Health & Safety Policy

DATE: May 2023
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APPROVED BY: Board of Directors
REVIEW DATE: May 2026

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1 – Introduction

What is a Health and Safety Policy Statement?

The health and safety policy statement sets out how the Trust manages health and safety. It is a unique document that shows who does what; and when and how they do it.

Why Do We Need a Health and Safety Policy Statement?

The health and safety policy statement is the Trust's starting point in managing health and safety in the workplace. B.6 (o)1.4 (S)2.78141 (th)5.3 (e wo)-3.3 ()2. th and shetyetyp5dut5.2 (l)2. .8 (nd A5 (d) (S)t et (E

2 – Health and Safety Statement

The Board of Trustees for Wickersley Partnership Trust recognises that it has a legal duty under the Health and Safety at Work etc. Act 1974 and subordinate regulations to ensure the health, safety and

- A positive attitude towards safe systems of work and accident prevention is promoted within Wickersley Partnership Trust

- They set a good personal example for health and safety
- They hold to account any member of the school for failing to discharge satisfactorily their responsibilities for health and safety
- A positive attitude towards safe systems of work and accident prevention is promoted within the school
- Ensuring that health and safety arrangements are explained and shared during the induction process
- ensuring that, where appropriate to do so, accidents, incidents and near misses are investigated and any learning is implemented
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- Ensuring that all Trust buildings and grounds are maintained in a safe condition
- Ensuring that all electrical installations, gas appliances, pressure systems/vessels, lifting equipment, fire detection and alarm systems, and emergency lighting systems are inspected and maintained in line with statutory requirements
- Controlling and supervising the work of contractors in line with the Construction (Design and Management) Regulations 2015 (CDM)
- Maintaining a reactive maintenance system via the Facilities Helpdesk for defects within the Trust buildings or on Trust grounds and prioritise any hazardous defects for early action; and
- Acting as the responsible person with day-to-day responsibility for fire, asbestos, and legionella

Fire Marshals

Fire Marshals will:

- Participate in all required Fire Marshall training
- Know who works in their allotted area
- Ensure that all employees in their area are familiar with their assembly points, and nearest escape routes

All Employees

All staff have legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 as summarised below:

- To take reasonable care of the health and safety of themselves and of other persons who may be affected by their actions or omissions
- To co-operate with the Trust to ensure that it meets its obligations

- Ensuring that unauthorised or improper use of plant and machinery does not occur in their area of work
- Using the correct equipment and tools for the job and any protective clothing and safety equipment as directed
- Ensuring that any hazardous substances are correctly used and stored
- Reporting immediately via the Facilities Helpdesk (or via telephone to the Senior Caretaker for urgent issues), any defects in the premises which they observe
- Reporting immediately to their Manager any suspected defects in plant, equipment, machinery and recording this on the Trust's issues reporting system (Every)
- Informing their Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks
- Ensuring that all students who are under their supervision are aware of the expectations regarding their behaviour and actions regarding health and safety matters
- Any employee must inform the Headteacher of –
    - Any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety
    - Any matter which a person with the employee's training and instruction would oo0c .4 (at)-2.9 (at)-3 ((r Tw 12.6p0T* [(re)-3 (g)n)2.2 (g)2.6 (i (s)-1.ilig)2.6 (ar3 ((r Tw 12.6

- Comply with the Trust's safeguarding procedures
- Submit their health and safety policy, insurance documents and risk assessments/method statements to the Trust for approval. If they do not have a health and safety policy in place (i.e. if they have <5 employees), then they must agree to abide by the Trust's Health and Safety Policy
- Use safety equipment and personal protective equipment/clothing as required by the Trust and as specified in the risk assessment for the activity that they are undertaking
- Maintain all plant and work equipment to ensure that it is safe for use, including ensuring that any portable electrical equipment has a current PAT test certificate
- Report any hazards and/or defective plant/equipment to their supervisor (and also inform the Trust where relevant)
- Report all accidents, incidents, near misses and incidences of confirmed occupational disease to their supervisor (and also inform the Trust where relevant)
- Ensure that their employees only use equipment for which they have been suitably trained
- Observe the fire evacuation procedure and position of all fire equipment and not obstruct means of escape or fire exits
- Provide adequate welfare and first aid arrangements unless otherwise agreed with the Trust
- Take part in site / premises induction

