



# Ufton Court Educational Trust Ltd

## Occupational Health and Safety Policy

Health and Safety at Work Regulations, Act 1974 – section 2(3); Management of Health and Safety at Work Regulations 1999 as amended – Regulation 5; Regulatory Reform (Fire Safety) Order 2005 – Article 11)

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

Signature:   
2022

Date: 23<sup>rd</sup> February

Position: **Trustee with oversight of Health and Safety**  


Signature:  Date: 23<sup>rd</sup> February 2022

Position: **Managing Director responsible for implementation**

Signature:  Date: 23<sup>rd</sup> February 2022

Position: **Senior Leadership Team**

Signature:  Date: 23<sup>rd</sup> February 2022

Position: **Senior Leadership Team**

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

General enquiries: 0118 983 2099

## Health, Safety and Welfare Policy Statement

**Ufton Court Educational Trust** is committed to providing a safe and healthy environment for all members of staff and volunteers to work in order to prevent work related injury and ill health and its visitors to enjoy whilst engaged in activities on site. It has a moral and legal duty to do this and is committed to continual improvement of the Occupational Health & Safety (OH&S) management and to fulfil legal and other requirements in taking all reasonably practicable steps both as an employer and provider of educational learning and events. It is committed to reduce hazards and OH&S risks so far as is reasonably practicable. The Trust is committed to consultation and participation of workers. Participation in Health and Safety matters and cooperation is expected at all levels of the organisation; the workforce empowered by sharing of information and consultation.

The Trust always acts upon any reports or inspections from external and internal sources and advice from consultants

1. The purpose of this policy is to demonstrate that the Trustees and management (Managing Director and Senior Leadership team) of Ufton Court Educational Trust Ltd will comply with their duties under Health, Safety and Welfare Legislation.
2. The Trustees and Management of Ufton Court Educational Trust Ltd accepts that it has both a legal and moral duty to ensure so far as is reasonably practicable the health, safety and welfare of their staff, volunteers, contractors and visitors who work with them and anybody else that can be affected by what they do.
3. In delivering a high standard of care, Ufton Court Educational Trust Ltd remain fully committed to;
  - Applying the principles of Best Practice and Continual Improvement when applying its systems and processes.
  - Produce and implement a processes and safe systems of work that communicates and controls how a task is carried out with minimal risk to those taking part and others who may be affected.
  - Ensure all equipment used is properly selected, maintained and operated in a manner to which the equipment is designed for use. No substitute equipment may be used unless the equipment has been approved for that task.
  - Cooperating with those they interface with, to ensure proper and adequate provisions.
  - Ensure that wherever possible, best practice is applied.
  - Monitor its success, identify any weakness and implement improvements.
4. The Trustees and Management of Ufton Court Educational Trust Ltd recognises their legal duties placed by the Health and Safety at Work etc Act 1974 and its subordinate legislation. Those who are responsible for applying those duties have been fully consulted and briefed as to their duties and have accepted their responsibilities accordingly.
5. The Trustees and Management of Ufton Court Educational Trust Ltd fully accept their individual legal and moral duties to ensure best practice applies at all times so far as is reasonably practicable.
6. The Trustees and Management of Ufton Court Educational Trust Ltd remains fully committed to applying all aspects of those duties and will ensure, through regular reviews, the standards are applied consistently.
7. The Trustees and Management of Ufton Court Educational Trust Ltd will ensure that all staff and contractors' staff receive sufficient training and information as to their duties and operational instruction, and that information will be presented in a manner that is useable and understood.
8. The Trustees and Management of Ufton Court Educational Trust Ltd will ensure that any contractor who works on behalf of Ufton Court Educational Trust Ltd will also work with the same commitments communicated above
9. During COVID-19, we will, through risk assessment and by following Government Regulation, guidance and Public Health England advice, ensure that we provide a COVID-19 secure environment for our employees, volunteers, visitors, pupils and others.

