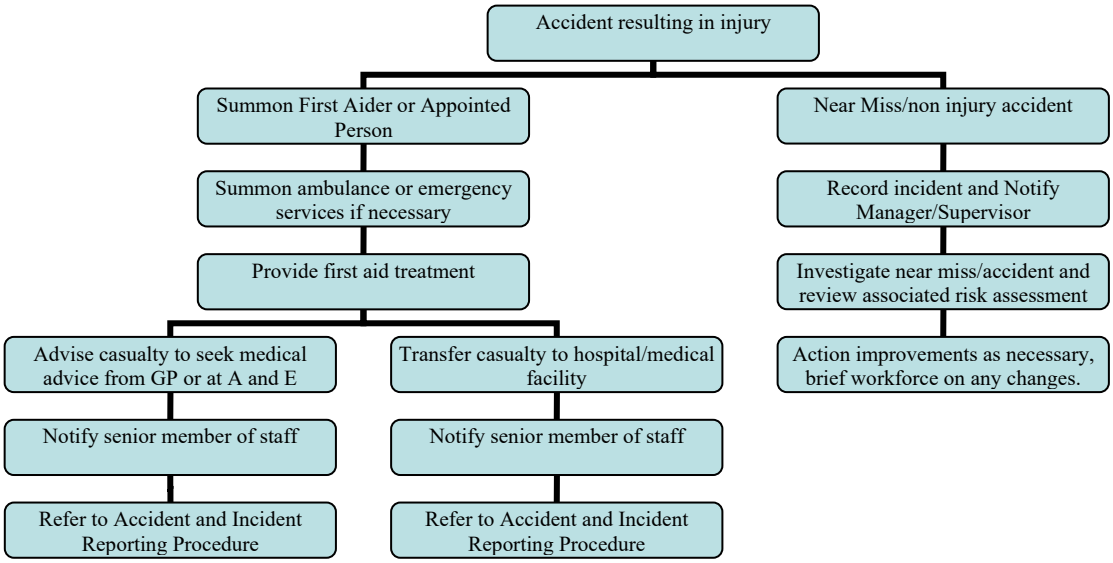
* **Reporting Out of Hours**

* HSE has an out-of hours duty officer. Circumstances where HSE may need to respond out of hours include:

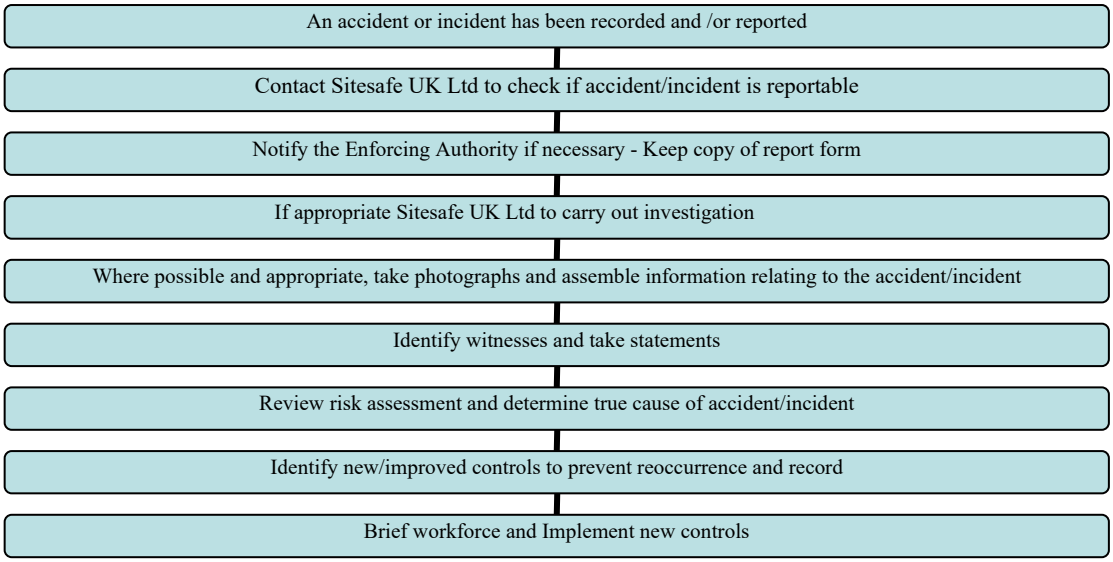
- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

* If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm#online.

3.3.6 Accident/Near Miss - Initial Action Procedure



3.3.7 Accident and Incident Reporting and Investigation Procedure



3.4 EMERGENCY PROCEDURES

3.4.1 Where necessary in the interest of health and safety at any premises there shall be appropriate procedures for dealing with any event of serious and immanent danger which should include; for any necessary evacuation of the site or any part thereof.

* The Company will nominate sufficient numbers of competent persons to implement procedures set out.

* All emergency procedure arrangements will be bought to the attention of every person concerned during site induction training and must ensure that individuals are familiar with the arrangements made. Where necessary such arrangements will be tested by putting them into affect at suitable intervals.

3.4.2 First Aid

* Your attention is drawn to the Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Notes L74, third edition published 2013.

Company Policy is as follows:

(a) There will at all times at least one trained First Aider at all static places of work. Names of all first aiders will be prominently displayed at the work place and each first aider will have the means of contacting the emergency services.

(b) Where special or unusual hazards exist within a permanent environment help and guidance as to the appropriate facilities and first aid cover required will be obtained through Sitesafe UK Ltd.

(c) Where employees are widely dispersed (eg motorways) additional First Aiders/Appointed Persons will be provided to cover different sections.

(d) Where small detachments are working in isolated locations (eg maintenance gangs etc) and it is not practicable to provide a trained First Aider, personnel will be trained in the basic "save a life" techniques and instructed on the steps necessary to be taken in an emergency.

(e) There will be at least one first aid box at each workplace. Each First Aid box will be clearly marked with a white cross on a green background and be under the control of a First Aider or Appointed Person. Its location will be made known to all employees on induction and by approved signage.

(f) Small travelling aid kits will be provided for employees working singularly or in small groups and for drivers who must regularly travel long distances. Necessary instruction in their use will be given.

(g) The **Principal** will notify the local ambulance service of the location and nature of work being undertaken on all sites under the Company's control.

(h) The Accident Book (Form BI510) must be used for recording all accidents. In addition any treatment given by the First Aider should be briefly recorded.

(i) The following table lists the minimum requirements of items to be held in boxes for 1 - 50 employees:

Item	**Minimum Requirement**
Guidance Cards	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads with attachments	4
Triangular bandages	4
Sterile coverings for serious wounds (where applicable)	4
Safety pins	12
Medium sized sterile unmedicated pads	8
Large unmedicated sterile pads	4
Extra large sterile unmedicated dressings	4
Sterile water or saline in 300 ml disposal container where tap water is unavailable	3

3.4.3 Occupational Health Hazards

* Below are some examples of health hazards we are likely to come across in a working situation;

(a) Inhalation - of dusts, fumes and vapours from materials in use on site and office premises. Some can be potentially hazardous. Time and care should be taken to read pack instructions and safety guidance such as COSHH Assessments.

(b) Skin contact - accidental skin contact with materials used that may cause a reaction. Even protective equipment and clothing such as plastic gloves can cause skin irritation if not used correctly.

(c) Ergonomics - the machines we use to work are generally designed to prevent injury. Unfortunately, injuries still occur i.e. lifting heavy objects, when a mechanical device is available or over reaching to operate machinery which has been badly designed or positioned can cause back pain.

Thought and care will be given to operator use and likely health hazards when purchasing and/or installing equipment.

(d) Ingestion - good personal hygiene is essential to prevent the ingestion of harmful substances and germs. The washing of hands (face if covered in dust or foreign substances) should be a routine procedure before any intake of food and drink.

(e) Physical injury - for example, we can help reduce the incidence of trips and falls by ensuring we do not take unnecessary risks. We should ensure that our general health and fitness does not put us or others at risk, this should be considered on a daily as well as long term basis.

3.4.4 Fire Safety Introduction

* **Middlebury College-CMRS Oxford Humanities Program** is committed to providing a safe working environment for its staff and visitors. For this reason the company has formulated this policy to facilitate compliance with its legal obligations under the Regulatory Reform (Fire Safety) Order 2005 ('Fire Safety Order').

3.4.5 Policy Objectives

- To provide a safe and healthy working environment for all staff and visitors.
- To minimise the risks to Company premises and any others that may be affected by fire.
- To manage fire risks in accordance with the requirements of the Fire Safety Order.
- To comply with the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations and the Fire Safety Order.
- To address obligations under the Fire Safety Order that require the Company to:

  a) Develop a policy to minimise the risks associated with fire.
  b) Reduce the risk of an outbreak and subsequent spread of fire.
  c) Provide means of escape.
  d) Demonstrate preventative action.
  e) Maintain documentation and records in respect of fire safety management.

3.4.6 The Responsible Persons

* The Company has appointed the **Principal** as the 'responsible person'. The responsible person's duties are to ensure the safety of staff and visitors by:

- Carrying out (or ensuring that a competent person carries out) a Fire Safety Risk Assessment. The Fire Safety Risk Assessment will take into consideration everyone who may come onto the premises, whether they are employees or visitors and consideration will be given to people who may have a disability or anyone with special needs.
- Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.
- Preparing a written Emergency Action/Evacuation Plan for the building to be displayed at various locations about the premises.
- Preparing Personal Evacuation Plans for disabled persons (if relevant).

3.4.7 Fire Marshals

* The Company will appoint competent persons to act as Fire Marshals. The Fire Marshals' duties will include:

  - Carrying out regular checks on all fire safety equipment including emergency lights and alarms.
  - Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable.
  - Assisting in evacuations/fire drills.
  - Making contact with the emergency services.
  - Ensuring that the names and duties of all competent persons are displayed on the safety notice board.

3.4.8 Communication

* The Company will ensure that all persons employed either as direct employees or contractors are provided with all relevant information related to fire safety. The Management of the Company will consult with the employees (where relevant) on all relevant matters of fire safety policy and arrangements, and will ensure staff are kept informed of any changes that are made to fire safety procedures.

3.4.9 Training

  - Upon commencement of employment all employees (where relevant) will be given training on fire safety at induction and will receive refresher training as appropriate.
  - All employees will be instructed to report any defective or missing equipment to their Supervisor.
  - All employees will receive instruction on their role in the case of an emergency.
  - It shall be Company policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
  - Further training may be required if there are any changes that may affect fire safety. All training will be provided during normal working hours.

3.4.10 Equipment/Testing

  - The Fire evacuation procedures will be practised every six months.
  - Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the fire safety risk assessment.
  - All fire safety equipment will be serviced by an external competent person and the service periods will be scheduled in accordance with the manufacturers' instructions.
  - An appropriate fire detection and alarm system will be installed. The type and extent of the alarm system provided will be based on the findings of the fire safety risk assessment. Alarm systems will be tested regularly. Staff and visitors will be

informed when these tests are scheduled.

- Emergency lighting will be provided for escape routes where applicable. The location and type will be determined by the findings of the fire safety risk assessment.
- Operation of fire exit doors, including any automatic closers, will be tested and recorded in the fire log on a weekly basis.
- Any other safety systems installed, such as emergency lighting and fire doors, will be checked regularly to ensure correct operation.

3.4.11 Procedures

* The Company has introduced the following procedures in order to maintain high standards of fire safety:

  - Emergency escape routes will be established and kept free from obstruction at all times;
  - Fire exit doors will be kept in good working order and unlocked at all times the premises are occupied;
  - The risk of fire spreading through the building will be controlled by the provision of fire/smoke resisting doors;
  - Signs and notices will be displayed in prominent locations, giving appropriate instructions to employees and others of what to do in the event of a fire;
  - Signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate the emergency exit routes.

3.4.12 Records

* The Company will record its staff training including fire drills, and the finding of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments. The Company will keep the following records:

  - Records of weekly tests of fire alarms, fire exits.
  - Records of weekly flow tests of sprinkler systems (where fitted).
  - Records of wet and dry tests of dry rising mains (where fitted).
  - Record of annual inspection and test of all fire fighting equipment.
  - Records of periodic tests of emergency lighting (where fitted).
  - Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
  - Records of the inspection, risk assessment and maintenance of workplace and electrical equipment, of storage of hazardous substances and of any other hazards identified with fire safety (where appropriate).

3.4.13 Fire Procedures Head Office

* These instructions are to be displayed near all extinguisher points:

IN CASE OF FIRE

IF YOU DISCOVER A FIRE

A) Raise the alarm by shouting **FIRE! FIRE! FIRE!** or activating the nearest alarm point

B) Proceed immediately to the assembly point at:

18A New Inn Hall Street, Oxford

C) Do not re-enter the premises until told it is safe to do so by the **Fire Marshal** or the Fire Service Officer.

ON HEARING THE ALARM

D) Proceed immediately to the assembly point at:

18A New Inn Hall Street, Oxford

Where a roll call will be taken

E) Use the nearest available exit

F) Do not stop to collect personal belongings

G) Do not re-enter the building until you are told it is safe to do so by the **Fire Marshal** or the Fire Service Officer.

* The **Fire Marshal** or his deputy will be responsible for calling the Fire Service and ensuring the offices are evacuated. He/she will liaise with the fire brigade on arrival and advise other workers when the emergency is over.

* The offices must not be re-entered until staff have been advised by the **Fire Marshal** or Fire Service Officer that the emergency is over.

3.4.14 Fire emergency Procedures On Sites

* All Company employees working on sites are required to be familiar with the specific site emergency procedures.

  (a) The Company's representative on site will advise all operatives prior to the commencement of work of the fire emergency procedures established on specific sites.

  (b) Where the Company is acting as sub-contractor or working in occupied premises the emergency procedure of the principal contractor, or occupier shall be ascertained and followed. The Company's representative will ensure the operatives are familiar with and understand these procedures, before work commences.

  (c) Where the site is under the control of this Company the **Principal** will ensure that a fire assessment has been completed and adequate fire precautions are taken and that emergency procedures are established before work commences. All full-time employees and sub-contract labour will be made familiar by the **Administrator** of these procedures.

* There shall be provided on every construction site under the Company's control suitable and sufficient fire fighting equipment and suitable and sufficient fire detection and alarm systems. These will be suitably located and bought to the attention of persons working on site during induction training sessions.

* Any fire fighting equipment, fire detection or alarm systems provided in accordance with the fire assessment shall be properly maintained by the Company and subject to examination and testing at such intervals to ensure they remain effective.

* All fire fighting equipment provided on site must remain easily accessible at all times, suitably signed and persons on site instructed in its correct use.

3.4.15 Site Instructions

* These instructions are to be displayed near all extinguisher points**:**

IN CASE OF FIRE

IF YOU DISCOVER A FIRE

A) Raise the alarm by shouting **FIRE! FIRE! FIRE!** or activating the nearest alarm point

B) Proceed immediately to the assembly point at:

18A New Inn Hall Street, Oxford

Where a roll call will be taken.

C) Do not re-enter the premises until told it is safe to do so by the **Fire Marshal** or the Fire Service Officer.

ON HEARING THE ALARM

D) Proceed immediately to the assembly point at:

18A New Inn Hall Street, Oxford

Where a roll call will be taken

E) Use the nearest available exit

F) Do not stop to collect personal belongings.

G) Do not re-enter the building until you are told it is safe to do so by the **Fire Marshal** or the Fire Service Officer.

3.4.16 Checklist For Receptionist

Action to be taken on receipt of an incendiary or bomb threat:

- Do not put down the handset or cut off the call.
- Obtain as much information as you can.
- Try to keep the caller talking as long as possible.
- Complete the information below asking questions in sequence if necessary;

*	Identity or code word	*	Message (exact words)
*	Where is it ?	*	What time will it go off ?
*	What does it look like ?	*	What kind of device is it ?
*	Why are you doing this ?	*	Who are you ?

- As soon as the call is complete, note the time and inform a member of staff in authority immediately.
- Complete the following details as soon as practical, adding anything further that you recall:

* **Details of caller**:

man ☐
woman ☐
child ☐
old/young ☐
not known ☐

* **Distractions:**

noise on line: ☐
call box pay tone or pips ☐
operator interruptions ☐

* **Speech**:

intoxicated ☐
rambling ☐
irrational ☐
impediment ☐
laughing ☐
serious ☐

* **Other noise:**

anyone in background ☐
traffic ☐
talking ☐
typing ☐
machinery ☐
aircraft ☐
music ☐
children ☐

* **Message:**

read: ☐
spontaneous ☐

* **Number on which call was received:** .....

* **Person receiving call:** .....

3.4.17 Provision Of Fire Safety Instruction To Individual Staff Member

The instruction shown below has been provided to staff member:

Name: ..... Job title: .....

Date: ..... Duration: .....

Instruction was provided by (insert name): .....

Subjects covered (tick box as necessary):

- ☐ (a) hazards and safe practices
- ☐ (b) What to do if discovering a fire and action to be taken on hearing the fire alarm
- ☐ (c) Raising the alarm and calling the fire and rescue service
- ☐ (d) plant shutdown/power isolation
- ☐ (e) location and use (if safe to do so) of fire fighting equipment
- ☐ (f) escape routes (location, use and keeping clear) and designated assembly point
- ☐ (g) assisting evacuation of public and disabled (use and non-use of lifts)
- ☐ (h) security measures (daily and in the use of fires)
- ☐ (i) safety signs, their meaning and measures to be taken
- ☐ (j) function of and care with any active or passive fire protection systems
- ☐ (k) use and importance of fire doors, door closers and release devices
- ☐ (l) need to report hazard, faults, dangers etc.
- ☐ (m) particular instructions related to specific duties.

Comments by instructor and/or instructed:

I confirm that I received instruction on the topics ticked above on the date given.

Name: ..... Signature: .....
(A copy of this record should be placed on the employee's personal record file.)

USEFUL TELEPHONE NUMBERS
IN AN EMERGENCY DIAL 999

Fire Alarm Maintenance	Pyrotec 01865 390190	Building Maintenance	Richard Ward 01865 379244
Emergency Lighting Maintenance	Algar 01865 880588	Building Control Officer	
Fire Extinguisher Maintenance	Executive Fire 01865 435435	Environmental Health	Oxford City Council 01865 249811
Fire Safety Officer	Oxford Fire & Rescue 01865 855241		
Responsible Person	Senior Tutor, Administrator, Junior Dean		
Premises Details (Address)	Middlebury College - CMRS Oxford Humanities Program Shoe Lane, Oxford OX1 2DP		

EMPLOYEE FIRE INSTRUCTION AND DRILLS

Fire instructions and training should be given to employees so that they are aware of the following:

- What to do if they discover a fire
- How to sound the fire alarm
- What to do if they hear the fire alarm
- Where the fire extinguishers are located and how to use then (if it is safe to do so)
- The escape routes from the building
- The whereabout of the assembly points
- How to call the Fire and Rescue Service
- The arrangements for the evacuation of people with special needs
- The dangers associated with obstructing of fire exists and wedging open of fire resisting doors.

Instruction and training should be given:

- As soon as possible at the commencement of employment
- Annually thereafter

Fire Evacuation Drills should be carried out:

- At least twice a year
- All employees MUST evacuate the premises regardless of seniority or commitments
- The results should be recorded and remedial action taken as necessary

3.5 PROTECTIVE CLOTHING

3.5.1 The Personal Protective Equipment at Work Regulations as amended requires every employer to ensure that suitable personal protective equipment (PPE) is provided to his employees that are exposed to a risk to their health or safety whilst at work and products placed on the GB market must be UKCA marked from 1st January 2025.

* The Personal Protective Equipment at Work Regulations have been extended to include that every employer is to ensure that suitable personal protective equipment (PPE) is provided to his employees and following a PPE suitability assessment those that fall under limb (b) category who are exposed to a risk to their health or safety whilst at work are also provided with PPE free of charge.

* It will be the policy of this Company to reduce risks identified to such an extent that PPE is not required. However, as a last resort where the risks can not be adequately controlled PPE will be issued in accordance with the standards of the Personal Protective Equipment Regulations.

3.5.2 Assessment

* Before choosing and issuing any PPE the **Principal** will ensure PPE to be provided has been assessed, to establish the equipment issued is suitable for the job it is required to do and complies with the regulations.

3.5.3 Information Instruction and Training

* **Principal** will be responsible for ensuring that any employee issued with PPE is provided with such information, instruction and training as is adequate and appropriate to enable the employee to use the equipment correctly and to its best effect.

3.5.4 Use of PPE

* All employees and sub-contractors will be responsible for using PPE as issued, in accordance with training given and information received. In addition, employees and sub-contractors will be responsible for reporting to the **Principal** loss or obvious defect to such equipment.

The **Principal** will be responsible for ensuring the re-issuing of PPE as required.

3.5.5 Safety Helmets

* The law which relates to the provision and wearing of safety helmets on construction sites is covered by the Personal Protective Equipment Regulations. These regulations apply to all "Building Operations of Engineering Construction".

(a) It requires every employer to provide each employee with suitable head protection. Self employed persons have a similar duty to provide themselves with suitable head

protection. This head protection must be maintained and replaced whenever necessary.

Note: Section 6 of the Deregulation Act 2015 exempts turban wearing Sikhs from the requirements to wear head protection on construction sites.

(b) Persons in control of construction activities have a duty to ensure that suitable head protection is worn (unless there is no foreseeable risk of head injury) and may establish local rules regulating the wearing of head protection.

Every employee who has been provided with head protection, has a duty to wear it, take reasonable care of it, and report any loss or defect.

(c) Employees must sign a form of acknowledgement indicating that they have received head protection, and understand the local rules regarding requirements to wear it.

An employee who is unable to sign the acknowledgement form should have its requirements explained verbally and the acknowledgement signed by the issuer.

Acknowledgements forms should be sent for retention by the **Administrator**.

Employees who fail to wear head protection should be, initially reminded of their duties under the law. Thereafter, habitual offenders will be disciplined in accordance with Company procedures.

3.5.6 Sub-Contractors

* It is a contractual requirement that all sub-contractors shall provide suitable head protection for all their employees and persons under their control to include visitors.

Sub-contractors must ensure that those under their control wear head protection where there is risk of head injury or in designated areas.

Sub-contractors employees or visitors not wearing or refusing to wear suitable head protection will be refused entry, or required to leave the workplace until they do so.

3.5.7 Others

* The controller of the workplace has a responsibility to ensure that the requirements of the regulation are complied with by all who visit their site. Spare head protection must be available at the work place for visitors etc.

3.5.8 Designated Areas.

* Site management must ensure that where there is a foreseeable risk of head injury, that those areas are designated as areas where head protection, will be worn. Alternatively they may designate the entire site as a "Hard Hat Area". Designated areas should be clearly identified by approved safety signs and site notices.

Note: Signs must conform to the Safety Signs Regulations.

* Offices, canteens and welfare accommodation are excluded from designated areas. The means of access to and from those areas, are not exempt as risk of head injury may exist.

3.5.9 Eye Protection

* The following processes are examples of activities which involve a risk of the face and eyes for which eye protection must be used. This list is not exhaustive and employees are expected to use common-sense at all times;

a) Handling or coming into contact with acids, alkalis and corrosives or irritant substances.

b) Working with power driven tools where chippings are likely to fly or abrasive materials be propelled.

c) Working with molten metal or other molten substances

d) During any welding operation where intense light or other optical radiation is omitted at levels liable to cause risk or injury.

e) Working on any process using instruments that produce light amplifications or radiation.

f) Using any gas or vapour under pressure.

