



VOLUNTEER TUTORS ORGANISATION

HEALTH & SAFETY POLICY

HEALTH AND SAFETY AT WORK ETC. ACT 1974

AUGUST 2020

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our staff and to provide such information, training and supervision, as they need for this purpose.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as the organisation changes with nature and size. To ensure this, the policy and the way in which it is operated will be reviewed in January every year.

A handwritten signature in black ink, appearing to read 'D Johnston', with a long horizontal line extending to the right.

Douglas Johnston, Chairman, August 2020

1. RESPONSIBILITIES

1.1 Overall Responsibility

Overall and final responsibility for Health & Safety matters in the organisation is that of Douglas Johnston, Chairman of the Board of Trustees.

He is responsible for this policy being carried out at the sole premises of the organisation, which are located at:

13 Kelvinside Gardens
Glasgow
G20 8BG

1.2 Responsibilities of Employees

All employees have the responsibility to co-operate with Board to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or board member notices a health or safety problem that they are not able to put right, they must straightaway inform the Health & Safety officer.

Team meetings, at which health and safety issues are discussed, provide consultation between management and employees. The organisation's Health and Safety documents and PDF file versions of HSE leaflets are available to all staff in electronic form in the Shared Drive and Share Point. Hard copies are available for consultation in the organisation Health and Safety magazine files in the office.

1.3 Responsibilities of the Landlord

The premises form part of the St. Charles Primary School, for which the Landlord is Glasgow City Council. The Landlord has responsibilities for health and safety matters relating to the communal areas of the school, including fire escape corridors, staircases, toilets, landscaping and refuse/recycling collection areas. The person within the Landlord organisation with responsibility for these issues is the Janitor within the school.

1.4 Responsibility to Cooperate with the Landlord

All employees and board members have the responsibility to co-operate with the Landlord, their staff regarding health and safety matters affecting the communal areas and any shared arrangements.

2. GENERAL ARRANGEMENTS

2.1 Accidents

The first aid box is located in the VTO offices. The appointed person responsible for the box is Caroline Bain. The appointed person responsible for First Aid in the office is St Charles Primary School nominated First Aiders.

The person responsible for reporting accidents, diseases and dangerous occurrences is Douglas Johnston. The accident record is in the Accident Folder in the VTO Office, Caroline Bain stores this.

The person responsible for investigating accidents, work-related causes of sickness absences and acting on the investigation findings to prevent a recurrence is Douglas Johnston.

2.2 General Fire Safety

The premises form part of the St Charles Primary School complex, for which the Landlord Glasgow City Council, has responsibility for fire safety and risk assessment. The Landlord, who arranges for their maintenance and testing, provides the fire escape routes, communal fire fighting equipment and fire alarms.

The fire extinguishers are in the corridor outside VTO office.

Within the VTO Offices, the routes from the desks to the doors are checked at the start of each working day. The Landlord carries out the fire alarm system test weekly, at 10am on Friday morning, and arranges the emergency evacuation tests annually.

Further details are given in the organisation Fire Safety Policy which is part of the St Charles Primary School Fire Safety Policy.

2.3 Information and Advice

The Health and Safety Law poster and Certificate of Employers Liability Insurance are displayed on the notice board in the VTO Offices. HSE leaflets are provided at Induction. HSE contact details:

Cornerstone,
107 West Regent Street,
Glasgow,
G2 2BA

<http://www.hse.gov.uk/contact/index.htm> Or fax only: 0141 275 3100

The Health & Safety enforcing authority with which the organisation is registered is: -
City of Glasgow Council

2.4 Training

Induction training is provided for all staff by the Operations Manager. The person responsible for job specific training is the Operations Manager.

2.5 Special Training

No especially hazardous jobs requiring special training have been identified.

2.6 Risk Assessment

The person responsible for risk assessment is the Health & Safety Officer.

The Health & Safety Officer will approve action required to remove/control risks and will be responsible for ensuring that the action required is implemented. They will check that the implemented actions have removed/reduced the risks.

Risk Assessments will be reviewed every year or when the work activity changes, whichever is the sooner. The findings of Risk Assessment are in Appendix A.

