

WELLSPRING SETTLEMENT

Health and Safety Policy and Procedure



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SECTION 1 – STATEMENT OF POLICY, DUTIES AND RESPONSIBILITIES

Wellspring Settlement recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors to its premises, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care including:

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

Throughout this Statement, terms such as 'staff', 'workers', 'employees', include both paid and volunteer workers. The term 'premises' refers to both the Healthy Living Centre and Settlement sites.

It is the policy of the Wellspring Settlement to promote the health and safety of the staff and of all visitors to Wellspring Settlement premises ('the Premises') and to that intent to:

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

- Provide information to other employers of any risks to which those employers' workers may be exposed to when on Wellspring Settlement premises.

This policy statement and/or the procedures for its implementation may be altered at any time by Wellspring Settlement Board of Trustees ('the Board'). The statement and the procedures will be reviewed annually by the Board.

STATUTORY RESPONSIBILITIES OF WELLSPRING SETTLEMENT

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

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Provide adequate welfare facilities;
- Give workers the information, instruction, training and supervision necessary for their health and safety.

Responsibilities of Managers

The Managers have the overall statutory and operational responsibility for managing health and safety and will do all that is reasonably practicable to meet the requirements laid down by UK law.

These responsibilities include:

- The promotion of health and safety as an important management function which is integral to Wellspring Settlement mainstream business objectives;
- The allocation of resources as far as possible for the improvement of health and safety within the workplace;
- Defining and monitoring the roles and responsibilities of specific officers for health and safety activities;
- Monitor and review health and safety performance within Wellspring Settlement arranging for the review and update of health and safety policies and procedures as and when required.
- The implementation of this health and safety policy in their areas of responsibility.

Statutory Duty of Wellspring Settlement Workers

Employees also have legal duties and Wellspring Settlement requires employed and non-employed (voluntary) workers to observe these. They include the following.

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To co-operate with Wellspring Settlement on health and safety;
- To use work items provided by Wellspring Settlement correctly, including personal protective equipment such as goggles, in accordance with training or instructions;

- Not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by Wellspring Settlement.

Policy for Visitors and Contractors

All visitors should be directed, on arrival, to the appropriate member of staff or the meeting they are attending, who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, on leaving, their time of departure.

Hot Work

Any contractor requiring to carry out Hot Work (e.g. burning, welding, grinding) must provide details of Public Liability Insurance and follow the Hot Work Permit System. Refer any proposed Hot Work to the appropriate manager.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Operations Manager who will investigate.

Specialist Officers

Specialist Health and Safety Advisors will be used to support Wellspring Settlement by providing guidance, advice and information. These officers will have no executive responsibility will be used as an aid to effectiveness and legal compliance

Dissemination of the Policy

Copies of the policy will be held in a suitable and conspicuous place where staff ordinarily have access.

MONITORING AND REVIEW

The implementation and operation of this policy in terms of healthy and safe working practices shall be monitored by Wellspring Settlement by means of regular auditing and risk assessment processes. Policies and procedures will be reviewed and modified as circumstances require and amendments will be notified to all staff.

COMPANY ENDORSEMENT

This Health and Safety Manual has been endorsed by the Chair of the Board of Trustees of Wellspring Settlement.

Signed

Date

SECTION 2 – ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

Accident and incident procedures

Any incident or accident to staff during working hours including travel between sites or which occur outside of work but are related to what they do, or to any other persons on premises under the control of Wellspring Settlement, must be reported in the official incident reporting book. These forms must be completed as soon as possible (note: anyone can report an accident, not just the injured party). The incident must be investigated by the employee's immediate line manager and action taken to ensure the incident does not recur.

Persons with minor injuries (cuts, abrasions, sprains) must be referred immediately to a qualified first aider or the Accident and Emergency Department of the nearest hospital.

Major injuries are to be dealt with by the nearest Accident and Emergency Department. In these circumstances it is probable that the incident is reportable, by law, to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Major accidents must be reported immediately, by telephone, to the Local Environmental Health Department. These are:

- Death
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Furthermore where an incident results in an employee being incapacitated from work for more than three working days, excluding the day of the incident, the Local Environmental Health Department must be informed by sending them a completed F2508 form within 10 working days of the incident occurring.

