



County Community Trust

Stockport County Community Trust – Health & Safety Policy

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1. GENERAL STATEMENT OF POLICY

County Community Trust (CCT) recognises and accepts its responsibility under the Health and Safety at Work Act 1974 and associated health and safety regulations to provide a safe and healthy environment for the employees, volunteers, service users, programme participants, visitors, and others whose health and safety may reasonably be affected by our work activities and operations.

CCT will take all reasonable steps to meet this responsibility and the statutory safety requirements set down under the health and Safety at Work etc. Act 1974 and associated legislation.

This policy applies to all work activities undertaken on behalf the County Community Trust, including those in relation to the delivery of projects and programmes under our management.

Off-site activities, trips, educational, social and community action programmes

Risk assessments will be carried out and appropriate safety arrangements identified and implemented for all programmes and activities undertaken and managed by CCT. This will include

- Suitability of the venues and environments in which they take place
- Identification of medical learning and support needs of participants and staff and the collation of appropriate information in support of this. Appropriate registration and communication procedures
- Safe delivery and supervision requirements
- Training, information, and supervision needs for staff and participants
- Safe transport to and from venues where appropriate

When working at third-party venues, CCT will have regard to the health and safety policy and risks assessments undertaken by the venue provider in following this policy

Contractors and Third-Party Service Providers

Where the CCT appoints contractors or commissions third party service providers to carry out work on its behalf it will carry out appropriate steps to ensure, so far as is reasonably practicable their competence and suitability. Appropriate information will be given to contractors and Third-Party service providers working on its behalf to enable them so far as is reasonably practicable to work safely and monitor their performance. Where they are contracted to carry out activities on behalf of the CCT measures will be put in place to ensure, so far as reasonably practicable, they do so safely



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Although CCT do not currently own or manage any facilities, we will meet our health and safety responsibilities to maintain a safe workplace where appropriate.

We are committed to planning, implementing, and maintaining effective safety policy and arrangements in order to provide and maintain, so far as reasonably practicable: -

- A safe, well-maintained workplace.
- Safe and healthy working conditions for both employees and non-employees such as service users, visitors, contractors, and members of the public who may be affected by our activities.
- Sufficient resources including funds to ensure that the Health and Safety Policy and safety arrangements are implemented.
- Work equipment, plant and machinery that is suitable for the purpose for which it is being used, the environment it is used in and that is maintained in a safe and efficient working order.
- Suitable and satisfactory welfare facilities and arrangements to support employee, volunteer, and participant well-being.
- Adequate and appropriate risk assessment procedures in order to identify hazards and remove, reduce, or adequately control risks to health and safety.
- Safe work procedures and methods of carrying out work activities.
- Appropriate fire, emergency and first aid procedures.
- Communication arrangements to engage with and consult employees and stakeholders on health and safety matters.
- Adequate and appropriate training, information and supervision for employees and non-employees to safeguard their health and safety.
- Appropriate monitoring and review arrangements to ensure that this safety policy is being implemented and that arrangements to manage and control risks to health and safety are operating effectively.



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- Appropriate arrangements to prevent accidents and work-related ill health.

The policy will be reviewed and kept up to date and relevant, considering any changes in our activities, equipment or to our premises.

To ensure this, the policy will be reviewed yearly and following any changes to the premises, work activities or equipment that significantly affect the existing safety policy or make it invalid.

Employees, trustees, and non-employees affected by our activities will be made aware of the relevant contents of this policy.

The CCT has a commitment to developing a positive health and safety culture and a good work environment alongside promoting the health and wellbeing of staff, volunteers and participants.

SIGNED:

DATE OF ADOPTION:

NAME:

DATE OF REVIEW:

TITLE:

2. STATUTORY RESPONSIBILITIES:

The Health and Safety at Work etc. Act 1974 and associated legislation places statutory duties on employers, employees and on persons who have control of premises. They are required, so far as is reasonably practicable, the health safety and welfare of employees and others such as visitors, pupils, service users and members of the public.

There is also a duty of care under civil law to take reasonable measures to protect and safeguard the health and safety of persons and not to harm others who may be affected by their work activities and actions.



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Employers must: -

- Provide a safe place to work and safe work equipment.
- Provide safe systems of working including any necessary information, instructions, training, and supervision.
- Remove, reduce, or control risks to the health and safety of employees, visitors and others who may be affected by their work activities.
- Provide a safe working environment and suitable welfare facilities.

Persons in control of premises must take reasonable measures to ensure, so far as is reasonably practicable, that:

- Premises under their control, plant, materials, and equipment provided by them for work use are safe to use and suitable for the purpose.
- People can enter, leave, and move around those premises safely.

All Employees have a duty to: -

- Co-operate with their managers and supervisors.
- Take reasonable care of themselves, their colleagues and others who might be affected by their actions.
- Comply with and observe their employer's health and safety policy and arrangements and follow safe working procedures.
- Not to interfere with, damage or remove anything provided to safeguard health and safety.
- Report health or safety problems, defective equipment or premises defects representing a hazard, which they are not able to put right, to the appropriate person.



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3. ROLES AND RESPONSIBILITIES

The CCT Manager has overall responsibility for the health and safety and will:

- Co-operate and liaise with external bodies and their representatives with responsibility for safety matters such as the Health and Safety Representative, Fire & Rescue Authority, Police, and other enforcement bodies.
- Ensure that any necessary measures, remedial actions, or improvements identified in such reports are implemented.
- Manage resources to ensure adequate and appropriate health and safety and training arrangements are in place.
- Appoint a 'competent person' or advisory body to advise on health, safety, and welfare management issues.
- Ensure that the Health and Safety policy and safety management arrangements are regularly reviewed and updated to reflect developments and changes in business activities or in health and safety statutory requirements, sector best practice.