3.5.10 Hand and Arm Protection

* The following processes are activities which involve risk of injury to hands or arms for which hand protection maybe necessary. This list is not exhaustive and employees are required to use common-sense at all times;

a) Manual handling: hands maybe pierced by abrasive, sharp or pointed objects.

b) Vibration: gloves are essential to keep hands warm in cold weather when operating machines which cause vibration. Vibration white finger occurs more frequently when hands and fingers are cold.

c) Construction and outdoor work: keeping hands warm is important during cold weather when on building sites handling scaffolding, bricks and timber.

d) Hot and cold materials: gloves will protect against hazards from handling hot or cold materials and work involving contact with naked flame or welding.

e) Electricity: gloves can protect from the danger of electric shock.

f) Chemicals: there are numerous tasks in the construction industry where hands may come into contact with hazardous substances. Employees are reminded of the COSHH Regulations and the Safe Systems of Work outlined in COSHH Assessments produced by the Company.

3.5.11 Ear Protection

* The Company will do everything within its power to reduce noise levels omitted by work activities to such a degree that ear protection will not be required. However, where noise levels can not be reduced below 80 dB(A) the Company will issue appropriate ear plugs or muffs as required.

* Where noise levels are recorded above 80 dB(A) but below 85 dB(A) employees will be warned of the dangers associated with working in a noisy environment and provided with ear protection as requested.

* Where noise levels are recorded at 85 dB(A) or above, ear protection zones will be enforced and ear protection provided to remove the risk of hearing damage below an average daily/weekly exposure of 87 dB(A). Employees will be warned of the dangers associated with working in a noisy environment. Issued with appropriate ear protection and the wearing of such ear protection will be enforced by mandatory signs and monitored by the **Principal.**

3.5.12 Foot Protection

* A variety of activities in the construction world require safety footwear to be worn, to protect the feet against a number of hazards which include falling items or sharp objects such as nails. It is company policy that all employees who are involved in construction activities, manual handling tasks and working with chemicals wear appropriate foot protection.

* Suitable footwear will include; steel toe capped shoes or boots. Boots must be worn where there is a risk to ankles. Where there is a risk of soles being pierced by nails or similar objects, footwear with steel mid-soles should be used.

3.5.13 Respiratory Protection

* Many construction processes expose workers to harmful fumes, dust or vapour. Which if inhaled can cause serious ill health. Where such hazards can not be controlled adequately, suitable respiratory equipment will be provided by the company.

3.5.14 Standards

* All personal protective equipment issued by the Company will be approved by the HSE or UKCA marked. The Company will ensure any PPE issued is capable of coping with the levels of contamination expected and protect the employee against known hazards.

Issue Certificate

PROTECTION OF EYES

Issue Certificate for Eye Protectors

1. I acknowledge receipt of Eye Protectors provided for my personal use on site.

2. Furthermore, I understand that:

   (a) I must, by law, use them working on processes specified.

   (b) I must take good care of them.

   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.....Grade:.....

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed	YES/NO
How equipment works and its limitations	YES/NO
How to select, use and store PPE	YES/NO
What factors can affect the level of protection	YES/NO
Other	
.....	YES/NO

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment	YES/NO
How to inspect equipment and test it (if necessary)	
Practice in doing so	YES/NO
Instruction and practice in carrying out any permitted	
user maintenance	YES/NO
Other.....	
.....	YES/NO

Name:.....Signature:.....

Date:.....Person Issuing: .....

MIDDLEBURY COLLEGE-CMRS OXFORD HUMANITIES PROGRAM

Issue Certificate

PROTECTION FOR EARS

Issue Certificate for Ear Protectors

1. I acknowledge receipt of Ear Protectors provided for my personal use on site.

2. Furthermore, I understand that:

   (a) I must, by law, use them working on processes specified in the Regulations.

   (b) I must take good care of them.

   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.....Grade:.....

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed	YES/NO
How equipment works and its limitations	YES/NO
How to select, use and store PPE	YES/NO
What factors can affect the level of protection	YES/NO
Other	YES/NO
.....	

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment	YES/NO
How to inspect equipment and test it (if necessary) Practice in doing so	YES/NO
Instruction and practice in carrying out any permitted user maintenance	YES/NO
Other.....	YES/NO

Name:.....Signature.....

Date:.....Issuer:.....

Issue Certificate

MIDDLEBURY COLLEGE-CMRS OXFORD HUMANITIES PROGRAM

HEAD PROTECTION

Issue Certificate for Head Protection

1. I acknowledge receipt of Head Protection provided for my personal use on site.

2. Furthermore, I understand that:

   (a) I must, by law, use them working on processes specified in the Regulations.

   (b) I must take good care of them.

   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.....Grade:.....

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed	YES/NO
How equipment works and its limitations	YES/NO
How to select, use and store PPE	YES/NO
What factors can affect the level of protection	YES/NO
Other	
.....	YES/NO

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment	YES/NO
How to inspect equipment and test it (if necessary)	
Practice in doing so	YES/NO
Instruction and practice in carrying out any permitted	
user maintenance	YES/NO
Other.....	
.....	YES/NO

Name:.....Signature.....

Date:.....Issuer:.....

MIDDLEBURY COLLEGE-CMRS OXFORD HUMANITIES PROGRAM

Issue Certificate

FOOT PROTECTION

Issue Certificate for Foot Protection

1. I acknowledge receipt of Foot Protection provided for my personal use on site.

2. Furthermore, I understand that:

   (a) I must, by law, use them working on processes specified in the Regulations.

   (b) I must take good care of them.

   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.....Grade:.....

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed	YES/NO
How equipment works and its limitations	YES/NO
How to select, use and store PPE	YES/NO
What factors can affect the level of protection	YES/NO
Other	
.....	YES/NO

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment	YES/NO
How to inspect equipment and test it (if necessary)	
Practice in doing so	YES/NO
Instruction and practice in carrying out any permitted	
user maintenance	YES/NO
Other.....	
.....	YES/NO

Name:.....Signature.....

Date:.....Issuer:.....

MIDDLEBURY COLLEGE-CMRS OXFORD HUMANITIES PROGRAM

Issue Certificate

HAND PROTECTION

Issue Certificate for Hand Protection

1. I acknowledge receipt of Hand Protection provided for my personal use on site.

2. Furthermore, I understand that:

   (a) I must, by law, use them working on processes specified in the Regulations.

   (b) I must take good care of them.

   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.....Grade:.....

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed	YES/NO
How equipment works and its limitations	YES/NO
How to select, use and store PPE	YES/NO
What factors can affect the level of protection	YES/NO
Other	
.....	YES/NO

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment	YES/NO
How to inspect equipment and test it (if necessary)	
Practice in doing so	YES/NO
Instruction and practice in carrying out any permitted	
user maintenance	YES/NO
Other.....	
.....	YES/NO

Name:.....Signature.....

Date:.....Issuer:.....

MIDDLEBURY COLLEGE-CMRS OXFORD HUMANITIES PROGRAM

Issue Certificate

RESPIRATORY PROTECTION

Issue Certificate for Respiratory Protection

1. I acknowledge receipt of Respiratory Protection provided for my personal use on site.

2. Furthermore, I understand that:

   (a) I must, by law, use them working on processes specified in the Regulations.

   (b) I must take good care of them.

   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.....Grade:.....

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed	YES/NO
How equipment works and its limitations	YES/NO
How to select, use and store PPE	YES/NO
What factors can affect the level of protection	YES/NO
Other	
.....	YES/NO

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment	YES/NO
How to inspect equipment and test it (if necessary)	
Practice in doing so	YES/NO
Instruction and practice in carrying out any permitted user maintenance	YES/NO
Other.....	
.....	YES/NO

Name:.....Signature.....

Date:.....Issuer:.....

MIDDLEBURY COLLEGE-CMRS OXFORD HUMANITIES PROGRAM

Issue Certificate

BODY PROTECTION

Issue Certificate for Body Protection

1. I acknowledge receipt of Body Protection provided for my personal use on site.

2. Furthermore, I understand that:

   (a) I must, by law, use them working on processes specified in the Regulations.

   (b) I must take good care of them.

   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.....Grade:.....

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed	YES/NO
How equipment works and its limitations	YES/NO
How to select, use and store PPE	YES/NO
What factors can affect the level of protection	YES/NO
Other	YES/NO
.....	

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment	YES/NO
How to inspect equipment and test it (if necessary) Practice in doing so	YES/NO
Instruction and practice in carrying out any permitted user maintenance	YES/NO
Other.....	YES/NO

Name:.....Signature.....

Date:.....Issuer:.....

MIDDLEBURY COLLEGE-CMRS OXFORD HUMANITIES PROGRAM

Issue Certificate

FALL PROTECTION EQUIPMENT

Issue Certificate for Fall Protection Equipment

1. I acknowledge receipt of Fall Protection Equipment provided for my personal use on site.

2. Furthermore, I understand that:

   (a) I must, by law, use them working on processes specified in the Regulations.

   (b) I must take good care of them.

   (c) I must immediately report the loss, any defect or destruction to my employer.

3. Item Issued:.....Grade:.....

ITEMS COVERED DURING THEORETICAL TRAINING

Explanations of risks, and why PPE needed	YES/NO
How equipment works and its limitations	YES/NO
How to select, use and store PPE	YES/NO
What factors can affect the level of protection	YES/NO
Other	YES/NO
.....	

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment	YES/NO
How to inspect equipment and test it (if necessary) Practice in doing so	YES/NO
Instruction and practice in carrying out any permitted user maintenance	YES/NO
Other.....	YES/NO

Name:.....Signature.....

Date:.....Issuer:.....

3.6 MANUAL HANDLING

The Manual Handling Operation Regulations have been introduced under the Health & Safety At Work Act 1974 to enable the UK to seek to prevent injury from all manual handling operations and are concerned with the lifting and carrying of heavy weights.

The Regulations establish a clear hierarchy of measures for dealing with risk from manual handling. These are;

* Avoid hazardous manual handling operations so far as reasonably practicable;

* Assess any hazardous manual handling operations that cannot be avoided; and

* Reduce the risk of injury so far as reasonably practicable.

3.6.1 Definition of Terms

* "Manual Handling Operations" means any transporting or supporting of a load by hand or bodily force including lifting, putting down, pushing, pulling, carrying or moving. The pulling upon levers and handles or ropes does not fall within the definition, although the force applied to manipulate a load of any material supported on a spade, fork or similar implement are covered by the Regulations.

* "Load" means any item or object that is being supported or transported.

* "Injury" from manual handling operations does not include injury caused by the inherent properties of substances that spill from, or contaminate the surface of a load however, where the external properties of a load are changed through leakage for example where the load is made slippery the slipperiness would fall within the scope of the regulations.

3.6.2 Assessments

* The **Principal** is responsible for ensuring a suitable and sufficient assessment of all manual handling operations has been undertaken and anticipates all reasonably foreseeable factors. Where necessary the **Principal** will delegate this responsibility to a competent person who has the ability to:

  (a) understand the regulations
  (b) has a knowledge of the handling operation that has to be assessed.
  (c) has an awareness of human (individual) capabilities and limitations.
  (d) has an ability to recognise particular risks.
  (e) has an ability to recommend reasonably practicable solutions.
  (f) has the judgement of what constitutes a residual risk

* All assessments produced will be kept up to date and revised as necessary where

sufficient change has taken place or in the light of past experience

* The significant findings of any assessment will be recorded in all instances unless:
  (a) the assessment is simple and obvious and easily repeatable
  (b) the risk can be shown to be insignificant
  (c) the handling operation is low risk and short lived.

* Each assessment will take into account the following factors:
  (a) the tasks
  (b) the loads
  (c) the working environment to include the workers exposure to whole body vibration.
  (d) individual capability
  (e) other factors

3.6.3 Following a Manual Handling assessment of the Company's activities the following procedures are to be used when handling items on a daily basis.

Kinetic Lifting

* The kinetic method of lifting enables the worker to make full use of the body's own weight and momentum to initiate the lift. The natural shape of the spine is maintained throughout (although the body maybe bent forward the spine should remain straight) and the lift is powered by the strong legs and thigh muscles. This method of lifting involves the minimum amount of muscular effort and this reduces stress and fatigue.

* The following six key factors should be practised until they become second nature, a single co-ordinated action;

  1. Feet. All lifting and handling can only be successful if it is carried out on a firm base. The person lifting may work from the ground, or on a temporary platform and it is essential that the feet are placed so that a good balance is maintained throughout the lift.

     There is no correct or exact distance apart for the feet. Each individual has to consider their own weight, height and build. In general terms the feet should be at shoulder width and in line with the lift, with one foot slightly in front of the other. The rear foot should point forward when lifting, in the direction of movement. This position gives a good, adaptable balance and a wide enough base to perform the lift.

  2. Legs. Having established a good base for the lift and recognised that it maybe necessary to make adjustments of balance, it naturally follows that the legs must be relaxed sufficiently to achieve flexibility. To obtain flexibility, both knees must be unlocked to allow the feet to adjust automatically. This is a requirement for all good movement.

Whilst it is important to unlock and bend the knees, they should not be placed into the complete squat position as this will place extreme pressure on the knee joints. The forward leg should be at a 90 degree angle, whilst the back leg will provide the thrust for the lift. Although the lifter is only using one hand, the weight will be taken through the centre line of the body, thus maximises the weight of the body.

3. Head. The head should be gently raised and the chin tucked firmly in. This will not only straighten the neck; but the whole spine and it will bring about many other corrections in body movement, automatically lifting the chest and preparing the arms for a more efficient action. This head action should be carried out at the initial stage of all lifting movements.

4. Straight Back. A bent back is a weak back. It will lead to excessive muscular tension and damage to the spine. It will also undermine shoulder and arm efficiency. Generally, if the correct head position is adopted the back can be kept straight even if it is not vertical.

   The back should straighten automatically, if the lifter breaths in just before the load is lifted the muscles around the back are locked providing additional protection to the spine.

5. Arms. Arms should be kept as close to the body as possible. The further the arms are extended the greater the strain. The elbows should be kept into the body.

6. Grip. A good grip is essential for all manual handling operations.
   Whenever possible, one hand should be below the load, with most of the weight being taken by the palm and roots of the fingers. The other hand will then pull the load towards your body and help balance and control it.

To re-cap

- Stand close to the load
- Feet slightly apart and stable
- Bend at the knees, keeping the back straight
- Grip the load firmly
- Breathe in before lifting
- Lift with the legs
- Keep the load close to the body.

Remember

Always test the load before attempting to lift it to ensure it is in your capability.

Always lift slowly and smoothly avoiding sharp or jerking motions.

If mechanical aids are available use them.

3.6.4 Manual Handling Assessment Chart (MAC)

* The HSE manual handling assessment system should be completed to start an assessment process. The Assessment Chart (MAC) is a tool designed to help Health and Safety Inspectors assess the most common risk factors in lifting, lowering, carrying and team handling.

* The MAC assessment provides a colour coded system to establish the level of risk presented by each operation.

G	=	GREEN	-	Low risk level
A	=	AMBER	-	Medium risk level
R	=	RED	-	High risk level
P	=	PURPLE	-	Very high risk level

* Using the colour coding and its associated numerical scoring system will help us to prioritise tasks that need most urgent attention and then reduce the overall level of risk for the task.

Further information on the MAC, including online training can be found at:
www.hse.gov.uk/msd/mac

3.6.5 Health surveillance

* Regulation 6 of the Management of Health and Safety at Work Regulations requires 'Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment'.

* The Company will establish a tiered approach to the health surveillance of it's workforce, which will start (Tier 1) with all new employees being required to complete a questionnaire asking whether they have existing associated symptoms and to establish a health baseline for the individual. If any such symptoms are identified they will be referred to an occupational health professional to establish they are fit to work.

* All working tasks will be risk assessed by a competent person and controls established to remove or significantly reduce the risk of exposure. The employees will be required to sign the risk assessments to acknowledge the controls required and that they will follow the safe systems of work established. The Principal will be responsible for ensuring controls are applied on a day to day basis.

* The Company will carry out annual screening program (Tier 2) using the questionnaire principal, which will ask workers if they experience certain

symptoms which could be associated with the work they carry out for the company. If any symptoms are identified the Company will not interpret them but, will remove the worker from further exposure and refer the worker to an occupational health professional for formal assessment and diagnosis.

* Tier 3 of the Health surveillance program is the clinical assessment carried out by an appointed occupational health professional. A qualified person will conduct an interview and examination on the worker to establish and interpret the symptoms, which will lead to a formal diagnosis (Tier 4).

* The Company health screening program will cover; general health to include muscular and skeletal problems, audiometry, lung function, HAV and skin checks.

Manual handling assessment charts (the MAC tool)



This is a web-friendly version of leaflet INDG383(rev3), published 11/18

Introduction

Work-related musculoskeletal disorders (MSDs), including manual handling injuries, are the most common type of occupational ill health in the UK. It is important to remember that:

- there is a lot you can do to prevent them;
- preventative measures are often simple and cost-effective;
- you cannot prevent all MSDs, but where they occur, early reporting of symptoms, proper treatment and suitable rehabilitation are essential.

The Manual Handling Assessment Charts (MAC) is a tool aimed at employers, health and safety managers and safety representatives and is used by health and safety inspectors. The tool will help you assess the most common risk factors in lifting (and lowering), carrying and team handling operations and was developed to identify high-risk manual handling. It will point you towards the factors you need to modify to control these risks.

What does the law say?

The Manual Handling Operations Regulations 1992 set out a clear hierarchy of measures for dealing with risk likely to cause harm from manual handling. These are:

- avoid hazardous manual handling operations so far as reasonably practicable;
- assess any manual handling operations that cannot be avoided;
- reduce the risk of injury to as low as reasonably practicable.

Structure of the MAC

There are three types of assessment that can be carried out with the MAC:

- lifting operations (pages 4-9);
- carrying operations (pages 10-14);
- team handling operations (pages 15-20).

For each type of assessment there is an assessment guide and a flow chart. There is a score sheet to complete at the end of the tool.

When not to use the MAC

Using the MAC is not appropriate for:

- manual handling operations involving pushing and pulling (see the *Risk Assessment of Pushing and Pulling (RAPP) Tool*[1]);
- assessing people handling (see HOP6 *The guide to the handling of people: A systems approach*[2]);
- assessing workplace risks associated with upper limb disorders (see *Assessment of Repetitive Tasks of the upper limbs (the ART tool)*[3]).

How to complete a MAC assessment

Note: Using the MAC may not comprise a 'suitable and sufficient' risk assessment. You may need to do a full risk assessment when certain conditions apply. Before you start your MAC assessment, look at the checklist on the score sheet to see if any of them apply to you. The Appendix of *Manual handling* (L23)[4] explains this in more detail.

G = GREEN - Low level of risk Although the risk is low, consider the exposure levels for vulnerable groups such as pregnant women, disabled, recently injured, young or inexperienced workers.

A = AMBER - Medium level of risk Examine tasks closely.

R = RED - High level of risk Prompt action needed. This may expose a significant proportion of the working population to risk of injury.

P = PURPLE - Unacceptable level of risk Such operations may represent a serious risk of injury and must be improved.

- Identify the tasks to assess. Choose the ones that you know are hard work or that employees complain about.
- Consult employees and their representatives on the manual handling risks from their work and ways to manage and/or control these risks. See INDG232[5] for more information. Aim to gain insight into the demands of the job from the perspectives of all employees carrying out the task.
- Observe the task carefully (videoing may help) and make sure that you look at how it is normally done.
- Select the appropriate type of assessment (lifting, carrying or team handling). If a task involves lifting and carrying, consider both.
- Follow the appropriate assessment guide and flow chart to determine the level of risk for each risk factor. Always assess the worst-case scenario if unsure.
- Enter the colour bands and numerical scores on the score sheet and use them to identify which risk factors need to be examined and the total level of exposure to risk.
- An interactive score sheet is at www.hse.gov.uk/msd/mac/scoresheet.htm.
- Look for ways of modifying the task to reduce the red risk factors to amber or green and to reduce amber risk factors to green.
- If the individual does a number of tasks, assess each one separately.
- Prioritise action by addressing the task with the highest total score first.

The total scores do not relate to specific action levels.

Look at www.hse.gov.uk/msd/mac for further guidance on using this tool.

Remember: The purpose of the assessment is to identify and then **reduce** the overall level of risk of the task. You need to put measures in place to **control** the risks you have identified. There is space to list your control measures on the score sheet.

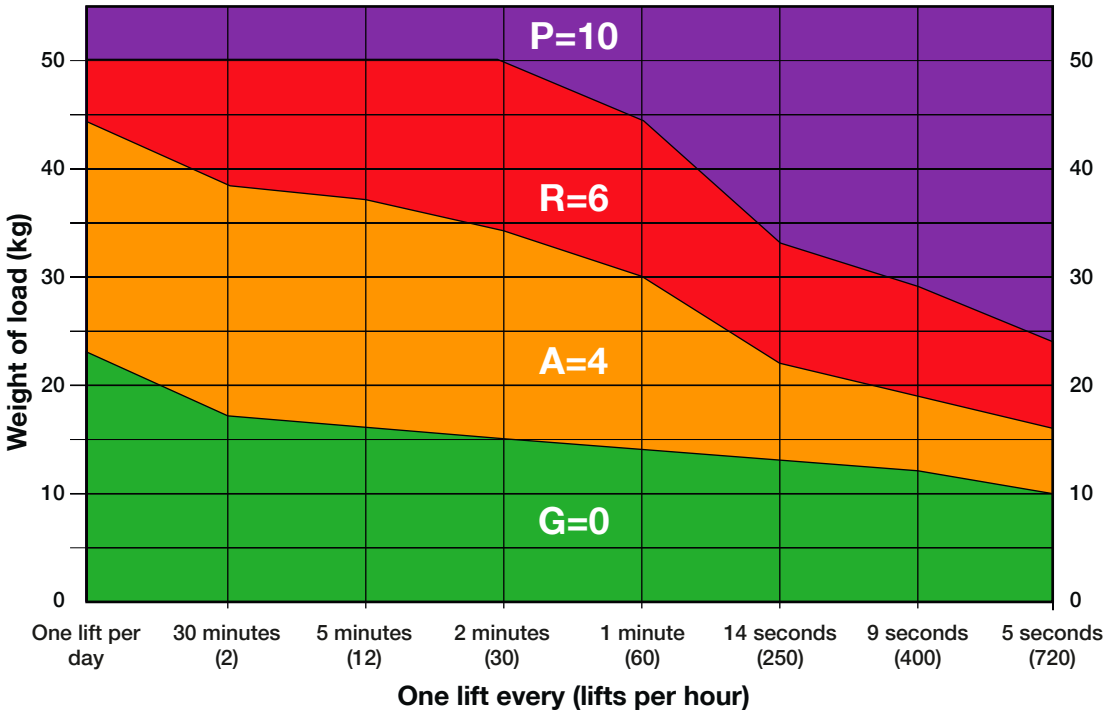
Lifting operations assessment guide

A Load weight/frequency

Note the weight of the load and the frequency (or repetition rate) of the lifting operation. Read the risk band from the graph below and enter the colour band and numerical score onto the score sheet.

If the colour band is purple you should examine the task very closely as it may represent a serious risk of injury and must be improved.

