

Health & Safety Policy



Trustee Owner	Andrew Cobb
Effective date:	1/3/22
Review date:	1/3/25
Related documents	Safeguarding Policies Risk Assessments

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan	First Draft	Andrew Cobb	01/03/22
1.1	Katharine Jane	Updated to reflect change to charity status- director to trustee	Jane Sullivan	14/07/22
1.2	Andrew Counsell	Reviewed – no amends needed	Katharine Jane	11/03/24

Scope

The scope of this policy applies to all premises used by Newton Rigg Ltd and all persons on the premises.

All Newton Rigg Ltd staff and volunteers have individual responsibilities to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions. They must co- operate with those persons who are responsible for health and safety to enable them to carry out their duties.

Purpose

In order to work in a safe environment certain measures must be taken by staff and volunteers. This is also for the purpose of the safety of visitors to the site. Furthermore, **The Health and Safety at Work etc. Act 1974** is an Act of Parliament that as of 2011 defines the fundamental structure and authority for the encouragement, regulation and enforcement of workplace health, safety and welfare within the United Kingdom. The Act defines general duties on employers, employees, contractors, suppliers of goods and substances for use at work, persons in control of work premises, and those who manage and maintain them, and persons in general. The Act established a system of public supervision ultimately backed by criminal sanctions extending to unlimited fines and imprisonment for up to two years.

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981

- Working Time Regulations

Policy Statement

It is the policy of Newton Rigg Ltd to promote the health and safety of all people on any of its land or premises and for that purpose it will:

- Take reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions and facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Display the Health and Safety Executive (HSE) poster entitled 'Health and Safety Law' and issue the HSE leaflet as part of the induction process;
- Encourage persons on the premises to co-operate with Newton Rigg Ltd in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;
- Ensure the provision and maintenance of plant and other equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as far as is reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from Newton Rigg Ltd's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of Newton Rigg Ltd arising out of or in connection with Newton Rigg Ltd's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employers' workers may be exposed to when on Newton Rigg Ltd's premises.
- Review the operation of our health and safety policy regularly and prepare health and safety action plans.

This policy statement and the procedures for its implementation may be altered at any time by Newton Rigg Ltd's Trustees ('the Board'). The statement and the procedures will be reviewed every two years by the Board or other persons appointed by the Board.

Statutory Duties

Duties of the organisation

Newton Rigg Ltd will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and with any risks to health appropriately managed and limited;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;

- Provide access to adequate welfare facilities;
- Give workers the information, instruction, training and supervision necessary for their health and safety.

In particular, Newton Rigg Ltd will:

- Assess the risks to the health and safety of its workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement, including the health and safety procedures and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities and consult staff members (or their safety representative(s)) about this appointment;
- Co-operate on health and safety with other employers sharing the same workplace;
- Set up emergency procedures;
- Provide adequate first aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Duties of Employees and Volunteers

Employees also have legal duties. The organisation expects non-employed (voluntary) workers also to observe these. They include the following:.

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To co-operate with Newton Rigg Ltd on health and safety;
- To use work items provided by Newton Rigg Ltd correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by Newton Rigg Ltd.

Duties of Visitors and Contractors

General visitors to the Newton Rigg Ltd should take reasonable care of themselves and any accompanying dependents (particularly young children).

Visitors for specific activities or meetings should be directed on arrival to the appropriate member of staff or group leader for hirers of the buildings. This person will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working a member of staff. The member of staff will report to the Health and Safety Officer who will investigate and liaise with the Management Committee and/or Chair of Trustees as appropriate.

Organisation of Health and Safety

The Trustees have responsibility for regularly reviewing the Health & Safety Policy and improvement plan and are committed to the continuous improvement of health and safety at Newton Rigg Ltd. The Chair of Trustees has overall responsibility for implementing Newton Rigg Ltd's Health and Safety Policy.

