

# HEALTH AND SAFETY HANDBOOK

*for*

## UNION SCHOOL OF THEOLOGY

Bryntirion House  
Bryntirion  
Bridgend  
CF31 4DX

v.1.1 Revised at AB November 29<sup>th</sup> 2022

v.1.2 revised and approved by AB on 23<sup>rd</sup> May 2023

CONTENTS

About This Handbook ..... 1

Why A Health And Safety Management System Is Important To Us .....2

Health and Safety Policy ..... 3

Organisation and Responsibilities.....4

Health and Safety Management Structure .....8

Health and Safety Rules .....9

Accident Reporting ..... 10

Asbestos ..... 11

Confined Spaces ..... 12

Consultation WITH EMPLOYEES..... 13

Display Screen Equipment ..... 15

Electricity ..... 16

Fire Prevention ..... 17

First Aid ..... 20

GAS SAFETY ..... 21

Hazardous Substances ..... 22

HOUSEKEEPING ..... 23

Introduction of New Plant, Equipment and Substances ..... 24

Lifting Equipment..... 25

Manual Handling ..... 26

Mobile Work Equipment ..... 27

New and Expectant Mothers..... 28

Noise ..... 29

Permits to Work..... 30

Personal Protective Equipment ..... 32

Pressure Systems ..... 33

Risk Assessments ..... 34

Safety Signs and Signals..... 35

Temporary workers ..... 36

Training ..... 37

VIBRATION..... 38

Visitors (including students and volunteers)..... 40

Welfare Facilities ..... 41

Woodworking Machinery ..... 42

Work Equipment..... 43

WORK AT HEIGHT .....	44
Workplace Structure and Layout .....	45
Work Environment .....	46
Young Persons .....	47
Declaration .....	48

## **About This Handbook**

This handbook is a summary of the company's Health and Safety Management System (i.e. Safety Manual).

All employees are required to read this handbook and ensure that it is understood and adhered to.

This handbook includes the following sections:

### **A Statement of the Company Policy Regarding Health and Safety at Work**

The statement makes it clear that the company takes your health and safety seriously and will provide safe working conditions and adequate information and training etc. Although the ultimate responsibility for safety rests with the highest level of management, the company realises that a healthy and accident free workplace cannot be achieved without the co-operation and active support of its employees. The company therefore has arrangements for consultation and for keeping you informed about matters of health and safety.

Safe working is not optional; it is a condition of your employment that you must comply with safety signs, instructions and procedures.

### **The Organisation That Exists for Implementing the Health and Safety Policy**

The general health and safety responsibilities of key individuals and groups of employees are detailed in this section. You should make sure that you are aware of your own responsibilities. Additional specific duties may be delegated to you depending upon your job.

### **Arrangements for Implementing the Health and Safety Policy**

Our Health and Safety Management System contains sections covering the company's policy and arrangements regarding all of the main topics relating to health and safety. In this handbook, the policies and arrangements have been replaced by a more practical explanation of what you are required to do.

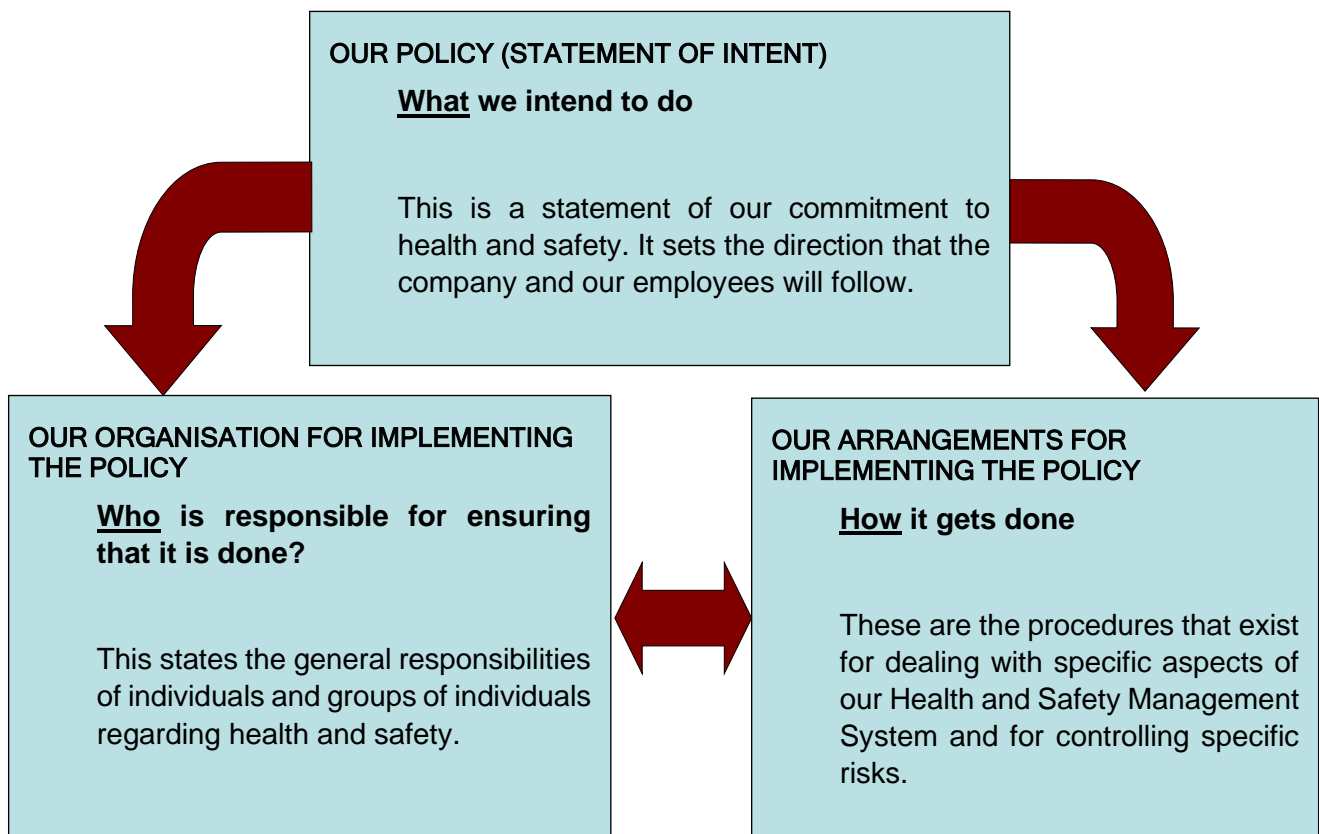
## Why A Health And Safety Management System Is Important To Us

Injuries and ill health resulting from work activities can be a major cause of pain and suffering to the victims and to their families and friends. As an employer we have a moral duty to do all that we reasonably can to prevent this.

