



Ufton Court Educational Trust Ltd

Working Off 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 changes to law, regulations or site

Issue Number: 6

Last review: Jan 2021

Next review: January 2022

Health and Safety Arrangements

The Working off 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 and Recording

Please refer to the Working on Site Policy

If working on another premises e.g. a school then school accident forms and procedures must be completed and a copy of the form brought back to Ufton Court and left with other Accident/Incident/near miss forms and line manager informed

COVID-19 Secure Arrangements

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

Consultation and Cooperation

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

Specific Management Arrangements for Health and Safety Compliance [all departments]

1. The Working Offsite Policy is one of 9 sub policies which support the overarching Health, Safety and Welfare Policy.

Risk Management Strategy and Controls

2. 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 include as a minimum:
 - Activity Risk Assessments designed to identify risks that may occur during the activity, and its probable causes.
 - Method statements or RAMS Documents devised for all activities and tasks usually completed by the staff of Ufton Court Educational Trust Ltd. Please see Appendix 1 for a list of all associated RAMS documents.
 - Separate risk assessments are in place for various Ufton activities which outlines 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 Regulation, guidance and Public Health England advice to ensure that we provide a COVID-19 secure environment for our employees, volunteers, visitors, pupils and others.
 - Ufton Teachers working in schools will follow school COVID procedure
 - Any foreseeable emergencies identified and the provisions made to manage that emergency should it arise
 - Activity and Facility Fire Risk Assessment, including when hot works are involved or sources of heat are used, or for those locations where the public or staff work or congregate.

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Training

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.

Departmental Specific Managements Arrangements

The Management of Working Off-Site

3. All activities are subject to regular reviews of risk assessments throughout the season and are inspected by external competent persons.
4. An agreed system is put in place so that contact can be maintained between the employee and Ufton Court Office
5. Where offsite working involves working at another establishment e.g. school, a programme will be agreed in advance
6. Resources required for offsite activities will be kept in good order and taken to the activity site by safe and appropriate means
7. Where transportation is required this means that the employees own vehicle will be used. Ufton Court Educational Trust will need to confirm that insurance document, car tax and MOT are in date. This will be on an annual basis.
8. All activities and provisions provided by 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".

Activity Equipment and Mechanical Equipment

Please refer to the Working On Site Policy

Business Driving

Refer to Working On-Site for details concerning requirements relating to driving for work purposes

Manual Handling

9. 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. All actions and control measures will be noted and included in the main risk assessment control risk.

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10. 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.
11. All staff who, are required to participate in this monitoring programme will be trained to ensure they are deemed competent to the level required.

Appendix 1

Associated RAMS Documents

Attending meetings/conferences/courses
Collecting purchases
Fundraising events.
Wedding team
With Volunteers
Working from home
Working in schools: on the Road and Outreach
(Taking Groups offsite – Education RAMS)

RAMS review date before:
31/12/2022