The following hold special responsibilities for health and safety in particular areas:

CCT Manager is responsible for day-to-day implementation and management of health, safety, and welfare arrangements.

CCT Manager so far as is reasonably practicable will ensure that: -

- All activities are carried out in accordance with the requirements set down under Health and Safety at Work etc. Act, 1974 and associated legislation and approved codes of practice.
- The Health and Safety Policy and arrangements are implemented and complied with.
- Employees receive appropriate training and the necessary support to carry out their work safely and to fulfill any special health and safety roles and responsibilities delegated to them.



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- Accidents, incidents, and dangerous occurrences are reported, investigated and that any preventative measures identified as necessary to prevent similar accidents happening or improve safety controls are put into place.
- Suitable and sufficient risk assessments are carried out and that employees, contractors, volunteers, programme participants and visitors are made aware of the significant risks and control measures where necessary.
- Adequate Personal Protective Equipment is provided and used, maintained in a satisfactory condition, and replaced.
- Adequate supervision and monitoring arrangements are in place.
- Appropriate procurement and purchasing arrangements are in place to ensure that work equipment and substances used are safe and suitable for the purpose for which they are intended.
- Carry out regular reviews of safety performance and report to and liaise with the Governing Body where appropriate.
- Monitor and collate safety performance and accident data and prepare reports and returns to the Board.
- Develop and implement appropriate first aid and fire and emergency procedures and monitor to ensure their effectiveness.
- Take those day to today operational decisions necessary to ensure the safety of employees, programme participants and others where appropriate and to ensure the safe running of work and programme activities.



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- Ensure all relevant parts of the safety policy are implemented and observed in those areas and activities over which they hold management responsibilities.
- Monitor safety performance and ensure appropriate safe working practices are in place within those areas for which they have specific responsibilities.
- Carry out monitoring and report back to the Board of Trustees in accordance with policy arrangements.

4. Competence, Training and New Employees

Where specific health and safety skills or competencies are required, this is defined within job descriptions. At recruitment, we assess the skills, experience, and previous training of the applicant in order to appoint the most suitable person for the job.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis. All employees are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters within the first 2 days of employment, including:

- Their duty to take reasonable care for the health and safety of himself and of other persons.
- Arrangements for first aid.
- Fire, evacuation drills and other relevant emergency procedures.
- Expected standards of behaviour and housekeeping.
- How to report accidents, incidents and 'near-misses'.
- How to report unsafe conditions or other safety concerns.
- Any special hazards and control arrangements affecting the workplace.

The general safety induction is carried out using a checklist which is kept as a signed and dated record that the training took place. The ongoing competence of individuals to work safely is assessed on an ongoing basis.



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Where an individual takes on specific health and safety responsibilities, they will receive relevant health and safety training in their responsibilities, for example this applies to trustees, managers, coaches, and specific training for specialist roles such as fire wardens and first aiders.

Training will also be provided at the introduction on new equipment, new technology or work procedures. Young workers i.e., those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

All health and safety training is provided by competent instructors and takes place during paid working hours. The effectiveness of training is evaluated by the use of end of course assessments and management reviews.

Records of training are held which include the date, name of delegate, tutor details and contents of the course. Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

5. Risk Assessment and Safe Systems of Work

We have a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience. They include both activities undertaken at our own premises and risks associated with traveling and offsite activities.

Progress on the programme of risk assessments and safe systems of work, the outcome of assessments and any significant findings are communicated to staff via the Manager, and during the induction process for new employees where the risk assessments and safe systems of work will be issued.

Employees who do not work in accordance with or flagrantly breach the controls identified and implement through risk assessment or safe systems of work may be subject to disciplinary action.

Risk assessments and safe systems of work shall be reviewed at least annually or more often if there have been changes in work processes and/or legislation and to ensure they are effective. Where necessary, management will engage external competent assistance to assist with the risk assessments.

It will be ensured that all employees have received appropriate training and induction and have received proper instruction and information to enable them to perform their duties in accordance with the prescribed methods.



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Training will be repeated periodically to accommodate changes in risk assessment and legislation as appropriate.

Where a young person (anyone under the age of 18) is employed an individual risk assessment will be carried out ensuring they are capable medically, physically, and mentally of undertaking the intended activities and that suitable control measures, training provided, and supervisions are in place to ensure his/her health and safety.

Where women of childbearing age or are pregnant or breast feeding, risk assessments shall be undertaken to determine the exposure to risk of those persons and where such assessments so determine, controls shall be introduced by way of elimination, preventative measures or changes in routine or duties so as to avoid the foreseen risks.

6. Fire Safety Risk Assessment

A fire safety risk assessment will be carried out on the premises by a competent fire safety specialist and all actions points raised within the assessment will be acted upon. Reviews of the fire risk assessment will be undertaken on an annually basis or as circumstances change (e.g., alterations to the premises). The risk assessment is held in the main club office.

7. Fire Prevention

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. It will be ensured that the following are undertaken to aid with fire prevention electrical inspection and testing, control of hot work, gas safety inspections, regular removal of flammable waste, locking of external bins, smoking rules, correct storage of flammable liquids and regular fire safety inspections.

8. Fire & Emergency

Under the Regulatory Reform (Fire Safety) Order 2005, all passageways, corridors, fire exit doors, pavements, stair wells, roadways etc. which have been designated as escape routes for use in the event of a fire must be kept clear at all times. Failure to do so is an offence and disciplinary actions will be taken against those who disregard these instructions.



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It is therefore vital that employees familiarise themselves with the evacuation procedure for the areas in which they work.

