



Ufton Court Educational Trust Ltd

Working on Site Policy Arrangements

Adopted and delivered on behalf of Ufton Court Educational Trust Ltd by

Signature:

Date: 23rd February 2022

Position:

Trustee with overview of Health and Safety

Signature:

Date: 23rd February 2022

Position:

Managing Director responsible for implementation

Signature:

Date: 23rd February 2022

Position:

Senior Leadership Team

Signature:

Date: 23rd February 2022

Position:

Senior Leadership Team

Company Address: Ufton Court Trust, Green Lane, Ufton Nervet, Berkshire RG7 4HD

General enquiries: 0118 983 2099

Reviewed annually unless significant changes to legislation or site

Issue Number: 6

Last Review: January 2022

Next Review: January 2023

Health and Safety Arrangements

The Working on Site Policy Arrangements document is one of 9 sub policies which support the overarching Occupational Health and Safety Policy.

Standards and Guidance

Mandatory common standards and guidance are issued periodically as health and safety instructions and procedures and are held by the Company. These are issued to relevant managers, or employees. Where internal guidance does not cover a specific issue, the Company will adopt the practices or standards recommended in Health and Safety Executive (HSE), Health and Safety Authority (HAS) publications or relevant British or European Standards.

Accidents and Incidents

Accidents to employees or others arising from work undertaken by the Ufton Court Educational Trust Ltd must be reported to a line manager and first aid attention sought. Accidents, even if minor accidents, must also be recorded on the incident/accident/near miss reporting form held by the Health and Safety Officer who will log and undertake an investigation with the Facilities/HR Manager

Where the incident involves a reportable injury, or disease, or a reportable dangerous occurrence, the Facilities/HR Manager will seek immediate advice from the Health and Safety Officer who will assist with any necessary investigation and in making the statutory reports required with the assistance from Ufton Court's retained health and safety consultancy.

Ufton Court Educational Trust Ltd requires that the Board of Trustees be informed of any incident that has been reported to an enforcing authority.

Recording and Reporting of Incidents

1. Activities under the control of Ufton Court Educational Trust Ltd are subject to the requirement of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 [RIDDOR] should an incident occur.
2. Ufton Court Educational Trust Ltd requires that the Board of Trustees be informed of any incident that has been reported to an enforcing authority and requires the contractor to provide a copy of such reports made.
3. Ufton Court Educational Trust Ltd will provide an incident/accident/near miss record form to be completed whenever an incident occurs that causes injury to a person or damage to property or plant no matter how slight.
4. The following process is followed to ensure accurate recording of accident, incidents and near misses:
 - Accident/Incident form is completed or Near Miss form; the accident form records any first aid administered
 - These are scrutinised by the H&S Officer and given a reference number
 - Details are logged on a spread sheet and assessed for risk
 - Any patterns are investigated and discussed at the monthly H&S meeting or Senior Leadership Team depending on urgency
 - Changes to practice and procedure will be made as required
 - Accidents and Near misses are compared to the previous year and reported to the monthly H&S Meeting and to the termly Trustee Meeting

COVID-19 Secure Arrangements

Information is contained within the overarching Occupational Health and Safety Policy

Reviewed annually unless significant changes to legislation or site

Consultation and Cooperation

Information is contained within the overarching Occupational Health and Safety Policy.

Contractor Control

Where contractors are engaged to undertake minor work at the site (including for events), they will be required to work in accordance with Ufton's requirements for work by contractors and no such work will be planned or undertaken without approval by the Facilities/HR Manager.

For any works which come under the definition of 'construction' in the Construction (Design and Management) Regulations 2015 undertaken on Ufton premises (including for events), advice should be sought from Ufton Court's retained health and safety consultants. This includes, but is not limited to, contract work involving hazardous materials, refurbishment, rewiring, installation of IT cabling, demolition, building alteration, or work involving scaffolding.

Where Ufton Court staff undertake minor works that fall within the definition of CDM, such as ad-hoc builds and internal decorating and repair works, a small works Construction Phase Plan (CPP) will be implemented to cover the course of the year.

All contractors working at Ufton Court Educational Trust Ltd are required to:

- Observe best working practice, comply with relevant health and safety legislation and take all reasonably practicable steps to safeguard their employees and those who may be affected by what they do.
- Comply with our contractor management requirements including CDM 2015 Regulations.
- Ensure they have submitted details of their Public/Product Liability Insurance, Employers Liability Insurance, Professional Indemnity Insurance [where applicable], and competency training assurances for the staff or persons they seek to use before the project or activity commences.
- Ensure any sub-contractor they employ is able to demonstrate the requirements detailed in the paragraph above before they start work.
- Provide risk assessments and method statement (RAMS) in advance of working/work that will involve interface with visiting public to the Facilities/HR Manager for approval. This will be extended to any installation or maintenance on services that may result in service interruption, loss of efficiency or contamination.
- Contractor catering staff must hold a current certificate in Level 2 Food Hygiene and Safety for Catering and Ufton Court will request sight of certificate every two years.