Students

” Not tamper with emergency equipment
”

Reporting and Recording

Staff are responsible for reporting any accidents, incidents, or near misses involving themselves, and/or any accidents, incidents, near misses that are reported to them by others (e.g. students, visitors, contractors etc.) to their Headteacher / line manager as soon as possible. The Headteacher / line manager will ensure that an entry is made in the accident reporting system, Every Education, as soon as is practicable. This record will include the date, time and place of the event, personal details of those involved and a description of the nature of the event or disease, including any antecedents or contributory factors. This information may then be required for investigation purposes and, where necessary, for notification to the Health & Safety Executive as a RIDDOR report. The accident reporting system is found at Every Education via Google single sign on.

If the accident is classified as 'high' on Every Education, for example, if the injured person has been taken to hospital, or an employee is likely to require time off work, there will be an automatic notification to the Senior Premises & Compliance Manager and Senior Operations Manager. All significant incidents, such as those which require an ambulance to attend, must also be reported to the CEO. Staff and students are instructed on this Policy as part of the induction process.

First Aid/Medical Assistance

A separate First Aid Policy is available.

Investigations

Where the accident/incident/near miss caused, or had the potential to cause, serious injury; an investigation may be conducted by the Senior Operations Manager and / or Senior Premises and Compliance Manager together with other relevant staff (e.g. Head of Department, Manager, teacher etc.) and recorded on the Accident/Incident/Near Miss system. The investigation may include taking photographs, obtaining witness statements, CCTV and collating copies of all relevant documentation, e.g. training records, risk assessments, maintenance records, etc. Findings of the investigations will be used to inform future working practices.

Occupational Disease

An occupational disease is a work-related disease or condition as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which has been confirmed by a medical practitioner, e.g. occupational dermatitis. For a summary of reportable occupational diseases, please visit:

http://www.hse.gov.uk/riddor/occupational-diseases.htm.

Staff must report any suspected work-related ill health to Line Manager, who will ensure that an entry is made in the incident reporting system. This will then be investigated in a similar way as other untoward incidents, with further medical advice being sought where necessary.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Where the accident, incident, near miss, or occupational disease falls under the scope of RIDDOR 2013, the Senior Operations Manager and / or Senior Premises and Compliance Manager is

Control of Substances Hazardous to Health (COSHH)

Wickersley Partnership Trust recognises its duties under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and is committed to ensuring that all reasonable steps are taken to

The only exceptions are those things which are already being controlled by their own specific legislation, for example, radioactive substances.

Such substances may be hazardous through inhalation, ingestion, and/or absorption through the skin or skin contact.

In the Trust these substances will generally be found in laboratories, practical workshops, print rooms etc. Caretakers and cleaners' stores are also likely to contain such substances.

It should be remembered that substances hazardous to health can also be created by practical work (e.g. wood dust, products of chemical experiments, w3 (.)1 (g)2 (o)4.2 (91 0)-6 (a)-3-1.3 (u)2.3 (lab)2.Do5e5 (o)-6.9

School	Radiation Protection Supervisor
Clifton Community School	Adam Goorwitch
The Gainsborough Academy	David Frith and Neil Marrs
Rawmarsh Community School	George Askew
Thrybergh Academy	Hannah Martin
Wickersley School and Sports College	Claudia Petrucci

- The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work

The Trust recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, persons whose presence near the live conductors is not necessary should not be so near the conductors that they are at risk of injury.

Employees must:

- Visually check electrical equipment for damage before use (e.g. damaged leads, plugs, casings, sockets etc.)
- Report any defects found in electrical appliances to the Site Manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and immediately withdrawn until it has been tested and declared fit for use by a qualified person
- Report any suspected defects found in the electrical system (e.g. damaged plug socket etc.) to the Site Manager (N.B. for minor defects posing no immediate risk, this can be reported via the online maintenance task system)
- Not use defective electrical equipment
- 5.3 (.4 (k)r28 (t)-3 (l iTw Tc8e(e)11e (re)-(re13.1 s.1

are completed. They will also monitor and help head teachers maintain the Emergency Evacuation Plan, arranging fire drills in conjunction with the Site Manager.