The financial cost of work-related accidents and ill health to victims, to us as an organisation and to society in general, can also be very significant.

As a company and as individuals, we also have duties under a comprehensive range of health and safety laws. These laws require us to manage our activities so as to anticipate and prevent situations that might result in occupational injury or ill health. It is therefore in our best interests as an organisation and as individual employees to do what we can to achieve good health and safety performance.

Good health and safety performance does not happen by chance. As with all of our business objectives, it has to be managed using a structured approach. Our Health and Safety Management System identifies the structure. It is in three main parts, as shown below.



## Health and Safety Policy

- Union Foundation provide training and encouragement to those who wish to undertake missionary or ministerial work, and are committed to the Evangelical and Reformed biblical faith.
- Our aim is to provide a safe working environment for our employees and others who may be affected by our activities. Compliance with legislation is the minimum acceptable standard and we are committed to achieving the highest levels of health and safety performance through continual, cost effective improvement.
- Health and safety is an integral part of our business and has equal status to other aspects of business performance. Appropriate financial and physical resources will therefore be provided to implement this policy.
- We recognise that successful health and safety management can only be achieved with the support and commitment of our employees. All employees will be actively encouraged to take ownership of health and safety and empowered to assist in decision making. Compliance with this policy is a condition of employment.
- We will ensure that this policy is implemented and maintained throughout all levels in the organisation.
- Responsibilities for health and safety are defined in our Health and Safety Management System. The day to day management of health and safety is a responsibility of managers at all levels but overall responsibility rests with the Executive Director.
- To assist with the implementation of our health and safety management system we have appointed a Health and Safety Coordinator. External advice will also be obtained where necessary.
- To facilitate continuous improvements in health and safety standards we will identify specific health and safety objectives. Progress towards the objectives will be closely monitored.
- Periodic auditing of our Health and Safety Management System will be undertaken to ensure its continued adequacy and effectiveness.
- The company will review this policy at least annually and revise it as often as is appropriate.

**Signed:** .....

**Position:**[Joel Morris] Executive Director .....

**Date:** .....

## **Organisation and Responsibilities**

It is important that we are all aware of our health and safety responsibilities and know the lines of communication that exist within the company to ensure that safety matters are dealt with effectively.

### **RESPONSIBILITIES OF UNION FOUNDATION**

#### **Duties to Employees and Others**

The company has a general duty to ensure, so far as reasonably practicable, the health, safety and welfare of all employees and also any other person affected by our work activities, for example, visitors and contractors.

The company will, so far as reasonably practicable:

- provide and maintain plant and systems of work that are safe and without risks to health
- ensure the safe use, handling, storage and transport of articles and substances
- provide information, instruction, training and supervision to ensure that work activities can be undertaken safely
- provide and maintain a safe place of work including safe access and egress
- provide and maintain a safe working environment
- provide and maintain a written safety policy and bring it, together with any revisions, to the notice of employees
- consult with individuals (or their representatives) on health and safety matters.

#### **Duties as Controllers of Premises**

- As the organisation in control of premises used by others we will ensure, so far as reasonably practicable that:
- the premises, including access and egress, are safe
- any plant and substances provided for use are safe.

#### **Responsibilities of the Executive Director**

The Executive Director has overall responsibility for health and safety and will:

- provide visible and effective health and safety leadership
- ensure that our Health and Safety Management System, including any changes, is implemented at all levels throughout the organisation
- ensure that the health and safety policy reflects current Board priorities
- ensure that suitable resources are made available to assist with the effective development and implementation of our health and safety management system
- review the health and safety policy statement at appropriate intervals
- ensure that our health and safety performance is monitored and reviewed regularly

## Union School of Theology – Health and Safety Handbook

- ensure that the health and safety responsibilities of all employees are clearly defined and is a condition of their employment
- monitor the health and safety performance of individuals throughout the organisation
- promote and encourage co-operation and involvement of all employees in health and safety
- appropriate disciplinary procedures are followed where employees are in breach of matters affecting health and safety.

### **Responsibilities of Directors/Trustees**

All Directors will:

- accept their individual and collective role in providing health and safety leadership
- ensure that all decisions reflect our health and safety intentions
- recognise their role in engaging the active participation of employees
- ensure that our health and safety performance is monitored and reviewed regularly
- ensure they are kept informed of, and are aware of, relevant health and safety issues
- ensure that suitable resources are made available to assist with the effective development and implementation of our health and safety management system
- promote and encourage co-operation and involvement of all employees in health and safety.
- appropriate disciplinary procedures are followed where employees are in breach of matters affecting health and safety

### **Responsibilities of Line Management**

All individuals with responsibility for the management and supervision of work activities will ensure that:

- employees understand and implement the requirements of our Health and Safety Management System
- changes in our Health and Safety Management System are brought to the attention of all employees
- health and safety standards are maintained at all times
- employees are encouraged to give a high level of commitment to health and safety
- employees, contractors and visitors are aware of and follow our safety procedures
- adequate training, information, instruction and supervision is provided to employees
- health and safety issues requiring action are communicated to senior management immediately
- appropriate disciplinary procedures are followed where employees are in breach of matters affecting health and safety
- effective arrangements for communication and lines of reporting are established and maintained
- effective actions are taken when hazards and shortcomings are reported.