Risk Management Strategy and Controls

Ufton has a developing programme of risk assessments and method statements (RAMS), which are undertaken by staff members within each department with assistance from the Health and Safety Officer. Risk assessments for new and expectant mothers and young persons are also in place.

Relevant records of risk assessments are held by each department and will be reviewed annually or when there are significant changes in activities. Each department is responsible for ensuring that the actions required are implemented.

Appendix 1 to this document, includes a list of associated RAMS undertaken by staff.

Medical Suitability for Work and Health Surveillance

Pre-placement medical surveillance is undertaken for all new employees, usually by means of a confidential questionnaire, arranged by an Occupational Health Provider.

Business Driving

Reviewed annually unless significant changes to legislation or site

Employees who drive their own vehicle for Ufton Court's activities are requested, on an annual basis, to supply access to their driving licence details and insurance. This is requested by the Facilities/HR Manager. In addition, employees are responsible for ensuring their vehicle is in good repair, with insurance to cover business usage, up to date road tax and a valid MOT certificate for vehicles over three years old.

Employees driving on company business are required to abide by the driver rules below.

Employees must ensure that:

- they do not use handheld mobile devices whilst driving.
- where hands free devices are installed, they must not be used if they are causing a distraction. Employees should indicate to the caller that they are driving and that they can only talk briefly, making arrangements to speak later where necessary. Where employees need to hold a detailed technical conversation, they must stop at a convenient point and hold the conversation with the vehicle stationary.
- Cooperate with the Company to ensure that work trips are planned accordingly so as to avoid excessive tiredness.
- they check vehicles before use and ensure they are maintained according to manufacturer recommendations.
- they follow national road safety laws and guidance including speed limits.
- they maintain appropriate insurance for private vehicles used for business.
- they report all accidents and incidents.
- they ensure their health and eyesight are adequate and report any relevant medical issues.
- they are not under the influence of drugs or alcohol.

Manual Handling

Manual handling is minimised through the ergonomic storage of items and equipment and through the use of mechanical and manual handling aids, where practicable. Where this is not practicable, risks are reduced by applying the principles of safe lifting, breaking down loads, reducing the frequency of lifting, and good manual handling techniques. A risk assessment will be implemented where significant manual handling tasks cannot be avoided. Each department hold records of manual handling risk assessments.

Hazardous and Dangerous Substances

Where hazardous substances are used and stored, a COSHH risk assessment will be carried out by the Health and Safety Coordinator to ensure that controls are adequate to protect the health of persons who may be exposed. Safety Data Sheets (SDS) for hazardous products and an inventory will be held and kept up to date by the Health and Safety Coordinator/each department. Employees will receive instruction on the safety measures required where applicable. Cleaning contractors will be required to provide COSHH assessments for any hazardous substances that they provide and store the substances securely.

Where flammable substances, are used, these are stored and used in accordance with a risk assessment to ensure they are properly secured, signed and subject to the necessary fire safety controls.

Where there is a risk from zoonoses such as farm activities at Ufton Court premises, risk assessments are undertaken with control measures implemented to reduce the risk. Information, instruction and training is also provided to employees and visitors on the risks and precautions that should be taken. Further information can be found in the associated RAMS document for Working on the Farm.

Personnel Protective Equipment (PPE)

Where Ufton staff/volunteers are required to wear PPE for particular work, this will be explained to them either by their manager, indicated by signs, detailed in risk assessment, or covered by written Ufton Court rules. Required PPE will be supplied free of charge by Ufton for their staff/volunteers and must be worn by the staff

Reviewed annually unless significant changes to legislation or site

member/volunteer for the work for which it is intended.

Where visitors require to wear PPE when participating in an activity arranged by Ufton, this will be supplied to them by Ufton, information on the correct use provided and maintained in a safe condition.

Use of Display Screen Equipment

Where computer equipment is in regular use, an assessment will be made of the workstation to determine that relevant issues such as lighting, the absence of glare and seating arrangements are suitable for the user. Regular users of computer equipment will be entitled to eye and eyesight tests, (meeting with the requirements of the Health and Safety (Display Screen Equipment) Regulations at the expense of Ufton Court, in accordance with standard arrangements that are in place with a local optician. Where it is determined that the employee needs corrective glasses exclusively for display screen use, arrangements will be made to provide these without charge to the employee in accordance with the Regulations.

Working at Height

Work at height activities are periodically undertaken by Ufton employees and appointed contractors. Strict rules relating to the use and maintenance of access equipment are in place. Work at height activities are subject to risk assessments, and a permit to work system for any higher risk activities undertaken by contractors.