A Fire officer will be appointed. Emergency Workplace Evacuation Procedures, which are available to all members of staff, will be displayed on staff noticeboards. Employees are requested to familiarise themselves with the Fire Warden.

Fire officers are trained in fire evacuation techniques, safe methods of firefighting and use of fire-fighting equipment. It is vital that employees only attempt to fight a fire if they can do so without undue risk, the personal safety of the employee takes precedence over all other considerations.

The County Community Trust Fire Risk Assessment will be reviewed annually in consultation with Stockport County Football Club or in the event of a fire, immediately after.

- Fire Officer, refresher training is completed annually.
- Fire Safety checklists covering the whole of any CCT facilities will be completed on a monthly basis.
- Fire-fighting equipment inspections will, in addition to regular scheduled maintenance periods, take place every 12 months and will be conducted by an appointed contractor.
- Fire drills will be conducted at a minimum of twice per year
- Observation reports will also be produced by randomly appointed individuals after every such drill.

Any concerns with respect to fire safety must be immediately brought to the attention of the CCT Manager.

9. Fire & Emergency Evacuation Procedure

In the event of any workplace emergency or incident requiring the evacuation of the County Community Trust facilities, the recognised Fire Procedure will be immediately activated, ensuring that all staff leaves the site in a safe, controlled manner and report to their designated emergency point.

If employees are off site for example at educational establishments or residential accommodation, employees must follow the evacuation procedures of the venue. It is the responsibility of the employee to familiarise themselves with the evacuation procedures at those sites.



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Action to be taken on discovering a fire:

1. Raise the alarm
2. Notify management/ Fire warden who will call the fire brigade
3. Attempt to tackle the fire only if trained and if it is safe to do so (small fire, clear escape, only discharge one extinguisher)
4. Leave by the nearest available exit to the assembly point
5. Close doors behind you
6. Report to the person in charge of the fire assembly point.

Action on hearing the alarm:

1. Stop what you are doing
2. Do not stop to collect personal belongings
3. Close windows and doors if it does not cause undue delay
4. Escort any visitors and leave by the nearest available exit and go to the assembly point
5. Check that someone has called the Fire Brigade by dialling 999.
6. Do not return to the building until given all clear by the Fire Brigade

10. Gas Leak

In the event of a suspected gas leak, the immediate area should be evacuated, and doors/windows left open. The Manager responsible should be notified immediately. Electrical appliances and lights should not be switched on or off. The responsible Manager will take steps to isolate the gas supply and initiate repairs.



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11. Alarm System

The CCT premises are covered by a comprehensive fire alarm system incorporating automatic fire and smoke detection and manual call points.

The alarm system is serviced routinely as a minimum on a six-monthly basis this maybe more regular depending on the recommendations of the fire risk assessment.

The alarm system is tested on a weekly basis by activating a different alarm call point each time in rotation this test will be documented and recorded. All employees will be made aware that the fire alarm system will be tested on a set day and time to ensure there is no confusion as to whether the alarm being sounded is a test or a real fire emergency. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises. Fire drills with full evacuation are carried out at least every six months and these will be documented and any learning actioned.

12. Emergency Lighting

The premises do have an emergency lighting system incorporating a battery backup, which activates on failure of the lighting circuit. The system is subject to a monthly activation test and an annual full discharge test by a competent person. The results of emergency lighting tests are recorded.

13. Signage

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

Signs are also displayed:

- To describe the type and function of fire extinguishers
- To describe the correct operation of exit door hardware
- To show 'fire action' required
- To identify fire doors which must be kept shut or kept clear
- To provide the names of fire wardens
- To designate the building as non-smoking in accordance with smoke free law

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations. As part of our routine



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weekly checks it will be ensure that safety signs are in place and clearly visible. The results of these checks are recorded.

14. Escape Routes and Exits

Daily visual and weekly documented checks are undertaken to ensure that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear or locked shut as required.

The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals are checked.

15. Fire Extinguishers

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. CCT staff will receive training in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract.

Weekly checks are made that fire extinguishers are correctly located and appear to be in good condition, tamper tags are in place and are fully pressurised. The results of these checks are recorded.

16. Accidents and First Aid Arrangements

First aid boxes are located within the CCT Office

The Designated Person for checking and restocking First Aid Boxes is: CCT Manager – Dave Wardle

First Aiders: Dave Wardle, Matthew Bailey, Adrian Rigby-Bates, Chris Pownall

Accident/Incident record book(s) located: Main CCT Office.

Arrangements for investigating and reporting accidents/incidents:

All work-related accidents, incidents, near misses or ill health must be reported to the Community Trust Manager at the earliest opportunity by telephone if they:



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- Occur to any person in connection with County Community Trust work activities, on directly managed and controlled programmes or in our premises.
- Involve an employee acting in the course of their duties.
- Involve any person in the care of CCT and occurring in connection with work activities or as a result of work premises.
- Involve any vehicle, plant, equipment, materials, premises provided by owned or managed by County Community Trust.

Where accidents occur in CCT premises a report in the accident book located within the Main Office be completed and Community Manager – Dave Wardle notified.

17. RIDDOR Reportable accidents, diseases or dangerous occurrences must be reported to the Health and Safety Executive via the HSE's Incident Contact Centre:

Tel: 0845 300 9923

Fax: 0845 300 9924

Email: riddor@natbrit.com

Internet: www.riddor.gov.uk

Person responsible for reporting: Community Manager – Dave Wardle

Employers Liability and Insurance

CCT insurance company must be notified of any RIDDOR reportable accidents or injuries and accidents etc. where litigation may result.