The Chair of Trustees shall carry out a safety tours and inspection (every 12 months) and make a report to the next ordinary meeting of the Trustees. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the accident books.

The Trustees delegate the implementation of the Health and Safety policy to the Health and Safety Officer whose role it is to prevent accidents, injuries and work-related illnesses in the workplace. To do this the Health and Safety Officer will create and implement the policy in accordance with latest legislation and ensure that these policies are implemented by management and employees.

The Health and Safety Officer will

- be suitably qualified to undertake the role.
- review and update a continuous improvement plan for health and safety;
- keep Newton Rigg Ltd's Health and Safety policy and procedures under review;
- conduct scheduled safety tours of the premises;
- ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations - see Appendix B);
- record and investigate all accidents and incidents, recommending any improvements in safety standards required;
- take such action as may be required to ensure that Newton Rigg Ltd's responsibilities for Health and Safety are fulfilled; and
- ensure that all staff, volunteers and students are aware of and adhere to the policy.

The Health and Safety Officer will delegate day-to-day responsibility for adherence to the policy and for particular health and safety jobs to members of staff as outlined in the appendices.

The Health and Safety Officer will report to the Management Committee every 6 weeks, who in turn will report to the Directors.

Equality

- Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability,

sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.

- Newton Rigg Ltd recognises the need for specific measures to ensure the health and safety of each of these groups.
- This policy and all other associated policies and documents take this into account.

Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which Newton Rigg Ltd may publish from time to time.

◆ Accident/Incident Book – Any injury or near miss suffered by a worker or visitor in the course of employment or otherwise on Newton Rigg Ltd's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the accident book maintained by Newton Rigg Ltd and or in electronic format.

◆ Fire Procedures – All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of Newton Rigg Ltd in relation to fire.

◆ Equipment and Appliances– No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of Newton Rigg Ltd and any directions for the use of such must be followed precisely.

◆ Safety Clearways – Corridors and doorways must be kept free of obstructions and properly lit.

◆ Maintenance – Defective equipment, furniture and structures must be reported as such without delay.

◆ Hygiene and Waste Disposal – Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Alcohol, Drugs and Tobacco

Newton Rigg Ltd operates a Smoke Free policy across the site. The use of drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants is prohibited during working hours and no employee may undertake their duties if under the influence of alcohol or drugs, except under medical supervision. For more detailed information on Newton Rigg Ltd's stance towards alcohol, drugs and tobacco on its premises, please refer to the relevant policies.

First Aid and Accident Reporting

First Aid

An assessment has been made as to the first aid requirements on site by a suitably qualified member of staff.

All staff working with students receive first aid training to enable them to treat members of the public becoming ill or getting injured on site.

First Aid Boxes are provided in the following locations:

- The Old Shop at Lowther Castle
- The Dunmail Building at Newton Rigg.
- The Equestrian Centre at Newton Rigg

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance, dial 999 or 112 and ask for 'ambulance'.
- All accidents must be reported to a member of staff immediately or as soon as practicable.
- All accidents must be entered in the appropriate accident book – locations detailed above. Duplicates can be given to the injured person. The procedures for 'notifiable' accidents as shown in Appendix A below must be followed.
- The Health and Safety Officer will investigate incidents and accidents, report to the Management Committee with the actions necessary to prevent a recurrence.

Fire Drills and Evacuation Procedures

- All workers and volunteers must know the fire procedures, position of fire appliances (where appropriate) and escape routes.
- The Health and Safety Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book.

In the event of fire

- Persons discovering a fire should sound the nearest alarm.
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The fire assembly points are Lowther Castle carpark, the carpark between Grizedale and Equine buildings and the car park outside Dunmail Building.
- No-one should leave the assembly point without the permission of a member of staff.
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 or 112 and asking for 'Fire Brigade'.
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

Cleaning Materials, General Machinery and High-Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

General

- All thoroughfares, exits and gates must be left clear at all times.