Fire marshals are responsible for checking their designated area in the event of an evacuation and reporting to the staff at the assembly point that the area is clear.

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits.

Other signs are also displayed where required, including:

- To identify the location of the assembly point
- To describe the type and function of fire extinguishers
- To describe the correct operation of exit door hardware (i.e. 'push bar to open', 'turn to exit', break to exit)
- To show the correct operation of gas shut off valves
- To show 'fire action' required
- To identify fire doors which must be kept shut (or kept clear)
- To designate the building as non-smoking in accordance with smoke free law
- To indicate on each lift landing 'in the event of fire do not use lift'

Cooperation and Coordination

Contractors working on the premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point. We ensure that contractors working on gas and electrical systems are suitably qualified. Where contractors need to conduct 'hot works' we ensure that fire risks are adequately controlled and apply a Permit to Work. Further details of our arrangements for the control of contractors are included within a separate section of this policy.

Emergency lockdown procedures

Wickersley Partnership Trust has the following guidance in place:

- Full Lockdown Guidance
- Partial Lockdown Guidance
- Restricted Site Access Guidance

Using the above guidance, each school has produced school specific partial and full lockdown procedures.

Gas Safety

Wickersley Partnership Trust will ensure that all work carried out on gas systems and appliances are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 and related Approved Code of Practice.

Maintenance of Gas Equipment

It is the responsibility of the Site Manager to ensure that all gas appliances are maintained in accordance with the manufacturer's instructions. Maintenance is carried out by a competent person who is registered with the Gas Safe Register. Records of maintenance are kept on site.

Training

All relevant health and safety information and written instructions on the use of gas equipment is kept either in the area of the equipment e.g. science rooms, Site Managers Office. Students must be briefed on the safe use of gas equipment.

The information and written instructions must cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, to

Lifting Equipment and Lifting Operations

Wickersley Partnership Trust recognises its duties under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 for all lifting equipment used on site and ensures that:

- All lifting equipment (including lifting accessories) is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required
- All lifting equipment has a risk assessment in place that is reviewed periodically, following any changes, and/or following any accidents, incidents or near misses
- All lifting equipment is clearly marked with its 'safe working load' (SWL)
- Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion
- All lifting equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions
- All lifting equipment is subjected to a periodic Thorough Examination and Test in line with the requirements of LOLER 1998 and an inspection report held on file
- Improvements identified through inspections/tests are undertaken as required;
- Pre-use inspections are carried out by operators of lifting equipment and the results recorded
- Defective lifting equipment is taken out of service whilst awaiting repair or replacement
- Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use, and any precautions or safeguards required
- Operators are formally authorised to use the equipment by the Senior Caretaker

The schedule of equipment and records of maintenance can be found on Every Education or by contacting the Site Manager.

Records of training and authorisation for the use of lifting equipment are held by the Site manager/Senior Premises and Compliance Manager.

Lone Working

Wickersley Partnership Trust has a legal duty to ensure the health, safety and welfare of its employees while they are at work. At any given time, there are numbers of employees who are working alone, whether as a substantial part of their working life or on an occasional basis. Wickersley Partnership Trust have a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and the employees have responsibilities to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

Purpose

The aim of this policy is to outline Wickersley Partnership Trust responsibilities towards staff working alone by:

- Defining what 'lone working' is
- Taking action to reduce risk to lone workers
- Ensuring that all employees are aware of their responsibility to use necessary guidance to assist lone workers

Scope

This policy applies to all employees, including temporary workers and those employed on a casual basis. This policy should be read in conjunction with the Health and Safety Policy.

Definition

The Health and Safety Executive (HSE) defines lone workers as those 'who work by themselves without close or direct supervision'. They may include:

- People working separately from others in a building
- People who work outside 'normal' hours
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- Is there a risk of violence or the threat of violence? Is the nature of a visit or the person being visited likely to increase the risk? Will the employee be alone in a dark or remote location?

Risk Assessments

A lone working risk assessment is in place for Caretakers / Site Managers. A risk assessment for any further staff who wish to work alone should be completed as required.