In accordance with RIDDOR Regulations, CCT will report any of the following to the local enforcement authority within 15 days: -



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- Work-related accidents which cause deaths.
- Work-related accidents which cause certain serious injuries (reportable injuries).
- Diagnosed cases of certain industrial diseases; and certain 'dangerous occurrences' (incidents with the potential to cause harm).

The Community Manager shall investigate all accidents/incidents as soon as possible. The investigation must have regard for the cause of the accident/incident and actions to be taken to prevent a recurrence.

A written report must be prepared, a copy of which will be submitted to the Board of Trustees and any other person where appropriate.

Accident investigation will not seek to apportion blame; it will be aimed at preventing recurrence.

All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information such as witness statements, photos etc. are filed securely within the employees personal file and retained for a minimum of 3 years.

Accident statistics/trends are reviewed and any learning points and outcomes of investigations of serious incidents are discussed at Trustee Board meetings or specially organised health and safety meetings.

18. Accident, Incident Report Procedure: -

Employee to report accident or incident to supervisor and give details of:

- What happened, where and when
- What injuries were sustained or what damage was caused
- What equipment was involved
- Any witnesses

Manager to ensure that adequate first aid has been given:

- Ensure accident/incident location is safe. Do not move anything if the accident/incident is serious as an investigation may be required
- Inform Managers of accident/incident
- Record details of accident/incident on the Report Form providing all information required



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- Carry out brief investigation to establish immediate actions to be taken to prevent recurrence. Record findings on report.
- Record any witness statements
- Ensure immediate actions to prevent recurrence are carried out
- Establish whether further actions are required and record on report with details of who is responsible
- Pass report to appropriate Manager once all necessary sections have been completed

Where an accident or incident is deemed to be serious, or where the injured person has received hospital treatment, then the Accident/Incident Report Form must be completed and submitted within 24 hours.

Managers, having been informed of an accident or incident need to establish its severity:

- Inform Board of Trustees
- Where the accident or incident is deemed to be serious, or if the Supervisor requests it, assist with the investigation
- If the accident or incident falls within the category detailed below, establish the facts and inform the local HSE office immediately by telephone
- Ensure that HSE's RIDDOR Incident Contact Centre (ICC) is notified as soon as practicable within 15 days
- Where an accident is reportable to HSE, a full investigation will be carried out by a nominated person
- On receipt of the Accident/Incident Report Form, ensure that any further actions required have been completed or are in hand, then complete the relevant part of the report and pass to the Safety Advisor.

Safety Advisor, on receipt of Accident/Incident Report Form:

- Ensure that it has been completed correctly
- Ensure that all necessary steps have been taken to prevent recurrence
- Ensure that any follow up actions have been carried out or are in hand
- Where appropriate, ensure that HSE have been informed
- Where the accident is reportable to the HSE, ensure that an investigation has been carried out

Sign the report and ensure that it is passed for filing in accordance with this procedure



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19. Accidents to Non-Employees participating in programmes or placements

Where an accident arises from activities or premises during a trainee placement or programme managed by a contracted stakeholder or third party it should be reported and investigated in line with the agreed contractual procedures.

20. First Aid

Monthly checks of the first aid kits and eye wash will be undertaken and replenished, as necessary. CCT will utilize HSE guidance, with regards to the relevant training for all staff and volunteers. Re-training is arranged to take place prior to the expiry of first aiders' certificates.

New starters are provided with information about the first aid arrangements including the names of first aid personnel, as part of their induction. Notices are also displayed indicating the names and contact details of first aiders.

Where first aiders use any equipment to treat an injury, they will be responsible for ensuring that the equipment used is replaced as soon as possible.

All first aid equipment provided will conform to HSE Guidelines, any equipment not specified will not be used. Medication will not be administered.

21. Visitors

Visitors to any of any CCT's facilities are required to report to the relevant reception, this may be through an intercom process or by direct access to the reception area. A member of staff will advise the visitor of the County Community Trust's Health and Safety Policy.

Visitors must follow the "sign in" procedure and receive a visitor pass pointing out that Health and Safety information is printed on the reverse of the pass. The appropriate staff member will be contacted to alert them of the visitor's presence at reception. Visitors must always be accompanied whilst on the premises. On leaving the premises, visitors will be required to sign out and return the visitors pass to reception.

Where access is through an intercom process then the member of staff whom the visitor is there to see will go to reception to greet the person and ensure they have signed in and received their visitors ID.



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22. Alcohol and Drugs in the Workplace

County Community Trust recognises that the Misuse of Drugs Act states that anyone occupying or managing a venue commits an offence if they knowingly allow possession, supply, or production of controlled substances on that premises.

The CCT aims to actively promote the well-being and good health of its employees. Drug, alcohol, and other substance abuse may have an undesirable impact on the personal and working lives of employees. Problems arising from alcohol or drug misuse may include long term health issues for staff, absenteeism, lower productivity, and enhanced safety risks for the individual and for others involved in our business as employees, customers, and contractors.

23. Work Related Stress & Mental Health

The HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'.

Mental health issues in the workplace are any conditions that affect employees' state of mind and can lead to the development of mental ill health conditions. These conditions may include depression, stress, anxiety, and other types of mental illness which may result in burnout and nervous breakdowns. CCT value our staff's emotional and psychological well-being at work and therefore our policy is to be proactive in managing stress and mental health related issues that may occur as a result of workplace demands or pressures.

We will make reasonable adjustments to accommodate staff where reasonably practicable. Where an individual considers that reasonable adjustments can be made to accommodate their well-being, we encourage them to bring this to the attention of line management.

We recognise that stress and mental health problems are difficult to talk about and can develop as a result of workplace and personal issues. The company will ensure that all employees have opportunities to discuss with their line manager whether stress or mental health has become compromised via stress and mental health screenings/questionnaires, and this will be reviewed on a regular basis not less than annually. We value confidentiality of staff, therefore any information shared relating to stress/mental illness will be treated confidentially and in a non-judgemental manner.