### **Responsibilities of Employees**

All employees will:

- take reasonable care of their own safety and the safety of any other persons who may be affected by their actions
- co-operate with whoever necessary to enable compliance with any legal duty or requirement
- use machinery, equipment, dangerous substances, transport equipment, means of production or safety devices in accordance with training and information provided
- never interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- report shortcomings in health and safety arrangements
- report any serious and imminent dangers to health and safety.

### **Responsibilities of the Health and Safety Co-ordinator**

The Health and Safety Co-ordinator will:

- co-ordinate the implementation of our Health and Safety Management System
- monitor and review the effectiveness of our Health and Safety Management System
- liaise with the Enforcing Authorities, where appropriate
- monitor the effectiveness of individuals allocated with specific health and safety duties
- ensure that an audit is undertaken at appropriate intervals
- bring to the prompt attention of the Board any health and safety issue that requires their attention.

### **Responsibilities of Contractors**

Where contractors undertake work on our premises or on our behalf, they will be required to:

- comply with the requirements of our Health and Safety Management System, in particular the provision of relevant health and safety information
- appoint an individual with overall responsibility whilst the work is being undertaken
- take reasonable care of their own safety and the safety of any other persons who may be affected by their actions
- undertake their work in accordance with the agreed risk assessments, methods of working and relevant statutory provisions
- co-operate with Union Foundation to ensure that effective health and safety arrangements are established and implemented
- comply with all safety rules and instructions provided
- notify the company immediately of any changes in work methods, risk assessments, work equipment, materials or personnel during the work
- communicate closely with Union Foundation during the work and report any hazards or shortcomings

## Union School of Theology – Health and Safety Handbook

- never interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.

### **Responsibilities of Visitors**

Visitors to our premises will be required to:

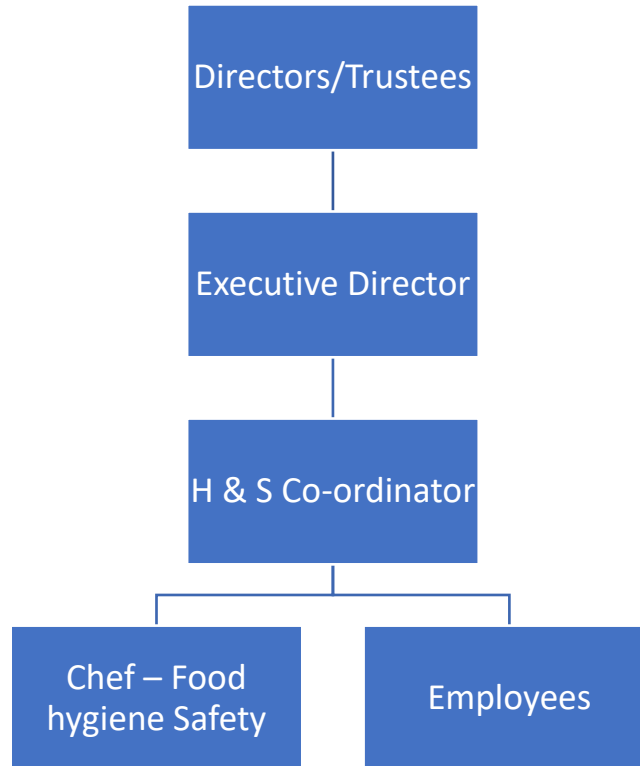
- comply with the requirements of our Health and Safety Management System
- take reasonable care of their own safety and the safety of any other persons who may be affected by their actions
- observe our rules at all times
- notify the company of any special requirements needed before the visit
- co-operate with Union Foundation on all matters relating to health and safety
- follow all safety rules and instructions provided
- report any hazards or shortcomings
- never interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.

### **SPECIFIC RESPONSIBILITIES**

In addition to the general responsibilities, a number of individuals have also been allocated specific responsibilities to ensure that health and safety standards are implemented and maintained within their areas of control.

## Health and Safety Management Structure

Health and safety management is an integral function of all employees at all levels and fits with our organisational structure for lines of reporting, responsibility and communication.



Specific

## **Health and Safety Rules**

### **INTRODUCTION**

The following sections specify health and safety rules covering the main areas of our working environment.

If you read, understand and follow the rules you will be helping to comply with your legal duty and will be contributing to the safe running of our workplace. It is not possible to have written rules for every aspect of health and safety at work and you should also work in accordance with the training that you have been given and follow instructions provided by your line manager.

In addition to the health and safety rules contained within this handbook, you should also refer to [Safe Working Procedures](#) which contain further information relating to precautions to be followed.

If you do not understand what is expected of you or if you are unsure about our safety rules or safe working procedures, speak to your line manager as soon as possible.

## **Accident Reporting**

It is the policy of the company to record and investigate all accidents that result in injury or ill health. It is also our policy to record and investigate all accidents that might potentially have resulted in injury, ill health or damage to property, plant or equipment.

All employees are required to co-operate in ensuring that the following procedures are adhered to:

### **Reporting Injuries**

- If you are injured, you must initially report to a first aider (even if no treatment is necessary). Lists of first aiders are displayed at prominent positions in the workplace (refer to 'First Aid'). You must provide the first aider with information about yourself and about the circumstances of the accident
- In cases where it is recommended that you are sent for immediate hospital attendance, it is the responsibility of the first aider to ensure that your line manager is informed. In all other cases, i.e. where you (the injured person) are sent home or return to work, you must report to your line manager before doing so
- All injuries must be recorded, as soon as possible, in the accident book either by you (the injured person) or by a responsible person on your behalf
- A responsible person will ensure that an Injury Report is completed for every work-related injury that requires treatment
- A responsible person will ensure that a report and notification is made to the Enforcing Authority where required under the RIDDO Regulations
- The line manager of the department or section in which the accident occurred will carry out a full investigation and complete an Accident Investigation Report as soon as circumstances permit.