In addition the Local Environmental Health Department must be informed if a dangerous occurrence occurs. These are major incidents are unlikely to occur within Wellspring Settlement, but the definition of dangerous occurrence can be found at www.hse.gov.uk

Asbestos

The control of Asbestos at Work (Amendment) Regulations 2002 imposes a duty on Wellspring Settlement to ensure that any exposure to asbestos products is maintained within safe 'control limits'. Any concerns relating to asbestos contamination should be referred to the area Management who will arrange to assess, control and monitor any area where asbestos or asbestos products are identified.

Wellspring Settlement will maintain an asbestos register that identifies the asbestos location, type, condition etc. and ensure it is suitably labelled. Wellspring Settlement will monitor the condition of any asbestos and ensure suitable safe systems of work are in place for work involving asbestos containing products.

Auditing and inspections

Wellspring Settlement recognises their duty of care to provide a safe workplace free from hazard so far as is reasonably practicable. Hazard identification in the workplace and measuring the safety performance for ensuring continual improvement will be carried out using the following tools:

- Audits of the Health and Safety Policy will be carried out on a regular basis by Management and by external auditors;
- Physical safety inspections will be carried out regularly by a competent person;
- Managers will carry out regular safety tours / inspections, in their area of work, aimed at identifying and rectifying unsafe acts and conditions, ensuring that the Health & Safety Policy is strictly adhered to.

An Audit and Inspection review will be presented to the Board of Trustees every six months.

Chemicals and COSHH

Employers have to ensure that the exposure of workers to hazardous substances is prevented or, if this is not reasonably practicable, adequately controlled. On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

It is the responsibility of each Manager to ensure that this is done for all existing and any new substances used within their area of responsibility. Hazardous materials must not be used if the conditions do not meet the requirements of the COSHH Regulations

Hazardous Waste will be disposed of in accordance with relevant legislation, using the services of a recognised and authorised contractor.

Communication and Consultation

Health and Safety is a responsibility of the full Board of Trustees.

When necessary all Employees will be consulted, either directly or through their elected representatives, prior to implementation of any policies or procedures affecting their health and safety.

When discussing Health and Safety matters there must be employee representatives and other key stakeholders as required. This aim will be, but not limited to:

- Help in the implementation and continual improvement of the Health and Safety policy
- Discuss and communicate relevant health and safety information with staff
- Develop initiatives to improve the health and safety at Wellspring Settlement
- Review incidents, accidents, audits etc and suitability of resulting recommendations.

Display Screen Equipment (DSE)

It is recognised that the problems arising from the operation of display screen equipment (or VDU's) may be minimised by proper attention to ergonomics, job design and training. All DSE work stations must be assessed, with the full involvement of the user (an employee who spends a significant part of their work time i.e. more than an hour of continuous use per day, on display screen equipment). Assessments should be undertaken with new employees who are users or whenever there are changes to a user's workstation

Vision Screening for DSE users may be arranged with an optician if this is required. The cost of the eye test will be met by Wellspring Settlement and if lenses are prescribed for display screen work Wellspring Settlement will meet the basic cost of lenses and frames.

Any user who experiences discomfort in their wrists of hands, back, shoulder or neck should seek further advice from their GP. To reduce fatigue, DSE based tasks should be organised in such a way that spells of concentrated work at the terminal are spaced throughout the day. Users should exercise during breaks to relieve muscle groups which may be affected by continuous use in one position. Staff are entitled to request reasonable adjustments to improve comfort during DSE use.

Driving

Wellspring Settlement will ensure that where staff undertake driving for work purposed that driving activities are suitably risk assessed. Wellspring Settlement will ensure that any work vehicles are suitably maintained, that a register of licences is maintained and regularly checked and that adequate cover is in place

Electricity at Work

All work involving electricity is to be carried out in accordance with the Electricity at Work Regulations 1989. Only trained and competent staff may undertake repair and installation

work on electrical apparatus. Therefore, all defective wiring or electrical equipment must be reported.

The general rules are as follows:

- Never overloads power points (i.e. no more than one appliance per outlet), obstruct electrical switch rooms or interfere with or misuse of electrical equipment.
- Before using any electrical appliance check for frayed cords, or defective plugs. Ensure switches are in the off position before connecting a plug outlet.
- When disconnecting a plug from an outlet, pull on the plug not the lead. Ensure switches are in the off position before disconnecting.
- Do not use electrical equipment or activate electrical circuitry if your hands are wet or if you are standing on a wet floor.
- In case of overheating, sparking or smoking turn off the power supply and report this to the Manager.
- All portable electrical equipment purchased for use within Wellspring Settlement premises must bear the BS Kitemark or must be checked for its electrical safety **before** use.