Load weight/frequency graph for lifting operations



To assess lifting at more than once every five seconds you should carry out a full risk assessment.

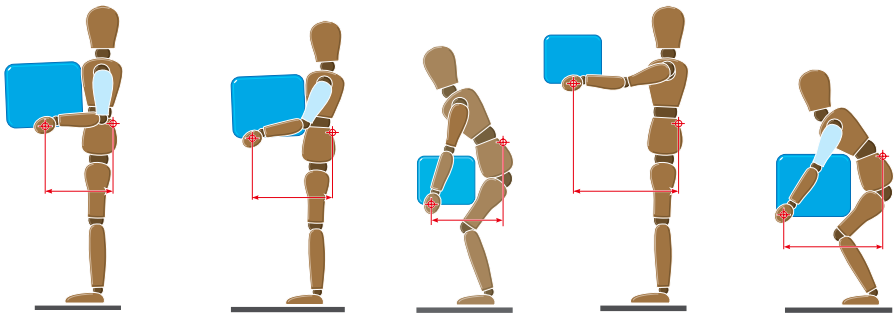
Repetitive handling of light items will fall within the green zone, but may be associated with upper limb problems. For advice on assessing these tasks see *Upper limb disorders in the workplace*[6] and the ART tool.

When a job is complex because load weights vary significantly (eg in order picking/distribution) you can use the *Variable manual handling assessment chart* (V-MAC) tool[7] to assess the load weight/frequency risk factor instead of this graph, before returning to complete your MAC assessment.

Lifting operations assessment guide

B Hand distance from the lower back

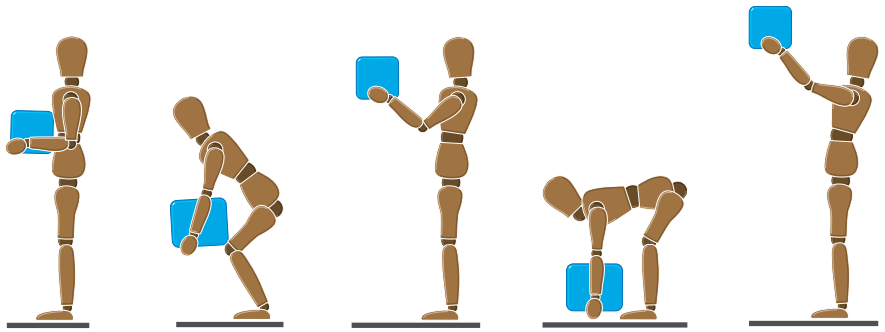
Observe the horizontal distance between the worker's hands and lower back. You should assess the 'worst-case scenario', including picking up and putting down. Use the following illustrations and descriptions as a guide:



Upper arms vertical AND torso upright		Upper arms angled away from torso	Torso bent forward		Torso upright. Arms fully outstretched	Upper arms angled away from torso AND torso bent forward	
Hands close to the low back	G/0	Hands at moderate distance from the low back		A/3	Hands far from the low back		R/6

C Vertical lift zones

Observe the vertical position of the worker's hands at both the start and end of the lift. Record the 'worst-case' colour band/score. Use the following illustrations and descriptions as a guide:

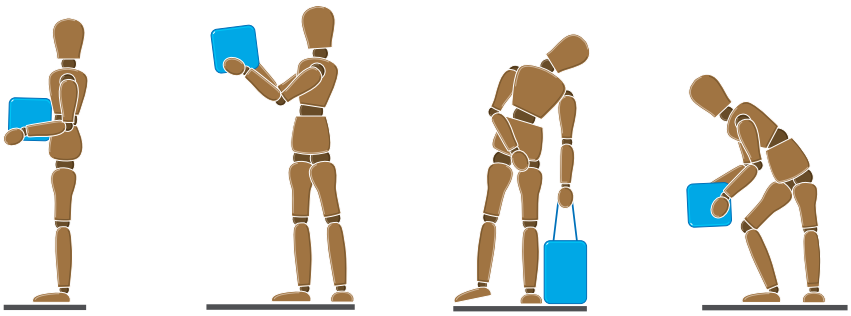


Hands between knee and elbow height	G/0	Hands between knee and floor level	Hands between elbow height and head height	A/1	Hands at floor level or below	Hands at head height or above	R/3

Lifting operations assessment guide

D Torso twisting and sideways bending

Observe the worker's torso as the load is lifted. If the person twists the torso in relation to the hips OR leans to one side as the load is lifted, the colour band is amber and the score is **1**. If the torso both twists AND bends to the side as the load is lifted, the colour band is red and the score is **2**.



Little or no torso twisting or sideways bending	G/0	Torso twisted	Torso bent sideways	A/1	Torso both twisted AND bent sideways	R/2

E Postural constraints

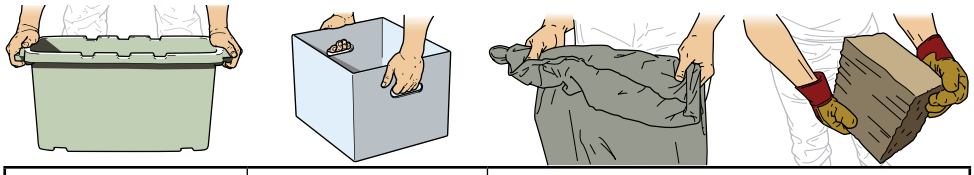
Look for factors that force workers to modify their postures. If their movements are restricted when lifting because of the space available (eg lifting in a narrow aisle or in a crowded or disorganised storage area) or lifting through narrow gaps, the colour band is amber and the score is **1**. If the posture is severely restricted (eg lifting in an area with a low ceiling) the colour band is red and the score is **3**.

No postural constraints	G/0	Restricted posture	A/1	Severely restricted posture	R/3

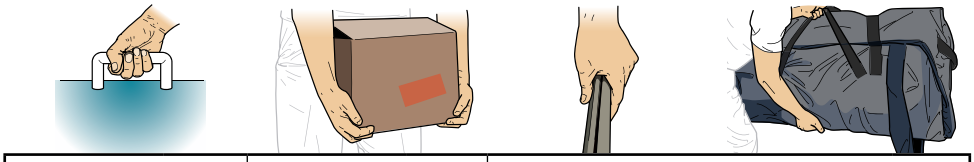
Lifting operations assessment guide

F Grip on the load

Look at the quality of the grip that the worker can use to get hold of and control the load. The worker may need to reposition their hands on the object as a lift progresses. If this is so, assess the 'worst-case scenario'.



Fit-for-purpose handles/ handholds matched to the size and weight of the load	Handles or handholds too small or lack finger clearance or only the fingers support the load	No handles or handhold areas	Rough, slippery or with pressure points



Cylindrical handles or items the whole hand can wrap round comfortably	No handles or handholds but can be held underneath, or has strap or loop handles	Palm, pinch or fingertip or force used to keep items together	Irregular, bulky or grip non-rigid

Good grip	G/0	Reasonable grip	A/1	Poor grip	R/2

G Floor surface

Look at the condition of the floor where the handling task takes place. Note that for outdoor work this will depend on the weather. Always assess the 'worst-case scenario'.

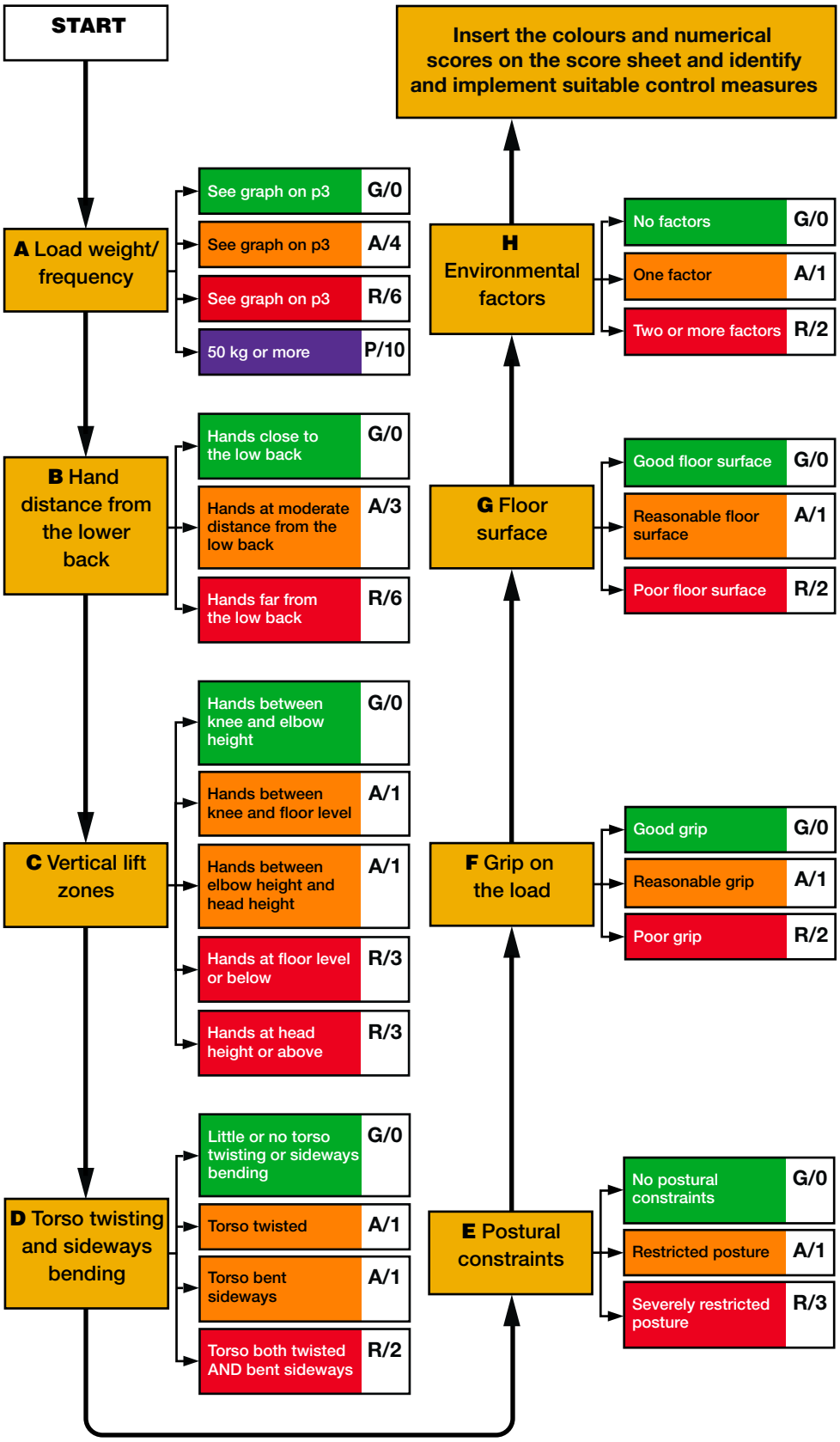
Non-slip, dry, clean, firm, level and undamaged		Mostly dry and clean (damp or some debris), OR reasonably firm OR minor damage		Slippery (greasy, oily, wet, icy) OR much debris OR soft OR unstable OR severe damage	
Good floor surface	G/0	Reasonable floor surface	A/1	Poor floor surface	R/2

H Environmental factors

Observe the work environment and score if the handling operation takes place: in extremes of temperature; with strong air movements; or in extreme lighting conditions (dark, bright or poor contrast). If one of the risk factors is present score **1**, if two or more of the risk factors are present score **2**.

No factors	G/0	One factor	A/1	Two or more factors	R/2

Lifting operations flowchart



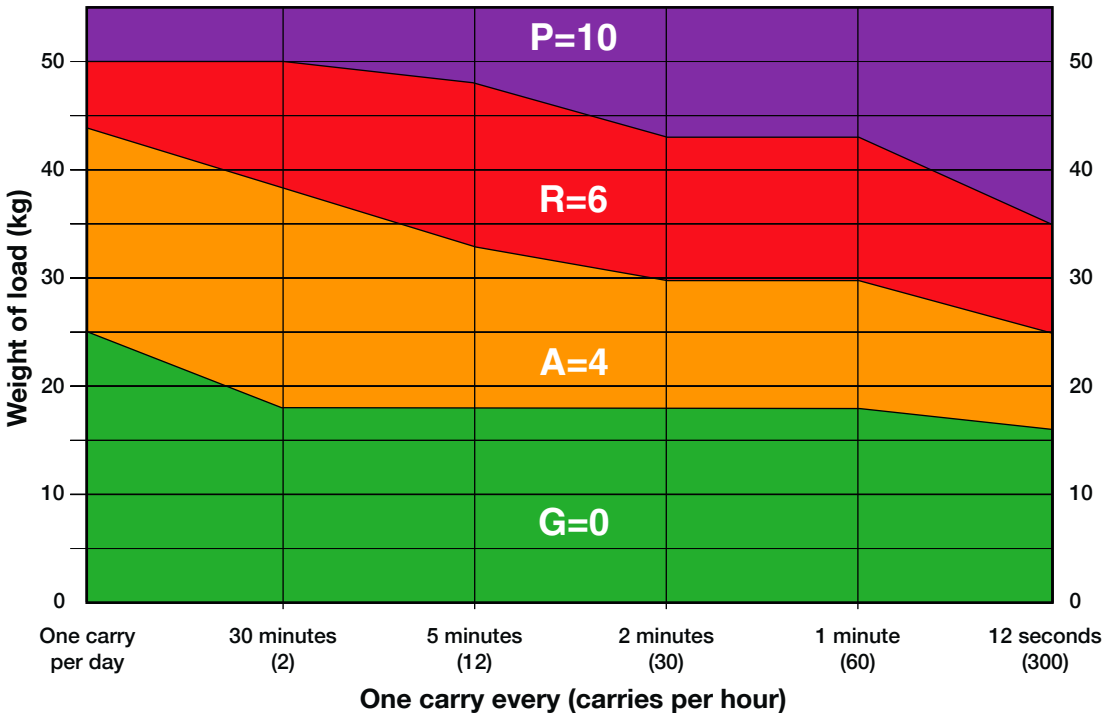
Carrying operations assessment guide

A Load weight/frequency

Note the weight of the load and the frequency (or repetition rate) of the carrying operation. Read the risk band from the graph below and enter the colour band and numerical score onto the score sheet.

If the colour band is purple you should examine the task very closely as it may represent a serious risk of injury and must be improved.

Load weight/frequency graph for carrying operations



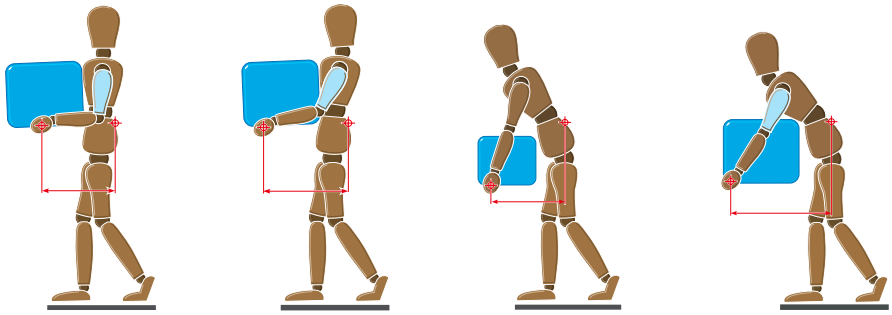
To assess carrying at more than once every 12 seconds you should carry out a full risk assessment.

As the V-MAC[7] takes account of carrying distance, when a job is complex because load weights vary significantly (eg in order picking/distribution) you can use it to assess the load weight/frequency risk factor instead of this graph, before returning to complete your MAC assessment.

Carrying operations assessment guide

B Hand distance from the lower back

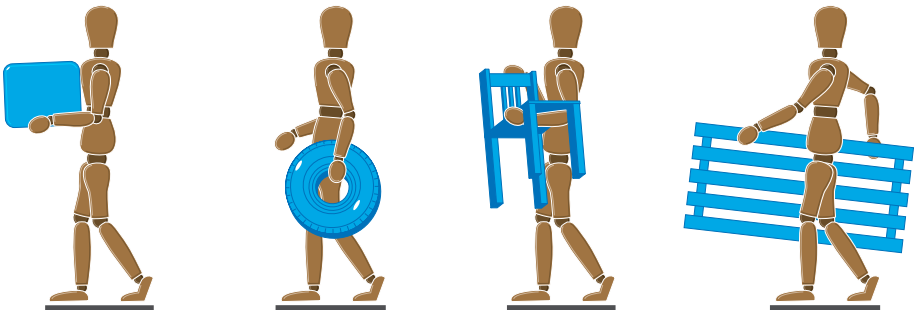
Observe the horizontal distance between the worker's hands and lower back. You should assess the 'worst-case scenario', including the start and finish of the task. Use the following illustrations and descriptions as a guide:



Upper arms vertical AND torso upright		Upper arms angled away from torso	Torso bent forward		Upper arms angled away from torso AND torso bent forward	
Hands close to the low back	G/0	Hands at moderate distance from the low back		A/3	Hands far from the low back	R/6

C Asymmetrical torso or load

When carrying, the posture of the worker's torso and the position of the load are risk factors associated with musculoskeletal injury. Use the following illustrations and descriptions as a guide:



Load AND hands symmetrical in front of the torso		Torso symmetrical but load is carried to one side	Load not symmetrical		Two-handed carrying to the side	
	G/0			A/1		R/2

D Postural constraints

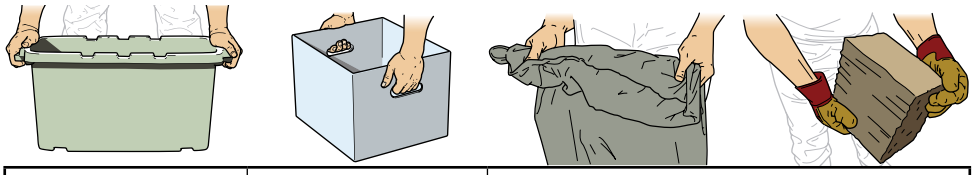
Look for factors that force workers to modify their postures. If their movements are restricted during the carry (eg a narrow doorway forces the worker to turn or move the load to get through) the colour band is amber and the score is **1**. If the posture is severely restricted (eg having to bend forward to carry in an area with a low ceiling), the colour band is red and the score is **3**.

No postural constraints	G/0	Restricted posture	A/1	Severely restricted posture	R/3

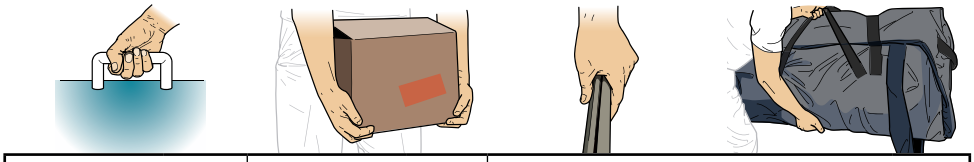
Carrying operations assessment guide

E Grip on the load

Look at the quality of the grip that the worker can use to get hold of and control the load. The worker may need to reposition their hands on the object as a lift progresses. If this is so, assess the 'worst-case scenario'.



Fit-for-purpose handles/ handholds matched to the size and weight of the load	Handles or handholds too small or lack finger clearance or only the fingers support the load	No handles or handhold areas	Rough, slippery or with pressure points



Cylindrical handles or items the whole hand can wrap round comfortably	No handles or handholds but can be held underneath, or has strap or loop handles	Palm, pinch or fingertip or force used to keep items together	Irregular, bulky or grip non-rigid

Good grip	G/0	Reasonable grip	A/1	Poor grip	R/2

F Floor surface

Examine the condition of the floor at the locations where the handling task occurs. Note that for outdoor work this will depend on the weather. Always assess the 'worst-case scenario'.

Non-slip, dry, clean, firm, level and undamaged		Mostly dry and clean (damp or some debris), OR reasonably firm OR minor damage		Slippery (greasy, oily, wet, icy) OR debris in several areas OR soft OR unstable OR severe damage	
Good floor surface	G/0	Reasonable floor surface	A/1	Poor floor surface	R/3

G Carry distance

Observe the task and estimate the total distance that the load is carried (not the distance 'as the crow flies').

Between 2 m and 4 m	G/0	Between 4 m and 10 m	A/1	Over 10 m	R/2

Carrying operations assessment guide

H Obstacles on route

Count the number of different types of obstacle along the carrying route. If the person has to carry the load up or down a steep slope, up or down steps, through closed doors/narrow doorways or around tripping hazards or round bends and corners, the colour band is amber and the score is **2**. If the task involves carrying items up ladders or past two or more obstacles, the colour band is red and the score is **3**.

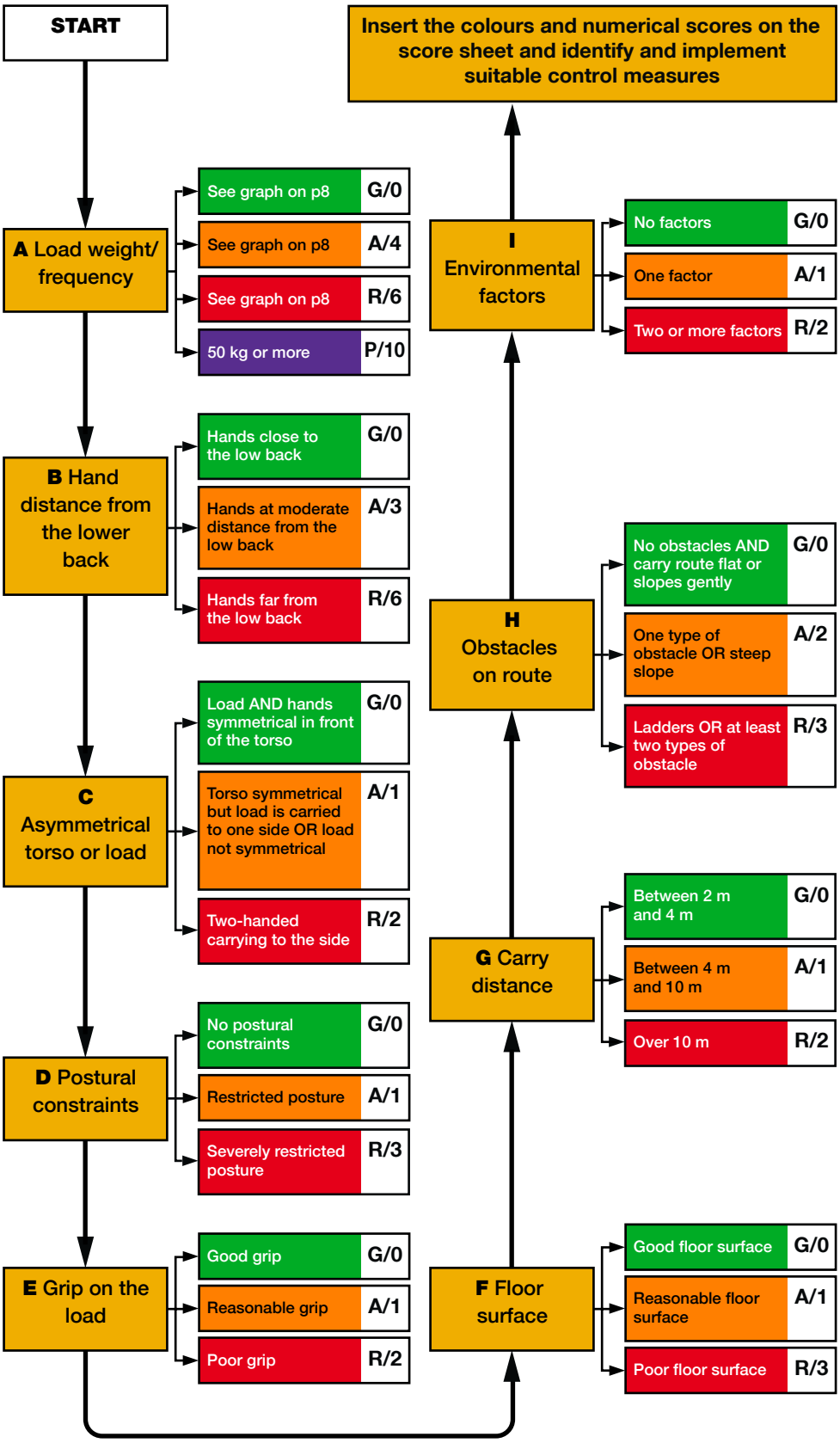
No obstacles AND carry route flat or slopes gently	G/0	One type of obstacle OR steep slope	A/2	Ladders OR at least two types of obstacle	R/3

I Environmental factors

Observe the work environment and score if the carrying operation takes place: in extremes of temperature; with strong air movements; or in extreme lighting conditions (dark, bright or poor contrast). If one of the risk factors is present score **1**, if two or more of the risk factors are present score **2**.