### **Reporting Near Miss Incidents**

- All near miss incidents must be reported immediately to your line manager. A near miss is defined as:
  - ◆ any unplanned event that resulted in damage to property
  - ◆ any unplanned event that might potentially have caused injury to yourself or others, or damage to property
- A responsible person will complete a Near Miss Report for every incident in which there was damage to property, plant or equipment, or where there was clear potential for injury
- A responsible person will ensure that a report and notification is made to the enforcing authority where required under the RIDDO Regulations
- The line manager of the department or section in which the near miss occurred will carry out a full investigation and complete an Accident Investigation Report as soon as circumstances permit.

## **Asbestos**

The company recognises the health hazards arising from exposure to asbestos and will protect those employees and other persons exposed to asbestos as far as is reasonably practicable by:

- ensuring that a register of materials containing asbestos is maintained - the register will include the precise location, condition and composition of the asbestos bearing materials
- ensuring that any maintenance work does not expose employees, contractors or visitors to unplanned exposure to asbestos materials
- providing appropriate information and training to employees, visitors and contractors
- conducting environmental and workplace sampling if necessary.

The risk of ill health as a result of accidental exposure to asbestos can be reduced if you adopt the following precautions:

- regardless of how routine the job or activity may seem, always ask if the building, location, or plant contains asbestos materials before you start work
- if you find asbestos (or suspected asbestos) during work activities, do not disturb the materials and immediately report the matter to your line manager
- seek advice on the precautions you should take to protect yourself
- whenever you need to wear a mask or respirator, make sure that it is the right type and that you wear it
- report any defects or concerns you may have to your line manager.

## Confined Spaces

The company recognises that health and safety hazards may arise when individuals (especially maintenance employees or contractors) are required to make entry into confined spaces and that such work potentially involves significant risks. The risks may include some or all of the following:

- lack of oxygen
- poisonous gas, fume or vapour
- liquids or solids that could suddenly fill the space, or release gases into it when disturbed
- fire and explosions (from flammable vapours, excess oxygen etc)
- hot conditions leading to dangerous increase in body temperature

These risks may sometimes be present in the confined space, or they may be created by the nature of the work that is carried out (e.g. painting, welding, use of adhesives, use of internal combustion engines such as generators or saws etc.)

The risks associated with confined spaces can be reduced if you adopt the following precautions:

- find out from your line manager whether or not any storage tank, silo, reaction vessel, enclosed drain, sewer, chamber, vat, furnace, oven, ductwork or unventilated room is classed as a confined space before entering
- co-operate with your line manager to find ways of avoiding the need to enter confined spaces (i.e. try to find a different way of doing the job)
- never enter a confined space unless a suitable risk assessment has been carried out and you are complying with the precautions set out in the assessment and/or written safe working procedure
- if a permit to work in a confined space is required, never enter unless you have seen the permit and are complying with its conditions
- never enter a confined space unless you have been authorised to do so
- never enter a confined space unless a safety person is stationed outside the space to summon help in an emergency
- when working in confined spaces, strictly follow the agreed safe working procedures - never use different work methods, materials or equipment without first checking with your supervisor or manager
- if you are working in a confined space, make sure that measures are taken to prevent unauthorised persons (including members of the public and children) from entering
- always find out the emergency/rescue procedures before entering a confined space
- if someone in a confined space is involved in an accident or incident, or loses consciousness (for whatever reason), raise the alarm and follow the rescue procedure laid down - **you could also become a victim if you fail to follow the agreed rescue procedures.**

## **Consultation WITH EMPLOYEES**

The company acknowledges the importance of employee involvement in health and safety matters and will consult directly with them or their representatives on relevant health and safety matters, such as the:

- introduction of any measure that will affect the health and safety of employees
- arrangements for appointing or nominating persons to assist us in complying with relevant legislation, and to assist in emergency procedures
- provision of relevant information as required under health and safety legislation
- planning and organisation of any relevant training required to be provided to employees under health and safety legislation
- health and safety consequences of introducing new technologies into the workplace.

### **Provision of information and training**

It is the intention of the company to positively encourage the involvement of employees in health and safety matters, and to provide any information, training and facilities that might reasonably be required in order for this involvement to be effective.

### **Health and Safety Committee**

The company will establish a safety committee that will meet regularly and review safety performance. The committee will consist of employer and employee representatives and will be chaired by a person with executive power who can act upon the decisions reached by the committee.

### **Methods Of Consultation**

The company undertakes to consult effectively with you, other employees or your representatives on relevant health and safety matters.

Consultation will involve meetings between designated member(s) of the management team together with all employees where such a meeting is appropriate and reasonably practicable. Where it is not reasonably practicable to consult with all employees at a single event, it will be necessary to arrange additional meetings.

### **Communication**

The names of safety representatives and the minutes of safety committee meetings will be prominently displayed.

The safety committee will not accept on its agenda, any item that should be dealt with by line management unless a representative considers that line managers have failed to adequately deal with the matter



**Raising Concerns Regarding Health And Safety**

Should you have any concerns regarding your health or safety at work, you are encouraged to report them to your line manager.

## Display Screen Equipment

The company recognises that the prolonged and frequent use of display screen equipment (DSE) can result in a range of symptoms such as headaches, eyestrain and muscular-skeletal problems.

All DSE workstations will be risk assessed with a view to minimising risks associated with the use of such equipment.

The company will arrange for employees who use or who are to become users of DSE regularly and for prolonged periods to have eye examinations and eye-sight tests. When required solely for the purpose of using DSE, the company will also arrange for the provision of basic corrective appliances (glasses). Remember, however, not everyone who uses DSE is a 'user'.

The risks associated with the use of display screen equipment can be reduced if you adopt the following precautions and ensure:

- your chair is correctly adjusted to the right height, so that work can be done comfortably
- DSE is placed at the right angle on the desk to allow work to be done comfortably, for example, without having to make any awkward movements
- DSE screen is clear, readable, and flicker free
- brightness and contrast controls are properly adjusted to prevent eyestrain
- your keyboard is placed in the right position to allow you to work comfortably
- you follow advice about breaks from continued DSE work
- your screen and computer are clean and kept free from dust and dirt
- your screen is free from glare and reflections
- there is enough space under your desk to allow free movement
- there is enough space in general so that you can move freely between the work on the desk and the DSE
- there is suitable lighting so that the fine detail on your screen can be seen and read.