Wellspring Settlement is responsible for ensuring that all portable electrical appliances and fixed electrical supplies are checked for electrical safety and appropriate records kept.

Fire and Emergency Procedures

Wellspring Settlement has responsibility for the provision of fire fighting equipment and systems within their facilities and the responsibility for developing a local fire policy and ensuring staff attend fire training. Each manager is responsible for day to day operation of fire precautions including the minimisation of arson attack within the areas under their control.

All staff have a duty to be familiar with the site Fire Policy, fire precautions, fire fighting and fire evacuation procedures. Fire drills are held on a six monthly basis.

Management must be informed of any extinguishers which have been fully or partially discharged so that replacements can be provided.

All staff have a duty to report to management any instances where proper procedures are not being implemented e.g. fire doors wedged open, escape routes not left clear, accumulations of rubbish, or flammable materials, faulty appliances, or any other hazard.

Wellspring Settlement will undertake routine fire risk assessments of their premises and ensure suitable fire safety precautions, checks and training are in place and equipment operating efficiently.

First Aid

Wellspring Settlement has a duty to provide adequate and appropriate first aid provision and training for staff. First Aid equipment is periodically checked and updated. First aid boxes will contain only first aid materials as identified within the current regulations. See also Accident and Incident procedures

Food Hygiene

Safe standards of practice must be maintained in premises used in preparation or production of food. Any member of staff, contractor or volunteer who is involved in the production, preparation, delivery or distribution of food, must follow appropriate Code of Practice.

Food Hygiene training is mandatory for staff who produce, prepare, deliver or distribute food.

Gases

Any indication of a gas leak, whether from a faulty appliance or from supply pipes **MUST** be reported immediately to Management who will take the necessary action.

As a precautionary measure every effort should be made to isolate the gas supply. The area where the gas leak has occurred must be vacated and ventilated by opening windows or doors and a temporary NO NAKED FLAMES/NO SMOKING notice made and displayed in the area. On no account should any person interfere with any gas appliance.

Emergency Procedure – If you think you can smell gas

- **DON'T turn electric switches on or off**
- **DON'T smoke**
- **DON'T use naked flames**
- **Do turn off the gas supply at the meter**
- **Do open doors and windows to get rid of the gas**

All work undertaken on gas appliances, fittings and systems will be by CORGI registered companies and trained personnel.

Compressed Gases

Compressed gas including Liquefied Petroleum Gas – LPG is highly flammable and explosive. Specific gas safety requirements are set out in Gas Data Sheets, anyone handling compressed gases must ensure that:

- a. they are sufficiently aware of safe working practices including correct operating procedures and necessary safety precautions;
- b. regulators or other equipment used with compressed gas cylinders are repaired immediately a fault is detected by authorised engineers;
- c. cylinders are not used after their expiry date (check the bath label on the cylinder);
- d. "NO NAKED FLAMES" and "NO SMOKING" signs are displayed where gases are used or stored;
- e. cylinders are always stored in a secured, upright position

Local Policies

Local policies which specify local arrangements should be prepared.

Lone Work

Lone work shall be avoided wherever reasonably practicable. Where lone work is undertaken the Line Manager must ensure it is supported by a suitable safe system of work including a risk assessment where applicable. This may include such precautions as, but not limited to, mobile phone use, whereabouts board and regular contact with manager and emergency procedures.

Manual Handling

Wellspring Settlement is committed to reducing the risk associated with manual handling tasks and to prevent foreseeable injuries to staff as the result of moving and handling operations. Manual handling tasks likely to cause injury should be avoided. If it is not practicable to avoid the lift as a risk assessments will be undertaken of all tasks that are a significant risk to health.

If you are required to manually lift or carry any objects the following points should be observed to prevent injury:

- Wear gloves to protect your hands from burrs, sharp edges or burns.
- With heavy objects a trial lift of a few inches in order to judge your ability to lift and carry it safely. Never attempt on your own to lift any object which is too heavy or awkward – get assistance.
- Before lifting, ensure that your intended route is clear of any obstacles.
- The correct way to lift a heavy object is to position yourself with your feet approximately twelve inches apart, one foot slightly forward pointing in the direction of travel. Bend at the knees, relax the back muscles and take a firm grip of the load. Lift maintaining a straight back, arms close to the body, letting the leg muscles do most of the work. Step off in the desired direction keeping the load close to the body.
- If your line of vision is obscured the load is too big and you should seek assistance
- When lifting onto shelves or ledges, lift in two stages, pausing at waist height to change your grip and balance yourself.
- Avoid jerking or twisting the body while lifting.

