



Working On Site Policy

Adopted and delivered on behalf of Ufton

Approved by Ufton Court Educational Trust Ltd Board of Trustees.

Date: 09/04/2024

Approved by Sarah Lindsell (Chief Executive Officer)

Date: 09/04/2024

Registered Charity Address:

Ufton Court Trust, Green Lane, Ufton Nervet, Berkshire RG7 4HD

Registered Charity Number: 1116659

Company registered in England and Wales number: 5794281

Working On Site

1.0 Purpose

This policy explains how Ufton arranges and manages working on site including the management of trees and cyber security. It is one of five sub policies which sit under the overarching Occupational Health and Safety Policy

2.0 Policy

The policy outlines how working on site is managed for all who work on site to ensure that their experience is enjoyable, safe, and memorable.

3.0 Recording and Reporting of Accidents and Incidents

Activities under the control of Ufton are subject to the requirement of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 [RIDDOR] should an incident occur.

Ufton requires that the Board of Trustees be informed of any incident that has been reported to an enforcing authority. Where the incident involves a contractor, Ufton requires the contractor to provide a copy of the report made.

Ufton 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 minor.

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 reviewed by the Health and Safety 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 Senior Leadership team and to the termly Trustee Meeting

4.0 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 Head of HR and Facilities

For any contractor 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'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.

All contractors working on Ufton's site 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 can 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 Head of HR and Facilities for approval. This will be

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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 will request sight of certificate every two years.

Members of the Ufton Court staff team undertake work onsite that falls within CDM such as ad hoc builds, internal decorating, and repair work. There is a Minor CPP in place for this which is reviewed annually.

5.0 Manual Handling

Manual handling is minimised through the ergonomic storage of items and equipment and using mechanical and manual handling aids, where practicable. Where this is not practicable, risks are reduced by applying the principles of safe lifting, breaking loads down, 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 holds records of manual handling risk assessments. General and specific manual handling training is provided for all staff.

6.0 Hazardous and Dangerous Substances

Where hazardous substances are used and stored, a COSHH risk assessment will be carried out to ensure that controls are adequate to protect the health of persons who may be exposed. These are reviewed annually, and members of staff are required to confirm that they have read and understood them.

Safety Data Sheets (SDS) for all products and an inventory will be held and kept up to date by each department. 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 on 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.

7.0 Personal Protective Equipment (PPE)

Where Ufton staff/volunteers are required to wear PPE for 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 member/volunteer for the intended work.

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

Any PPE issued must be returned to the correct storage space and any faults reported.

8.0 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, 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.

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9.0 Working at Height

Work at height activities is periodically undertaken by Ufton employees and appointed contractors. Strict rules relating to the use and maintenance of access equipment are in place. Working 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 for low-risk sporadic work tasks, these are subject to formal inspection and maintenance and used by authorised individuals only.

10.0 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.

11.0 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.

12.0 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 Head of HR and Facilities.

Lifting equipment and lifting accessories are subject to statutory thorough examination and tests by a competent specialist arranged by the Head of HR and Facilities.

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.

13.0 Legionella

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

14.0 Asbestos

Asbestos surveys for Ufton's 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.

15.0 Confined Spaces

Where confined spaces have been identified on Ufton's premises, entry into these areas require controls, including the use of a permit to work and a documented risk assessment and safe system of work (SSOW).

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16.0 Lone Working

Ufton staff/volunteers may be working alone and Ufton has put in place arrangements for the protection of these workers identified in lone working RAMS. All members of staff have lone working procedures in place which have been agreed with their manager and is revised as required.

17.0 Fire Safety

Fire risk assessments have been documented for Ufton 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 can be found in the Fire Safety Management Policy.

18.0 Smoking

Ufton does not permit any employees/volunteers/visitor 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.

19.0 First Aid

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

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

20.0 Wellbeing

Ufton conducts its business so that workloads and work pressures are effectively managed so that they should not cause distress or ill health.

21.0 Welfare and Working Environment

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

22.0 New and Expectant Mothers (NAEM RA)

Where an employee has notified Ufton of their pregnancy in writing, Ufton will arrange for a risk assessment to be undertaken with the employee which will be regularly reviewed.

23.0 Post recruitment Medical Information

Following recruitment, new members of staff are given a confidential questionnaire which invites them to inform HR about any allergies or physical conditions; this is voluntary.

24.0 Communication with other staff

Some members of staff carry a radio on site which enables them to contact others and be contacted, others use mobile phones for this purpose.

25.0 Facilities, Structures, Infrastructure Management and Work Equipment

All facilities, structures, and 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.

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All plant and equipment used by members of staff 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 consider 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.

26.0 Management of Trees and Woodlands

All members of staff, including the CEO and Line managers can discuss any issues regarding trees and woodland with Ufton’s Site Manager.

They will also do this before commencing any work that might affect safety of persons, habitat, or environment within the grounds. Including the attachment of ropes, slings etc, digging, ramming in posts or piling up material. (Some consultations may be referred to SLT or Englefield Estate before a decision is made).