Signed:

Date: 23/02/22



**Fiona Craig (Managing Director)**

## **Scope and Nature of the Organisation: Ufton Court Educational Trust**

Ufton Court Educational Trust is a children's charity supported by a Weddings and Functions business. Our charitable educational work is performed both on site, in our immediate local area and in schools and our weddings and functions are all based at our site. Our work would be categorised as service rather than product led.

Both the charitable and trading business are run together as a unified organisation. Our organisational hierarchy begins with Trustees who are responsible for the strategic direction of the Trust and delegate operational management to the Managing Director. The Managing Director has appointed a Senior Management Team to support in the daily running of the organisation. The full organisational chart is published in a shared folder which is accessible by all employees, this information is also available on our website. The internal phone list is published in hardcopy format and available for all staff to access (who may not be desk based) and contains the contact details of Trustees to enable the whistle blowing policy to be fully accessible.

We are a value led organisation. The values are formed in collaboration with staff and volunteers and are published on phone lists, are on our website and are displayed as part of the logon process on all computers.

We have a policy hierarchy supported by detailed RAMS to ensure that all activities are performed in a safe and effective manner. Staff and volunteers are trained to carry out their tasks either externally leading to recognised awards or internally and approved by management. We use a skills matrix approach to explicitly track skills and experience and competency.

We strive to create a safe and purposeful workplace. Staff and volunteers are trained to perform their tasks and managers are trained and aware of their Health and Safety responsibilities. We are keen to create an emotionally safe workplace and do this through management training and offering all employees and volunteers access to online mental health awareness training.

Staff receive annual appraisals; staff and volunteers also have regular meetings with their managers, toolbox talks and training. All staff are required to attend all staff training twice per year; volunteers are invited. This training gives updates on strategy to ensure that staff and volunteers feel communication is good and also includes training on key issues such as Health and Safety awareness and example would be fire training on use of extinguishers.

We operate within a known legal framework. We ensure that we understand this framework through regular updates to ensure full compliance. We actively seek feedback from our staff, volunteers, customers and suppliers to ensure that not only are we working to all known standards and laws but are seeking to go further and achieve higher standards in all areas. Our insurers review our work and working conditions and site annually and we have a close relationship with regular communication of any changes throughout the year.

We work with an external Health and Safety consultant who reviews our work and advises on legal requirements, these are fed through to our Health and Safety committee to implement. Our Health and Safety committee meet each month and are comprised of representatives of all teams. The Health and Safety advisor attends 4 meetings per year and the Trustee with Health and Safety oversight attends one meeting per year.

Safeguarding is of special importance in a children's charity and we have 3 Designated Safeguarding leads to ensure that one is always on site. In addition to this, we request an audit from our local Council Education Safeguarding Officer.

Where qualifications are required for tasks such as operating machinery (e.g. use of chainsaws) or delivering specific (education e.g. Archery) qualifications are checked and renewal dates monitored by our HR Manager.

We are subject to a full annual audit and legal and financial compliance is reviewed during this process.

Other legal compliance is managed through ongoing training provided by external providers.

We manage our environment through strong customer relationships and a high customer service ethic. The Strategic Management Team regularly review customer feedback and monthly financial performance tracking actual performance to outlooks and budgets. We are aware of our competitors old and new and maintain a watching vigil on their offerings and strategic development.

We also work closely with our team, our Trustees, supporters and suppliers who will offer insight into changing patterns of behaviour and demand.

The aim of the Trust is that working at Ufton is both safe and enjoyable. Employees and volunteers should feel valued themselves and that we live our agreed values.