2.7 Visitors

Visitors are usually received in the VTO Offices. All visitors other than those leaving immediately, such as delivery personnel, will be notified on arrival of the organisation fire procedures and the location of toilets. This is the responsibility of the member of staff who has brought the visitors on to the premises. Prior to starting any meeting that includes visitors, the person conducting the meeting will check that the visitors have been advised of organisation fire procedures. All visitors to VTO other than delivery personnel must sign in at the school main office.

2.8 Contractors

Contractors visiting the organisation generally relate to work that is the responsibility of the Landlord, and follow its procedures and instructions.

It is a requirement of the Landlord that prior approval is required for any works, and for the employment of any prospective Contractor.

3. HAZARDS

3.1 Housekeeping and Premises

The cleanliness of the communal areas, corridors, staircases and toilets is the responsibility of the Landlord. Cleanliness within the individual premises is maintained as part of the weekly general clean by the cleaning contractor.

The site refuse disposal is the responsibility of the Landlord. Waste disposal within the individual premises comprises emptying of the general waste bins, to the site refuse area, by the cleaner every evening or more frequently as required. Other disposal is in line with the organisation's Environmental Policy.

Any large items of refuse are to be removed as soon as practicable, and in any case by the end of each working day, to the site refuse area. No refuse must be left in the corridors or staircases, and any refuse left by other occupiers should be reported as soon as practicable to the Landlord.

As reusing and recycling are actively encouraged, special bins are provided for paper and other items. These are emptied at least every week. Cardboard is stored and, when no longer required, recycled at the site refuse area. The shredded paper is removed every week.

The individual premises have modern fitted carpets installed by a specialist organisation, who are called to remove any rucking that might cause a tripping hazard. A step stool is provided for accessing upper shelving.

3.2 Electrical Equipment

When any electrical item is brought into the office, its electrical connection is checked and the item is added to the inventory of electrical equipment that is inspected and tested on an annual basis by an appropriately qualified contractor as per school policy.

A copy of the annual appliance testing certificate and inventory detailing equipment type and inspection/testing regime is held by the school.

Checks for visible damage to extension leads, cable coverings, plugs and the like are carried out whenever desks or equipment are moved.

Prior to extension leads being used or additional appliances added to an existing lead, the potential electrical load will be assessed by school to ensure that the capacity of the extension is not exceeded.

Where any lead or cable crosses a trafficked route, a cable protector will be installed to prevent mechanical damage.

The fixed electrical installation of the office, communal areas, corridors, staircases and toilets is the responsibility of the Landlord.

3.3 Machinery and General Equipment

Other than normal office computers and similar equipment, there is no machinery in use at the individual premises.

Operating instructions for items of equipment are contained in the folder "User Instructions for Portable Equipment".

There is a Safety Notice card on the wall above the document shredder advising of potential hazards.

3.4 Working with VDUs (Display Screen Equipment)

All staff of the organisation regularly use laptops and/or VDUs for a significant part of their normal work. During the formal induction for employees joining the organisation they are each provided with a copy of the HSE booklet "Working with VDUs" or given access to it on the HSE Free Leaflets Website. <http://www.hse.gov.uk/pubns/indg36.pdf>

As the office operates under a hot desking system, all staff have must ensure they self-assess themselves with their equipment and inform the Health & Safety Officer if there are any issues.

The organisation provides the following for each member of staff:

- Adjustable office chairs
- A flat screen monitor adjustable for height, angle and display
- Wrist rests, foot rests and document holders are available on request

3.5 Manual Handling

While there is comparatively little manual handling involved in office work, the lifting of the following common items has been assessed:

- furniture, where major moves will be done by a removal contractor;
- shredder, where a notice was placed above the machine;
- computing equipment, where lighter replacements have been purchased;
- display system; and
- archive boxes.

The risk assessment for manual handling is contained in Appendix A.

During the formal induction for employees joining the organisation they are each provided with a copy of the HSE booklet "Manual Handling", given access to it on the HSE Free Leaflets Website and instructed on its contents. <http://www.hse.gov.uk/pubns/indg143.pdf>

3.6 Dangerous Substances

No dangerous substances have been identified as being in use at the individual premises

3.7 Fluids Under Pressure

No fluids under pressure are in use at the individual premises.