Measures to Reduce the Risk of Lone Working

Supervision

Lone workers are by definition not under constant supervision. However, Line Managers can ensure that the employees understand the risks associated with their work and the relevant safety precautions. They can put into place arrangements for the individual to contact a Line Manager if they

Accidents and Emergencies

Lone workers should be capable of responding correctly to emergencies. This should include being made aware of special arrangements for out of hours' incidents. First aid may be available from school staff, or it may be prudent for an individual frequently working away from the base to carry a basic first aid kit if there is a foreseeable risk of injury. It is also necessary for employees working alone in a building or part (n)2.2 ()7.5 (on)2.2 a foe -Sl0.6 (o6 (r)0.5 c)8.9 11 (o)-6.6 (m)4.5 ((-SH6.64.6 (f in)(o)-6.6 2 (u)2. (

Overview

Establishing safe working for lone workers is no different from organising the safety of other employees, but the risk assessment must take account of any extra risk factors. The school must ensure that they have not only introduced measures to reduce any risk but must also ensure that they have communicated their expectations to lone workers and trained them appropriately. All employees, including lone workers, are responsible for following safe systems of work and all employees can take simple steps to reduce the risks associated with their normal working life.

Children and Young Workers

WPT recognises that it has an increased duty of care to children (i.e. those persons aged 15 and under) and young workers (i.e. those persons aged 16 or 17); whether they are students, visitors, employees, or children who are attending the school as part of a work experience placement. This is due to the

Manual Handling

Manual handling can be defined as the transporting or supporting of a load by hand or by bodily force, including lifting, lowering, carrying, pushing or pulling. This includes the 3 (Ilin)2.3&a5wgfe3i0.7 (i in)2.3a91ae 3 (u 1

- Take action to reduce the noise exposure
- Provide employees with personal hearing protection
- Ensure that the legal limits on noise exposure are not exceeded
- Maintain and ensure the use of equipment provided to control noise risks
- Provide employees with information, instruction and training

The Trust ensures that for activities, equipment, machinery etc. producing high levels of noise, a risk assessment is carried out a Td( )frci3.1 (r)3.25 (it)-2.ed.ingite exp.6 (exp).6 (exp.6 2i)2.8 (ts)1.e7 (r)3.t.6

- Use the most effective means of controlling risks without the need for PPE whenever possible, and only provide PPE where it is necessary as a 'last resort'
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are when used separately
- Ensure PPE is available to all staff (provided free of charge) and students who need to use it
- Record who has been assigned PPE, if it is for their own personal use only
- Provide adequate accommodation for correct storage of PPE
- Provide adequate maintenance, cleaning and repair of PPE
- Inform staff of the risks their work involves and why PPE is required
- Instruct and train staff in the safe use and maintenance of PPE
- Make arrangements for replacing worn or defective PPE
-

time, if modified, and then within the specified timescale as defined in the Written Scheme of Examination for each pressure system

- Ensure that no qualifying systems are operated without clear and detailed safe operating limits and procedures in place, ensuring a suitable system is established for recording and retaining this information, including updating this information when there are changes made to the pressure systems
- Ensure that all pressure systems are adequately maintained providing the resources to upkeep these systems in accordance with PSSR 2000, ACOP and The Provision and Use of Work Equipment Regulations 1998 (PUWER 1998) requirements
- Ensure that all reasonable risks associated with use, maintaining, installation, modification and decommissioning of any pressure systems are adequately assessed and controlled
- Ensure appropriate user checks are undertaken and recorded
- Ensure that all those using and working on pressure systems are adequately skilled and trained to do so
- Ensure that all relevant information and instructions have been given to those managing, using and or working on any pressure system used by the University of Surrey

Examples of pressure systems and equipment

Below are a few examples of pressure system or equipment that may be located on site;

- Boilers and steam heating systems
- Pressurised process plant and piping
- Compressed air systems (fixed and portable)
- Pressure cookers, autoclaves and retorts
- Heat exchangers and refrigeration plant
- Valves, steam traps and filters
- Pipework and hoses
- Pressure gauges and level indicators
- Steam coffee machine