**Reviewed annually unless significant changes to legislation or site**

## Specific Roles, Competencies and Responsibilities

### The Trustees

10. The Trustees are ultimately responsible and accountable for the application of Ufton Court Educational Trust Ltd Occupational Health & Safety Policy and the achievements of its objectives within. They do so by:
  - Ensuring that one of their number has oversight of Health and Safety; expectations are that they will review policies, be aware of Health and Safety matters, communicate with the Managing Director and Health and Safety Coordinator and offer constructive criticism.
  - The Trustee with oversight for Health and Safety will attend an IOSH for Managers and Directors course
  - Delegating authority through the Managing Director and Line Managers primarily and through them to their employees.
  - Ensuring that the Health and Safety Policy is strictly observed and monitored by staff and volunteers at all levels through consultation with Management/Supervisory staff
  - Periodically reviewing performance, policies and procedures accordingly and promotes action when necessary.
  - Embracing the principles and best practice laid out in HSE Guidance (HSG65 Managing for Safety) and the Plan, Do, Check Act model described there. (Please see Appendix
  - Keeping under review the need for further safety measures, instruction and training to ensure the health, safety and welfare of all employees and volunteers.
  - Keeping themselves informed of incidents or accidents and failures of systems of work occurring on Ufton Court Educational Trust Ltd premises or to Company employee and volunteers.
  - Be aware of various authorities and advisory organisations with the aim of maintaining and improving health, safety and welfare and encourage engagement with such organisations
  - Review Health and Safety procedures.
  - Be aware that the Occupational Health and Safety Policy is monitored by the Health and Safety Consultant setting a good personal example on Health and Safety

### The Managing Director

11. The Managing Director has overall responsibility for the implementation and management of health, safety and welfare within the Ufton Court Educational Trust Ltd.
12. The Managing Director will ensure that all key areas receive the correct level of monitoring and management attention by Management structure to each key area. They will appoint a member of their senior staff/volunteers to manage each matter highlighted in this policy and will require regular feedback on issues, the progress made and the actions still outstanding.
13. In order to achieve effective implementation of the policy, the Managing Director will:
  - Delegate authority through the Management Team, whilst maintaining their overall responsibility for delivery and through them to their employees and volunteers.
  - Ensure the health and safety policy is strictly observed and monitored by staff and volunteers at all levels through consultation with Management/Supervisory staff and volunteers.
  - Periodically review performance, policies and procedures accordingly and promotes action when necessary.
  - Embrace the principles and best practice laid out in HSE Guidance - HSG65 Managing for Safety.
  - Keep under review the need for further safety measures, instruction and training to ensure the health, safety and welfare of all employees.
  - Create and monitor a working environment which promotes the wellbeing of employees whilst they are at work.
  - Review incidents or accidents and failures of systems of work occurring on the Ufton Court Educational Trust Ltd premises, involving the General Public, to Centre's Employees, Volunteers or Contractors.
  - Consult and communicate with various authorities and advisory organisations with the aim of maintaining and improving health, safety and welfare.
  - Liaise with the Manager responsible for each activity, and Health & Safety Consultant as required.
  - Ensuring the health & safety policy is actively monitored by the Senior Leadership Team and Team Managers
  - Ensure that sufficient resources are made available to manage health, safety and welfare

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- Ensure that Ufton obtains appropriate and competent health, safety and welfare advice.
  - Completed a IOSHH for Managers and Directors as well as other relevant H&S training and courses identified
14. The Managing Director will ensure that Health, Safety & Welfare reviews are carried out at least on a monthly basis at all levels of management and the results of those discussions are reported back to the Trustees for consideration. The matters which will be discussed as a compulsory matter are;
- Any Accidents or Near Miss incidents occurring on the sites under their control or to their operatives at third party sites.
  - Any major failures of structures, plant or services, which caused major risks to their Staff, Volunteers, Contractors or Operations.
  - Any weakness in the resources, in both quantity of staff/volunteers and the staff/volunteer competencies, required to deliver the standards deemed as acceptable by the Board of Directors.
  - Issues arising from location meetings, which require attention and direction from the Trustees
15. The Managing Director will ensure that an Impact Assessment is carried out after each strategic decision which might lead to detrimental effects to the health, safety and welfare of staff, volunteers, contractors and visitors, and the effectiveness of equipment together with the systems, standards and processes of the centre.