3.8 Personal Safety

It is recognised that there may be occasions when staff work alone in the individual premises or at other locations.

For staff visiting other locations, mobile phones are provided. All staff are required to ensure their line managers are aware of their visits to other agencies, homes, other meeting venues e.g. libraries, schools. This should be done by entering details in the Admin calendar, using personal colour, including full address and postcode of where visiting and who the visit is to, details of accompanying tutors or other agency staff.

If doing a home visit: staff must inform their line manager by email in advance and include entry time and estimated exit time. Staff must text their line manager on exit. Line managers will allow 30 minutes after the estimated exit time and if no contact has been made by staff, will action by attempting to phone the staff member, if no response then attempt to call the family of the pupil they were visiting, if no response then contact the staff members named Next of Kin. Failure to contact your line manager will be considered misconduct and may lead to disciplinary action.

3.9 Other Important Hazards

No other important hazards have been identified.

APPENDIX A
RISK ASSESSMENT

No	Significant Hazard Types	Groups at risk from the Hazards	Existing controls/where information may be found:
1.	Slipping/tripping hazards	All Staff; contractors; visitors	Health & Safety Policy (Section 4.1); new carpets fitted by landlord 2017
2.	Fire Hazards	All Staff; contractors; visitors	Health & Safety Policy (Section 3.2); Organisation Fire Safety Policy and Risk Assessment
3.	Moving Parts	All Staff	Health & Safety Policy (Section 4.3); only the shredder, which has a safety notice
4.	Electrical Hazards	All Staff; IT contractors staff	Health & Safety Policy (Section 4.2)
5.	Working with VDUs	All Staff	Health & Safety Policy (Section 4.4)
6.	Manual Handling		Health & Safety Policy (Section 4.5)
6.1	Furniture	All Staff; contractors	Major moves done by removal contractor
6.2	Computing Equipment	All Staff; IT contractors staff	Health & Safety Policy (Section 4.5)
6.3	Other Equipment /Archive Boxes	Admin staff; occasionally other staff	
7.	Lighting	All Staff	Lighting upgraded 2017
8.	Working Temperatures	All Staff	Heating provided by Landlord
9.	Personal Safety		Health & Safety Policy (Section C2)
9.1	Outwith the Office	Staff working alone at a other locations	Staff regularly working alone are provide with their own mobile phone A mobile phone is made available on other occasions

No	Significant Hazard Types	Groups at risk from the Hazards	Existing controls/where information may be found:
9.	Personal Safety (Contd.)		
9.2	Within the Office	Staff working alone in the offices	For personal safety, the door of the office is kept locked The Landlord provides security staff outwith office hours
6.	Manual Handling		
6.2	Computing Equipment	All Staff; IT contractor staff	
	Colour Laser Printer/scanner (13 kg)	All Staff; IT contractor staff	Printer on wheeled table
	Server 14 Inch Monitor (12 kg)	IT contractor staff	Very rarely moved
	Fax Printer (10 kg)	All Staff; IT contractor staff	Very rarely moved
	Desktop PCs (9 kg)	All Staff; IT contractor staff	Very rarely moved – PCs on wheeled storage unit
	Tower PCs (9 kg)	All Staff; IT contractor staff	Very rarely moved
	Laptops (Dell & HP 6 kg)	All Staff; IT contractor staff	Weight includes carrying case and interchangeable units
	Laptops (Lenovo R40 6 kg)	All Staff; IT contractor staff	Weight includes carrying case and interchangeable units

No	Significant Hazard Types	Groups at risk from the Hazards	Existing controls/where information may be found:
6.3	Other Equipment /Archive Boxes		
	Archive Boxes (14-19 kg)	Admin staff; occasionally other staff	Shelving not purchased. Boxes placed on/below tables. Once filled rarely moved for access to documents.
	Manual Binders (9 kg)	All Staff	2 types with different lever action to give staff choice
	Projector (6 kg)	All Staff	Weight includes carrying case
	Banner Display (3 kg) and Banner Frame (1 kg)	All Staff	Use shoulder straps. Weight includes carrying cases

Date	21 st May 2018	Signed	
-------------	---------------------------	---------------	--