- Corridors and fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to [the office staff] immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

Appendices- Health and Safety Delegated Responsibilities

Appendix	H&S responsibility	Job role responsible
A	Accident Reporting	All employed staff
B	Control of Substances Hazardous to Health (COSHH)	H&S Officer
C	Fire prevention	H&S Officer
D	Health and Safety Inspections	H&S Officer
E	Risk Assessments	All employed staff
F	Display Screen Equipment (DSE) Assessments	H&S Officer

Appendix A - Accident Reporting

All accidents which occur during work for Newton Rigg Ltd or on premises under the control of Newton Rigg Ltd must be recorded. The Health and Safety Officer delegates this responsibility to all employed staff and will review the accident/incident report and action accordingly.

Accidents to Workers or Contractors' Staff

(a) For ALL accidents

Complete appropriate accident book.

(b) For accidents reportable to the Health & Safety Executive (for contractors see A (c) below)

If accident results in incapacity for work for more than 7 calendar days then complete form F2508 (<https://extranet.hse.gov.uk/lfserver/external/F2508IE>) with copies to:

Health & Safety Executive, 4th Floor The Pithay, All Saints Street, Bristol, BS1 2ND, telephone the incident contact centre on 0300 003 1647 or <http://www.hse.gov.uk/contact/index.htm> and the Chair of the Trustees.

If accident results in fatality, fracture, amputation or other specified injury (see Section A.4. below) then immediately notify: Health & Safety Executive, the Chair of Trustees and Newton Rigg Ltd Manager.

Follow up within seven days with completed F2508 with copies to: Health & Safety Executive and the Chair of the Trustees.

(c) Contractors

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf that is responsible for reporting the accident.

Accidents involving Members of the Public

(a) For ALL accidents

Complete the accident book.

(b) For accidents reportable to the Health & Safety Executive

If accident results in fatality, fracture, amputation or other specified injury (see below) then immediately notify:

Health & Safety Executive, the Chair of Trustees.

Follow up within seven days with completed F2508 with copies to Health & Safety Executive and the Chair of the Trustees.

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist but not a bone in the hand; any bone in the leg or ankles but not a bone in the foot.
- Amputation of: a hand or foot, a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:
- The loss of sight in an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
- Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not it is due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Decompression sickness requiring immediate medical treatment.
- Either acute illness that requires treatment, or a loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

Dangerous Occurrences

In the event of any of the following:

- Collapse/overturning of machinery;
- Explosion/collapse of closed vessel/boiler;
- Electrical explosion/fire:

Notify the following immediately: Health & Safety Executive and the Chair of Trustees.

Occupational Diseases

- Poisoning;
- Skin Diseases;

- Lung Diseases;
- Infections.

On receipt of a written diagnosis from a doctor, report the disease using form F2508A to: Health & Safety Executive, the Chair of the Trustees.

Full details of Dangerous Occurrences and Occupational Diseases can be found in the HSE Guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Appendix B - Control of Substances Hazardous to Health (COSHH Regulations)

Employers have to ensure that the exposure of workers to hazardous substances is prevented or, if this is not reasonably practicable, adequately controlled.

The Health and Safety Officer is responsible for the assessment of all substances hazardous to health and their storage and use there of. This person will hold an accredited COSHH qualification.

Assessment

The assessment must be a systematic review.

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos Regulations 2006?

On the basis of the assessment, the Health and Safety Officer will decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present and will update the risk assessment accordingly. This may mean preventing exposure by:

- removing the hazardous substance;
- changing the process;
- substituting with a safe or safer substance, or using a safer form;
- Or, where this is not reasonably practicable, controlling exposure by, for example:
 - – totally enclosing the process;
 - – using partial enclosure and extraction equipment;
 - – general ventilation;
 - – using safe systems of work and handling procedures.

The Regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as the means of protection to those situations ONLY where other measures cannot adequately control exposure.