### **Line Managers**

16. The Line Managers are responsible for the effective implementation of Ufton Court Educational Trust Ltd safety policy within their department or area of control. They do so by:
- Ensuring that all employees and volunteers directly responsible to them know, understand and accept their responsibility to Ufton Court Educational Trust Ltd Occupational Health & Safety Policy.
  - Ensuring the requirements of Health & Safety legislation are applied and that Ufton Court Educational Trust Ltd procedures are observed.
  - Carrying out reviews of established safety measures and introduce further safety measures, instructions or training to ensure the health, safety and welfare of employees under their control
  - Undertake IOSH for Managers and Directors training and a Health and Safety level 1 course, and any other relevant Health and Safety courses and training identified
  - Ensuring new employees, volunteers and contractors receive an Induction and that employees and volunteers are given time to absorb training
  - Investigating and recording accidents, incidents or near misses and potential hazards in their area of control and take necessary action with the aim of preventing re-occurrence by the removal of any potential hazards.
  - Informing employees and volunteers of any hazards to health and safety encountered in the course of their work, including the necessary precautions to be taken, and of their duties to safeguard their own and other person's health and safety.
  - Making sure that all necessary protective equipment is readily available, within date and suitable for task at all times by the employees and volunteers in their section or area of control.
  - By making sure all employees and volunteers maintain the highest standards of housekeeping and orderliness in their section or area of control.
  - Identifying training needs concerning health and safety at work and arrange such training and instruction as may be necessary.
  - Respond to any employee and volunteers representations.

### **Health and Safety Officer Role**

17. **Health and Safety Officer** will be responsible for the co-ordination of all aspects of H&S for both education and weddings.

- They will understand and ensure compliance with all relevant H&S legislation and be the key contact with our external H&S provider.
- They will be responsible for the promotion and acceptance of the importance and H&S throughout the team.
- They will audit H&S compliance within the organisation and feedback to staff what changes may be required.
- They will lead on the appointment and management of technical advisers
- They will be responsible for all H&S documentation ensuring all staff meet their responsibilities to keep current paperwork on file.
- They will lead on all aspects of H&S involved in memberships of external bodies
- They will ensure that the website contains accurate, relevant and complete H&S information for customers.
- They will manage the monthly H&S meetings ensuring actions are completed.
- They will demonstrate Ufton values in all aspects of their role.
- They will report directly to the Managing Director
- Complete relevant training including IOSH for Directors and Managers,

### **Health and Safety Steering Group**

18. The Steering Group consists of a member of staff from each of the Teams. The group meets on a monthly basis to review:

- Health and Safety practices,
- Any concerns raised by teams,
- Progress with regards to any actions required,
- Accidents and near misses.
- Any changes required either by law, advice from external sources or feedback from members of staff and user groups
- Welfare of employees and volunteers
- Each meeting will include a focus based on the Policy Areas (Safeguarding, Fire, Safe Food, Activities for Children, Activities – Weddings and Events, Compliance, Management of Trees, Working on Site, Working Off Site)
- All members will have completed an IOSH for Directors and Managers course, H&S level 1 and any other courses or training identified.

### **Ufton Staff team Training Matrix**

Ufton keeps an up to date training matrix detailing all training required, when it's been completed and when it is due for renewal. Copies of certificates are also kept. Members of staff are required to sign to confirm that they have understood the training received.

### **Team Leaders to ensure All Employees and Volunteers**

19. All Ufton Court Educational Trust Ltd employees and volunteers have health and safety responsibilities and are required to maintain processes or systems of work and wearing all appropriate Personal Protective Equipment provided for the activity.
20. All statutory required items of equipment and PPE will be provided at no cost to the employee / volunteer and will ensure that these are maintained and replaced when required
21. All Ufton Court Educational Trust Ltd employees and volunteers will receive appropriate levels of training according to their duties, the equipment they will operate and the numbers of persons they will supervise.
22. All employees and volunteers are required to confirm that they have attended and understood their training
23. All employees and volunteers of the Ufton Court Educational Trust Ltd will:

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- Take responsible care of their own health, safety and welfare at work; they are able to this due to the training they have received and the safety of the equipment provided for us. If an employee feels unsafe when asked to perform a task then they are able to refuse
  - Follow any health, safety and welfare rules which apply to their duties.
  - Do what is reasonably practicable to ensure that other people, including members of the public are not put at risk.
  - Not misuse anything that has been provided in the interests of health, safety and welfare, such as propping open fire doors.
  - Not improvise or adapt any equipment so as to use it for a purpose for which it is not designed.
  - Report anything that might present a danger to either themselves or anybody else.
  - Complete a H&S level 1 course
24. All employees and volunteers are expected to cooperate with their managers and Trustees to ensure the health, safety and welfare of themselves, visitors and colleagues. Any reasonable request that is not fully complied with, without good cause or reason, may be considered gross misconduct.
25. No person will be requested to work unsupervised unless they are comfortable to complete the task, have received relevant training and can demonstrate a competence level deemed acceptable by Ufton Court Educational Trust Ltd . It is recognized that in many cases experience is required when achieving a level of competence. Such experience will be provided under a supervision program carried out by the management of Ufton Court Educational Trust Ltd.

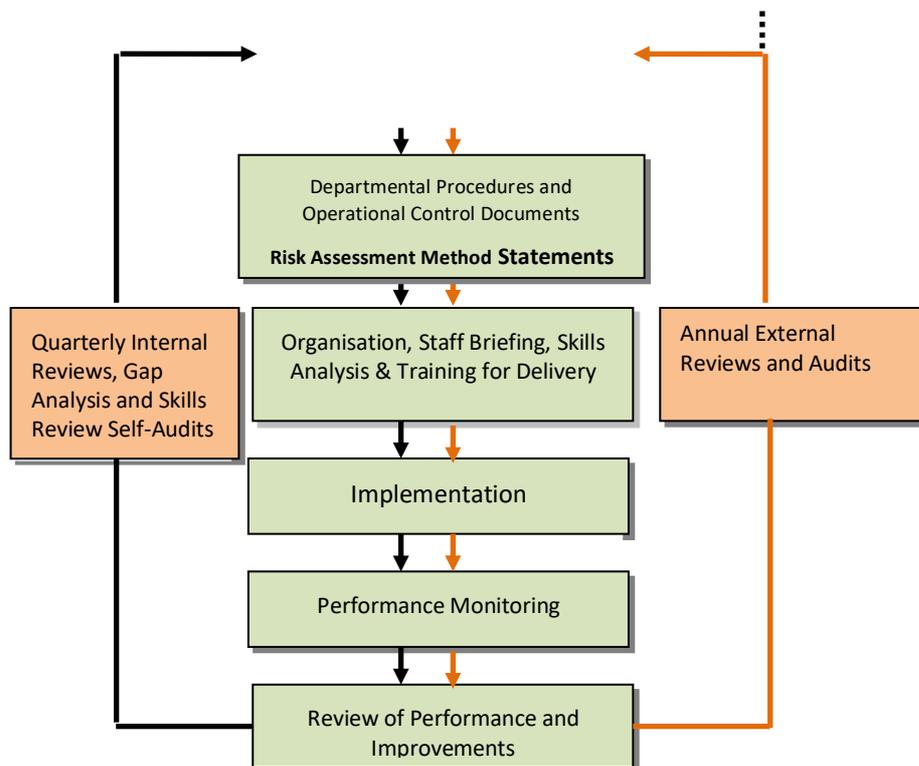
**Arrangement for obtaining Competent Health & Safety Advice**

26. Ufton retains Quadriga Health & Safety Ltd, as occupational Health and Safety consultants to support and advise the Trust and to provide the competent person support required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and Article 18 of the Regulatory Reform (Fire Safety) Order 2005.