## **Electricity**

The company recognises that the operation and maintenance of electrical equipment can be hazardous and will ensure all reasonable steps to reduce risks, as far as possible.

The risks of accidents and injuries can be reduced if you adopt the following precautions:

- only use electrical equipment for its intended use
- use safety devices provided
- report faults immediately - do not continue to use faulty equipment
- do not attempt to carry out repairs to faulty equipment, etc, or even fit plugs, unless you are authorised to do so
- never use electrical equipment in damp surroundings or where flammable vapours may be present, unless you know that it is suitable for that purpose
- only use electrical equipment provided by the company (unless given permission by your line manager to use other equipment)
- visually inspect portable electrical equipment before use.

## Fire Prevention

The company recognises the risk to which employees and others on our premises may be exposed in the event of fire. The risks can be reduced if you adopt the following precautions:

- You should help to reduce sources of ignition by:
  - ◆ not bringing unnecessary potential sources of ignition into the workplace
  - ◆ using any heat-producing equipment as instructed
  - ◆ not overloading electrical or mechanical equipment
  - ◆ not smoking except in designated smoking areas.
  
- You should help to minimise potential fuel for a fire by:
  - ◆ reducing flammable materials in the workroom to a minimum required
  - ◆ storing flammable materials in suitable cabinets or in separate fire resisting stores, where appropriate
  - ◆ keeping highly flammable substances in closed containers in suitable fire resisting cabinets, where it is necessary to store them in the workroom
  - ◆ ensuring adequate separation distance between flammable materials and any source of ignition (motors, heaters, lights etc)
  - ◆ ensuring that flammable materials (liquids, gases and solids) are stored, transported handled and used properly
  - ◆ storing any oxidising materials well away from heat sources or flammable materials.
  
- In the event of a fire starting (especially when the premises are unoccupied) you can help to prevent it from spreading by:
  - ◆ closing doors and windows not required for ventilation
  - ◆ not wedging open any self-closing doors.
  
- You can help to ensure that people are able to escape in the event of a fire by:
  - familiarising yourself with the fire alarm and evacuation procedures
  - keeping fire exit routes clear
  - keeping fire extinguishers and alarm points unobstructed.
  
- Union Foundation has a Fire risk assessment completed by the H & S Co-ordinator, this is reviewed annually and can be viewed in the site services office.



## **FIRE SAFETY INSTRUCTIONS**

### **FOR**

## **UNION SCHOOL OF THEOLOGY**

#### **IF YOU DISCOVER A FIRE**

- Immediately raise the alarm
- Attack the fire with appliances provided, only if it safe to do so

#### **ON HEARING THE FIRE ALARM**

- Dial 999, to call the Fire Brigade
- When the fire brigade replies, say distinctly:-
- ‘Fire at’:-

UNION FOUNDATION  
BRYNTIRION HOUSE  
BRYNTIRION  
BRIDGEND  
CF31 4DX

- Do not replace the receiver until address has been repeated by the fire brigade
- Call the fire brigade to every fire or suspicion of a fire
- Immediately vacate the premises by the nearest available exit and proceed to the assembly point at:-

THE CAR PARK

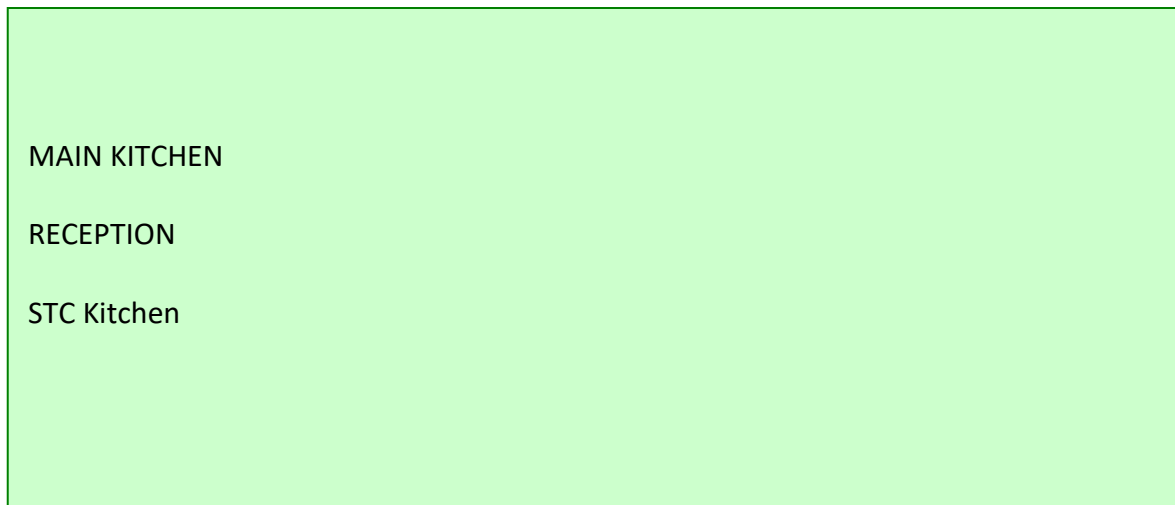
- Close but do not lock all windows and doors
- Do not use lifts (if present)
- Do not stop to collect personal belongings
- Do not re-enter the building