CCT also encourages that any individual that is suffering with stress/mental health problems alert their line manager as soon as possible so that reasonable adjustments can be made by the company to



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accommodate the employee. Equally if it is felt that a colleague is suffering with stress or mental health problems then individuals are to raise their concerns with their line manager and the matter will be looked into.

CCT discourages staff from working excessive working hours to ensure compliance with the Working Time Regulations.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs.

CCT has taken into consideration the HSE's management standards to manage stress in the workplace.

24. Occupational Health Provision and Health Surveillance

CCT will ensure that prior to employment, personnel shall be asked as to their general health in relation to the work tasks expected of the employee.

Upon employment employees are supplied with a medical questionnaire and annually thereafter this helps determine a base line for each employee and identify any new conditions. An occupational health specialist shall be consulted should any issues be raised on the medical questionnaires.

We carry out risk assessments on all work activities, control measures are implemented, and we considered if there is any residual risk and the need to provide ongoing health surveillance to employees involved in work activities which may cause long term ill health i.e., noise, vibration, hazardous substances, asbestos.

If an individual has an injury or illness which appears to be work related, affects their work, or is made worse by work, we seek a medical opinion to assist us in evaluating the problem and identifying any practical changes we can make to assist the individual in safely continuing to do their job.



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25. Noise and Vibration

Some of the work undertaken by CCT include some processes which produce high levels of noise. These activities/machines/plant have been subject to a risk assessment and control measures implemented to reduce the amount of exposure to as low as reasonably practicable.

For tasks which involve exposure above the first action level (80dB(A)) and the upper action level (85dB(A)), we provide personal hearing protectors upon request. At and above the upper action level, their use is compulsory, and Hearing Protection Zones are therefore designated and signed.

All tools used by employees have been assessed to establish if a risk of vibration exposure exists, where this is the case control measures have been introduced. We have ensured that employees are aware of vibration hazards and ways to minimise the effects. We also ensure when purchasing new equipment that we buy low vibration products if applicable to our CCT activities.

26. Welfare Facilities

We have evaluated the welfare facilities required for our business to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them. Separate male and female toilet facilities are provided, and places obtain drinking water, for heating water, heating food and take breaks are provided away from work areas.

All of the welfare facilities are ventilated, well-lit and designed so as to be easily cleaned. A cleaning regime is in place. All equipment provided for the purpose of workplace comfort is subject to periodic checks, maintenance, and repairs by competent person.

27. Pest Control

Problems experienced on-site with pests, rodents/insects, should be referred to the Community Manager who will arrange for a registered pest control agent to attend the premises.

Data sheets and method statements must be obtained from the pest control company prior to commencement of any works, in order that risk assessments can be carried out to minimise the effects of any harmful process/substances used during the pest treatments. Appropriate communications will be made to staff regarding any treatments.



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28. Food Hygiene

Staff are requested that the consumption of food is restricted to the relevant designated rest rooms or canteens provided and, all foodstuff is stored appropriately e.g., in the refrigerator. It is the responsibility of all staff to ensure that amenity areas and food storage facilities are maintained and thoroughly cleaned after use. Any spillages must be cleaned up immediately and all waste generated be disposed of in the bins provided.

It is the policy of CCT that food safety is maintained to the highest standards throughout all establishments, and to ensure that all food production and service complies with current food safety regulations.

CCT has a legal obligation to ensure good food safety practices are maintained and to ensure that catering activities comply with current food safety legislation, including Regulation (EC) No 852/2004 and the Food Hygiene (England & Wales) Regulations 2006.

29. Smoke Free Work Environment

This no smoking policy aims to protect all employees, service users, customers, and visitors from exposure to second-hand smoke and to assist compliance with the Health Act.

As we wish to maintain a fit and healthy workforce, smoking is not encouraged by the County Community Trust. Smoking or the use of E-cigarettes is not permitted within our building/s and vehicles. Signs are displayed at entrances and in vehicles in accordance with statutory requirements. Smoking or the use of E-cigarettes is also not permitted in any private vehicle when used on CCT business if it is being used to carry passengers.

All staff and sub-contractors are prohibited from smoking within any customer premises or within any place where “no smoking” signs are displayed.

Where smoking is permitted, adequate provision is made for the safe disposal of smoking materials. Consideration is given to ensure that non-smokers are not affected.

Overall responsibility for policy implementation and review rests with Management; however, all staff are obliged to adhere to, and support the implementation of the policy.



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Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

30. Legionnaire's Disease

CCT has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice – Legionnaires Disease: The Control of Legionella and Bacteria in Water Systems' and Technical guidance produced by the HSE Legionnaire's disease:

These arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- Appointment of a 'responsible person' with authority and responsibility for day-to-day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment
- The maintenance of records of all applicable maintenance and testing which are held together with a copy of the risk assessment.
- Monitoring to check the records and confirm that the precautions have been implemented.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

31. Young People at Work

When we employ young people under the age of 18 we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person is to be undertaking which considers their immaturity, inexperience, -and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment. There are certain tasks which we do not allow young workers to carry out and these are identified in the individual risk assessment.



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In the case of employment/work experience of young persons, we comply with legislation and local byelaws placing restrictions on the type of work permitted and where applicable ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting.

32. Manual Handling

As an organisation we adhere to The Manual Handling Operations Regulations and follow the hierarchy of control which shall be to: -

- Avoid manual handling where reasonably practicable, make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided, reduce the risk of injury from those operations so far as is reasonably practicable.