Rented Equipment

Where any pressure systems are rented from an external source, the Trust will not be the recognised owner and all owner responsibilities as defined within PSSR 2000 will fall to the rental company. The exceptions to this, is when as part of the rental agreement we have taken on ownership responsibilities or if the rental company has no place of business or a representative in Great Britain, then the Trust will then be the recognised owners of these items, which will then come under the responsibility of the Duty Holder that engaged in the rental. Any Duty Holder and or their nominated staff member who engaged in the rental of any pressure system, will still be required to fulfil all user responsibilities as defined within PSSR 2000

Users: Approved Staff, Students and Visitors

User are required to:

- Read and comply with all requirements of any risk assessments, operating procedures, and safe systems of work for any pressure system they are using
- Conduct and record any user/pre-use checks required
- Must only use pressure systems that they have been trained to use or been approved to use by the authorised person and/or the appropriate School/Department Responsible Person(s) or their Deputies
- Use pressure systems for purposes that they are designed for and are not to make any unauthorised changes or modifications to systems without prior approval, approval will need to be gained in writing from either the School/Department Duty Holder, or the authorised person if the modification is to part of or affects a pressure system
- Participate in all required training, including any refresher training as requested by a School/Department Responsible Person(s), their Deputies and/or the authorised person
- Report any shortcoming in the health and safety arrangements to the School/Department Responsible Person(s), their Deputies or the authorised person (Pressure Systems), even when no immediate danger exists
- Report any incidents concerning pressure systems to the headteacher or a member of SLT

All users of pressure systems must complete basic pressure systems and gas safety awareness courses before being an approved user.

weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Staff working in certain areas, such as the kitchens, or cleaners who are likely to be mopping hard floors regularly, are provided with sensible non-slip footwear that minimises the chance of them suffering an accident.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

Welfare Facilities

Wickersley Partnership Trust will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 in order to promote an organisation wide culture of hea

Doors and Gates

Doors and gates are suitably constructed (including being fitted with safety devices where appropriate) and:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person, and, where necessary for reasons of health and safety, can be

- Avoid work at height where it is reasonably practicable to do so
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
-

to the Trust's Senior Premises and Compliance Manager for approval, any work being carried out without permission will be stopped.

Using Ladders (Including Stepladders)

Ladders should:

- Be EN131 (Class one professional) standard; wooden ladders must not be used
- Not be used simply because they are readily available, the risk assessment determines if a ladder or stepladder is appropriate for the task
- Only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered. Otherwise an alternative is sought
- Only be used by those persons who have been trained to use ladders safely
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-

Employers have a duty to ensure that equipment provided for their employees complies with the Regulations as follows;

Suitable for Intended Use

Equipment selected must be suitable for the particular work it is provided to do, i.e. both for the operation concerned and for the conditions under which it will be used. Equipment must be maintained in a safe working order and in good repair.

All staff are required to undertake visual checks of work equipment and report defects to their Line Manager. Some equipment is on annual maintenance schedules.

Safe for Use

The extent of maintenance required may vary with the complexity of the equipment, but even the simplest hand tools should be subject to a visual check for defects before use. Complex equipment is likely to require routine maintenance and planned preventive maintenance, which is carried out by the Trust's site staff in accordance with manufacturer's recommendations.

All portable appliances must be PAT tested annually, they must also be visually inspected before use and any damage must be reported straight away with the appliance taken out of use until repaired / replaced.

- The maximum safe working load on lifting equipment
- Identification of gas cylinders by colour
- Hazard symbols on dangerous substances

Warnings are normally in the form of notices or signs. The latter should conform to the Health and Safety (Safety Signs and Signals) Regulations, 1996. Warning devices, e.g. reversing alarms on site mechanical plant, must be clear and easily understood.

Protection Against Specific Hazards

Work equipment must incorporate protection against certain specific hazards including:

- Material falling from equipment (e.g. a loose board falling from scaffolding)

Factors that must be taken into account by the user include the work being carried out, any site-specific risks that may affect the condition of the equipment, and the intensity of use of the equipment.

An inspection may include visual checks, functional tests and a strip down of the equipment. Advice should be sought from manufacturer's instructions and a competent person for guidance on what an inspection should include for each piece of equipment.