## **First Aid**

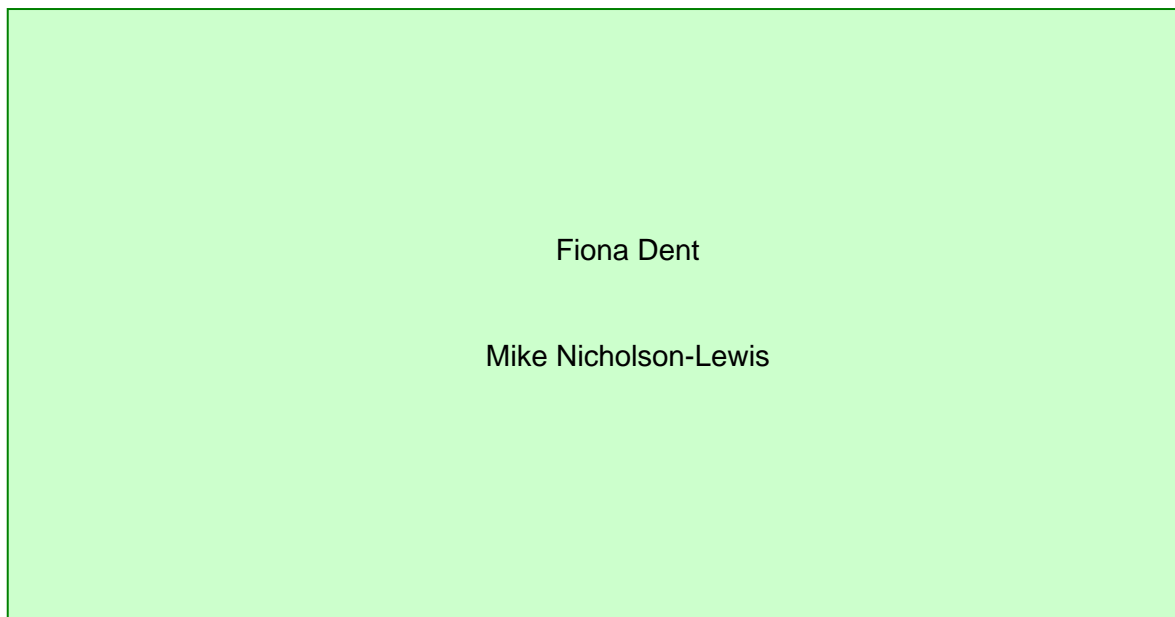
The company recognises its duty to ensure that every employee has reasonably quick access to first aid whilst at work.

To this end, the company will arrange for an adequate number of persons to be trained in first aid; will provide appropriate first aid equipment and will inform employees of the arrangements for first aid.

Our first aid boxes are sited in the following locations:



The following personnel have been appointed and trained as First Aiders:



## **GAS SAFETY**

The company recognises that the installation, maintenance, testing and repair of gas installations and appliances can be extremely hazardous and therefore must only be carried out by competent persons.

With regard to the use of gas appliances, the risks of accidents and injuries can be reduced if you adopt the following precautions:

- only use gas appliances for their intended use
- use any safety devices provided
- report faults and suspected gas leaks immediately - do not continue to use faulty appliances
- do not attempt to carry out repairs to faulty appliances unless you are competent and authorised to do so
- never use gas appliances in or near flammable atmospheres
- only use gas appliances provided by the company
- visually inspect gas appliances before use.



## **Hazardous Substances**

The company recognises that hazardous substances present a serious health and safety hazard and will take all reasonable steps to identify circumstances in which employees and others might be exposed to substances hazardous to health as a result of our work activities and will eliminate or adequately control such exposure.

The risk of ill health from hazardous substances can be reduced if you adopt the following precautions:

- check workplace precautions are working properly before starting work - this may include local exhaust ventilation systems
- wear protective equipment and clothing provided
- store all products in accordance with suppliers' instructions
- check personal protective equipment for damage both before and after use
- clean and maintain all personal protective equipment regularly
- store clean and dirty clothing separately
- store protective clothing in an appropriate manner when not in use
- do not eat, drink or smoke in areas where hazardous substances are being used
- use the washing facilities provided and take care to ensure your hands are clean before eating, drinking or smoking
- never dispose of hazardous substances or hazardous waste into sinks or drains.

## HOUSEKEEPING

The company is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by poor housekeeping or waste materials, which result from our work. The company will arrange for the disposal of all waste products regularly, safely and recycling initiatives will be taken, where reasonably practicable, in order to help protect the environment and make better use of resources.

To ensure that good housekeeping standards are maintained and disposal of waste at the workplace is carried out safely and in accordance with the law, you are required to adopt the following precautions:

- use only designated receptacles for holding waste products
- do not put waste materials in receptacles that have not been allocated for that specific purpose
- take note of any segregation requirements, e.g. for hazardous waste or recyclable materials
- do not overfill waste containers
- inform your line manager when additional resources are required
- ensure that any spillage of substances at the workplace is cleared in an approved manner and that any materials used for clearing are properly disposed of
- make a note of any special arrangements or precautions that will have to be taken by our authorised waste remover
- do not use disposal preparation equipment and machinery unless you are trained and authorised to do so
- wear personal protective equipment that is required for the safe handling of waste products.
- ensure that all materials, substances, tools etc are stored in designated places only.
- do not allow waste materials or products to build up and ensure that walkways, fire exits etc are kept clear at all times
- ensure all walkways are kept clear of all materials, products, equipment, trailing leads etc that could present a slip or trip hazard.

## **Introduction of New Plant, Equipment and Substances**

The company recognises that the introduction of new plant, equipment and substances may introduce new risks to the health or safety of employees.

The risk of accidents and injuries can be reduced if you adopt the following precautions:

- do not bring equipment or substances onto company premises unless authorised
- always read the data sheet, container labels and detailed health and safety information before using any new substance
- ensure you have been adequately trained in the correct use of new plant and equipment before you use it
- ensure you have been adequately trained in the correct use, handling disposal and storage of new substances.

## **Lifting Equipment**

The company recognises that the use of lifting equipment and lifting operations can present a health and safety risk and will ensure that lifting operations and lifting equipment provided for use at work are safe.

The risk of accidents associated with the use of lifting equipment can be reduced if you take the following precautions:

- ensure that lifting equipment is suitable for the task prior to use
- do not exceed the safe working load of lifting equipment, or use it in a way for which it is not intended
- never attempt to repair or modify lifting equipment for which you are not trained or authorised - always leave it to a competent person
- only using lifting equipment that is marked with its safe working load and has a current test certificate
- only using lifting equipment which is suitable and has adequate strength for the planned lifting operation
- never stand in a position where you might be injured if lifting equipment should fail
- when operating lifting equipment, ensure that other persons are well clear and are not put at risk by the lifting operation
- before using lifting equipment ensure you have been provided with adequate instruction, information and training
- reporting any defects in the equipment you are using.