Although every effort is made to eliminate manual handling or reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved.

Specific manual handling risk assessments are undertaken where manual handling cannot be eliminated to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable.

Equipment is provided where possible to minimise or simplify handling of heavier objects and we ensure that two persons are available where the risk assessment identifies the need.

All employees are trained in the safe techniques of manual handling and instructed to report to their line manager any health concerns that may make manual handling less safe for them.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.



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33. Slips, Trips and Falls

We have reviewed all of our premises for slip, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments.

Housekeeping standards and the condition of floors are reviewed formally as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seek assistance with anything which they cannot personally resolve.

We ensure that storage areas are of sufficient capacity and are well managed. Steps and stairs are equipped with handrails. Step edges are kept in good condition. Step edges are highlighted where necessary for visibility. All personnel are informed not to store anything in stairwells.

Cleaning regimes are designed to ensure that dust, grease, and other slip hazards are well controlled. If there is a spillage, staff are responsible for ensuring that it is cleaned up, in accordance with the specific COSHH assessment, promptly and any wet floor is clearly highlighted.

The premises and equipment within are maintained and repairs are made as soon as reasonably practicable to prevent any issues becoming a hazard to personnel.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Staff are encouraged to wear sensible footwear and where risk assessments deem it necessary safety footwear shall be worn.

Suitable and sufficient lighting is provided for tasks. All lighting is routinely checked as part of our monthly 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.



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34. Display Screen Equipment

Suitable furniture is provided for our office staff, including adjustable chairs at computer workstations.

Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort.

Our work environment has been designed for the comfort of display screen users considering the need to control nuisance noise, temperature, humidity, and lighting.

The employee should ensure when using display screen equipment make sure it is set up to their personal requirements. Adjust the height, angle, brightness, and volume to suit. In bright lights use a filter screen and remember to take regular breaks to avoid fatigue.

Workstation assessments are carried by the CCT Manager. The outcome of assessments is shared with each 'user'.

Assessment are reviewed and updated whenever employees move to a new workstation workstations or new equipment is introduced.

Staff that use mobile devices including laptops, tablets, smart phones etc. whilst on the move, are encouraged to work as ergonomically as possible and made aware that intense and prolonged screen work is best carried out at a permanent workstation.

35. Electricity

Our staff are clearly instructed that they are not permitted to undertake any electrical repairs unless they are qualified and competent to do so. All work on electrical equipment and installations is carried out by NICEIC registered electrical contractors.



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Electrical standards are applied as set out within the Electricity at Work Regulations and for new works, the standards applied follow current requirements the IEE Regulations for Electrical Installations and the current Building Regulations.

All portable electrical equipment receives regular PAT testing by a trained and competent person at intervals recommended by the competent specialist.

All persons bringing any new electrical equipment to be used at any workplace under CCT control whether owned by the organisation or privately owned must be declared to the relevant Manager so it can be tested for electrical safety prior to first use.

Intrinsically safe equipment only will be used when accessing and for all work in association with confined spaces, or where the environment in which we operate may present a flammable or explosive atmosphere.

36. Work Equipment

The Provision & Use of Work Equipment Regulations 1998 apply to all work equipment made available for use by employees at work. When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained.

37. Health Hazards & COSHH

Where possible it shall be ensured that exposure to substances hazardous to health will be prevented, where this is not reasonably practicable the following hierarchy of control shall be followed: -

- Change the method of work so that the operation which create exposure is no longer necessary.
- Modify the process to eliminate the production of a hazardous by-product or waste product.
- Substitute, wherever reasonably practicable, a non-hazardous substance which presents no risk to



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- health where a hazardous substance is used intentionally
- It will be the responsibility of the Manager to investigate the availability of replacement substances and put them to use as soon as possible, including those used by contractors and installers working for Stockport County Football Club. Advice from the Health & Safety Advisor shall be sought where applicable.
 - PPE and RPE is the last means of control and should only be considered where the previous are not practicable.

Stockport County and the CCT will be responsible for ensuring that this section is implemented and that all employees are given adequate information about any substances which are to be used.

A COSHH assessment will be carried out by a competent person for every substance hazardous to health, or where practicable, on substance groups i.e., solvent based paints grouped onto one assessment.

Any safety precautions recommended as a consequence of a COSHH assessment must be adhered to at all times while the substance is in use. COSHH assessment shall be reviewed if: -

- There is reason to suspect that the risk assessment is no longer valid.
- There has been a significant change in the work to which the risk assessment relates; or
- The results of any monitoring carried out show it to be necessary.

Updates to assessments will be made where the review show they are required. All COSHH assessments will be carried out on the standard form. Managers must ensure that the significant findings of any COSHH assessment, including any safety measures required, are communicated to all personnel who will be exposed to the substances. Any training required will be provided as necessary to employees.

CCT will provide facilities at all locations to ensure that, employees meet and maintain a standard of personal hygiene that is consistent with adequate control of exposure, the spread of substances hazardous to health is avoided and to reduce the risk of ingestion of substances hazardous to health.

All employees are responsible for ensuring that they have read and understood any COSHH assessment relating to their work activity and any control measure required are implemented prior to commencing work with the substance. Adequate supervision shall be provided to ensure this tasks place.



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The buyer must consider the requirements of the COSHH regulations, purchasing safer substances where practicable, and requesting Safety Data Sheets with each order.

38. Highly Flammable Liquids

Highly flammable liquids (HFLs) are used, the main hazards are fire and explosions and everything possible must be done to lessen the risk.

Safety is divided into three areas:

- The storage of the substances.
- The safe handling and transport of the substances.
- The use of the substances.