**General Management Arrangements for Health and Safety Compliance [all departments]**

27. The Health and Safety Systems and Procedures Management Model [based on the principles of HSE Guidance HSG65 Managing for Safety] to ensure a continuity of approach by all departments operated by Ufton Court Educational Trust Ltd





### COVID-19 Secure Arrangements

Separate risk assessments are in place for various Ufton activities which sets out the requirements that must be adhered to in order to minimise the risk of employees, volunteers and others spreading, or becoming infected by, COVID-19 when at work and undertaking activities. These risk assessments have been communicated to employees, volunteers and other interested parties, and will be reviewed in line with Government changes.

### Consultation and Cooperation

28. The Trustees and Management of Ufton Court Educational Trust Ltd recognises the need for consultation and cooperation and the involvement of everybody to secure and maintain a safe and healthy workplace. We encourage our employees to highlight to us at any time:
  - Any shortcoming in the provisions or facilities provided for themselves or visitors
  - Any occasions when personal circumstances arise that a Trustees and Management plan is required to facilitate the matter and the workload involved.
29. Health, safety and welfare are a standing item on the agenda of our staff meetings where all members of staff and volunteers are encouraged to attend.
30. The Management of Ufton Court Educational Trust Ltd takes an active part on external industry consultations and are committed to assisting the industry lead body to develop continual improvement processes informed by Inspections, changes in requirements, changes on site and advice from retained Consultancy which will also result in a policy review.

### Sub Policies

31. There are 9 sub policies which sit under the main H/S policy. Each Policy includes specific roles, responsibilities and training/qualifications; specific risk management and controls; recording and reporting of incidents and an appendix of Risk Assessment Method Statements associated with it. Policies are as follows:
  - **Safeguarding** covering: Key Contacts; Specific Management Arrangements for Health and Safety Compliance [all departments]; Departmental Specific Managements Arrangements; Purpose; Ufton's Policy; Statutory Framework; Procedures; Training and support; Professional confidentiality; Records and monitoring; Attendance at child protection and safeguarding meetings; Pupils at risk; E-safety; Safer Recruitment; Teacher Prohibition Orders and Disqualification by Association; Professional boundaries

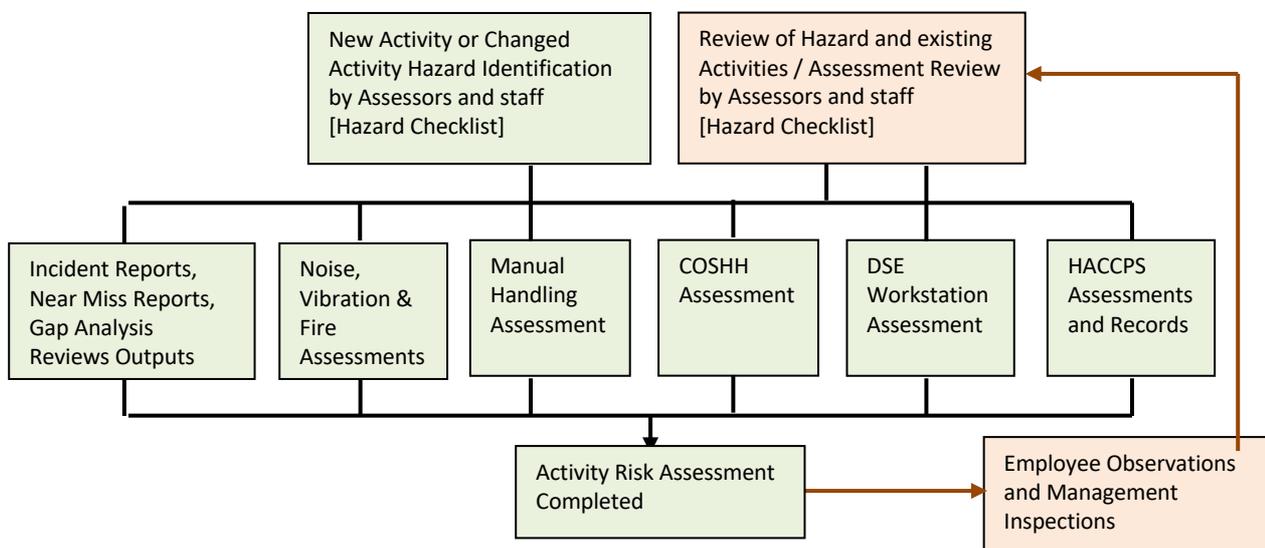
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for staff and code of conduct; Whistleblowing; Radicalisation and Extremism; Allegations; Residential accommodation; Children with special education needs and disabilities  
 Appendices - Terminology; Recognising abuse & neglect; Pupils at risk – a list of vulnerable groups; further information on specific safeguarding issues including: CSE /FGM/ Radicalisation; LADO referral process; Role of Designated Safeguarding Lead; Information sharing flowchart; Links to government guidance documents including KCSIE Sept 20