## Manual Handling

The company recognises that the manual handling of loads presents a risk of physical injury. Manual handling is, however, an unavoidable part of our business and the company intends to reduce these risks to the lowest level that is reasonably practicable by avoiding hazardous manual handling operations, whenever possible.

Where this is not reasonably practicable, the risks of manual handling accidents and injuries can be reduced if you adopt the following precautions:

- avoid the need for manual handling, where possible, by using mechanical aids
- use handling aids, if appropriate
- find out the weight of the load, where possible, before lifting and consider whether it is possible to break the load down into smaller units
- wear personal protective equipment, if appropriate
- only lift loads if you are confident are within your capacity
- seek assistance if the load is too heavy for one person
- check the route you will take to ensure it is free of obstructions
- avoid carrying loads long distances and arrange for suitable rest points if necessary
- avoid twisting, stooping or reaching to pick up or to deposit the load
- keep the load as close to your body as possible
- keep your feet apart, one slightly in front of the other for stability when lifting
- avoid lifting with your back - use your leg muscles and keep your back straight.

## **Mobile Work Equipment**

The company recognises that mobile work equipment presents many hazards and will ensure that the risks to people's health and safety, from equipment that they use at work are prevented or controlled.

The risk of accidents and injuries associated with the use of mobile work equipment can be reduced if you adopt the following precautions:

- only use mobile work equipment if you are authorised and competent to do so
- use the right equipment for the job
- never distract people who are using mobile work equipment, fool around or deliberately misuse equipment
- never remove or interfere with guards
- never try to repair faulty equipment unless you have been properly trained and have been authorised to do
- always use seatbelts and restraints, where fitted
- if mobile work equipment is key operated, always remove the key when not in use
- wear personal protective equipment provided, where appropriate
- immediately report to your line manager, any fault or defect to mobile work equipment.

## **New and Expectant Mothers**

The company recognises its duty to ensure the health and safety of employees who are new or expectant mothers is not put at risk by the work that they undertake.

All reasonable measures will be taken so those women who may be pregnant are employed without risk to their own health and safety or that of their unborn children.

This policy extends to any risks that the work might present to the child either during pregnancy or as a result of breastfeeding.

Employees who are pregnant are asked to co-operate in ensuring that they and their unborn children are not put at risk by:

- informing the company that they are pregnant so that an individual assessment of health and safety risks can be carried out
- taking an active part in the assessment process so that account can be taken of any particular health risks or medical conditions of which they are aware
- disclosing any relevant information or medical advice provided by a doctor or midwife relating to medical conditions or adjustments that may be needed to working conditions etc during pregnancy or breastfeeding.

## Noise

The company will take all reasonable steps to reduce the risk of hearing damage caused by noise. Where possible, this will be achieved by means other than the use of personal protective equipment.

The company will also take all reasonable steps to minimise the disturbance caused by noise from our premises to people in the neighbourhood.

The risk of occupational deafness can be reduced if you adopt the following precautions:

- use the noise control equipment provided - if you work at a machine which is meant to have silencers or enclosures, make sure they are always in place and working properly
- always close the doors on any acoustic booth provided when machinery is in operation
- always obey signs and warning instructions when entering areas of high background noise
- do not ignore faulty equipment - if you find something wrong with your ear protectors or noise control equipment, or you have problems with them, tell someone who can get them put right
- always wear ear protection in areas marked 'Ear Protection Zone'
- look after your ear protectors, learn how to use them properly, and keep them clean - damaged, dirty protectors will not work properly and could cause an ear infection
- report any loss or defect of ear protection to your line manager
- use ear protectors all the time you are exposed to loud noise.



## Permits to Work

The company recognises that non-routine work, such as maintenance, cleaning, equipment installation and refurbishment can produce health and safety risks over and above those normally encountered in the workplace.

To reduce these risks to the lowest level that is reasonably practicable, the company operates a Permit to Work system.

Permits to Work are formal written procedures designed to check that all eventualities have been considered when planning and organising non-routine activities, and are an important means of minimising any risks involved.

**Always remember however, a permit does not guarantee your safety.** Even if a permit has been issued, you must still take proper care and follow safe procedures. If you have any queries check with your line manager.

Permits to work apply to all work carried out on site and all employees, contractors, sub-contractors and visitors must comply with the requirements of any permits that are in force.

If you work off site, on another company's site or premises, you must abide by all permits to work being operated on that site. Where no such permits are in use, you must operate permit procedures of our company.

Further information on the use of permits will be issued with permits.

### When Must A Permit To Work Be Used

- a permit to work must be obtained before starting any task that the company has identified as requiring a permit
- if you have any doubt as to when a permit should be used, check with your line manager.

### How Do You Use The Permit To Work

- make sure that you take the precautions laid down in the permit
- make sure that people under your control also abide by the precautions
- ensure that other people who may be affected by the work activity being undertaken, are aware that a permit is in operation.

### When You Receive A Permit To Work

- check that the permit is filled in correctly
- visit the area where the work is to be done with the person who is handing over the permit to you to inspect the work to be done (in the case of routine work, this may not always be necessary)

## Union School of Theology – Health and Safety Handbook

- ask any questions if you are unclear about any aspect of the task or anything contained within the permit
- sign to accept the permit only when you fully understand the task, the conditions under which the work is permitted to be done, the precautions which must be taken and what you must do about any hazards present

If, during the course of the task, you find work needs to be done which is outside the scope of the permit:

- do not make any change until you have received the agreement of the person who initially issue the permit
- obtain a new permit before you start work, if the changes you wish to make alter in any way the conditions covered by the permit
- sign off the original permit.

### When Work Is Completed

- inspect the plant/site to make sure that it is safe and ready for operation.