Stockport County and CCT will ensure that suitable non-flammable storage facilities are provided for highly flammable liquids and will arrange for a licence for the storage of petroleum, or petroleum mixtures where applicable.

Stockport County and CCT will ensure that suitable storage facilities are provided for liquids which are not defined as highly flammable, but which could be a fire hazard, and will arrange for any necessary firefighting equipment or materials to be available. Stockport County CCT will ensure that any firefighting equipment, storage facilities, signs, notices, containers, etc. are checked at weekly intervals and that any action is taken to rectify any defects noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing highly flammable liquids.

39. Asbestos

An asbestos management survey will be undertaken by Stockport County at the premises and where asbestos is identified and in good condition these materials are left in situ, are clearly labelled, and closely managed to prevent the accidental release of fibres.



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A risk assessment has been undertaken of remaining ACMs and an asbestos management plan, produced as a result. The condition of materials is reviewed through ongoing vigilance on an annual basis and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs, is notified of the location of the materials. Work on ACMs is only carried out by licensed contractors.

During work activities if any material is suspected of being asbestos work shall cease immediately. The suspected material must be reported, and further investigation conducted to verify if asbestos is present. No material suspected of containing asbestos will be removed until the nature of material content has been identified and adequate arrangements made for safe removal by licensed contractors. The area must be deemed as "No Unauthorised Access" and signage displayed until such measure have been undertaken to make the area safe.

40. Work at Height

Work at Height means all heights, not just those over 2m. Whilst we aim to avoid work at height, we have identified there are some situations where our staff may be at risk of falling from a height.

Where work at height is required, we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the Work at Height Regulations, where applicable, risk control measures include arrangements for rescue.

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include Tower scaffold, Scaffolds or MEWPS.

Where required safe systems of work are produced for working at height activities and should identify: -

- How falls are to be prevented, means of access, edge protection, safety harness etc.
- Safeguards for workers below and the public ie. Debris netting, designated and fenced exclusion zones, Toe boards.
- Controls for health risks escape route in the case of fire, handling of materials.
- Equipment and tools required including PPE.
- Competence of training of operatives.
- Level of supervision.
- How changes to the agreed safe method of work will be dealt with.



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- Who will monitor the system to ensure the risks are effectively controlled

During any operations where operatives are working at height the supervisors will ensure that: -

- Only trained operatives are engaged in this work.
- That all access routes/equipment are in good condition and safe to use.
- That all freestanding scaffolds, edge protection, safety line anchorage are in good condition.
- That where work demands that operatives wear safety harness that they are suitably clipped to anchor points.
- That any adverse weather conditions, ie. Frosty mornings, high winds which will increase the risk to operatives working at height have been adequately risk assessed.
- That any precautions put in to place for the safety of the public/other workers are implemented and maintained to a high standard.
- That persons only use ladders as a working platform for short duration and where a risk assessment demonstrates that no safe means of access was practicable.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout.

41. Waste Disposal

CCT will dispose of waste properly in an acceptable manner that complies with current legislation. The foundation mainly generates domestic waste i.e., paper cardboard and foodstuff, which is collected by a registered disposal company. However, a registered disposal company, who deals with the disposal of non-domestic and hazardous waste are contracted in to provide this service. The CCT encourages re-cycling amongst staff and has positioned re-cycling bins throughout the stadium.

42. Lone Working

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

All CCT employees' safety is paramount and will therefore avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, CCT will take all reasonable steps to ensure the health and safety of all employees working alone.



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CCT will ensure that all employees working alone are provided with adequate information, instruction, and training to understand the hazards and risks and the safe working procedures associated with working alone.

Reasonable checks will be made into the general health of lone worker to ensure they are not at increased risk of working alone. We will ensure risk assessments are undertaken on all lone working activities and put risk control measures in place.

A buddy system may be implemented by CCT as required to ensure protocol is in place if a lone worker fails to check in at an agreed time or if they raise an alarm then the buddy will check on the lone worker or, where required, shall alert the emergency services. This procedure will be followed by employees at all times and failure to do so will result in disciplinary action.

It shall be ensured that lone workers have a means of communication with supervisors (e.g., mobile phones) or a device to alert the buddy in an emergency situation (e.g., lone worker alarm).

Our staff are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management.

43. Violence

Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment'.

Whilst we do all that we can to avoid it we recognise that staff involved in some of our work activities maybe at risk of violence.

To manage these risks, we have undertaken risk assessments of relevant work activities, particularly for the purpose of identifying violence risk factors and the necessary controls.

We believe that reducing the risk depends on the design of workplaces together with appropriate working procedures and staff training.

We robustly investigate any reported incidents of violence to our staff and learning points are incorporated into working procedures.

Management and occupational health support is offered to those who have suffered from verbal abuse or physical assault, and it is our policy to involve the Police and seek a conviction of any person who assaults or displays violence towards our staff.



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44. Driving

Driving activities are included within our general risk assessments and as a result of the assessment/s we have determined that the following arrangements are required to control risks to our staff and other road users.

CCT vehicles are maintained at the manufacturer's approved service centre or garage at the manufacturer's required intervals. Maintenance, Insurance and when required, MOTs, are arranged by Stockport County and CCT.

Driving and working hours are monitored to ensure compliance with Working Time Regulations. In our work planning process, our managers avoid the need for staff to drive at the end of excessively long working days by, where required, providing overnight accommodation, arranging for driver sharing or using public transport.

Managers also consider when scheduling work, the need to discourage speeding and to include within journey times, sufficient time for suitable rest breaks.

In any case we expect employees to avoid driving when tired or unwell and will normally reimburse them for additional rest breaks and unplanned overnight stays where required. Employees are required to inform their line manager if they are suffering from any health condition or taking any medication which could affect their ability to drive safely.