No factors	G/0	One factor	A/1	Two or more factors	R/2

Carrying operations flowchart



Team handling operations assessment guide

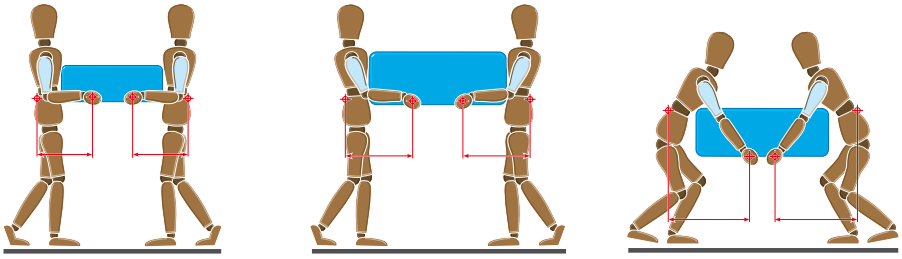
A Load weight

Note the weight of the load and the number of workers performing the task. Enter the colour band and numerical score on the score sheet. For teams of five people or more, a full risk assessment is needed. If the colour band is purple you should examine the task very closely as it may represent a serious risk of injury and must be improved.

2 people < 35 kg 3 people < 55 kg 4 people < 75 kg	G/0	2 people 35–65 kg 3 people 55–95 kg 4 people 75–130 kg	A/4	2 people 65–85 kg 3 people 95–130 kg 4 people 130–170 kg	R/6	2 people > 85 kg 3 people > 130 kg 4 people > 170 kg	P/10

B Hand distance from the lower back

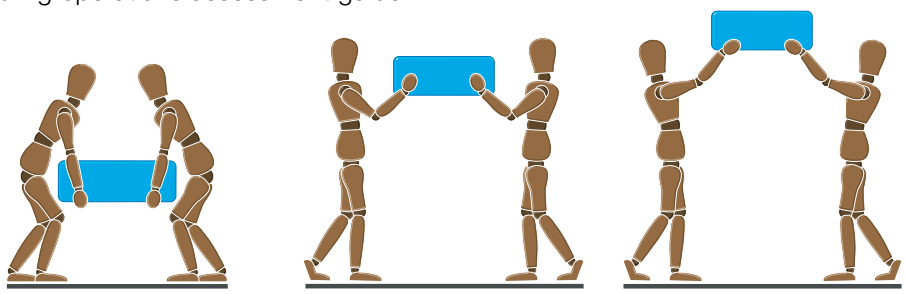
Observe the task and examine the horizontal distance between each worker's hands and their lower back. You should assess the 'worst-case scenario', including picking up and putting down. Use the following illustrations and descriptions as a guide:



Upper arms vertical AND torso upright		Upper arms angled away from torso OR torso bent forward		Upper arms angled away from torso AND torso bent forward	
Hands close to the low back	G/0	Hands at moderate distance from the low back	A/3	Hands far from the low back	R/6

C Vertical lift zones

Observe the vertical positions of the workers' hands at both the start and end of the lift. The effect of stature differences between team members is particularly important when lifting goes above elbow height. Record the 'worst-case' colour band/score. Use the following illustrations and descriptions as a guide:Team handling operations assessment guide

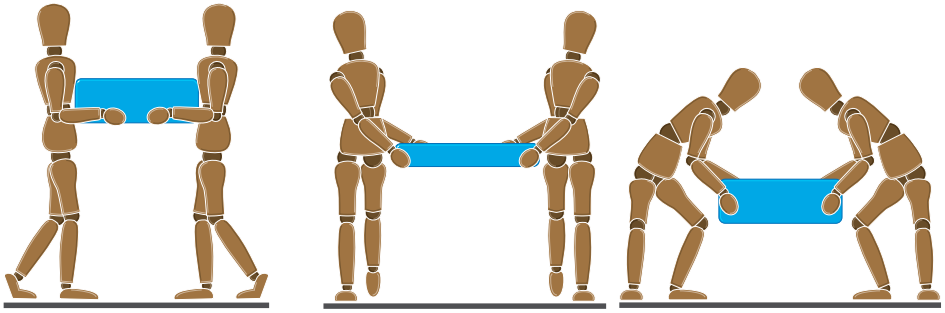


Hands between knee and elbow height	G/0	Hands below knee AND/ OR above elbow height	A/1	Hands at floor level or below OR head height and above	R/3

Team handling operations assessment guide

D Torso twisting and sideways bending

Observe the workers' torsos as they lift the load. If their torsos twist in relation to their hips OR they lean to one side as the load is lifted, the colour band is amber and the score is **1**. If their torsos twist AND bend to the side as they lift the load, the colour band is red and the score is **2**.



Little or no torso twisting or sideways bending	G/0	Torsos either twisted OR bent sideways	A/1	Torsos both twisted AND bent sideways	R/2

E Postural constraints

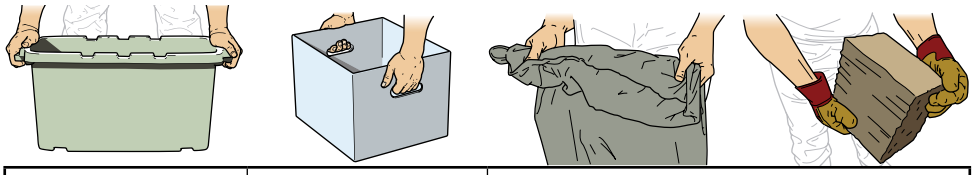
Look for factors that force the team members to modify their postures. If their movements are restricted because of the space available (eg lifting in a narrow aisle or in a crowded or disorganised storage area) or lifting round obstructions, the colour band is amber and the score is **1**. If the postures are severely restricted (eg lifting or carrying in an area with a low ceiling) the colour band is red and the score is **3**.

No postural constraints	G/0	Restricted posture	A/1	Severely restricted posture	R/3

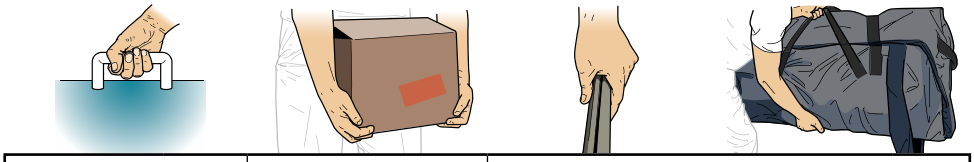
Team handling operations assessment guide

F Grip on the load

Look at the quality of the grip that the workers can use to get hold of and control the load. They may need to reposition their hands on the object as a lift progresses. If this is so, assess the 'worst-case scenario'.



Fit-for-purpose handles/ handholds matched to the size and weight of the load	Handles or handholds too small or lack finger clearance or only the fingers support the load	No handles or handhold areas	Rough, slippery or with pressure points



Cylindrical handles or items the whole hand can wrap round comfortably	No handles or handholds but can be held underneath, or has strap or loop handles	Palm, pinch or fingertip or force used to keep items together	Irregular, bulky or grip non-rigid

Good grip	G/0	Reasonable grip	A/2	Poor grip	R/4

G Floor surface

Examine the condition of the floor at the locations where the handling task occurs. Note that for outdoor work this will depend on the weather. Always assess the 'worst-case scenario'.

Non-slip, dry, clean, firm, level and undamaged		Mostly dry and clean (damp or debris in some areas), OR reasonably firm OR minor damage		Slippery (greasy, oily, wet, icy) OR debris in several areas OR soft OR unstable OR severe damage	
Good floor surface	G/0	Reasonable floor surface	A/1	Poor floor surface	R/3

H Carry distance

Observe the task and estimate the total distance that the load is carried (not the distance 'as the crow flies').

Between 2 m and 4 m	G/0	Between 4 m and 10 m	A/1	Over 10 m	R/3

Team handling operations assessment guide

I Obstacles on route

Count the number of different types of obstacle along the carrying route. If the team has to carry the load up or down a steep slope, up or down steps, through closed doors/narrow doorways, around tripping hazards or round bends and corners, the colour band is amber and the score is **2**. If the task involves carrying items up ladders or past two or more types of obstacle, the colour band is red and the score is **3**.

No obstacles AND carry route flat or slopes gently	G/0	One type of obstacle OR steep slope	A/2	Ladders OR at least two types of obstacle	R/3

J Communication, co-ordination and control

A good team handling operation will be well planned. Communication between the individuals is essential when lifting as part of a team. An example of good communication would be the workers counting 'one, two, three' before they lift. Look to see if the team has control of the load, that it is lifted smoothly, and that all members lift together. An un-coordinated team lift may leave one member of the team bearing the entire weight.

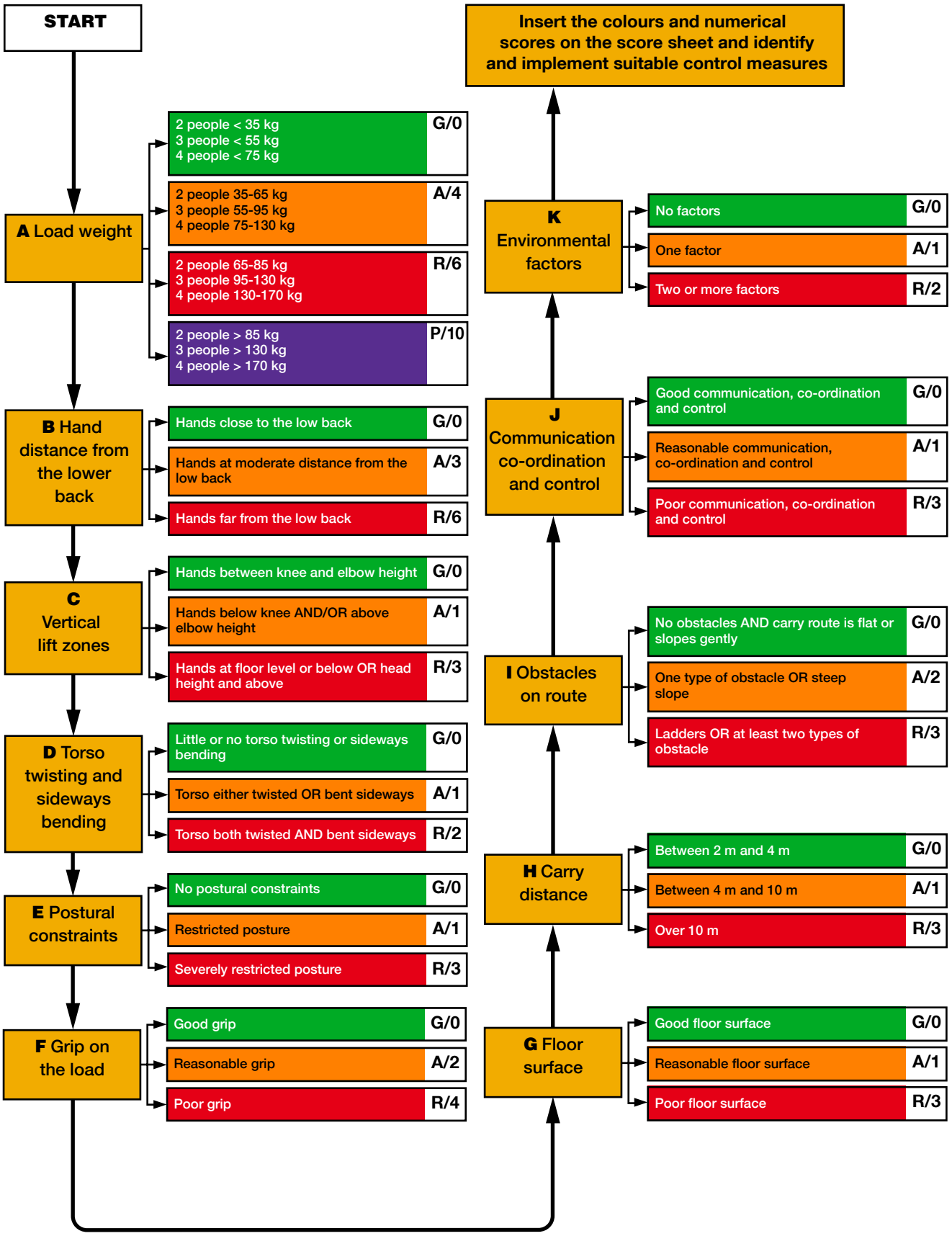
Good communication, co-ordination and control	G/0	Reasonable communication, co-ordination and control	A/1	Poor communication, co-ordination and control	R/3

K Environmental factors

Observe the work environment and score if the handling operation takes place in extremes of temperature, with strong air movements, or in extreme lighting conditions (dark, bright or poor contrast). If one of the risk factors is present score **1**, if two or more of the risk factors are present score **2**.

No factors	G/0	One factor	A/1	Two or more factors	R/2

Team handling operations flowchart



Further reading

1 *The Risk Assessment of Pushing and Pulling Tool – RAPP tool* Leaflet INDG478 HSE Books 2016 www.hse.gov.uk/msd/toolkit.htm

2 *The guide to the handling of people: A systems approach 6th edition* (HOP6) Backcare Trading: Sunbury-on-Thames 2011 www.backcaretrading.org.uk

3 *Assessment of Repetitive Tasks of the upper limbs (the ART tool): Guidance for health and safety practitioners, consultants, ergonomists and large organisations* Leaflet INDG438 HSE Books 2010 www.hse.gov.uk/pubns/indg438.htm

4 *Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations L23* (Fourth edition) HSE Books 2016 www.hse.gov.uk/pubns/books/l23.htm

5 *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm

6 *Upper limb disorders in the workplace* HSG60 (Second edition) HSE Books 2002 www.hse.gov.uk/pubns/books/hsg60.htm

7 *Variable manual handling assessment chart (V-MAC) tool Excel spreadsheet* available via www.hse.gov.uk/msd/mac/vmac/

8 *Manual handling at work. A brief guide* Leaflet INDG143(rev3) HSE Books 2012 www.hse.gov.uk/pubns/indg143.htm

9 *Making the best use of lifting and handling aids* Leaflet INDG398(rev1) HSE Books 2013 www.hse.gov.uk/pubns/indg398.htm

10 *Managing upper limb disorders in your business: A brief guide for employers* Leaflet INDG171(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg171.htm

Further information

For information about health and safety visit https://books.hse.gov.uk or http://www.hse.gov.uk. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

To report inconsistencies or inaccuracies in this guidance email: commissioning@wlt.com.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

First published 11/18. This leaflet is available at: www.hse.gov.uk/pubns/indg383.htm.

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Score sheet

Company/site

Name/purpose of activity

Location of activity

Team/individuals involved

What items are handled?

When does the task take place (shift/time of day)?

Are there indications that the task is high risk for MSDs?

- ☐ Task has a history of manual handling incidents (eg company accident book, RIDDOR reports) or lost time.
- ☐ Task is known to be strenuous, can be done by only a few people or employees complain about MSD risk.
- ☐ Employees doing the work appear to be struggling or finding it hard work (eg red-faced, sweating) or ask for help.
- ☐ Other indications. If so, what?

List any significant psychosocial factors (eg high workloads, tight deadlines, lack of control over the work and working methods)

Do I need to do a full risk assessment?

Do any of these apply to you?

- ☐ The activities do not meet the assumptions of the MAC, eg lifting or lowering at more than 12 lifts per minute/one lift every five seconds.
- ☐ You have individual employees who may be at significant risk, eg pregnant women, young workers, people new to the workforce or job, those with a significant health problem or a recent manual handling injury.
- ☐ Factors from Schedule 1 of the Manual Handling Operations Regulations not included in the MAC are important (see 'Other risk factors' below).
- ☐ The types of handling are not covered by the MAC or are outside the risk filter limits for:
  - handling when seated (5 kg for men and 3 kg for women);
  - carrying on the shoulder without lifting the load first.

Other risk factors

- ☐ Large vertical movement
- ☐ Risk of sudden movement of loads
- ☐ A rate of work imposed by a process
- ☐ Load unstable or with contents likely to shift
- ☐ Load sharp, hot or otherwise potentially damaging
- ☐ Task requires unusual strength, height etc
- ☐ Task requires special information or training for its safe performance
- ☐ Movement or posture is hindered by personal protective equipment (PPE) or clothing

If you have not ticked any of the boxes, start your MAC assessment.

If you have ticked any of the boxes, you are likely to need to do a full risk assessment using the **online checklists** – www.hse.gov.uk/pubns/ck5.pdf

If you use the MAC and then decide to carry out a full risk assessment, you can use the information you have already got as the basis for that.

Date: **Signature:**

Risk factors	**Colour band (G, A, R or P)**			**Numerical score (for comparison)**			**Possible control measures to reduce the risk of red/amber factors – see www.hse.gov.uk/msd/mac/control-measures-scoresheet.htm for more information**
	Lift	Carry	Team	Lift	Carry	Team	
Load weight/frequency							
Hand distance from the lower back							
Vertical lift zones		**N/A**			**N/A**		
Torso twisting and sideways bending OR Asymmetrical torso or load (carrying)							
Postural constraints							
Grip on the load							
Floor surface							
Carry distance	**N/A**			**N/A**			
Obstacles on route	**N/A**			**N/A**			
Communication, co-ordination and control	**N/A**	**N/A**		**N/A**	**N/A**		
Environmental factors							
	Total score:						

3.7 HAZARDOUS SUBSTANCES

3.7.1 The Control of Substances Hazardous to Health (COSHH) Regulations, provides a legal framework for controlling the exposure of employees to hazardous substances used in and arising from work activities.

* The essential requirement of the COSHH Regulations is for employers to make an assessment of the risk to employees health, arising from work processes and take measures to protect the health of employees and others.

* Hazardous substances to which the regulations apply are defined as follows. Any substance including any preparation containing the substance which is:

(a) A substance classified as being; toxic, very toxic, harmful, corrosive, irritant or sensitising.

(b) A substance which has a Workplace Exposure Limited (WEL).
(These substances are defined in HSE Guidance Note EH40).

(c) Any substances that have a chronic or delayed effect.

(d) Biological agents

(e) Dust, of any kind, when present in substantial concentration in air.

(f) A substance not contained in the definitions given in (a) to (d) above, which creates a hazard to the health of any person which is comparable with the hazards mentioned in substance exposure.

IT IS IMPORTANT TO NOTE:

(i) Reduction in exposure must be obtained so far as is practicable by means other than personal protective equipment. (Personal protective equipment is a last resort).

(ii) Exposure to Hazardous Substances must be reduced so far as is practicable. The workplace exposure limits (WEL) should be regarded as a minimum standard which should be bettered if practicable.

3.7.2 The Company must ensure that it's **sub-contractors** comply with the regulations by:

(a) Providing a list of substances that they intend to use on site.

(b) Providing assessment of risk arising from their activities which may affect their own employees and others working in the vicinity.

(c) Detailing control measures required to minimise the risk from hazards identified in the assessment.

The sub-contractor should then be monitored by the **Administrator** to ensure that his assessments are adequate and that control measures used are, effective and properly maintained.

3.7.3 An Action Plan as follows has been adopted by this Company:

1. Assessments should only be carried out by persons who are competent and have received sufficient instruction and training.

2. Prepare an inventory of all substances used within the Company and hazardous processes.

3. Obtain information such as Hazard Data Sheets from manufacturer or suppliers for each substance identified and establish which substance are hazardous as defined.

4. Identify the process/activity association with each hazardous substance.

5. Commence the assessment programme starting with the more hazardous substance/activities identifying the control strategies needed in each case.

6. Implement control measures, monitor their effectiveness and ensure they are maintained.

7. Instigate a health surveillance programme if needed

8. Records are to be kept of all inventories, assessments and results of monitoring that is undertaken in the workplace.

The following checklist which describes the procedures to achieve the action plan.

3.7.4 ASSESSMENT

* What substances are present and in what form?
- Check inventory list, identify substances and review Data Sheet.
- If no information available, request immediately from supplier.

* What harmful effects are possible?
- Check information on Data Sheets.

* Where and how are the substances actually used, stored or disposed of?
- Check Data Sheets, additional information from in-Company resources, Sitesafe UK Ltd.

* What harmful substances are given off? (dust, fumes etc).
- Check existing data resources and previous experience of use.

* Who could be effected, to what extent and how long for?
- Check out actual operations. Monitor to produce and identify answers if previous experience is not available.

* Under what circumstances?
- Check on location of operation and existing environmental conditions (eg, confined space, poor ventilation).

* How likely is it that exposure will happen?
- Check how frequently the operation is carried out and for what duration.
- Assess the probability of risk of exposure to the operative or other persons.

NOTE: Substances can be inhaled, ingested, absorbed, injected through skin or mucous membrane.

* What precautions need to be taken?
- Can the substance be eliminated.
- Can the substance be substituted for a less hazardous substance.
- Can engineering controls be used (eg extraction, forced ventilation, dilution etc).
- Do personal protective measures need to be taken.

The above information should be recorded in a systematic way and conclusions reached should be retained until replaced by a new assessment.

* At the conclusion of the assessment the following action should have been taken:

The information should have been gathered in a systematic way, questioning, reviewing technical/trade literature, HSE guidance etc. The hazards and associated risks should have been identified. From an analysis of the information, conclusions on control measures should have been made and recorded.

A record should have been made in order to inform and/or train employees and a copy maintained on file for future records.

NOTE: If at any time during the assessment the substance and/or operation is not likely to be a hazard to the employee health the assessment can be terminated but a record of the assessment must be retained.

3.7.5 Control

* On the basis of the assessment, appropriate control measures will be established following the key points listed below:

Remove the hazardous substance by changing the process.
Substitute with safer substances.
Totally enclose process.
Partially enclose and extraction equipment.
General ventilation.
Using safe systems of work and handling procedures.

NOTE: The provision of control measures is not sufficient in itself, they must be properly applied and supervised by the **Administrator/Principal.**

* Where the control measure is an engineering control eg. exhaust ventilation, it must be kept in efficient working order and good repair. They must be examined and tested at regular intervals. Personal protective equipment including respirators and breathing apparatus must be examined frequently.