New and Expectant Mothers

The management of Health and Safety at Work Regulations 1999 requires that there are no risks to women in employment, who are new or expectant mothers. An additional risk assessment of women who are pregnant, have recently given birth or who are breastfeeding, is therefore required, See New and Expectant Mothers assessment form and policy in this manual for further details

Any new or expectant mother concerned about the effect of their health or that of their baby should contact their GP for further advice.

Occupational Health

Wellspring Settlement will assess risks in the workplace and where required will aim to establish relationships with and consult General Practitioners and other experts in the fields

of health and safety to support existing resources. Wellspring Settlement aims to minimise occurrences of occupational ill health, manage work related injuries or illnesses and reduce absenteeism.

Personal Protection

It is in the employee's own interest to wear sensible, conventional clothing and footwear whilst at work.

Staff are obliged to make full use of any clothing or equipment provided by Wellspring Settlement for their protection.

Additional safety equipment which is applicable to the particular task being performed may be required in certain circumstances.

RIDDOR (Reporting Of Injuries, Diseases And Dangerous Occurrences Regulations)

See Accident and Incident Procedures above.

Risk Assessments

Risk assessments must be carried out for all services and all physical space within Wellspring Settlement premises. These assessments are undertaken by a competent person which may include staff, contractors or specialist Safety Advisers. A competent person will have adequate knowledge, experience and other relevant qualities to perform a required task, with an awareness of their own limitations.

Where the risk is considered to be significant then this must be recorded in writing and where relevant identify those groups of employees being especially at risk and to ensure resulting controls are put in place.

Risks should be expressed using both qualitative (descriptive) and quantitative (numerical) expressions of risk. This risk rating is a function of the severity of the hazard and the likelihood of its occurrence, i.e.:

$RISK = HAZARD SEVERITY \times LIKELIHOOD OF OCCURRENCE$

Signs and Signals

Safety signs must be used:

- Where there is a risk to health and safety that cannot be avoided or controlled by other means (e.g. 'Caution – Slippery Surface'.)
- For escape instructions, fire fighting signs and fire alarms.
- For stores and pipework containing dangerous
- For prohibited or mandatory actions

Recognised safety signs with the appropriate pictograms and colouring should be used.

Stress at Work

Although there is no specific legislation on controlling stress at Wellspring Settlement, as an employer, has a duty under the Health and Safety at work Act etc. 1974 'to ensure, so far as reasonably practicable, the health, safety and welfare at work of all employees' and also the Management of Health and Safety at work Regulations 1999 'to assess the risks to the health and safety of their employees to which they are exposed whilst at work.'

While a response to stress may vary and is, to some extent, individual it is well documented that people work best when they feel that they are well supported both personally and professionally. Therefore, Wellspring Settlement encourages staff that are experiencing stress to seek assistance and receive the advice and support they need, when they need it.

A policy and assessment form specific to work related stress are enclosed in Section 3 of this manual.

Training

Appropriate health and safety training must be provided both on recruitment and when exposed to new or increased risks, whether due to changing responsibilities or the introduction of new equipment. The training need of staff will vary depending upon their particular duties.

Training is an important way of achieving competence and helps to convert information into safe working practices. Training is needed at all levels including senior management. Health and Safety risk assessments will help determine the level of training needed for particular tasks.

Refresher/update training is mandatory because an employee's competence will decline if skills and knowledge are not used regularly. Training therefore needs to be repeated as often as necessary to ensure continued competence.

Wellspring Settlement will undertake a training needs analysis and review as required to help identify the necessary training needs of staff particular to their roles. All new staff will undertake mandatory induction training that will require signoff by the employee that they have received and understood the information provided.

Violence

Physical and verbal assaults by members of the public and service users are becoming more common and the following steps must be taken to prevent or minimise foreseeable injuries to staff as the result of violent or aggressive behaviour:

- incidents of violence and aggression, including verbal abuse, should always be reported through Wellspring Settlement incident reporting system.
- an action plan should be created to identify, analyse and where possible rectify problems.
- training should be given to educate staff on how to avoid or defuse potentially violent situations and how to respond appropriately to incident of violence or verbal abuse;

- suitable systems of work established for staff who work alone amongst the community that includes but is not limited to diary tracking and call in procedures.