Employees who drive for work purposes have an expected behaviour and are informed of the following:

- An expectation that they will adhere to road traffic laws
- Normal limits for working hours when the day involves driving
- The need to take a rest break of 15 minutes after every 2 hours of driving and when tired
- Not driving under the influence of alcohol or drugs (including prescription drugs)
- Not using a handheld phone when driving
- No person is permitted to use a mobile telephone whilst in control of a vehicle, even if using a hands-free kit.

Mobile phones must not be used in any way whilst driving any vehicle, even where a hands-free kit is fitted. Mobile phones should, wherever possible, be switched off or place it on call divert or voicemail to receive messages when driving whilst driving and only activated when the vehicle is parked.



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It can be illegal to use a hands-free phone whilst driving depending on the individual circumstances. At a minimum it could be considered to be a contributory factor in any accident.

It has been stated by the Attorney General that “any mobile phone use at the time of an accident, whether hands-free or not, will result in prosecution for death by dangerous driving”. In past police enquiries, call records have been checked to establish call by call details of time, duration, and destination.

Vehicle accidents are recorded and investigated in the same way as other work-related incidents, and improvements made to our policy as necessary to avoid a recurrence.

45. Harassment and Bullying

Harassment is defined as any unwelcome or hostile act or series of acts carried out on the grounds of sex, sexual orientation, race, ethnic origin, religion, colour, disability, marital status or age of women and men at work.

Bullying is defined as persistent demeaning and downgrading of a person through words and actions that erode self-confidence and undermine self-esteem.

It is the policy of CCT not to accept any harassment and bullying in the workplace.

All employees are informed that no amount of unwanted behaviour to any individual will be accepted.

Any employee regardless of position, found to be responsible for inciting, perpetrating, condoning, or ignoring harassment, bullying or victimisation may be disciplined up to and including dismissal, and can be held personally liable if the person has been harassed undertakes legal proceedings.

An employee who believes him or herself to have been harassed, bullied or victimised should contact their line manager immediately.

46. Supervision of Participants

CCT regularly supervises children and adults at risk. On induction, all staff are trained in safeguarding, risk management and behaviour code of conducts to ensure they are fully aware of all health and safety procedures when supervising participants.



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CCT follows the procedures set out in the safeguarding policy when working with children and adults at risk and all participants are asked to sign up to a code of conduct for behaviour at the beginning of engagement.

When in the care of the CCT, all participants will be made aware of relevant health and safety procedures, including fire alarm procedures, emergency evacuation and code of conducts. Classroom facilities will have clear signage relating to fire procedures and safeguarding contacts.

47. CCT Programmes

CCT delivers a range of programmes to young people and adults from across Stockport and surrounding borough. These programmes are either delivered at Edgeley Park or are delivered within the community, at schools, community settings or at residential venues. CCT completes risk assessments for all sites where delivery takes place.

The only exception to this is in a school setting, where an SLA is signed by the CCT and the School, which states the health and safety of the site is the responsibility of the school.

On induction to the organisation, all staff are referred to CCT risk assessment policy.

In addition to risk assessments being carried out, all CCT participants will complete a consent form which will include reference to medical conditions.

If a young person requires medication administrating whilst on an CCT programme, a full assessment of the requirements will be discussed prior to the commencement of the programme and appropriate actions will be taken to ensure the correct processes are in place.

49. Review and Monitoring of Programmes – County Community Trust

All CCT programmes are reviewed on an annual basis. These reviews take place at the end of the financial year, or in some circumstances at the end of the programme, dates of which can vary throughout the year. All reviews include a review of Health and Safety and safeguarding procedures.

Any changes required because of the review will be implemented prior to the next programme commencing.

If issues occur during programmes, which are deemed to be urgent, measures will be put in place to see that they are addressed straight away.



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Remedial actions will be discussed and agreed prior to implementation. Such actions will be documented, and any changes/additions deemed necessary to the H&S Manual will be actioned immediately. All CCT Staff will be notified of the changes/additions.



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Appendix 2

Risk Assessment Check List

Assessment Topic	✓ X n/a	Date carried out	Next Review
Accidents			
Arson			
Bodily fluids (urine; blood; faeces; vomit)			
Buildings and premises (layout, features)			
Catering and food preparation			
Cleaning/caretaking			
Control of contractors			
Covid-19			
Disability access			
Display Screen Equipment Use			
Electricity			
Emergency evacuation			
Falling objects (safe storage)			
Fire			
First aid			



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Gas			
Flooding/water burst			
Food safety and hygiene			
Grounds maintenance			
Hot surfaces, scalds & burns			
Hazards specific to site			
– External grounds & features			
– design of site			
– buildings			
– recreational areas and equipment			
Infectious diseases			
Ladder use and access equipment			
Legionella and water hygiene			
Lone working			
Manual Handling			
Minibuses			
Needles & needle stick injuries			
Natural hazards			
Outdoor activities			
PE equipment			
Personal safety			



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Grounds and external areas			
Ponds and water features			
Pregnant and nursing mothers			
Repairs and maintenance			
Scalds and burns			
Transport and driving			
Security of premises			
Shared use of buildings			
Slips and Trips			
Stress			
Supervision of pupils			
Special needs of pupils			
Stage & drama activities			
Swimming pools			
Technology equipment			
Temporary staff			
Traffic routes and walkways			
Transporting and storing chemicals etc.			
Trips and slips			
Utility supply failure			
Violence Vehicle and pedestrian traffic			



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Visitors			
Waste storage and disposal			
Water Hygiene (Legionella; lead etc.)			
Water Temperature (scalds; burns and hot surfaces)			
Work equipment and machinery			
Work experience and young people			
Working at a height and Falls			