- **Safe Food** covering: Management of safe food; food safety; contractors' safe food; work equipment associated with safe food; location facilities, structures and infrastructure management
- **Fire Safety Management** covering; management of fire safety
- **Management of Trees** covering: specific arrangements for management of tree areas; contractors; manual handling; mechanical equipment
- **Activities – Children** covering: management of activities for children; food safety; activity equipment; location facilities, structures and infrastructure management
- **Activities – Weddings and Events** covering; management of wedding and events; food safety; contractors; activity equipment; location facilities, structures and infrastructure management
- **Working on site** covering: management of working on site; food safety; work equipment; contractors; location facilities, structures and infrastructure management
- **Working offsite** covering: management of working off site; activity equipment; manual handling; mechanical equipment
- **Compliance** covering: management of compliance – legal; finance; HR and Safeguarding; marketing and fundraising; IT, Data Protection and GDPR; location facilities, structures and infrastructure management

### Risk Management and Controls

32. All activities that make up Ufton Court Educational Trust Ltd activities will be subject to a risk management program that reflects the risks identified and the controls required to negate the effects of the risk. Such a risk management program will operate under the processes outlined below.



33. Risk Assessment Method Statements (RAMS) are produced for each area of work, activity and business. These are grouped under the Sub Policies (Fire, Safeguarding, Safe Food, Activities – Children, Activities – weddings and Events, Management of Trees, Compliance, Working Offsite, Working Offsite) these are written in consultation with members of staff and reviewed annually. Members of staff and volunteers are required to read those relevant to their work and sign to say they've read and understood

34. RAMS documents define the probability, outcome, business and environmental risk which are scored using a definitive table. An overall risk level is then allocated; the maximum score is 125, any over this will not be tolerated.

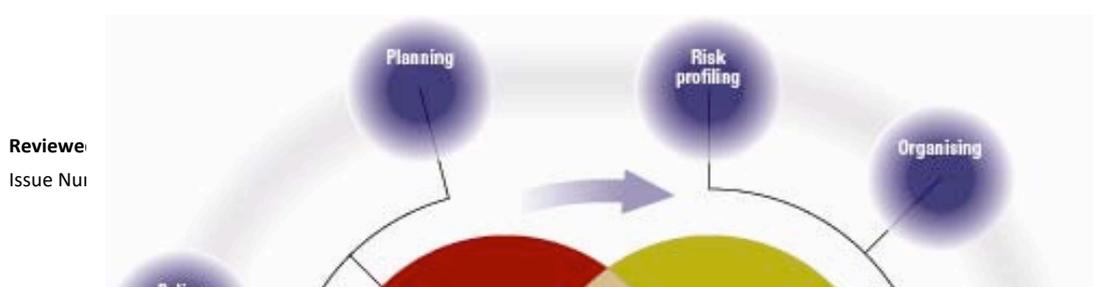
35. See table below for definitions when assessing risk on RAMS documents

Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
<b>Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact.</b> <b>Any score above 25 must result in control measures being applied in the additional comments column</b>			

36. COSHH Assessments are written for chemicals which display the hazard signs and based on the Data Sheet. These are reviewed annually and members of staff are required to confirm that they have read and understood them.
37. The Risk Register records all the risks and levels assigned to them using the information on the RAMS documents. These are then highlighted using a traffic light system where Red is of immediate concern and actions required noted. The Register is kept under review.