3.7.6 Monitoring Exposure

* Working exposure should be monitored in certain cases, eg:
  - Where there could be a serious risk to health should the control measures fail.
  - Where there is doubt that the exposure limits are being achieved.
  - Where there is any doubt that the control measures are working.

NOTE: Results should be kept along with the assessment record.

3.7.7 Health Surveillance

* Regulation 6 of the Management of Health and Safety at Work Regulations requires 'Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment'.

* The Company will establish a tiered approach to the health surveillance of it's workforce, which will start (Tier 1) with all new employees being required to complete a questionnaire asking whether they have existing associated symptoms and to establish a health baseline for the individual. If any such symptoms are identified they will be referred to an occupational health professional to establish they are fit to work.

* All substances and processes will be assessed by a competent person and controls established to remove or significantly reduce the risk of exposure. The employees will be required to sign the assessments to acknowledge the controls required and that they will follow the safe systems of work established. The **Principal** will be responsible for ensuring controls are applied on a day to day basis.

* The Company will carry out annual screening program (Tier 2) using the questionnaire principal, which will ask workers if they experience certain symptoms which could be associated with the work they carry out for the company. If any symptoms are identified the company will not interpret them but, will remove the worker from further exposure

and refer the worker to an occupational health professional for formal assessment and diagnosis.

* Tier 3 of the Health surveillance program is the clinical assessment carried out by an appointed occupational health professional. A qualified person will conduct an interview and examination on the worker to establish and interpret the symptoms, which will lead to a formal diagnosis (Tier 4).

* The Company will establish a health screening policy for its workforce who regularly work with substances or processes which are hazardous to their health. The program will cover; skin condition checks, lung function, general health, HAV and audiometry tests.

* Workers required to wear respiratory protection to protect them against substances hazardous to health will be subject to 'Face Fit Testing' which will ensure the equipment issued provides the required protection. The workforce are reminded that most respiratory protection requires the user to be clean shaven in order that an effective fit can be achieved.

3.7.8 Informing Employees

* The key requirements to meet the need to inform employees and/or others should cover the following:

  The risks arising from their work or contact with work activities.
  The precautions to be taken and control measures established.

  In addition if monitoring or health surveillance is undertaken.
  The results of any monitoring
  The collective - non personal - results of health surveillance.

* This information will be provided during Company induction and specific project inductions.

3.7.9 General Guidance

* Suppliers of substances for use in the workplace have a legal duty to provide information on their products. This may be in a number of forms eg. data sheets, labels etc. If it is not provided it MUST be obtained before the substance is used.

  Additional information on substances can be obtained from the following publications.

  The Control of Substances Hazardous to Health Regulations.
  HSE Guidance Note EH40 (substances in this listing have been given Workplace Exposure Limits (WEL).

3.7.10 Assessment Review

* A review of the original assessment may be required when:

  (a) There is reason to suppose that the original assessment is no longer valid.

  (b) If the circumstances of the work change significantly - eg:

  - Volume of production
  - Plant
  - Materials
  - Process
  - Control measures.

  (c) Where any of the following is reported or becomes known:

  - Ill health is reported or identified during health screening.
  - New evidence on substances.
  - Monitoring shows loss of control.
  - New or improved techniques of control becomes known.

* However, in addition it is this Company's policy to review assessments annually and update as necessary.

3.7.11 Dust

* Dust of any kind when present is substantial concentration in air is considered to be hazardous to health, as defined by the Control of Substances Hazardous to Health Regulations.

  Workers exposed to dust concentrations must be protected either by reducing the concentrations which may be dangerously high in the immediate breathing zone unless it is extracted away at source. Forced draught ventilation may need to be provided in confined spaces. Accumulation of dust behind false ceilings, plaster work and under floor boards disturbed during refurbishment work and dust behind false-work created in demolition work and from waste sorting or crushing operations is a major problem.

  Dust measurement by either environmental monitoring or personal sampler is the only reliable way of assessing a safe working environment. A dust cloud cannot always be seen. The smallest particles visible to the naked eye are 50-100 microns and particles that can penetrate the smallest air passage of the lungs are those below 5 microns. It is therefore, unwise to rely on the naked eye in judging if there is a dust cloud or not.

* Certain dusts are "hazardous" even in low concentrations and their presence necessitates C.O.S.H.H. assessments to be carried out. These include:

  (a) Certain wood dusts which can be irritant to the membranes of the respiratory

passages, in particular, hardwood dust has a control limit of 5 milligrams per cubic metre, 8 hour time weighted average.

(b) Man made mineral fibres which are the subject to HSE Guidance Note EH46 "Man made mineral fibres".

3.8 YOUNG PERSONS

3.8.1 Introduction

This section provides information on the specific provisions of the Management of Health and Safety at Work Regulations (Management Regulations) Relating to Young Persons and highlights the key issues for inspection and enforcement.

3.8.2 Guidance

* Practical guidance on the regulations is given in HSE's guidance booklet HSG165 'Young people at work - a guide for employers'. The guide concentrates on the regulations and does not cover every aspect of the employment of young persons (Yps), although it contains brief information on some more specific issues e.g. the provision and use of work equipment.

* HSE has also produced joint guidance for work experience organisers, HSG199 'Managing Health and Safety on Work Experience - A guide for organisers in collaboration with the Department of Education and Employment (now the Department for Education and Skills (DfES), the Scottish Executive and the National Assembly for Wales.

* This guidance is aimed specifically at organisers of work experience placement i.e. schools, education business partnerships etc. It explains how they might assist employers (i.e placement providers) to comply with the Management Regulations. It also builds on the references to health and safety in the existing DfES booklets, Work experience - a guide for employers, and Work experience.

3.8.3 Summary requirements

* The Management Regulations place particular duties on employers of young persons. Young persons are defined as being persons who have not attained 18 years. There are extra duties if the young person is a child, i.e under minimum school leaving age (SMLA).

  In essence, the Regulations introduce:

  (1) a requirement to take particular account of certain specified factors when carrying out or reviewing risk assessments.

  (2) a requirement that the risk assessment be carried out before the young person starts work;

  (3) a requirement to prohibit young person from certain work if risk assessment identifies a significant risk which cannot be eliminated;

  and in cases where the young person is a child:

(4) a requirement to provide specified information to parents/guardians.

* The requirement above may give rise to situations where the employer should prohibit young persons form certain work even though the risks involved would be considered acceptable for adults.

* Students and schoolchildren under 18 years, including those undergoing work experience, are covered by the Management Regulations. This is because persons undertaking 'relevant training' are considered as employees for the purposes of health and safety law, by virtue of the Health and Safety (Training for Employment) Regulations.

SPECIFIC DUTIES

3.8.4 Risk assessment

Regulation 3(4) and 3(5) define requirements for risk assessment in situations where young persons are employed or are about to be employed.

* The effect of reg 3(4) is that before an employer employs a young person they should carry out a risk assessment which takes particular account of risks to the young person. Employers who already employ young persons are also required by reg 3(4) to review their existing assessments 'forthwith'.

* Regulation 3(5) requires that the risk assessment takes into account certain specified factors. In so doing, it more closely defines the existing requirement to 'make a suitable and sufficient assessment' (the Management Regulations reg 3(1). It has the effect of clarifying the nature of the employers duty but it does not introduce a higher standard of compliance.

* Where employers are already complying with existing regulations (e.g the Management Regulations reg 3(1)(a)), all that may be necessary to comply with regs 3(4) and 3(5) is to review the factors taken into account in the assessment to ensure the measures taken are appropriate to young persons. However, employers will need to be alert to the fact that in some situations the appropriate measure arising from this review may be to prohibit young persons from carrying out the work.

* In many cases there will be scope for using generic assessments which reflect core hazards and risks associated with the employment of young persons in particular types of work. Such generic assessments will be subject to the same limitations as 'model' assessments (Management Regulations ACoP para 17) and should be treated in a similar fashion.

* The factors specified in reg 3(5) cover both the psychological and physiological characteristics of young persons. These are considered separately in the following paragraphs.

3.8.5 Psychological factors

* The assessment should take into account the inexperience and immaturity of the young persons and also their possible lack of awareness of existing or potential risks. There may be situations where these factors are of sufficient importance that the young persons should be prohibited from the work.

* In other cases provision of additional supervision and information may be necessary. The table in HSG 165 Section 4 gives some pointers to situations where this is likely to be the case and where sector specific guidance has been produced this may also be relevant.

3.8.6 Physiological factors

* Particular physiological factors which should be considered in relation to the immaturity of young persons (reg3(5)(a)) include;

    (1) availability of PPE which is suitable for young persons (e.g appropriate fit);

    (2) stature, strength and reach of young persons in relation to their ability to operate controls (this is likely to be particularly relevant to the operation of vehicles and power tools) and

    (3) body dimensions of young persons in relation to safe distances used to prevent access to danger zones (see BS5304: 1988 Code of practice for safety of machinery and BSEN 294: 1992 Safety of machinery: safety distances to prevent danger zones being reached by the upper limbs).

* Regulations 3(5)(g) requires that employers take into account risks arising from a number of agents, processes and work detailed in the Annex to the Young Workers Directive. These are listed in the first column of the table in Section 4 in HSG165, together with guidance intended to assist the assessment process.

* In many cases the physiological risks to adults and young persons are the same. However, there are some areas where young workers may require greater protection because of physiological differences. The table indicates that these are:

    (1) work where pace is determined by machinery (muscle strength not fully developed);

    (2) work in high pressure atmospheres (bones not fully developed and may be at greater risk of long term harm);

    (3) ionising radiation (slightly greater risk of developing cancer and hereditary effects) and

    (4) whole body vibration (WBV) (greater risk of spinal damage as bones not fully

matured and muscle strength not fully developed).

* Column 3 of the table gives some guidance on the measures which might be appropriate to take account of machinery paced work, high pressure atmospheres and ionising radiation.

3.8.7 Provision of information

* Regulation 10(2) requires employers who employ children (i.e young persons below the MSLA) to provide information to the parents on the risks identified in the risk assessment and also on the associated control measures which are provided. This requirement is additional to requirements under other legislation to provide information to employees.

* Regulations 10(2) states that the information provided to parents, relating to the findings of the risk assessment and to the preventative and protective measures, shall be 'comprehensible and relevant'. HSG165 makes it clear that HSE will be satisfied if the information covers the key finding of the risk assessment. Similarly the information needs only cover those preventative and protective measures which arise from the key findings of the risk assessment.

* Legal definition of MSLA and the term 'a parent' are given in the regulations, referenced to other legislation. The definition of 'parent' includes a legal guardian.

* HSG165 makes it clear that HSE will not require the information to parents to be in writing and accepts that the employer may arrange for it to be transmitted to the parent by the child or (in the case of children on work experience placements) by intermediaries. Legal advice is that this will be sufficient to meet the requirements of the regulations provided the employer is satisfied that the information will be passed on.

3.8.8 Protection from risk

* Regulation 19 requires employers to take measures to ensure young persons are not exposed to significant risk. These measures should be based on the outcome of the risk assessment and in some cases may include the employer prohibiting the young person from certain types of work.

  This type of prohibition is most likely to arise in situations where the experience, maturity and awareness of a young person would be insufficient to allow the work to be carried out without significant risk.

* The requirement in Regulation 19 to prohibit young persons from certain types of work does not apply to those who are over the MSLA and who are doing work

  (1) necessary for their training;

(2) under the supervision of a competent person; and

(3) where any risk is reduced to the lowest level that is reasonably practicable.

* This is likely to be the case in many vocational training situations, e.g government-funded training, modern apprenticeships, in-house training, and the work qualifying for NVQ/SVQ assessment. Children below the MSLA may not do work involving the stated risks in regulation 19(2) under any circumstances including for training or work experience.

* The requirement for employers to prohibit young persons from certain work and also the relaxation of this requirement are both subject to the provision that there are no other conflicting legal requirements.

3.9 DISPLAY SCREENS

The Health & Safety (Display Screen Equipment) Regulations sets out broad general duties which apply to all visual display units used in the working environment. The Regulations require an analysis of work stations to assess and reduce risks.

3.9.1 Assessments

* The **Administrator** will be responsible for ensuring all existing and new work stations have been suitably assessed. Such assessments will be reviewed where there is a reason to suspect that it is no longer valid or there has been sufficient change in the matters to which it relates.

* The **Administrator** will be responsible for ensuring that risk factors identified in such assessments are reduced to the lowest extent practical.

3.9.2 Work Routines

* Daily work on display unit equipment shall be planned to ensure there are adequate periodical interruptions.

3.9.3 Eyes and Eyesight

* Where a person is already a user of display screen equipment prior to the implementation of the Display Screen Regulations the company will provide at their request an appropriate eyesight test which will be carried out by a competent person.

* Where necessary, those working with visual display units, will be provided with special corrective appliances appropriate to the work they are undertaking.

3.9.4 Work Stations

* The company will ensure that all new and existing work stations meet the requirements of the Regulations with a view to securing the health, safety and welfare of persons at work.

3.9.5 Hazards

* Display screen equipment has been associated with a range of symptoms related to visual systems and working posture. These often reflect body fatigue. To eliminate these hazards work stations will be designed applying ergonomic principles. Further reference and guidance can be found in the Display Work Equipment, Guidance on Regulations.

3.9.6 Equipment

* General comment;

  The use as such of the equipment must not be a source of risk for operators or users.

* Display screen

  The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

  The image on the screen should be stable, with no flickering or other forms of instability.

  The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user and also be easily adjustable to ambient conditions.

  The screen must swivel and tilt easily and freely to suit the needs of the operator or user.

  It should be possible to use a separate base for the screen or an adjustable table.

  The screen shall be free of reflective glare and reflections liable to cause discomfort to the operator or user.

* Keyboard

  The keyboard shall be tiltable and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.

  The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator or user.

  The keyboard shall have a matt surface to avoid reflective glare.

  The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

  The symbols on the keys shall be adequately contrasted and legible from the design working position.

* Work desk or work surface

  The work desk or work surface shall have a sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

There shall be adequate space for operators or users to find a comfortable position.

* Work chair

The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position.

The seat shall be adjustable in height.

The seat back shall be adjustable in both height and tilt.

A footrest shall be made available to any operator or user who wishes one.

3.9.7 Environment

* Space requirements

The workstation shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements.

* Lighting

Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.

Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

* Reflections and glare

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucid walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

* Noise

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped with a view in particular to ensuring that attention

is not distracted and speech is not disturbed.

* Heat

  Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users.

* Radiation

  All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of operators or users health and safety.

3.10 SAFETY TRAINING

3.10.1 Training

* Under Section 2(2)(c) HASAWA, it is the duty of every employer to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employee.

* The Management of Health and Safety at Work Regulations states that employers must take into account employees capabilities as regard health and safety to any tasks they are required to undertake.

* The Work at Height Regulations 2005 requires those who are engaged in work at height including it's organisation, planning and supervision must be trained and competent.

* The Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to ensure employees are provided with adequate safety training.

Other regulations also require training or a level of competence these are usually isolated to specific activities e.g The Provision and Use of Work Equipment Regulations, The Control of Lead at Work, The Control of Asbestos at Work Regulations, First Aid at Work Regulations and The Construction (Design and Management) Regulations.

The above is a small sample of legislation lead obligations to train employees to be able to work and be at work safely, the Company identifies their duty to ensure employees are adequately trained and considers such training to be a corner stone to health and safety within the organisation.

3.10.2 In order to fulfill the Company's legal obligation towards the training of its employees pre work and on-site induction sessions will be held, the aim of which will be to introduce them to the Company's Safety Policy and procedures for implementing that policy. Any hazards particular to the work place together with action required to prevent accidents will be explained.

* Sessions will be carried out as required by the **Principal,** assisted as and when necessary by safety instructors. A record of attendance must be maintained at their place of work, and later returned to the Company H/Q for the individuals training records.

* This training arrangement will be extended to any Sub-Contractor on sites under the control of this company, particularly where their operations are likely to put company employees at risk. In addition to induction training the **Principal** will deliver regular toolbox talks on relevant health and safety subjects associated with the project. Again, training records of such talks will be maintained in the construction safety plan.

3.10.3 Routine Training

Operatives:

* Operatives will be instructed and trained as and when the situation arises to ensure that they are made aware of any hazards associated with operations to be undertaken and of steps to be taken to work safely.

Staff:

* Safety awareness training sessions and legislation updates for staff should be arranged by management pre-contract or on an annual basis. All site staff will attend a basic Safety Course prior to starting work with the company for the first time.

Site Safety Supervisors (SSSTS)

* This company identifies the importance of a supervisory team who have a sound safety knowledge and has committed to training all of it's supervisory staff as a minimum to the SSSTS standard.

3.10.4 Induction Session (on site).

Checklist:

The following is a list of points to be covered during each induction session on site;:

* The Company Health & Safety Policy, Procedures and responsibilities.

* Specific hazards likely to be encountered and steps to be taken to minimize risk (job specific).

* General hazards likely to be found at the work place and their control (noise, dust, fumes, falls from height, falling objects, excavations etc.).

* Site Rules - (e.g., speed limits, riding on plant, operating plant, mounting abrasive wheels, permits to dig etc.)

* Accident prevention, control and reporting. First aid facilities and emergency procedures.

* Welfare facilities.

* Details of people with special responsibilities for safety, (e.g. **The Board of Directors, Principal, Administrator, Duty Junior Dean**) including how to get advice on safety matters (e.g Company Health & Safety Policy Manual, Sitesafe UK Ltd help line).

* Protective clothing and equipment (availability and use), harmful substances and their correct use;

* The duties of employees and the self-employed

Employees Duties:-
(a) Take care of self and others
(b) Co-operate with employer on safety matters,
(c) Not to interfere or misuse anything provided for Health & Safety.

Fines:
(d) Unlimited (Crown Court)
(e) Or up to 2 years prison sentence
(f) Or both.

3.10.5 Employees joining the Company under an Employment Training Scheme will be treated as employees in respect of Health and Safety Legislation and are therefore, protected by the Health and Safety at Work Act in the same way as direct employees.

* Employment trainees will attend a basic Safety Introduction Course, before they start work at site/office.

* They will, thereafter be visited regularly by Sitesafe UK Ltd who will monitor and report on their safety training.

3.10.6 It is essential that during their training at the workplace management ensure the following:

(a) Induction training has been given.

(b) The necessary information, instruction and training is given in respect of work to be carried out foreseeable hazards should be pointed out together with the precautions to be taken to establish safe systems of work.

(c) Adequate supervision is provided.

3.10.7 Work in Member States

* The systems of work in this Health and Safety Procedures manual are applicable to overseas contracts and where necessary may need to be used in conjunction with local rules and regulations of member governments and/or clients.

3.10.8 Fire safety training

* If you are given specific duties in relation to fire safety you will be trained to carry out the tasks allocated as part of those duties.

* All employees will be given instruction relating to the Company fire action plan, which will include but may not be limited to; What to do in the event of discovering a fire, how to raise the alarm, what to do on hearing the alarm, location and use of fire extinguishers, escape routes and assembly points, how to call the emergency services, arrangements for helping those with special needs in an emergency situation and general fire safety awareness.

3.10.9 Inductions (office)

All new employees will be inducted to the Company. As a minimum this induction will include;

a) An introduction to the Company safety policy
b) Safety reporting structure
c) Employee responsibilities
d) General risk assessments
e) HQ office fire procedure and arrangements
f) HQ office first aid procedure and arrangements
g) Welfare arrangements
h) Manual handling
i) VDU work stations
j) Substances hazardous to health
k) Company smoking policy.
l) Company alcohol and drugs policy
m) Working with electrical equipment
n) Safety signage
o) Personal protective equipment
p) General office safety
q) Getting additional health and safety advice and assistance

Those attending the above session will be required to sign an attendance sheet which will be held on the employee records at HQ.

3.10.10 Inductions (office) aide memoir

* The **Principal/Administrator** will ensure the following items are covered during induction training sessions and that a record of training is kept of such training periods.

A) Introduction to the Company's safety policy, ensure delegates are aware that the policy exists, where it can be viewed, the policy make-up i.e. statement, responsibilities and arrangements. Sections specific to their working environment and duties. How they will be informed of any changes to the policy.

B) Advise delegates of the need for an effective safety reporting system drawing their attention to Section 2.1 of the safety policy, identifying the appropriate reporting route should a safety issue occur.

C) Identify the employees health and safety responsibilities (Section 7 and 8 of the Health and Safety At Work Etc Act).

D) Identify the main hazards associated with the general working environment by showing general risk assessment. **Section 3. 2** of the Company's safety policy will be

viewed during this period which identifies the Company risk assessment procedure.

E + F) Using **Section 3.4** of the Company's health and safety policy, provide delegates with information of the fire and first aid arrangements. This session should identify the emergency assembly point, fire evacuation routine, what to do in the event of discovering a fire or hearing the fire alarm, what to do in the event of injury, who the first aider is and how to contact them, and how to record an accident in the accident book.

G) Using **Section 3.1** of the Company's health and safety policy identify the welfare facilities provided at the head office i.e. toilets, rest rooms, washing facilities and location of drinking water, advise delegates of how to report defect in these facilities.

H) Using section **3.6** of the Company's safety policy identify the need for safe manual handling techniques, using the kinetic lifting system demonstrate correct lifting using a box of photocopying paper or similar. Identify any aids provided by the company to reduce manual handling operation and instruct delegates to seek assistance if they believe a load is beyond their capabilities.

I) Using section **3.9** of the Company's safety policy identify the hazards associated with working with Visual Display Screens explain the requirement for workstation assessments and the importance of correct operator set-up. Identify items provided by the company to reduce the hazard of repetitive strain etc, i.e. adjustable tables and chairs, wrist rest, foot rest etc.

J) Using section **3.7** of the Company's safety policy identify the items within the office environment that are covered by the COSHH Regulations, the need for assessment, safe systems of work and appropriate PPE. Identify location of COSHH assessments and how to obtain and change PPE.

K) Using section **1.4** of the safety manual, identify the Company's smoking policy. Identify smoking and non smoking areas and systems provided for the disposal of cigarette butts.

L) Using section **3.14** of the Company's safety manual identify the Company's policy on drugs and drink in the workplace. Identify the system for reporting problems and the action that will be taken should an employee be suspected of being under the influence of either drink or drugs.

M) Identify the types of electrical equipment used within the office environment, their hazards and the requirement to test and mark equipment with its test result. The need for each user to visually inspect equipment before each period of use. Identify the types of defect visual inspections are aimed to identify, how to report problems when discovered.

N) Identify the types of safety signage used within the working environment and their

legal status i.e. red = prohibitory, blue = mandatory, yellow = warning and green = safety. Advise delegates that such signage must be observed and must not be obstructed.

O) Using section **3.5** of the Company's safety policy identify types of PPE available, their use and how to obtain them should the task being carried out require them. Identify the need to provide a system of work so far as is reasonably practical that eliminates the need for PPE.

P) Using section **3.16** of the Company's safety policy, identify the main hazards associated with working in the office environment and the systems of work utilised that reduce the risk of injury.

Q) Using the law poster 'What you should know', identifies who in and outside of the company can provide extra health and safety information if it is required.