Where step ladders or ladders are used as a last resort for low-risk sporadic work tasks, these are subject to formal inspection and maintenance and used by authorised individuals only.

Traffic Management

A separate risk assessment/traffic management plan is in place covering on-site controls for traffic management, such as speed restrictions, designated parking areas, supervision of children when crossing roads, briefings to visiting school groups and designated pedestrian walkways.

Noise and Vibration

Where a significant noise and vibration risk exists, these have been risk assessed. Where exposures exceed the relevant statutory limits, controls are implemented, including engineering solutions, hearing protection, health surveillance (where identified through risk assessment) and the provision of information and training.

Safety of Mechanical, Electrical and Other Services

Work to carry out repair or alteration work on electrical equipment or systems is only undertaken by NICEIC or equivalent approved electrical contractors. The fixed electrical systems, portable appliance testing and lightning protection systems are maintained by approved contractors in accordance with the specified PPM schedule.

Pressure vessels are subject to statutory thorough examination and test by a competent specialist arranged by the Facilities/HR Manager.

Lifting equipment and lifting accessories are subject to statutory thorough examination and test by a competent specialist arranged by the Facilities/HR Manager.

Oil storage tanks are inspected, tested and maintained by an approved contractor.

Automatic gates are inspected, tested and maintained by an approved contractor,

Records of inspection, test and maintenance of M&E and plant services are maintained by the Facilities/HR Manager.

Training

Reviewed annually unless significant changes to legislation or site

All new employees/volunteers will receive relevant instruction and induction training on health, safety, fire and welfare matters. Specific health and safety training, including supervision will be provided for employees/volunteers, as appropriate to the work being undertaken.

A training matrix is in place which is maintained by the Facilities/HR Manager.

Competence

Court Educational Trust shall:

- Determine the necessary competence of workers that affects or can affect its OH&S performance; this may be conducted internally or in some cases an external person will be contracted to do this.
- Ensure that workers are competent (including the ability to identify hazards) on the basis of appropriate education, training or experience
- Where applicable, take actions to acquire and maintain the necessary competence and evaluate the effectiveness of the actions taken
- Retain appropriate documented information as evidence of competence

NOTE applicable actions can include, for example, the provision of training to, the mentoring of, or the re-assignment of currently employed persons, or the hiring or contracting of competent persons.

Legionella

Ufton Court premises are subject to a Legionella risk assessment and a written scheme of testing and maintenance with support by external water hygiene contractors. Ufton Court Educational Trust Ltd retains the status as the Duty Holder and also holds the responsibility for ensuring the robust implementation of the water hygiene controls.

Asbestos

Asbestos surveys for Ufton Court premises have been undertaken with a register and risk assessment maintained on the location and condition of the asbestos-containing materials present. An asbestos management plan is in place for the premises to ensure there is a robust system in place for bringing the findings of the asbestos register to the attention of contractors and the emergency services.

Confined Spaces

Where confined spaces are identified on Ufton Court premises, these are formally identified. Entry into these areas requires particular controls, including the use of a permit to work and a documented risk assessment and safe system of work (SSOW).

Lone working

Occasionally, Ufton staff/volunteers may be working alone and Ufton Court has put in place arrangements for the protection of these workers identified in lone working RAMS.

Fire safety

Fire risk assessments have been documented for Ufton Court premises, which identifies the fire precautions in place to prevent a fire occurring, and to safeguard personnel and the premises in the event of a fire.

Fire procedures and alarms systems are in place and fire drills and fire training undertaken. Fire Marshals are appointed and trained to ensure fire safety standards are maintained and evacuation of the premises can take place efficiently.

Further information on fire safety arrangements at Ufton Court Educational Trust Ltd can be found in the Fire Safety Management Policy.

Smoking

Reviewed annually unless significant changes to legislation or site

Ufton Court Educational Trust Ltd does not permit any employees/volunteers to smoke in the premises, in vehicles or in any hazardous area where flammable gases and materials may be present. Smoking (including e-cigarettes) is only permitted in designated areas outside the premises and when working off site.

First Aid

First aid arrangements for Ufton Court and the names of nominated persons and appointed first aiders are displayed at the premises. A list of first aiders and nominated persons, together with training information and refresher training arrangements, is held by the Facilities/HR Manager. The responsibility for maintaining the contents of first aid containers rests with each department.

An Automated External Defibrillation (AED) unit is located in Tithe Barn.

Wellbeing

Ufton Court Educational Trust Ltd conducts its business so that workloads and work pressures are effectively managed and do not cause distress or ill health.

Welfare and Working Environment

Ufton Court premises are maintained at a comfortable temperature. Adequate welfare facilities such as facilities for staff to rest and have meals, drinking water, washrooms and handwashing facilities are available.