## Appendix 1

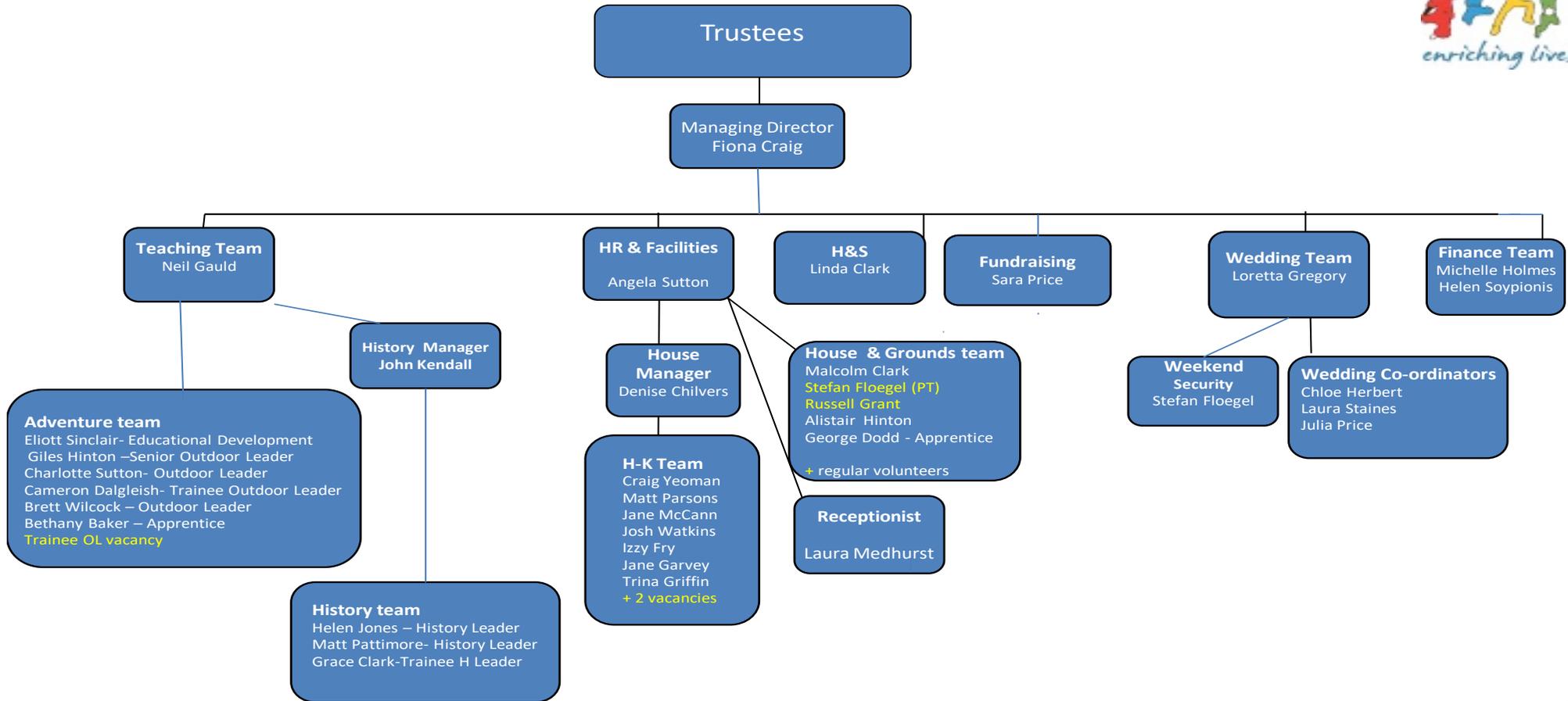
### HSE's Plan Do, Check and Act Flow Chart



# Appendix 2



## Ufton Court reporting structure as at February 2022



Staff in yellow – joined since last Trustees meeting/ vacancy

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