3.10.11 Inductions (site) aide memoir.

All employees and sub-contractors will attend a pre-start induction, where they will be informed of known risks that exist to their health and safety, arising from the environment in which the project is to be carried out and the construction work to be undertaken. As a minimum this induction will include:

- Information on the management structure and reporting system on the project.
- Emergency procedures i.e. first aid and fire etc.
- Personal protective equipment and harmful substances.
- The duties of the employed and the self employed.
- Known hazard that exist on site and control measures provided to eliminate or reduce the risk level identified.
- Accident prevention, control and reporting.
- Site rules and general safety legislation.

Those attending the above session will be required to sign an attendance sheet which will be held within the construction file.

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3.10.12

STAFF SAFETY INDUCTION SHEET

EMPLOYEE NAME: .....

DATE EMPLOYMENT COMMENCED: .....

Ref	Subject	Date	*Employee	Instructor
01	Introduction to the Company Safety Policy			
02	Safety reporting structure			
03	Employee H & S responsibilities			
04	General risk assessment			
05	Head Office fire procedure and arrangements			
06	Head Office first aid procedure and arrangements			
07	Welfare arrangements			
08	Manual handling			
09	Working with VDUs			
10	Substances hazardous to health			
11	Company smoking policy			
12	Company alcohol and drugs policy			
13	Working with electrical equipment			
14	Safety signage			
15	Personal protective equipment (PPE)			
16	General office safety			
17	Additional H & S advice and assistance			

* to be signed by the employee following the period of instruction.

MIDDLEBURY COLLEGE -CMRS OXFORD HUMANITIES PROGRAM

PPE TRAINING RECORD

SURNAME..... INITIALS.....

WORKS NUMBER.....DEPARTMENT.....

PERIOD OF TRAINING: FROM.....TO.....

ITEM OF PPE.....

TASK.....

ITEMS COVERED
THEORY TRAINING

Explanations of risks, and why PPE needed	YES/NO
How equipment works and its limitations	YES/NO
How to select, use and store PPE	YES/NO
What factors can affect the level of protection	YES/NO
Other	YES/NO
.....	

PRACTICAL TRAINING

Practice in putting on, wearing and taking off equipment	YES/NO
How to inspect equipment and test it (if necessary)	
Practice in doing so	YES/NO
Instruction and practice in carrying out any permitted user maintenance	YES/NO
Other.....	
.....	YES/NO

NAME OF EMPLOYEE.....Signature.....

NAME OF INSTRUCTOR.....Signature.....
On behalf of **Middlebury College - CMRS Oxford Humanities Program**

.....Date.....

3.11 NEW EQUIPMENT

The Provision and Use of Work Equipment Regulations has been implemented under the Health & Safety at Work Act 1974 and lays down general requirements applicable to all work equipment. The **Principal** is responsible for ensuring that new and existing work equipment is suitable for its intended purpose.

3.11.1 Maintenance

* All work equipment will be maintained in an efficient state and efficient working order and maintenance logs will be kept up to date as required. All maintenance will be undertaken by a competent person.

3.11.2 Specific Risks

* Where the Company identifies that work equipment poses a specific risk to health and safety, the use and maintenance of such equipment will be restricted to designated personnel who will be given adequate training in the operations they have been designated to carry out. No unauthorised personnel are permitted to use company equipment.

3.11.3 Conformity

* The **Principal** will be responsible for ensuring that all work equipment provided for use complies with relevant UK legislation.

3.11.4 Dangerous Parts of Machinery

* The Company will take measures to prevent access to dangerous parts of machinery or any rotating or moving part thereof, before any person can enter a danger zone.

* The Company will provide fixed guards so far as is reasonably practical followed by other guards or protection devices, jigs, holders, push sticks or similar protective appliances.

* In addition adequate information, instruction, training and supervision will be given to all staff.

3.11.5 Specified Hazards

* Where the Company identifies specified hazards arising from the use of work equipment appropriate measures will be taken to prevent or control the hazard adequately. Such measures may include the issue of personal protective equipment, information, instruction and training.

3.11.6 High or Low Temperatures

* The Company will ensure that work equipment, components or any articles or substances which have high or very low temperatures are protected so as to prevent burns, scolds or sear injuries through contact with the offending surface.

3.11.7 Controls and Control Systems

* The Company will where appropriate ensure that start and operating controls are fitted to work equipment and that where these controls are fitted they can only be operated by a deliberate action.

* All equipment will be fitted with readily available stop controls. Emergency stop controls will also be fitted unless these controls are unnecessary.

3.11.8 General

* All work equipment will be stabilised where necessary to protect health and safety. A suitable supply of light will be provided which takes into account the operations carried out on a particular piece of equipment.

* Appropriate and clearly visible health and safety markings, and any health and safety warning signs or warning devices will be displayed on each piece of equipment, these markings will be unambiguous and easily perceived and understood.

* All new work equipment will be inspected by a competent person prior to its use and any new processes will be documented and undergo pre-use testing.

3.12 PERMIT TO WORK

3.12.1 The permit to work is an operational document prepared by a competent person who is familiar with the work procedures, hazards and all necessary precautions and who has carried out a thorough assessment of the situation.

* The permit gives written authority for persons to commence work and lays down the time it must stop. It sets out the correct sequence of work, the precise way in which the work is to be done, the responsibilities of all persons involved and the safety checks made and all precautions taken.

* The site safety supervisor responsible for carrying out the works detailed on the 'Permit To Work ' should sign the permit prior to work starting, confirming that he is aware of the conditions laid down within it and agreeing to abide by them.

* On completion of the works or expiry of the permit the **Contractor** should either:

(a) Sign the permit off as work completion and all personnel materials and equipment withdrawn.

or

(b) Request an extension from the "Competent Person".

3.12.2 Permits may be required for:

(a) Cold work in hazardous areas.
(b) Hot work in hazardous areas.
(c) Erection of structures, false work, scaffolding etc.
(d) Excavations
(e) Electric work (this may include and Electrical Isolation Certificate where work is to be carried out on high voltage equipment etc).
(f) Work on pipelines
(g) Entry into confined spaces.
(h) Chemical cleaning
(i) Vehicle/plant movement and maintenance.
(j) Demolition.
(k) Concrete pumping
(l) Work at height

This list is not exhaustive and all operations should be examined in detail and permits initiated if necessary.

3.12.3 In the event of an emergency occurring wherever a permit to work is in operation, the permit should be cancelled immediately and work should only commence when all procedures have again been checked and the permit has been re-issued and duly signed by the competent person.

References: There are a numerous HSE Guidance Notes and British Standards Codes of Practice of varied work procedures where permits to work may be recommended. This information can be provided through Sitesafe UK Ltd.

3.12.4 Notice of Permit to Work System

Project/Contract No.....

AS FROM.....hrs ON.....(date)

THE FOLLOWING POTENTIALLY HAZARDOUS WORK WILL BE IN THE COURSE OF BEING PERFORMED AT THE LOCATION GIVEN BELOW:

BEFORE ANY WORK IS COMMENCED IN THE ABOVE LOCATION A PERMIT-TO-WORK CERTIFICATE IS TO BE OBTAINED FROM:

Name and Initials.....

Title.....

Location..... Tel No.....

ENTRY INTO THE ABOVE LOCATION IS FORBIDDEN UNLESS PERSONNEL ARE COVERED BY A VALID PERMIT-TO-WORK CERTIFICATE

Signed.....

Title..... Date.....

Location..... Tel No.....

3.12.5 Request for Permit-to-Work Certificate

Request Serial No.....

Date.....

1. Request to:

   Name and Initials.....

   Title.....

   Company.....

2. Description and location of potentially hazardous work to be carried out:

3. Timing

   Work required to start at..... hrs on.....(date)

4. Request from:

   Name and initials.....

   Title.....

   Company.....

   Telephone Extension No.....

   Signature.....

   Date..... Time.....

Copy to be handed to permit issuing authority.
Copy to be retained by party making the request for record purposes

3.12.6 Certificate of Appointment of an Authorised Person

COMPANY NAME (PRINT) .....

ADDRESS .....

.....

This certificate is issued in compliance with the requirements of the Company's Health and Safety Policy.

Copy of this certificate is to be held at Company H.Q as a record of appointment.
Copy to be issued to authorised person

APPOINTMENT

This is to certify that Mr.....(PRINT NAME, INITIALS & TITLE) is fully conversant with the provisions of **.....** Site Operating Policy on Health, Safety and Security in respect of Permit-to-Work Systems and is hereby appointed an Authorized Person for purposes of (State Permit Type and Form No(s)

.....

LIMIT OF RESPONSIBILITY IF ANY.....
.....
.....

Signed.....NAME AND INITIALS (PRINT).....

TITLE.....LOCATION.....DATE.....

ACKNOWLEDGEMENT

I.....(PRINT NAME, INITIALS & TITLE) agree to undertake the duties of an AUTHORIZED PERSON as outlined above.

Signed..... DATE.....

3.12.7 ENTRY PERMIT (CONFINED SPACE)

Permit No.....

Contract.....
.....

P A R T 1	This permit is VALID ONLY from.....hours to.....hours Date..... This permit covers ENTRY ONLY to a confined space. All work entailed in effecting entry and after entry shall be covered by the appropriate WORK PERMIT - See Part 3A Below. ..... Location of enclosed space..... ..... Permit request No..... .

P A R T 2	CONDITION OF PLANT	Yes /No	Non applic	Signature
	1. The plant/equipment ***IS** isolated from all sources of danger.....	.....	.....	.....
	2. The main valves **ARE** closed and locked	.....	.....	.....
	3. The equipment **HAS** been drained/vented*	.....	.....	.....
	4. Dangerous sludge and other deposits **HAVE** been removed	.....	.....	.....
	5. Mechanical drives have been disconnected.....	.....	.....	.....
	6. Electrical circuits **HAVE** been locked off.....	.....	.....	.....
	7. The atmosphere **HAS** been tested and **IS** free from toxic and flammable substances	.....	.....	.....
		.....	.....	.....
	8. There IS an adequate supply of fresh air to the work location	.....	.....	.....
		.....	.....	.....
	9.	.....	.....	.....
	10.	.....	.....	.....
	11.	.....	.....	.....
	12.	.....	.....	.....
	13.	.....	.....	.....
	14.	.....	.....	.....
	15.	.....	.....	.....
	16.	.....	.....	.....

P A R T 3	SPECIAL PRECAUTIONS TO BE TAKEN	Yes /No	N/A	Signature
	A Additional permit for hot work/cold work *is	.....	.....	.....
	required.....	.....	.....	.....
	B Protective clothing **SHALL** be worn, specify	.....	.....	.....
	type.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....
	C Safety harnesses and lifeline shall be	.....	.....	.....
	worn.....	.....	.....	.....
	D Force ventilation **SHALL** be provided.....	.....	.....	.....
	E Fresh air/self contained *breathing apparatus **SHALL** be	.....	.....	.....
	worn.....	.....	.....	.....
	F Watcher(s) SHALL be posted.....	.....	.....	.....
	G Flameproof/intrinsically safe *lighting **SHALL** be	.....	.....	.....
	used.....	.....	.....	.....
	H Any other precautions	.....	.....	.....
	.....			
	.....			

*delete as appropriate

P A R T 4	AUTHORISATION Signature of issuing authority.....Time.....Date..... RECEIPT I have read this form and understand the special precautions to be taken prior to and during entry. Signed.....(person in charge of work) Time.....Date..... CLEARANCE Work in the above enclosed space has been completed (or stopped) and the men in my charge withdrawn. Signed.....(person in charge of work) Time.....Date..... CANCELLATION All copies of this permit are hereby cancelled. Signed .....(issuing authority) Time..... Date.....

3.12.8 Equipment to be Provided during entry into Confined Spaces

* Special atmosphere testing device.

3.12.9 Rescue Equipment to be Provided

* This should include:

(a) Two safety harnesses with adequate length of rope taking into account the location of the workplace;

(b) Intrinsically safe hand torches or car lamps;

(c) At least one set of suitable breathing apparatus and emergency breathing pack;

(d) First aid equipment;

(e) Fire fighting apparatus (dry powder or foam)

(f) Audible alarm for summoning help;

(g) Resuscitation equipment;

(h) Means of communicating with surface observer

3.12.10 Hot work permit Ref No: _____

Project:
Document Ref No:
Task or work operation: Duration of permit:
This permit to work is issued for the following work. No work other than that detailed must be carried out:
Is work to be carried out when plant, equipment or systems are in operation? Yes/No
Location of work:
Description of work:
Method of isolation/making safe:
Precautions In order * Ensure hot work equipment is suitable for use and in good order Yes/No * Check location and means of raising alarm Yes/No * Ensure location extinguishers/hose reels Yes/No * Inspect nearby areas Yes/No * Remove any combustible material from work area Yes/No * Remove any flammable liquid containers from work area (whether full or empty) Yes/No * Provide suitable and adequate projections against sparks and hot particles Yes/No * Follow-up inspection (.....hours .....mins later) Yes/No * Area correctly vented Yes/No
Extra precautions to be taken if plant, machinery or systems are in operation:
Authorisation is given to:
Name of person issuing permit
Position:
Signature:
Time: Date:

MIDDLEBURY COLLEGE - CMRS OXFORD HUMANITIES PROGRAM

Hot work permit

Ref No: _____

Receipt
I hereby declare that no work other than that stated will be carried out and all precautionary measures will be adhered to:
Name (person i/c work):
Designation:
Signature:
Company:
Clearance
I hereby declare that the work stated above has/has not been completed. Details if not completed.
Name:
Position:
Signature:
Company:
Cancellation
All copies of this permit to work are hereby cancelled.
Name:
Position:
Signature:
Date: Time:

3.13 SHARPS

3.13.1 When working on sites which have previously been standing empty for a period of time, or which have been used by squatters, more caution must be given to the possible risk of infection from blood transmitted diseases.

* Hepatitis and the H.I.V. virus can be contacted by a puncture wound from a blood contaminated 'Sharp'. Needles are the greater risk, but broken glass and contaminated razors must also be considered to a lesser degree.

* Should you be required to work in any area where a possible risk exists a risk assessment will have been carried out by the **Principal** before work starts. You will be given instructions on the manner in which you are to carry out the work and what personal protective equipment you will need to wear.

* If work is carried out in a common sense manner and you carry out all instructions given to you by the **Principal** then the risk factor will be minimal.

3.13.2 Handling and disposal of sharps.

1) When clearing debris which is possibly contaminated, heavy duty gloves must be worn at all times. Shovels should be used so far as possible to clear debris.

2) 'Do not' sort through piles of debris by hand.

3) 'Do not' put possibly contaminated debris in plastic bags and then carry them over your shoulder.

4) If needles, syringes, razors etc are found, report them to the **Principal** immediately. 'Do not' touch them unless you have been trained and re instructed to do so.

5) Any open wounds you may have, should be covered with a suitable waterproof dressing when working in possibly contaminated areas.

3.13.3 Action to be taken in the event of injury

1) If a cut or puncture wound is received, encourage free bleeding immediately, you can do this by squeezing the area around the wound to force out the flow of blood.

2) Wash the area thoroughly with soap and water.

3) Report immediately to the **Principal** who will ensure that you attend the casualty unit of the local hospital or your GP.

4) Any injury of this type must be recorded in the Company Accident Book.

3.14 DRUGS AND ALCOHOL

3.14.1 Introduction

The use of drugs and alcohol can be a serious workplace safety and health issue. Not only can their use lead to significant health problems but anyone under the influence of drugs or alcohol can be a hazard to themselves and others.

The Company is however, aware that many people have conditions that require drugs to help then live a normal life and that they could not work without them.

It is not only illegal drugs that cause problems at work. Legal ones purchased over the counter and prescribed by a doctor, can be misused. All will come with clear instructions identifying how they will affect the user (see side affects) and in many cases restricting what the user can and can't do whilst taking the drug. Driving and the use of plant and equipment are regularly identified as things to be avoided, this is often the case with strong pain killers and cold/flu remedies.

This is not however, just a problem for drivers, construction workers and machine operators. It can be an issue for all groups of workers. Many drugs can also have psychological effects that can affect performance or mental well being, especially after long-term use or if a dependency develops.

The use of alcohol and drugs socially may have no direct effect on the person's ability to work safely, but if a person comes to work under the influence of either of these it will impair their performance and can lead to them taking risks or putting others at risk, neither of which are acceptable.

The Company believes that alcohol and drugs have no place in the work environment, unless the drug is required for a medical condition and even in such situations need to be carefully managed. This requires the drug to be taken by the user only as prescribed and when necessary for the user's work activities to be adjusted by the Company to address any potential side affect problems.

3.14.2 What is drug Mis-use?

* Drug mis-use refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvent. Drug misuse can harm the mis-user both physically and mentally and through the mis-user's actions, other people and the environment.

* Successfully tackling drug misuse can benefit both our business and our employees. For example by:

* Saving on the cost of recruiting and training new employees to replace those whose employment might be terminated because of untreated drug misuse.

* Reducing the cost of absenteeism or impaired productivity.

* Creating a more productive environment by offering support to those employees who declare a drug related problem.

* Reducing the risk of accidents caused by impaired judgement.

* Enhancing the public perception of our organisation as a responsible employer.

* Contributing to society's efforts to combat drug abuse.

3.14.3 Who is at risk

* All kinds of people are involved in drug misuse - they do not conform to any stereotype. A lot of people who are involved in drug misuse are in work.

* Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels and this can lead to either impaired judgement or concentration.

* Drug misuse can also bring about the neglect of general health and well being. This may adversely influence performance at work, even when the misuse takes place outside the workplace.

3.14.4 Table one

Signs of misuse which we look for include;

- ❑ Sudden mood changes
- ❑ Unusual irritability or aggression
- ❑ A tendency to become confused
- ❑ Abnormal fluctuations in concentration and energy
- ❑ Impaired job performance
- ❑ Poor time-keeping
- ❑ Increased short-term sickness absence
- ❑ A deterioration in relationships with colleagues, customers or management
- ❑ Dishonesty and theft (arising from the need to maintain an expensive habit)

Remember all the signs shown above may be caused by other factors, such as stress and should be regarded only as indications that an employee may be misusing drugs.

3.14.5 The legal position

* We have a general duty under the Health and Safety at Work etc Act 1974 (HASAW Act) to ensure as far as is reasonably practicable the health, safety and welfare at work of our employees.

* We also have a duty under the Management of Health and Safety at Work Regulations 1999 to assess the risks to the health and safety of our employees. If we knowingly allow an employee under the influence of drug misuse to continue working and his or her behaviour places the employee or others at risk, we could be prosecuted.

* Our employees are also required to take reasonable care of themselves and others who could be affected by what they do at work.

* The Road Traffic Act 1988 states that any person who when driving or attempting to drive a motor vehicle on a road or other public place is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances.

* The principle legislation in the UK for controlling the misuse of drugs is the Misuse of Drugs Act 1971 (Amendment) Order 2024. Nearly all drugs with misuse and/or dependence liability are covered by it.

* The Act makes the production supply and possession of these controlled drugs unlawful, except in certain specified circumstances (for example, when they have been prescribed by a doctor). If we knowingly permit the production or supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on our premises we could be committing an offence.

* The Act lists the drugs that are subject to control and classifies them in three categories according to their relative harmfulness when misused.

CLASS A - Includes but are not limited to; ecstasy, cocaine, crack cocaine, heroine, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)

CLASS B - Includes but are not limited to oral preparations of speed, cannabis, ketamine, mephedrone and some amphetamines, barbiturates, codeine, gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), methlphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (e.g ethoxetamine).

CLASS C - Includes but are not limited to anabolic steroids, benzodiazepines (diazapam), Khat, nitrous oxide (laughing gas), piperazines (BZP) and

some tranquillisers.

* The penalties for offences involving controlled drugs depend on the classification of the drug. Penalties for misuse of Class A drugs are more severe than those for Class B drugs which in turn are more severe than the penalties for Class C drugs. The Act also distinguishes in terms of the penalties that may be imposed between the offences of possession and drug trafficking or supplying with the latter attracting higher penalties.

* It is possible that in certain circumstances charges may be brought against an employer or an employee under either this Act or the Health and Safety at Work Act or both. It would be up to the courts to decide on the circumstances of each case.

3.14.6 Policy on drug misuse

* **Aim -** This policy is aimed at all Company employees including Management and staff regardless of their status and exists to ensure drug misuse can be identified and dealt with at the earliest point to safeguard the mis-user and other company employees.

* **Responsibility** - All Supervisory Staff will be responsible for ensuring the policy is carried out on a day to day basis. The Company's **Principal** will have overall responsibility for making the policy effective.

* **Definition** - The Company defines drug misuse as any drug/substance taken in excess of that prescribed by the individuals General Practitioner or specialist. Incorrect use of items such as solvents glue or aerosols, use of non prescribed Class A, B or C substances.

Company Rules

1) Employees must not attend any place of work under the influence of a drug unless the Supervisor has been made aware of the drug effect and is safe given the task to be carried out.

Note:- This may include prescribed drugs or those brought as cold/flu remedy from a pharmacist.

2) The Company will do everything in its power to help those who identify they have a drug problem. Periods of absence for treatment and rehabilitation will be regarded as normal sickness.

3) The Company identify the addictive nature of many drugs and substances which are commonly misused and recognise the chance of relapses during periods of treatment and rehabilitation.

4) This policy will be reviewed regularly by the company to ensure it is effective and will be monitored by the **Principal** and our independent safety advisors Sitesafe UK Ltd.

Confidentiality

* The Company identifies the right of employees who have a drug problem and will treat all cases in the strictest of confidence subject to the provisions of the law.

Help

* The Company encourages any member of its workforce with a drug problem to seek help voluntarily. The **Principal** will provide advice and support so far as their knowledge and experience is able and will arrange after consultation with the individual help via local advisory services.

* Any employee who requires general information on the effects of drugs on health and safety should contact the Company's safety advisors who will provide material on behalf of the Company.

Disciplinary action

* The misuse of drugs or substances are known to impair performance and places both the user and those working around them at serious risk. For this reason any employee identified as having a drug problem who refuses to seek help or treatment is subject to the Company's disciplinary rules.

* Cases of gross misconduct may result in dismissal from the Company.

* Possession or dealing in illegal drugs identified by the Company will be reported immediately to the police. Employees should be aware that there is no alternative to this procedure.

3.14.7 Alcohol

* The Company policy aims to;

  - Promote awareness of alcohol related problems and addiction
  - Encourage a sensible approach to drinking alcohol
  - Ensure that the Company complies with its legal obligations
  - Indicate restrictions on drinking alcohol at work
  - Protect employees from the dangers of alcohol abuse and
  - Support employees with an alcohol related problem.

* **Health and Safety**

  In a social environment the consumption of alcohol in moderations is an accepted part of life. In the workplace however it can impair performance, result in inappropriate behaviour, can place both the individual and those around them in danger, as well as affect health because of this the Company have a zero tolerance to alcohol in the

workplace.

* In the workplace alcohol abuse can take different forms;

  - Attendance to work whilst still under the influence of alcohol
  - Occasional inappropriate drinking and
  - Consistently inappropriate drinking.

* Problems arising from the first and second category are more likely to be cases of misconduct whilst the third will be more likely to involve long term health and performance issues. In all cases the health of the individual employee will be affected and quite possibly the health and safety of those around them.

* While it will be clear if an individual is drunk at work, the symptoms of larger scale systematic alcohol abuse may be less obvious. Symptoms of alcohol abuse may include:
  - Frequent absences on Mondays and Fridays;
  - Unusually high rates of absenteeism;
  - Unkempt appearance/Lack of hygiene;
  - Spasmodic work patterns and lower productivity; or
  - Poor relations with others.