Appendix C - Fire Prevention

The Health and Safety Officer retains responsibility for fire prevention

- Buildings have been assessed to ascertain:
- The number and width of escape routes to provide a ready means of escape from the premises
- Emergency lighting and its maintenance
- The most suitable way of raising an alarm in the event of fire
- The contents of fire instruction notices
- The numbers and types of fire extinguishers or other fire-fighting appliances provided
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes
- The maximum number of people who should be allowed on the premises at any one time
- The escape routes kept usable
- Seating and gangways in the hall/rooms arranged so as to allow free and ready access direct to fire exits
- Exit doors always unlocked before the start of any session and kept unlocked until the last person leaves
- Escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out
- Escape routes and exit doors never allowed to become obstructed or hidden by chairs or curtains

Equipment

- Fire extinguishers and other fire-fighting equipment (where provided) are regularly maintained by specialist fire engineering firms
- Staff are trained to use this equipment
- Equipment kept in its proper position and always clearly visible and unobstructed

Close-down checks

- No smouldering fires are left burning
- Heaters and cookers turned off
- Televisions and other electrical apparatus turned off and unplugged
- Lights off
- Internal doors closed
- Outside doors and windows closed and secured

Preventative measures

- Smoking not allowed on site
- Heating appliances fitted with adequate and secure fire guards
- Portable heaters are securely fixed and kept away from combustible materials
- Precautions to ensure that convector type heaters are not covered with clothes and curtains

- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician
- Sufficient socket outlets provided to obviate the need for long trailing flexes
- Damaged leads replaced regularly
- Cooking operations supervised by a reliable person
- All parts of the premises kept clear of waste and rubbish, particularly staircases, spaces under stairs, store rooms, attics and boiler rooms

Appendix D- Health and Safety Inspections

A health and safety inspection of the building is undertaken every twelve months by the Chair of the Trustees. The Chair may choose to undertake this inspection with one or more people whom they feel would add insight into Newton Rigg Ltd practices or have wider expertise. Therein, this is forms an inspection group.

An annual maintenance check is also be carried out. When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Board, with proposals for action.

The inspection group is authorised, where urgent action is necessary, to make immediate reasonable response.

The whole form should be made available to Trustees for inspection. When no longer required for this purpose, the form should be preserved carefully in a file maintained specifically for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box. Once all required action has been completed, the form should be placed in the building log-book.

While the health and safety inspection relates particularly to the building, the risk assessment form relates to activities within it.

Appendix E - Risk Assessments

The Health and Safety Officer delegates this responsibility to all staff who undertake activities with students or volunteers associated with Newton Rigg Ltd operations.

Risk assessments will be carried out in relation to every activity undertaken, whether by groups or individuals, and including the work of paid staff and volunteers. Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding.

A risk assessment needs to be carried out whenever a new activity is envisaged and assessments need to be repeated whenever circumstances change: e.g. following -

- changes in layout of equipment;
- observing trends in the accident book;
- recent training (to check its effectiveness);
- changes in legislation;
- changes in staff;
- an accident or incident;
- introduction of new equipment, procedures, processes or materials;
- changes in staff circumstances – e.g. a woman becoming pregnant.

Appendix F - Display Screen Equipment and Workstations

Newton Rigg Ltd recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work.

The Health and Safety Officer is responsible for ensuring that all DSE users are compliant with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 and will ensure that all DSE users completed the HSE's DSE workstation checklist and ensures that any remedial action is undertaken. This includes DSE use in the office or if home working is required. The regulations are for the protection of workers (including self-employed workers) who habitually use display screen equipment for a significant part of their normal work.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individuals concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met.

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- The individual has no discretion as to the use or non-use of the display screen equipment;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- The individual normally uses display screen equipment for continuous spells of an hour or more;
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the user: for example, where the consequences of error may be critical.

If an eye test is required, the worker pays the optician and then obtains reimbursement, attaching the receipt(s) and any other reports to form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.