All trees on site are managed in consultation and cooperation with Englefield Estate.

26.01.0 Inspection of Trees following a weather event

Members of the Site team who have been trained to perform tree inspections will inspect the woodland and tree canopies following every weather event:

- They have been trained to perform a visual inspection of tree safety – Level 1 Basic Tree Survey and Inspection, and received in-house site-specific training given by the senior Groundsman.
- They will advise the Education team and other relevant teams about safety in the woodland under tree canopies following a weather event, to help the senior education manager make a suitable dynamic risk assessment.
- They will advise the Education team with regards to activities in the woodland and under tree canopies during windy weather, to help the senior education manager make a suitable dynamic risk assessment.
- They will inform the Chief Executive Officer of any concerns about the health condition of trees who will then contact our landlord the Englefield Estate for guidance.
- All tree inspections are recorded.

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26.02.0 Risk Management Strategy and Controls: Trees and Woodland:

Ufton's activities are subject to a risk management programme that reflects risks identified and controls required to negate effects of these risks.

In addition to the above section, the risk management programme for Trees and Woodland includes as a minimum:

- External bi-annual Inspections by specialist tree surveyor.
- Basic inspection by activity leader of areas where activities will be carried out that day.
- Any tree, part of a tree or any attached item of equipment that is not considered fit for purpose will be taken out of service, defected and repairs carried out before it is returned for use. Any major defect must be subject to a management inspection and authorisation before it is returned for use. This may include an entire area or zone being out of use.
- Englefield Estate will arrange for their tree contractors to visit and make the area safe. Until this has happened the zone in question will be put out of bounds
- All Tree contractors working on the site of Ufton Court Educational Trust Ltd are contracted either by Ufton or by Englefield Estate and follow our Contractor procedures.

All documentation submitted by the Contractor will be vetted and the Englefield Estate guidance sought and passed to Ufton Court Educational Trust Ltd before the work commences.

26.03.0 Manual Handling with trees and in woodlands:

The nature of this work means that there may be some manual handling involved. All activities carried out by members of staff and volunteers will be subject to manual handling assessments. These assessments are subsidiary to the main activity risk assessments completed.

Not all members of staff and volunteers will be expected to carry out heavy or complex manual handling duties. All persons who are expected to complete these duties will be trained in the specific techniques required to lift, control, propel or lower the equipment concerned.

27.0 Management of Cyber Security

Our charity is committed to protecting its data and information systems from unauthorized access, use, disclosure, modification, or destruction. This policy sets out the measures we take to ensure the confidentiality, integrity, and availability of our information and information systems.

This following applies to all staff, volunteers, contractors, and third parties who have access to our information systems, whether provided by the charity or their own devices, and whether working on or off our premises.

27.01.0 Bring Your Own Device (BYOD):

Staff who use their own devices at work must comply with our BYOD policy, which includes the following measures:

- Password-protecting their devices
- Keeping their devices up to date with security patches and updates
- Installing antivirus and anti-malware software
- Avoiding the use of public Wi-Fi networks
- Reporting any lost or stolen devices immediately to the Office Manager

27.02.0 Cloud-Based Systems:

All staff must adhere to the following guidelines when using our cloud-based systems:

- Accessing cloud-based systems only from authorized devices and locations
- Using strong, unique passwords and multi-factor authentication where possible
- Not sharing login credentials or other sensitive information with others
- Reporting any suspected security incidents or breaches to the IT department immediately.

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27.03.0 Data Security:

All staff must protect our data by adhering to the following guidelines:

- Not storing sensitive or confidential data on their personal devices or in personal cloud accounts
- Using encryption to protect sensitive or confidential data in transit and at rest
- Avoiding the use of unapproved cloud-based systems or third-party applications to store, share or process our data.

27.04.0 Incident Management:

In the event of a security incident or breach, all staff must follow our incident management procedures, which includes:

- Reporting the incident to the Office Manager immediately
- Preserving all relevant evidence
- Cooperating fully with any investigations or legal proceedings
- Notifying affected individuals or organizations as required by law or our policies

27.05.0 Review and Revision:

This will be reviewed and updated periodically to ensure that it remains current and effective in light of changing technologies, threats, and legal requirements.

By implementing this, we can help ensure that our charity's data and information systems remain secure and protected against unauthorized access, use, disclosure, modification, or destruction.

User Acknowledgment and Agreement

By signing below, you confirm that you have read and understood this policy

I confirm that I have read and understood this policy

Employee Name:

Employee Signature:

Date:

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Appendix 1 Working On Site RAMS documents

- Accidental Injury
- Accidents and First Aid
- 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
- Social distancing in the work place
- Working Parties
- Staff family and adult groups running activities on site
- Confined Spaces

RAMS review date before:
31/12/24

Tree Management RAMS documents

- Activities in the Woodland and under Tree Canopies
- Activities Outdoors with Children
- Advanced Manual Handling

RAMS review date before:
31/12/24