Types of Inspection

Low risk equipment used for low risk activities will not require a formal inspection. Visual checks are required by the user prior to each use to ensure it is in good condition, e.g. it should be checked that the head on a hammer is not loose, a ladder should be checked for broken rungs, split stiles and other defects etc. The person carrying out these checks must be competent i.e. should be trained and confident in the use of the equipment they are checking. There is no need to record the results of the visual check by the operative.

Equipment that is of a higher risk, and equipment with moving parts, should have a visual check before each use, and may require a more formal check at specified intervals, as determined by a risk assessment.

Inspection of equipment that poses a significant risk, i.e. MEWP's, mobile scaffold towers, pressure systems/equipment, lifting equipment etc. will need to be considered by a person who is competent

Figure 2: Statutory Inspection Requirements for Work Equipment

Type of Plant/ Equipment	Inspection	Carried out by	Recorded on
Scaffolding, brought onto site by contractor	Prior to use, and weekly or after severe weather conditions	Competent Person (e.g. scaffolder	Maintenance Register
Mobile Tower Scaffold	Prior to use, and daily or after severe weather conditions	Competent Person (e.g. PASMA trained employee)	Maintenance Register
Lifting Equipment (including accessories) used to lift objects.	Before first use. 6 months for equipment used to life people Every 12 months and after substantial repair or alteration	Competent person (e.g. insurance engineer, manufacturer)	Academy Register
Autoclaves	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Academy Register
Hot water boilers with water temperature <100ºC	Every 24 months	Competent person (e.g. insurance engineer, manufacturer)	Academy Register
Hot water boilers with water temperature +>100ºC	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Academy Register
Steam boilers	Every 14 months	Competent person (e.g. insurance engineer, manufacturer)	Academy Register

Steam vessels	Every 26 months	Competent person (e.g. insurance engineer, manufacturer)	Academy Register

Note that any lifting equipment which normally undergoes 12 monthly inspections requires a six-monthly inspection if the use is changed to lift people.

Hire of Work Equipment

Where equipment is hired e.g. scissor lifts and photocopiers, there is a duty under PUWER 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions

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- Ensures that all users complete the DSE Workstation Checklist available at: http://www.hse.gov.uk/pubns/ck1.pdf as soon as possible upon employment and following any changes (e.g. a change of desk or office move)
- Reviews all completed Workstation Checklists and implements necessary measures to remedy any risks found as a result of the assessment (this is the responsibility of the Finance and Business Manager)
- Endeavours to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Reviews software to ensure that it is suitable for the task and is not unnecessarily complicated;
- Investigates any discomfort or ill-health believed to be associated with the use of DSE and takes appropriate remedial action
- Makes special arrangements for individuals with health conditions that could be adversely affected by working with DSE

Employees that are DSE Users must:

- Complete the DSE Workstation Checklist available at: http://www.hse.gov.uk/pubns/ck1.pdf as soon as possible upon employment, and following any changes (e.g. a change of desk or office move)
- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- Inform their Line Manager of any disability or health condition which may affect their ability to work using DSE or be affected by working with DSE (this information will be treated confidentially)
- Report to their Line Manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Drugs and Alcohol

No illegal drugs will be tolerated on Wickersley Partnership Trust sites at any time. No alcohol will be tolerated on Wickersley Partnership Trust sites for personal use during the Trust's working day. Anyone who presents themselves at Trust premises or at a Trust event during Trust working hours under, or apparently under, the influence of illegal drugs or alcohol will be refused entry to the workplace. They will additionally be susceptible to be referred to the disciplinary procedure.

For their own safety, that of their colleagues, students and members of the public, any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct Line Manager immediately.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct Line Manager must be informed in those circumstances.

WPT recognises that dependence on drugs and alcohol may also be a medical condition and will ensure that this is reflected in how individual situations are approached and addressed.

- Provide suitable health surveillance where required

The vibration risk is assessed as part of the machinery risk assessments completed for all maintenance and grounds equipment to ensure that levels of Hand Arm Vibration

7 – Links with Other Policies

- Asbestos Policy
- Legionella Policy
- Control of Contractors Policy
- Violence, Aggression and Harassment Policy
- Transport Policy
- First Aid Policy

Health and Safety Policy