Waste Management

Management is responsible for ensuring all waste is disposed of correctly.

Working at Height

Wellspring Settlement will risk assess working at height activities as they occur. Any specialised working at height activities that involves the use of fall arrest equipment, harnesses, static lines etc. will be undertaken by suitably trained and competent personnel.

Scaffolding shall be erected and inspected by suitable competent persons in accordance with relevant British Standards. In all instances of work being undertaken at height, precautions shall be taken to protect persons who may access the work area below.

Ladders are best used as access to workplaces and should only be used for short term work. Make certain there is no other or better means of access prior to use.

- The ladder needs to be strong enough for the job and in good condition.
- Never step up onto a structure or down onto a ladder. Always have the ladder at least three rung's above the height of a structure so as to step down from the ladder onto a structure and step onto a ladder from of a structure.
- Do not carry out make shift repairs to a damaged ladder, remove it from used and label ladder unfit.
- Do not paint or use painted ladders as paint can hide faults.
- Angle the ladder so as to minimise the risk of slipping outwards.
- The top of the ladder should rest against a solid surface and the feet on a firm footing.
- If the ladder is more than three metres long or used as a way to and from a workplace, it must be suitably fixed at the top to the building structure or erection. If the ladder cannot be fixed, a second person is required to stabilise (foot) the ladder while it is being used. This person must not stand with both feet on the ladder. This will also apply whilst the ladder is being fixed and unfixed.
- Make sure that work can be reached without stretching and that a good hand hold is available.
- Light tools must be carried in a shoulder bag or holster attached to a belt so that both hands are always free when climbing.
- For heavier equipment use lifting gear.
- Always secure the immediate working area from other persons.

When using step ladders the following should be considered.

- Avoid any side load on step-ladders as they are easily overturned and avoid over reaching.
- Do not use the top step to work from unless it has specially designed hand holds.
- Never place a step ladder on a platform e.g. workbench or desk to gain extra height.

- Always secure the immediate working area from other persons.

Working Time Regulations

The Working Time Regulations 1998 apply to most staff including temporary and freelance workers and sets out regulations relating to maximum work hours, rest breaks and annual leave arrangements.

Young People at Work

The safety and wellbeing of young people are protected under the Management of Health & Safety at Work Regulations 1999 Wellspring Settlement must therefore:

- assess risks to those under 18 before they start work;
- take into account the amount of inexperience, level of awareness of existing or potential risks and maturity of individual
- address specific hazards identified;
- provide information to parents of school age children about risk and the control measures needed;
- take account of the risk assessment in determining whether the young person should be prohibited from certain work activities except where:
 - they are over the minimum school leaving age;
 - it is necessary for their training and where risks are reduced as far as reasonably practicable
 - proper supervision is provided by a competent person.

Whilst there is no direct reference to young people on work experience placements, the provisions of regulations will apply to them and HSE regards those organising such placements as being in a good position to ensure the appropriate assessments take place and parents or guardians are provided with the relevant information.

APPENDIX 1 – HEALTH AND SAFETY INSPECTION SHEET – WELLSRING SITE

	Checked	Comments
Accident Book		
First Aid boxes		
Service logs (external): <ul style="list-style-type: none"> • Fire alarm • Intruder alarm • Panic alarm • CCTV • Automatic doors • Heating boilers • ZIP boilers • Lift • Electrical equipment (fixed) • Electrical equipment (portable) • Lightning conductors • Fire equipment 		
Service logs (internal) <ul style="list-style-type: none"> • Water heater temps • Fridge temps • Fire call points • Fire extinguishers • Fire drills • Fire exits and pathways • Caretaker job list 		
Risk assessments (external) <ul style="list-style-type: none"> • Fire • Water (legionella) 		
Risk assessments (internal) <ul style="list-style-type: none"> • Building Maintenance and Caretaking • Public and General Access including Room Hire • Workspace • Garden • Services (See risk assessments) • Use of Kitchen • Use of Art Room 		
Personal Protective Equipment in place for: <ul style="list-style-type: none"> • Caretaking – Boots, Torch, Hi vis coat etc 		

<ul style="list-style-type: none">• Use of other equipment e.g. in kitchen or Art room (see risk assessments)		
Training <ul style="list-style-type: none">• Fire & Fire Warden• First Aid• Managing conflict / aggressive behaviour• Safeguarding		