* **Restrictions on Drinking Alcohol at Work**

  - Employees may not consume alcohol during normal working hours nor should they be incapable of work through the consumption of alcohol whilst not at work.
  - Alcohol must not be consumed in any situation where as a consequence the safety of the individual, colleagues or visitors is put at risk.
  - Alcohol must not be consumed in excess (or in sufficient quantities to impinge on the exercise of any individual's duties) when on Company business outside normal working hours, for example when involved in functions or in providing hospitality.
  - Employees are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to the **Principal**.
  - Employees who are incapable of working through the consumption of alcohol will be immediately removed from duty and the matter reported to the **Principal.**
  - Employees will be held to be contributorily negligent in the event that whilst on Company business they cause an accident or damages to anyone or anything, and that the incident occurred due to the Employee's consumption of alcohol.

* **Disciplinary Action**

  Employees who are unfit or otherwise incapable for work through the consumption of alcohol will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal.

Procedure

- In the event that an employee is diagnosed with an alcohol related problem the Company will treat it as a health matter. However this does not excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.

- All alcohol related issues will be dealt with in a constructive and sympathetic manner. The individual responsible for all such issues is the **Principal** who will also provide any interested employees in confidence with details of where to seek more information or help.

- All requests for help or advice will be treated in the strictest confidence and all information gathered as a result will be held in accordance with General Data Protection Regulations.

- After receiving any appropriate medical reports the Company will provide support to any affected employees. Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.

- The Company reserves the right to require them to take paid leave if it is deemed appropriate.

- Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee (and where this is not possible to a suitable alternative).

- In the event that an employee following successful treatment for an alcohol related problem suffers a relapse the Company is under no obligation to make provision for any further treatment and the employee in question may face summary dismissal.

3.15 THE WORK AT HEIGHT REGULATIONS

Falls from height account for many fatal accidents at work each year. They remain the single biggest cause of workplace deaths and one of the main causes of major injury.

The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

3.15.1 Why are such regulations important ?

* These Regulations have been made to prevent the deaths and injuries caused each year by falls at work.

* They replace all the earlier regulations about working at height. The Work at Height Regulations consolidate previous legislation on working at height and implement minimum safety and health requirements for the use of equipment for work at height.

3.15.2 What is 'work at height'?

* A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

* 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

3.15.3 What do the Schedules to the Regulations cover?

*	They cover the detailed requirements for:	Schedule
1.	Existing places of work and means of access for work at height.	1
2.	Collective fall prevention (eg guard rails and toe boards).	2
3.	Working platforms.	3
4.	Collective fall arrest systems (eg nets, air bags etc).	4
5.	Personal fall protection (eg work restraints, work positioning, fall arrest and rope access.	5
6.	Ladders and step ladders.	6
7.	Inspection reports (for working platforms in construction only).	7

3.15.4 Do the rules apply to us?

Regulations 3 and 14

* The Work at Height Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed and any person who controls the work of others (e.g facilities managers, principal contractors or building owners who may contract others to work at height) to the extent they control the work.

* If we are working under someone else's control, regulation 14 says we must:

a) report any safety hazard to them;

b) use the equipment supplied (including safety devices) properly, following any training and instructions given (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

3.15.5 Special cases

Regulation 3, 15 and 16 and Schedule 2

* In certain cases the regulations can apply outside of Great Britain.

* There are some exemptions for shipping, offshore installations and docks. People and organizations acting in the interests of national security may be made exempt by the Secretary of State for Defense.

* We may ask the Health and Safety Executive (HSE) to exempt certain people, premises, equipment, or activity from some of the regulations relating to guard rails and the like, but we will have to show that there is no risk to anyone's health or safety if we do so.

3.15.6 What we, must do as your employer

Overriding principle

Regulation 6(3)

* We must do all that is reasonably practicable to prevent anyone falling.

3.15.7 The Regulations hierarchy

* The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

Duty holders must:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

3.15.8 Duty holders' responsibilities

The Regulations require duty holders to ensure:

a) all work at height is properly planned and organized;

b) all work at height takes account of weather conditions that could endanger health and safety;

c) those involved in work at height are trained and competent;

d) the place where work at height is done is safe;

e) equipment for work at height is appropriately inspected;

f) the risks from fragile surfaces are properly controlled; and

g) the risks from falling objects are properly controlled.

3.15.9 Planning

Regulations 4 and 6(1, 2)

* **We must:**

a) ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;

b) ensure that the work is properly planned, appropriately supervised and carried out in as safe a ways as is reasonably practicable;

c) plan for emergencies and rescue;

d) take account of the risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations.

3.15.10 Weather

Regulation 4(3, 4)

* We must ensure that the work is postponed while weather conditions endanger health and safety.

3.15.11 Staff training

Regulation 5 and 6(5)(b)

* We must ensure that everyone involved in the work is competent (or, if being trained, are supervised by a competent person). This includes involvement in organization, planning, supervision and the supply and maintenance of equipment.

* Where other precautions do not entirely eliminate the risk of a fall occurring, we must (as far as it is reasonably practicable to do so) train those who will be working at height, how to avoid falling and how to avoid or minimize injury to themselves should they fall.

3.15.12 The place where work is done

Regulation 6(4)

* We must ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment). Detailed safety requirements about where work is done at height are set out in Schedule 1 of the Regulations.

3.15.13 Equipment, temporary structures and safety features

Regulations 6(4)(b), 6(5)(a, b), 7, 8 and 12

* If we rely on the exception detailed above, we must provide equipment for preventing (as far as is reasonably practicable) a fall occurring.

* If the precautions detailed above do not entirely eliminate the risk of a fall occurring, we must do all that is reasonably practicable to minimize the distance and effect of a fall.

* When selecting equipment for work at height we must:

a) use the most suitable equipment;

b) give collective protection measures (eg guard rails) priority over personal protection

measures (eg safety harnesses);

c) take account of:

- the working conditions; and

- risks to the safety of all those at the place where the work equipment is to be used.

* We must ensure that all equipment, temporary structures (e.g scaffolding) and safety features comply with the detailed requirements of Schedules 2 to 6 of the Regulations.

3.15.14 Inspections

Regulations 12 and 13

a) 'Inspection' is defined by regulation 12(10) as 'such visual or more rigorous inspection by a competent person as is appropriate for safety purposes (including) any testing appropriate for those purposes'.

b) We must ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.

c) We must ensure that any item of a type mentioned in Schedules 2 to 6 is inspected:

after it is assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;

as often as is necessary to ensure safety and in particular to make sure that any deterioration can be detected and remedied in good time.

d) We must ensure that before we use any equipment which has come from another business and before any equipment leaves our business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these regulations has been carried out.

Note: This does not apply to lifting equipment governed by regulation 9(4) of the Lifting Equipment and Lifting Operations Regulations 1998, but since that rule is similar to this one there is little practical difference.

e) We must ensure that any platform used for (or for access to) construction work and from which a person could fall more than 2 m is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

'Platform' is widely defined to include areas like gangways and stairways.

f) We must ensure that the person inspecting a platform;

prepares a report before going off duty, giving the details listed in Schedule 7;

gives the report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done.

g) We must keep the report of a platform inspection made under the instructions given,

at the construction site until the work is completed;

then at an office of ours for another three months.

h) 'Keeping' a report means keeping it (or a copy) safe from loss and unauthorized interference and so that a printed copy can be supplied when required.

i) We must keep all other records of inspection until the next inspection has been carried out.

3.15.15 Fragile surfaces

Regulation 9

* We must ensure that no one working under our control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

* If anyone does work on or near a fragile surface we must:

a) ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guard rails and the like are provided (and used) to minimize the risk;

b) do all that is reasonably practicable, if any risk of a fall remains, to minimize the distance and effect of a fall.

* If anyone working under our control may go onto or near a fragile surface, we must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

3.15.16 Falling objects

Regulations 10 and 11

* Where it is necessary to prevent injury, we must do all that is reasonably practicable

to prevent anything falling.

* If it is not reasonably practicable, we must ensure that no one is injured by anything falling.

* We must ensure that nothing is:

a) thrown or tipped from height if it is likely to injure anyone;

b) stored in such a way that its movement is likely to injure anyone.

* If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, we must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorized people are unable to reach it.

3.15.17 Responsibilities

* The **Principal** will be responsible for ensuring any work carried out by this Company's employees or sub contractors, avoid work at height where it can be avoided.

* If work at height is necessary the **Principal** in conjunction with the **Administrator** will ensure work is correctly assessed and planned to prevent falls from height as far as is reasonably practicable to do so.

* The **Administrator** will be responsible for ensuring on a day by day basis that controls implemented to comply with The Work at Height Regulations 2005 are managed and enforced.

* Those employed to work at height will be adequately trained by this Company and must follow the instruction given for their safety whilst carrying out work at height.

3.16 OFFICE SAFETY

3.16.1 The office environment

* Good house-keeping in any environment will improve safety. General untidiness can cause accidents, many of which will result in personal injury. Avoid producing tripping hazards by keeping all floors, passages, stairways and doors clear of obstructions at all times.

* Trailing electric cables from equipment such as visual display units, typewriters, telephones and duplicating machines etc. must be kept to a minimum and positioned to prevent tripping hazards.

* Where this is unavoidable, cable protectors will be placed over the trailing cables. Trailing cables not only produce a tripping hazard, but on electrical appliances can cause or create other problems such as fire hazards, where cables become broken or frayed.

3.16.2 Filing and Storage

* When working from filing cabinets, only open one drawer at a time. If used incorrectly, cabinets can overturn. Never leave cabinet drawers open when not attended.

* Filing cabinets should always be loaded bottom drawer first and then work up.

* Never reach above face height for items from shelves etc. use a 'hop up' or steps where provided.

3.16.3 Lighting

* The Company will provide adequate lighting throughout the work area. A light level of 150 lux or above will be maintained in all access ways and 500 lux in general office areas.

* Employees should report lighting that is non operative, flickering or thought to be below the above standard.

* The Company will check lighting levels on a regular basis to ensure the required standard is maintained.

3.16.4 Machinery Hazards

* All office machines will be located in accordance with manufacturers recommendations and must always be operated as per the manufacturers operating instructions. In the event of a break down do not tamper with the machine. Report the matter to the **Administrator** immediately so that appropriate remedial action can be taken.

* Care must always be taken when using items such as staplers, knifes, scissors and guillotines etc. All have the ability to inflict serious injury. Additional care should be taken when storing these items. Avoid placing uncovered blades in drawers.

* Only those trained and authorised are permitted to use Company equipment. Do not bring personal equipment into the working environment.

3.16.5 Hazardous Substances

* Although chemical hazards may not be obvious in the office environment, chemicals used in photocopiers and printers etc can be toxic, irritant or harmful and as such care must be taken when using them. The COSHH Regulations will apply. (See Section **3.7** Hazardous Substances).

3.16.6 Manual handling

* Organise the work to minimise the amount of lifting necessary, using mechanical means or other aids if available. When help is needed for lifting heavy or awkward loads, get everyone to work together but make sure only one person gives, clear unhurried instructions. Provide protection for hands and feet, and protective clothing where necessary.

  Make sure that everyone knows the correct lifting techniques:
  See Section **3.6** manual handling).

  - Don't jerk and shove - twisting the body may cause injury

  - Lift in easy stages - floor to knee then from knee to carrying position. Reverse this lifting method when setting the load down.

  - Hold weights close to the body. Lift with the legs and keep the back straight.

  - Grip loads with palms, not fingertips. Don't change your grip while carrying.

  - Don't let the load obstruct your view. Make sure the route is clear before you start moving.

3.16.7 Visual display units (VDUs)

* Long periods of use may result in headaches, eye strain and back problems. Well designed work areas, comfortable seating and a properly adjusted screen should minimise these symptoms. There is no evidence at present that users of VDU's need to take special precautions to protect against radiation emissions.

3.16.8 Upper limb disorders.

* Keyboard operators maybe affected by upper limb disorders at some point in their working lives.

  The term covers a number of related medical conditions including; tenosynovitis, carpal tunnel syndrome, tennis elbow and heat conditions which affect the arms, particularly the hands and forearms. The symptoms of upper limb disorders include pain of affected parts. Typical causes are incorrect posture, too great a workload, over forceful movements and inadequate rest periods.

  Injury can be prevented by improved design of working areas (position of keyboard and VDU screens, heights of workbenches and chairs, lighting), adjustments of workloads and rest periods along with the provision of special tools.

3.17 ELECTRICAL

3.17.1 Temporary Electrical Installations

* Many accidents are caused on site each year through failure to ensure that all electrical installations are carried out by a competent persons. The great majority of accidents result in shock and/or burns and about one in every thirty is fatal. The main statutory factor preventing electrical accidents is the Electricity At Work Regulations.

NOTE: Attention is also drawn to IEE Code of Practice "Temporary Electrical Installations on Construction and Building sites" and maintaining portable and transportable electrical equipment produced by the HSE. Copies of which are available through Sitesafe UK Ltd.

* As a matter of Company policy, 110 volts should whenever possible be used for all site work. If it is necessary to use a higher voltage and this should only be in exceptional circumstances, cables should have continuous metal armour or sheath which has been effectively earthed. To avoid damage, such cables should either be suspended and clearly marked to indicate their presence or be buried at least 600mm below ground level and be protected by tiles or warning tape. When the trench is filled in, surface markers should indicate the cable route. Voltage in excess of 110 should not be in use without first consulting the **Principal**.

Other points to note are as follows:

(a) Careful plans should be made to ensure that incoming cables from the Electricity Supply Authority are routed so that they need not be removed until the contract is finished. They should be so laid that they are protected from all construction operations and traffic.

(b) Control gear should be portable and its siting carefully planned.

(c) Plugs, socket outlets and couplers for AC and DC supplies must comply with B.S. 4343.

(d) Joints in cables should be avoided wherever possible. Where avoidable, they should only be made in purpose built housings. Special care should be taken to ensure that the earth continuity conductor remains in tact because, if it is broken the supply will not be interrupted but the whole system will no longer be safe.

(e) All electrically operated tools should be maintained in good condition and connections and earthing should be checked at least at weekly intervals, such checks should be recorded.

(f) Employees should be instructed in the correct use of tools and advised on procedure to be followed in the case of breakdown.

(g) Cables and trailing leads should not be allowed to lie in pools of water.

(h) Fuses in each circuit should be checked for correct size by a competent person, prior to equipment's use.

(i) Festoon lighting - must comply with Code of Practice CP 1017. The lamp holder should be shrouded in an insulating material and permanently moulded or bonded to form an integral part of the cable sheath. Voltage must not exceed 110 volt and each lamp bulb holder should be supplied fitted with a simple metal guard, not only to protect the lamp bulb from damage but also to prevent persons coming into contact with the exposed filament supports of a broken bulb glass.

Note

It should be noted that all electrical installation work must be carried out by a competent persons. It is also important that in the interest of both safety and efficient operations, installations are regularly inspected and tested at intervals of 3 months or such shorter periods as the particular nature of the installations necessitates. Inspection certificates as provided for in the IEE Regulations should be obtained by the site user and the register kept of 3 monthly inspections.

* No person shall be permitted to work on or so near any live cable or equipment where danger may arise (unless it is suitably covered with insulating material as to prevent danger). Unless:

(a) It is unreasonable in all the circumstances for that cable and equipment to be dead; and

(b) It is unreasonable for a person in all circumstances to be at work or near the cable or equipment while it is live; and

(c) Suitable precautions are taken to prevent injury (including provision of suitable protective equipment).

NOTE: **ALL THREE CONDITION MUST BE MET BEFORE "LIVE WORKING" IS ALLOWED**.

* Sites requiring any advice or assistance on electrical installations should contact Sitesafe UK Ltd.

* See also "The Electricity at Work Regulations 1989", and HSE Guidance Notes GS 27 - Protection against electric shock.

Selection and use of electric hand lamps
Electricity on Construction Sites
Safe Use of Portable Electric Apparatus
Flexible leads, plugs, sockets etc.
Electrical hazard from steam/water pressure cleaners.
Electrical test equipment for Electricians.

3.18 NOISE CONTROL

3.18.1 General

* Noise generated from work activities must be considered from two separate view points;

* Protection from the noise hazard which may cause noise induced hearing loss (noise at work).

* Nuisance noise, where noise caused by work activity causes a nuisance to those who live/work in the vicinity of our work activities (environmental noise).

3.18.2 Noise at work

* The protection of persons at work from noise is covered by "The Noise at Work Regulations". The purpose of these regulations is to prevent damage to the hearing of persons at work from noise produced in the work place.

* It is the responsibility of the employer to ensure that the risk from exposure of his employees to noise, is either eliminated at source or, where this is not reasonably practicable, reduced to as low as is reasonably practicable.

* The key requirements of the regulations can be summarised as follows:

    (a) Identify if there is a noise problem (eg. if people have to shout or have difficulty being understood by someone about 2 m away).

    (b) Assess the risk and compare with the exposure limit values and action values established in the regulations.

    (c) If the noise levels measured exceed the values, then reduce noise output, as far as is reasonably practicable, at source.

NOTE: The law requires that employers reduce the noise exposure of employees, so far as is reasonably practicable, by means other than by provision of personal ear protection.

    (d) Where noise levels cannot be reduced below the values, a hearing protection program will be required.

    (e) Monitor any measures taken to establish control procedures remain active and maintained.

    (f) Consult with the workforce or their representatives at all stages of the assessment.

* The **Principal** will assess or arrange for the assessment by a competent person of noise

generated by the Company's activities in line with the Control of Noise at Work Regulations and where possible, the noise levels will be reduced by the careful selection of machines/equipment or adjustment to the work process.

* All workers whose daily or weekly exposure to noise exceeds 80 dB(A) or a peak pressure reading of 135 dB will be warned by the **Principal** of the dangers of working in a noisy environment, advised of the systems being used by the company to reduce noise levels and be issued with and trained in the use of ear protection.

* Those employees who are exposed to daily or weekly noise levels of 85 dB(A) or above, or a peak sound pressure reading of 137 dB will be placed under health surveillance by the company and the wearing of ear protection enforced by the **Principal** whilst working in such conditions, these areas will be designated 'Hearing Protection Zones and demarcated and identified by means of signs indicating that ear protection must be worn.

* Signs used will comply with the Health and Safety (Safety, Signs and Signals) Regulations. The **Principal** will be responsible for ensuring any person entering such areas is wearing appropriate personal hearing protection.

* Ear protection will be selected and assessed to ensure the daily or weekly exposure limit values of 87 dB(A) and peak sound pressure value of 140 dB are not exceeded.

* Noise levels will be monitored by the **Principal** to ensure that unacceptable and dangerous levels are avoided.

* All plant and machinery will be maintained in good working order with tight fitting panels.

* Visitors to premises will be informed by the **Administrator** that they should take adequate precautions where exposure may be above the prescribed values.

3.18.3 Maintenance and use of equipment

* The **Principal** will be responsible for ensuring that all workers under their control have received adequate training in noise control and PPE maintenance, storage and use, to ensure such equipment can be used properly and effectively by the workforce.

* Employees are responsible for making full and proper use of PPE issued by the Company and reporting any defects in the equipment or control measures provided immediately to the **Principal**.

3.18.4 Health Surveillance

* Regulation 6 of the Management of Health and Safety at Work Regulations requires 'Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment'.

- The Company will implement a health screening policy for those workers who are subject to noise at work.
- The policy will require a worker to complete a health questionnaire at the start of employment and subsequently on an annual basis.
- The questionnaire asks for any existing hearing related conditions or associated symptoms in order that the Company can establish a health base line for the individual.
- The worker will be placed on the Company's screening program which will cover;
  Audiometry checks, HAV, lung function, skin checks and general health.

3.18.5 Information, instruction and training

* The Company is responsible for ensuring those members of its workforce that are exposed to noise levels at, or above the lower exposure action value are provided with sufficient information, instruction and training on the subject to maintain their health and safety.

* As a minimum such information, instruction and training will include;

a) the nature of risk from exposure,

b) the measures taken by the Company to comply with the regulations,

c) exposure limit values and upper and lower exposure action values set by the regulations

d) noise assessment information with explanation of the findings

e) provision and correct use of personal hearing protectors

f) why and how to detect and report signs of hearing damage

g) health surveillance and its purpose along with collective data of surveillance carried out and,

h) safe working practices to minimise exposure to noise.

3.19 CONTROL OF VIBRATION AT WORK REGULATIONS

Vibration is a widespread hazard for employees in a range of industries and occupations. Hand-arm vibration (HAV) can arise from the use of hand held power tools such as abrasive wheels, hammer drills etc. and hand guided equipment such as lawn mowers, leaf blowers and compaction plates.

In addition employees are at risk when operating some pieces of plant such as excavators, dumpers and fork lift trucks, where whole body vibration (WBV) is the hazard transmitted into the body through the machines seat or operator's legs.

This set of regulations places a duty on the employer to make a suitable and sufficient assessment of the level of risk created by the hazard of vibration which affects his employees.

3.19.1 Assessments

* The Company's risk assessment procedure (see section 3.2) incorporates the five steps system, which will be utilised when assessing the hazards of vibration. Specific assessments will be carried out by a trained and experienced person employed directly by the Company or when instructed to do so, by our safety consultants Sitesafe UK Ltd.

* Where an assessment is required it will;

    a) Identify whether HAV or WBV is likely to be a significant hazard

    b) Which worker or group of workers are at risk

    c) Evaluate the risk arising from the vibration hazard, to include the workers estimated daily exposures and identify any action required to control the risk and comply with the regulations.

    d) The findings of these assessments will be recorded and made known to the workforce during site induction, training session or tool box talks.

    e) Such assessments will be reviewed and revised as required to ensure the controls remain affective.

3.19.2 Information, instruction and training

* All workers likely to be exposed to HAV or WBV hazards will receive suitable and sufficient information, instruction and training from the Company. Such training will take the form of general health and safety awareness courses, specific plant and equipment training programs, tool box talks on the subject and health surveillance as necessary.

3.19.3 Exposure control

* To estimate a worker's daily exposure to vibration (HAV) and subsequently ensure adequate controls are in place, two pieces of information are required;

    a) the average magnitude (level) of the vibration at the surface in contact with the hands; and

    b) the time for which the workers hand is actually in contact with the vibrating item (daily exposure time).

* The average magnitude is expressed as an acceleration value in metres per second squared (m/s^2), it should be noted that this level can be extremely variable and can be changed (worsened) for example by items such as the condition of the drill bit or chisel blade and general maintenance of the tool or equipment being used.

* The assessment will normally look to obtain the average vibration magnitude and when both hands are affected the assessment will be based on the hand with the greater exposure level.

* The manufacturers of tools and equipment have a legal obligation to provide safety information about their equipment and this source, along with information from trade associations, government bodies and our safety consultant, will be used by the Company to establish the vibration emission values of each tool currently being used by the workforce, the vibration values of tools hired before they are used and the values of new equipment before it is purchased.

* It will be the **Principal** responsibility to ensure that all tools owned by the Company have been listed and that vibration values for each piece of equipment have been established and given a vibration points value.

* When purchasing new equipment the **Principal** will insist that new tools of a similar type to those already owned by the Company have a lower vibration rating if available and that when hired tools are used by the Company we give preference to the lowest rated equipment available.