Tree Safety

Ufton Court has a programme in place for inspecting and arranging tree surveys by a competent person that could pose a risk to staff/volunteers, visitors and members of the public. Any remedial action identified during inspections and surveys are completed in line with the inspection/survey report.

Weddings and Events

Ufton Court Ltd. is responsible for the organising and running of wedding ceremonies and receptions on site, as well as fundraising events.

Ufton Court Ltd. holds all the necessary Licenses and meets all regulations in this area. Risk assessments are put in place for COVID 19, events and weddings on site.

For more information please see Activities for Weddings and Events Policy

The Management of Working on Site

All activities are subject to regular reviews of risk assessments throughout the season and are inspected by competent persons; this might be by an external person for some activities.

All members of staff carry a radio on site which enables them to make contact with others and be contacted.

All members of staff have a Lone working procedure in place which has been agreed with their manager and is regularly revised

Any activity which is organised and managed by an external organisation, but facilitated by the Ufton Court Educational Trust Ltd, will be required to complete the statutory assessments and management documentation applicable for their activities e.g. ensuring appropriate first aid provision, appropriate food hygiene training, electrical equipment portable appliance tested, ladder training for event dressers, correct liability insurances in place, appropriately qualified and trained staff, appropriate certification etc.

All activities and provisions at Ufton Court Educational Trust Ltd will be fully compliant with the current requirements of legislation and in particular "The Management of Health and Safety Regulations 1999".

Food Safety

Reviewed annually unless significant changes to legislation or site

Ufton Court Educational Trust Ltd is registered with the West Berkshire District Council and has achieved a 5 star rating for their application of food standard hygiene and controls.

Ufton Court Educational Trust Ltd maintains all relevant standard safety practices and records required under the Food Safety Act 1990 and associated regulations.

All staff involved in the handling and cooking of food hold current certificates in Level 2 Food Hygiene and Safety for Catering and Food Allergen Awareness.

All members of staff are required to ensure they understand the necessity of maintaining high food safety standards and are well versed in what is required.

All members of staff are required to ensure they understand the need to apply constraints within their skills and knowledge and only carry out the activities they are authorised to complete.

All members of staff are required to understand the need to apply proper hygiene controls when working with any aspect of food.

All stock control procedures must be followed.

Refer to Safe Food Policy for further information.

Location Facilities, Structures, Infrastructure Management and Work Equipment

All facilities, structures and location infrastructure, including roadways and pathways, will be subject to a Planned Preventative Maintenance (PPM) programme to ensure they are maintained to as high a level as practicably possible.

All plant and equipment used by members of staff employed by Ufton Court Educational Trust Ltd , or is used for public entertainment, will be subject to a PPM to ensure the item of plant or equipment is operated and maintained to as high a level of efficiency as practicably possible.

The minimum standard considered acceptable is that the following will be in place:

- An individual identification number or mark where more than one similar item of equipment is available.
- A selection process and proactive monitoring programme to ensure it is "Fit for Purpose". Such programmes will include hinges, latches to ensure failure is identified before it occurs.
- A specified inspection process operated by the member of staff who is directed as responsible for its daily use. Such inspection programmes will take into account manufacturers recommended regimes and additional inspections as considered appropriate.
- A Periodical Inspection by a Competent Person and a Calibration programme designed and operated in line with both the legal requirements for that item of plant or equipment and the manufacturers' guidance as laid down in the Manufacturer's Handbook.
- A defect reporting and management procedure that ensures the defect is dealt with in a timely manner. Such a system will also stipulate what defects renders the item of plant and equipment Unsafe for Use. The defects system will also ensure a signature of inspection before return to operational duty is completed by a competent person.
- All staff who are required to participate in this monitoring programme will be trained to ensure they are deemed competent to the level required.
- Equipment is not available for use unless a member of Ufton staff has been trained to use that equipment.

Reviewed annually unless significant changes to legislation or site

Appendix 1

Associated RAMS documents

- Accidental Injury
- First Aid Cover during COVID
- Contractors on Site
- COSHH
- Extreme weather
- Lone working
- Basic Manual Handling
- Advanced Manual Handling
- Office based work
- Septic Tank on site
- Traffic management
- Working at Height
- Working in the barn and surrounds
- Working in the House and Cabins
- Working on the Farm
- Working in the kitchens
- Working on site outside
- Working with volunteers
- Sickness and medication
- Work related stress
- Loose animals on site
- Young workers
- Staff family members on site
- Use of Buggy
- Electro Magnetic fields
- Reportable diseases
- COVID Restrictions, working on site
- COVID 19 and Educational Activities
- COVID and Contractors
- Social distancing in the work place
- Activities on Site COVID 19 and Supplement
- Working Parties
- Staff family and adult groups running activities on site
- Confined Spaces

RAMS review date before: 31.11.2022

All COVID19 RAMS under review throughout the year