* The **Principal** will be responsible for ensuring that daily exposure times for workers on sites under their control are recorded, for each piece of equipment used, such records will be used as part of the Company's Health Surveillance program and risk assessment system.

3.19.4 Action Levels

* The **Principal** will use the ready-reckoner chart (Section 3.19.7), which is based on a points system to identify if an individual is likely to exceed the values set during a working day;

a) Exposure action value (2.5 m/s^2 *A*(8)) is equal to 100 points

b) Exposure limit value (5 m/s^2 *A* (8)) is equal to 400 points

* Risk assessments produced by the Company that identify vibration as a hazard will record single tool assessments, identifying when a worker is likely to exceed the Exposure Action Value (EAV) and Exposure Limit Value (ELV) for each tool used.

* The exposure times for all employees will be recorded whether the EAV is likely to be exceeded or not.

* When the EAV or 100 points value is likely to be exceeded the **Principal** will ensure that the work activity is closely monitored**,** the worker has been made aware of the hazards associated with vibrating equipment, basic health surveillance checks are carried out on the individual and that job rotation is introduced to reduce exposure to the lowest levels possible. The Company will aim to keep workers exposure below the EAV.

* If the initial assessment using the ready-reckoner chart shows the ELV or 400 point value is likely to be exceeded the **Principal** will change the system of work or tools to be used to lower the potential exposure below the ELV and then reassess using the ready-reckoner. Under no circumstances must we plan to exceed the ELV during a working period.

3.19.5 Multi Tool Use

* The **Principal** will also use the ready-reckoner system to assess partial exposure levels for each tool used during the same working day, adding values together to identify the total vibration exposure for an individual.

* When combined vibration values exceed the EAV or 100 points value the **Principal** will ensure that the work activity is closely monitored**,** the worker has been made aware of the hazards associated with vibrating equipment, basic health surveillance checks are carried out on the individual and that job rotation is introduced to reduce exposure to the lowest levels possible.

* If the initial assessment using the combined points from the ready-reckoner chart shows the ELV or 400 point value is likely to be exceeded the **Principal** will change the system of work or tools to be used to lower the potential exposure below the ELV and re-evaluate.

* The **Principal** will regularly check the daily exposure records produced on site to ensure the EAV is not regularly being exceeded.

3.19.6 Action Plan

* The **Principal** will ensure the Company establishes an action plan for the management of the risk associated with vibration this will include;

  a) Identification of significant sources of vibration in the Company's undertakings

  b) Setting priorities based on the risk of exposure

  c) Identifying and evaluating solutions in terms of practicalities and cost

  d) Plan the introduction of reasonably practicable controls with set time scales

  e) Plan the introduction of health surveillance if exposures are likely to exceed the action value

  f) Define management responsibilities and ensure adequate resources are available to implement controls.

  g) Evaluate the plan and monitor progress.

3.19.7 Exposure Points System and Ready-Reckoner

* The table (Fig 1) is a 'ready reckoner' for calculating daily vibration exposures. All you need is the vibration magnitude (level), which will be available from the tool manufacturer/supplier and the individuals maximum planned exposure time. The ready-reckoner covers a range of vibration magnitudes up to 40m/s2 and a range of exposures times up to 10 hours.

  The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s2 A (8). You may find the exposure points easier to work with than the A (8) values:

  - exposure points change simply with time: twice the exposure time, twice the number of points;
  - exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day;
  - the Exposure Action Value (EAV) 2.5 m/s8 A(8) is equal to 100 points
  - the Exposure Limit Value (ELV) 5 m/s2 A (8) is equal to 400 points;

3.19.8 Health surveillance

* Regulation 6 of the Management of Health and Safety at Work Regulations 1999 requires 'Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment'.

* The Company will establish a tiered approach to the health surveillance of it's workforce, which will start (Tier 1) with all new employees being required to complete a questionnaire asking whether they have existing associated symptoms and to establish a health baseline for the individual. If any such symptoms are identified they will be referred to an occupational health professional to establish they are fit to work.

* All working tasks will be risk assessed by a competent person and controls established to remove or significantly reduce the risk of exposure. Employees will be required to sign the risk assessments to acknowledge the controls required and that they will follow the safe systems of work established. The **Principal** will be responsible for ensuring controls are applied on a day to day basis.

* The Company will carry out an annual screening program (Tier 2) using the questionnaire principal, which will ask workers if they experience certain symptoms which could be associated with the work they carry out for the company. If any symptoms are identified the Company will not interpret them but, will remove the worker from further exposure and refer the worker to an occupational health professional for formal assessment and diagnosis.

* Tier 3 of the Health surveillance program is the clinical assessment carried out by an appointed occupational health professional. A qualified person will conduct an interview and examination on the worker to establish and interpret the symptoms, which will lead to a formal diagnosis (Tier 4).

3.19.9 Health Screening

* The Company will implement a health screening policy for those workers who are subject to medium or high levels of vibration, or have been identified as being at special risk following the Tier 1 or Tier 2 process, the program will;

    - HAV, audio hearing, lung function, skin checks and general health.

Fig 1

Vibration Magnitude m/s2	Vibration Ready-Reckoner Matrix									
40	800									
30	450	900								
25	315	625	1250							
20	200	400	800							
19	180	360	720	1460						
18	160	325	650	1300						
17	145	290	580	1150						
16	130	255	510	1020						
15	115	225	450	900	1350					
14	98	195	390	785	1200					
13	85	170	340	675	1000	1350				
12	72	145	290	575	865	1150	1450			
11	61	120	240	485	725	970	1200	1450		
10	50	100	200	400	600	800	1000	1200		
9	41	81	160	325	485	650	810	970	1300	
8	32	64	130	255	385	510	640	770	1000	1200
7	25	49	98	195	295	390	450	590	785	865
6	18	36	72	145	215	290	360	430	575	720
5.5	15	30	61	120	180	240	305	365	485	605
5	13	25	50	100	150	200	250	300	400	500
4.5	10	20	41	81	120	160	205	245	325	405
4	8	16	32	64	96	130	160	190	255	320
3.5	6	12	25	49	74	98	125	145	195	245
3	5	9	18	36	54	72	90	110	145	180
2.5	3	6	13	25	38	50	63	75	100	125
2	2	4	8	16	24	32	40	48	64	80
1.5	1	2	5	9	14	18	23	27	36	45
1	1	1	2	4	6	8	10	12	16	20
	15 min's	30 min's	1h	2h	3h	4h	5h	6h	8h	10h
	Daily Exposure Time									

3.19.10 Using the Ready Reckoner

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.

2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.

3. Find the value in the table that lines up with the magnitude and time i.e. for a magnitude of 5 m/s2 and an exposure time of 3 hours; the exposure corresponds to 150 points.

4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the Exposure Action Value, identifying our need to closely monitor the operation taking place.

   The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

	Above Exposure Limit Value
	Likely to be above Exposure Limit Value
	Above Exposure Action Value
	Likely to be above Exposure Action Value
	Below Exposure Action Value

5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 - 3 for each one, add the points and compare the total with the exposure action value (100) and the exposure limit value (400), i.e. in example one the worker is exposed to 150 points, they then go on to work with another tool with a vibration magnitude of 3.5 m/s2 for a period of 3 hrs a ready reckoner points value of 74.

   The workers daily exposure to vibration in this instance has been 224 points above the Exposure Action Level, but has been managed below the Exposure Limit Value of 400 points.

Under no circumstance must the workers daily exposure to HAV exceed the 400 ELV

3.19.11 Hand-Arm Vibration Exposure Calculator

* The **Principal** will also have access to the HSE Hand-Arm Vibration Exposure Calculator.
www.hse.gov.uk/vibration/hav/vibrationcalc.htm

* The calculator allow various tools/processes to be added and will provide a hand-arm vibration log sheet with the workers cumulative values. This system will be used to produce the Company's points register - SAF-23.01.

* Completed forms are to be returned to the Health & Safety department at the end of each week. These documents will be reviewed by the **Principal** to ensure the original assessment controls have been suitable and sufficient.

3.19.12 Minimise The Risks

- Seek alternatives to using equipment which vibrate.
- Do not exert too much grip pressure when holding tools.
- Ensure the equipment is maintained and in good order with a valid certificate.
- Ensure the tool selected is suitable for the task it is used for.
- Select low vibration equipment.
- Keep all cutting/breaking attachments, sharp including drill bits, points & chisels.
- Use protective clothing, especially on the hands to keep them warm.
- Ensure employees exercise their fingers and take regular breaks.

3.19.13 Examples of Vibration Magnitude Levels

* The Company will provide the **Principal** with a list of tools from various manufacturers providing model numbers and vibration magnitude/HSE points per hour as general reference documents.

* As guidance to distinguish low, medium and high risk equipment;

  - Low Risks 0-5m/s² tools can be used for up to 2 hours without exceeding the EAV (100 points). 8 hrs to reach the ELV (400 points).
  - Medium Risk 5-10m/s² can be used for 30 minutes without exceeding the EAV (100 points). 2 hours to reach the ELV
  - High Risk ->10m/s² this type of exposure must only be authorised with specific assessment. A tool with a vibration magnitude of 16 m/s² will reach 100 points exposure in less than 12 minutes exposure time and 400 points in less than 47 minutes.

3.19.14 Whole body vibration (WBV)

* Whole-body vibration (WBV) is transmitted through the seat or feet of employees who drive mobile machines, or other work vehicles, over rough and uneven surfaces as a main part of their job. Large shocks and jolts may cause health risks including back-pain.

* Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to WBV and shocks, which are associated with back pain.

* The Company will aim to introduce working methods which eliminate or reduce exposure to WBV, e.g. replacing manned with unmanned machines/equipment such as remotely controlled compaction equipment;

* Choosing new work equipment of appropriate ergonomic design, i.e. the choice of machine can be an important means of reducing exposure to vibration, through, the difference in vibration emissions of the vehicle itself, although this will always need to be considered alongside choosing the most appropriate equipment for the task.

* Machine cabs and seating positions designed so that visibility is such that the machine can be operated without stretching and twisting, it should be easy to get in and out of the machine by using handholds and footholds so that the temptation to climb or jump is minimised.

* If the machine cab is the sole workplace of the machine operator, including break time, it should have sufficient space and facilities for rest periods.

* Considering the choice of seat (including suspension seats) and the choice of tyres, and establishing regular maintenance of vehicles (including their seats and suspension).

* The on site maintenance of haul roads and general ground conditions throughout sites to suit the machines that use them greatly reduce shocks and jolts.

* A recommended precautionary measure is to take a short break between operating mobile machinery and manual handling of materials, to give tired muscles time to recover before handling heavy loads.

* Protecting employees from cold and damp - cold exposure may accelerate the onset or worsen the severity of back pain. It is good practice to ensure that those working in the cold are provided with warm, and (if necessary) waterproof clothing.

Reducing exposure below the exposure limit value

* We must not permit an employee to be exposed above the exposure limit value. Our control measures (risk assessment) must be designed to prevent this level of exposure.

* If we find the exposure limit value is being exceeded, we must immediately take action to reduce exposure and to identify the reason for overexposure.

* We must reduce exposure to as low as we reasonably can. This may mean applying controls such as reducing the time for which the employee uses the machine each day, e.g. spreading that particular task over several days or sharing it between two or more employees.

* Extra care will be needed to ensure that the exposure of those who are particularly sensitive to WBV is kept to a minimum, that they are given and take account of adequate information, instruction and training, and that symptoms of back pain are

monitored. The Company health screening program will help identify those at greatest risk.

* The regulations introduce an;

    * Exposure action value (EAL) of 0.5 m/s2 A(8) at which level employers should introduce technical and organisational measures to reduce exposure.

    * Exposure limit value (ELV) of 1.15 m/s2 A(8) which should not be exceeded.

Appendix 2 Initial screening questionnaire

MEDICAL IN CONFIDENCE

INITIAL SCREENING QUESTIONNAIRE FOR WORKERS USING HAND-HELD VIBRATING TOOLS, HAND-GUIDED VIBRATING MACHINES AND HAND-FED VIBRATING MACHINES

Date:.....

Employee name:.....

Occupation:.....

Address:.....

Date of birth:.....

National Insurance no:.....

Employer name:.....

Have you ever used hand-held vibrating tools, machines or hand-fed processes in your job? Y/N

If YES:
(a) list year of first exposure.....

(b) when was the last time you used them?.....
(detail work history overleaf)

1 Do you have any tingling of the fingers lasting more than 20 minutes after using vibrating equipment? Y/N

2 Do you have tingling of the fingers at any other time? Y/N

3 Do you wake at night with pain, tingling, or numbness in your hand or wrist? Y/N

4 Do one or more of your fingers go numb more than 20 minutes after using vibrating equipment? Y/N

5 Have your fingers gone white* on cold exposure? Y/N

**Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush.*



Blanching

6 If Yes to 5, do you have difficulty rewarming them when leaving the cold? Y/N

7 Do your fingers go white at any other time? Y/N

8 Are you experiencing any other problems with the muscles or joints of the hands or arms? Y/N

9 Do you have difficulty picking up very small objects, eg screws or buttons or opening tight jars? Y/N

10 Have you ever had a neck, arm or hand injury or operation? Y/N

If so give details.....

11 Have you ever had any serious diseases of joints, skin, nerves, heart or blood vessels? Y/N

If so give details.....

12 Are you on any long-term medication? Y/N

If so give details.....

OCCUPATIONAL HISTORY

Dates **Job Title**

……...
……...
……...
……...
……...
……...
……
……...
……

I certify that all the answers given above are true to the best of my knowledge and belief.

Signed: **Date:**

RETURN IN CONFIDENCE TO:

.....

Annual screening questionnaire for health surveillance

SCREENING QUESTIONNAIRE FOR WORKERS USING HAND-HELD VIBRATING TOOLS, HAND-GUIDED VIBRATING MACHINES AND HAND-FED VIBRATING MACHINES

Date:.....

Employee name:.....

Occupation:.....

Address:.....

Date of birth:.....

National Insurance no:.....

Employer name:.....

Date of previous screening:.....

Have you been using hand-held vibrating tools, machines or hand-fed processes in your job, or if this is a review, since your last assessment? Y/N
(detail work history overleaf)

If NO or more than 2 years since last exposure please return the form - there is no need to answer further questions.

If YES:

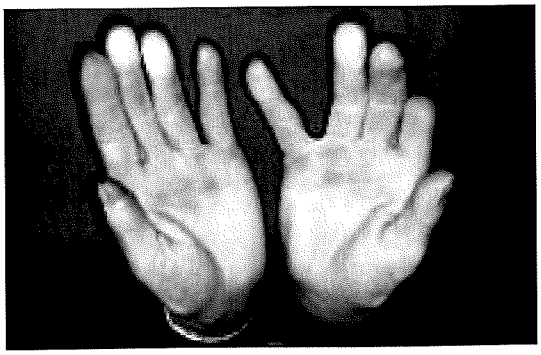
1 Do you have any numbness or tingling of the fingers lasting more than 20 minutes after using vibrating equipment? Y/N

2 Do you have numbness or tingling of the fingers at any other time? Y/N

3 Do you wake at night with pain, tingling, or numbness in your hand or wrist? Y/N

4 Have any of your fingers gone white* on cold exposure? Y/N

**Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush.*



Blanching

5 Have you noticed any change in your response to your tolerance of working outdoors in the cold? Y/N

6 Are you experiencing any other problems in your hands or arms? Y/N

7 Do you have difficulty picking up very small objects, eg screws or buttons or opening tight jars? Y/N

8 Has anything changed about your health since the last assessment ? Y/N

I certify that all the answers given above are true to the best of my knowledge and belief.

Signed: **Date:**

RETURN TO:

Hand-arm vibration syndrome (HAVS):

- **is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm;**
- **can become severely disabling if ignored; and**
- **its best known form is vibration white finger (VWF) which can be triggered by cold or wet weather and can cause severe pain in the affected fingers.**

Signs to look out for in hand-arm vibration syndrome:

- **tingling and numbness in the fingers;**
- **in the cold and wet, fingers go white, then blue, then red and are painful;**
- **you can't feel things with your fingers;**
- **pain, tingling or numbness in your hands, wrists and arms;**
- **loss of strength in hands.**

OCCUPATIONAL HISTORY

Dates **Job Title**

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3.20 PORTABLE APPLIANCE TESTING

3.20.1 Overview - We must maintain electrical equipment if it can cause danger, but health and safety law does not say how we must do this or how often. We have the responsibility to decide the level of maintenance needed according to the risk of an item becoming faulty, and how the equipment is constructed. We need to consider:

* the increased risk if the equipment isn't used correctly, isn't suitable for the job, or is used in a harsh environment; and

* if the item is not double insulated, for example some kettles are earthed but some pieces of hand-held equipment, will be double insulated.

This includes any electrical equipment we use in the workplace, whether it is owned by the employee or supplied by the Company.

We have a joint responsibility to maintain any equipment used by our employees that is either leased (eg a photocopier) or provided by a contractor (but not equipment both provided and used by a contractor).

We need to check periodically if any work needs doing. How we do this depends on the type of equipment.

Note: Not every electrical item needs a portable appliance test (PAT)

In some cases, a simple user check and visual inspection is enough, eg checking for loose cables or signs of fire damage and, if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

Other equipment, eg computers or kettle, may need a portable appliance test, but not necessarily every year.

3.20.2 Company Policy - How do we ensure the safety of electrical equipment used on premises under our control?

* As an employee (equipment user) you will be encourage to look at the supply cable to the electrical equipment you use before using it (user visual check).

* To look at the electrical equipment before they use it (user visual check).

* To report immediately any obvious defects or concerns you have with the equipment.

* DO NOT USE EQUIPMENT WITH A KNOWN FAULT

The Company will make sure that all portable equipment is visually inspected at regular intervals by a competent person, these inspections will be recorded.

Initial intervals could be between six months and four years, depending on the type of equipment. (See table 1).

The Company will make arrange for equipment that is not double insulated to have a portable appliance test (including all leads) at initial intervals which could be between one and five years, depending on the type of equipment, these tests will be recorded and the equipment marked with when the equipment was last tested and when testing is next planned.

The Company will ensure that damaged or faulty equipment is removed from use without delay and either:

* repaired by someone competent (ie with suitable training, skills and knowledge for the task to prevent injury to themselves or others); or disposed of to prevent its further use.

* The Company maintenance system will be reviewed annually to determine whether we should decrease or increase our inspection and/or testing intervals.

Table 1gives an initial indication of where a visual inspection should be sufficient and where testing may be needed in order to comply with the law. It also suggests initial intervals for the different types of checks.

3.20.3 User checks, visual inspection and portable appliance tests

These should be carried out before most electrical equipment is used, with the equipment equipment disconnected. Employees should look for:

* damage to the lead including fraying, cuts or heavy scuffing, eg from floor box covers;

* damage to the plug, eg to the cover or bent pins;

* tape applied to the lead to join leads together;

* coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);

* damage to the outer cover of the equipment itself, including loose parts or screws;

* signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;

* equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and

* cables trapped under furniture or in floor boxes.

3.20.4 Visual inspections

To carry out a visual inspection you don't need to be an electrician, but you do need to know what to look for and you must also have sufficient knowledge to avoid danger to yourself and others.

The Company will provide those required to carry out visual inspections training in basic electrical knowledge to enable them to carry out a visual inspection competently or will employ an external qualified person to carry out such inspections.

As part of the visual inspection, the person carrying out the inspection must consider whether:

* the electrical equipment is being used in accordance with the manufacturer's instructions;

* the equipment is suitable for the job;

* there has been any change of circumstances; and

* the user has reported any issues.

The visual inspection will include the checks carried out by the user and, where possible, will include removing the plug cover and checking internally that:

* there are no signs of internal damage, overheating or water damage to the plug;

* the correct fuse is in use and it's a proper fuse, not a piece of wire, nail etc;

* the wires including the earth, where fitted, are attached to the correct terminal

* the terminal screws are tight;

* the cord grip is holding the outer part (sheath) of the cable tightly; and

* no bare wire is visible other than at the terminals.

Note: For equipment/cables fitted with moulded plugs only the fuse can be checked.

3.20.5 Portable appliance test (PAT)

A portable appliance test does not need to be carried out by an electrician, but greater knowledge and experience is needed than for inspection alone, and the person performing the test must have the right equipment for the task. They should know how to use the test equipment and how to interpret the results.

It is important to continue to carry out user checks on electrical equipment that has been tested. This is because portable appliance testing can only give an indication of the safety of an appliance at the time of the test and does not imply that the item will be safe for a further period of time.

The person carrying out the test should not assess when the next test will be due as this decision should be made by the company on a risk assessment basis.

3.20.5 Portable and movable equipment

A portable or movable electric appliance is any item that can be moved, either connected or disconnected from an electrical supply. Portable or movable items generally have a lead (cable) and a plug.

Portable and movable equipment includes but will not be limited to the following:

* electrical equipment that can be easily moved around, such as kettles, vacuum cleaners, floor polishers, portable heaters, fans, desk lamps, some TVs, radios, some small electric cookers, PC projectors, small appliances such as irons, hair dryers and kitchen equipment including food mixers, toasters etc;

* larger items that could be moved (but only rarely), eg water chillers, fridges, microwaves, photocopiers, vending machines, washing machines, electric cookers, fax machines, desktop computers etc are considered to be movable items;

* hand-held items, such as hair dryers, that do not have a plug but have been wired in (or fixed) are still considered to be portable appliances, but large electrical items, such as water boilers that are wired in, are not portable appliances as they are not designed to be moved and would come under the scope of fixed installation maintenance;

* mobile phone and other battery-charging equipment that is plugged into the mains (but the phones themselves and any other battery-operated equipment would not be included); and

* extension leads, multi-way adaptors and connection leads.

3.20.6 Earthed equipment and double insulated equipment

When deciding whether to test electrical equipment, we need to consider the type of construction of the equipment in use. There are two basic types of electrical equipment construction – Class I (earthed) and Class II (double insulated).

Earthed equipment - For safety reasons, Class I equipment has an earth connection. If there is a fault within the equipment there is a possibility that the outside of the equipment could cause an electric shock if the earth connection is not there. As a result, it is recommended that Class I equipment has a portable appliance test to ensure the earth connection is sound.

Double insulated equipment - Class II equipment is sometimes referred to as 'double insulated' equipment. This means that there is extra insulation within the construction of the equipment to prevent accidental contact with live parts, even if there is a fault.

Class II equipment does not need an earth connection to maintain safety. It will not need a portable appliance test, although we must ensure that user checks and visual inspections are carried out as the integrity of the equipment's casing is a key safety feature.

Class II equipment is marked with a mark showing a 'box within a box'. If we cannot see this *symbol on a piece of electrical equipment, we should assume that the item is a Class I appliance and carry out a portable appliance test.

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3.20.7 - Table 1 - Suggested initial intervals for checking portable electrical equipment

Notes for Table 1

Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables, leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.

Over time, as we look at the results of our user checks, visual inspections and, where appropriate, portable appliance tests, we should notice trends. These may tell us that we need to look at or test electrical equipment less (or more) often, depending on the number of problems being found.

Table 1

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery operated: (Less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2-4 Years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2-4 Years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2-4 Years	No
Double insulated (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment.	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons.	Yes	Yes, 6 months - 1 year	Yes 1-2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Yes, 6 months - 4 years depending on type of equipment connected to	Yes, 1-5 years depending on the type of equipment it is connected to