In some circumstances, it may be necessary to restart operations before work is complete. This is only permitted if you are satisfied that conditions are safe to do so. The permit must be signed off.

If for any reason work is not completed within the time stated on the permit, do not continue working.

You must hand back the permit and obtain a new one.

Should you experience any problems as to when a permit to work should be used or with the operation of permit to work systems, you should immediately inform your line manager.

## **Personal Protective Equipment**

The company will provide personal protective equipment (PPE) free of charge when the risk presented by a work activity cannot be adequately controlled by other means.

All employees provided with PPE are required to co-operate in ensuring that the following procedures are adhered to:

- do not enter areas, or carry out activities for which PPE is required, unless you are wearing the appropriate PPE
- do not enter areas, or carry out activities for which PPE is required, unless you have been trained and instructed in its correct use
- follow instructions in the correct use of PPE
- only use PPE for the activities for which it is designed
- only use PPE if you are fully trained in its use
- ensure that PPE fits properly and adjust PPE so that it is comfortable when working
- ensure that the PPE is functioning correctly before use
- when using two or more types of PPE together, ensure that items are compatible when used together
- check for and report any defects or damage to PPE to your line manager
- ensure PPE is kept clean and stored in an appropriate manner when not in use.

## **Pressure Systems**

The company recognises that pressure systems present a risk of serious injury from the release of stored energy as a result of a system or component failure and will, so far as is reasonably practicable, ensure that all pressure systems are safe.

A suitable and sufficient risk assessment of work activities involving the use of pressure systems will be undertaken for the purpose of identifying all necessary measures required to reduce any risks found as a result of the assessment.

Pressure systems will not be operated unless safe operating limits have been established. The information will be kept readily available for those who need it, including the competent person responsible for the examination in accordance with the written scheme.

A suitable written scheme of examination for the periodic examination of prescribed components of pressure systems, will be drawn up or be certified as being suitable, by a competent person before systems are operated.

The risk of accidents and injuries can be reduced if you adopt the following precautions:

- only operate pressure systems if you have been provided with adequate and suitable instructions on the safe operation of the system and action to be taken in an emergency
- only use equipment for its intended use
- never attempt to modify or repair a pressure system
- only use pressure systems within their safe operating limits
- immediately report to your line manager, any defect or fault in pressure systems.

## **Risk Assessments**

The company recognises that some of our working operations may, unless properly controlled, create risks to employees and others.

Risk assessments will be undertaken of the risks associated with our workplace and working operations.

Information will be provided to you about any risks to which you might be exposed, and the precautions that should be taken to avoid harm.

If you discover a hazard during working operations, you should report the hazard to your line manager so that remedial action can be taken.

## Safety Signs and Signals

### Prohibition (Must not)

A sign prohibiting behaviour likely to increase or cause danger.



**A round sign with a white background and a red border and diagonal cross bar.**

### Warning

A sign giving a warning of a hazard or danger.



**Triangular with a yellow background, black border and black symbol.**

### Mandatory (Must be done/worn)

A sign prescribing specific behaviour.



**Round with a blue background and white symbol.**

### Emergency Escape or First Aid Sign

A sign giving information on emergency exits, first aid or rescue facilities (e.g. emergency escape route).



**Square or Oblong with White Symbols on a Green Background.**

### Fire Fighting

A sign indicating fire equipment.



**Rectangular or square with a white pictogram on a red background.**

## **Temporary workers**

The Company recognises that the use of temporary and casual workers presents an increased risk of injury or ill health due to the fact that they may be unfamiliar with our premises and work activities. The company will, so far as reasonably practicable, take the necessary measures to ensure the health, safety and welfare of all temporary and casual workers.

To help ensure the safety of all temporary and casual workers, the company will ensure that:

- The risk posed to a temporary or casual worker is identified as part of the appropriate risk assessment and suitable precautions implemented
- the employer of the temporary worker or agency is provided with details of:
  - ◆ The qualifications and skills needed to undertake the work safely
  - ◆ Any health surveillance that is required
- a responsible person is appointed to have overall responsibility for the temporary workers whilst on site
- suitable information and training are provided to all casual and temporary workers before being permitted to commence work.
- all temporary or agency workers are closely supervised and monitored whilst undertaking work.

## Training

The company recognises that adequate knowledge and skills are an essential element of safe working. The company will therefore ensure that all new employees (including temporary staff) complete an appropriate programme of health and safety induction training at the earliest reasonable opportunity. Employees will be required to sign off on this, and the paperwork put on file.

All employees will be provided with appropriate additional health and safety related training before they are exposed to new risks as a result of:

- transfer to a new job/location or new responsibilities, or
- before the introduction of new equipment or new technology or modification of existing equipment; or
- before the introduction of new systems of work or changes to existing systems.

Training will be repeated periodically when appropriate.

All employees will, from time to time require further health and safety training in addition to basic and site-specific induction training, taking into account:

- the present or planned job content/responsibilities of individuals
- the past health and safety performance of the individual
- statutory requirements for training, where applicable
- the findings of risk assessments.

Appropriate training programmes will be developed wherever health and safety related training is required.



## VIBRATION

The company recognises that health and safety hazards may arise when individuals are required to carry out work which involves exposure to high levels of hand, arm and/or whole-body vibration and that such work potentially involves significant risks.

These risks may result in some or all of the following health disorders:

- hand-arm vibration syndrome
- vibration white finger
- carpal tunnel syndrome
- lower back pain
- muscle fatigue
- other effects, such as: haemorrhoids, high blood pressure, kidney disorders, impotence and adverse reproductive effects to both men and women
- long term exposure can also result in: degenerative spinal changes, lumbar scoliosis, disc disease, degenerative spinal disorders, herniated discs and gastrointestinal disorders.

The risks associated with exposure to high levels of vibration at work can be reduced if you adopt the following precautions:

- find out from your line manager whether or not exposure to high levels of vibration will be involved in the activity being undertaken
- co-operate with your line manager to, if possible, find ways of eliminating exposure to vibration (i.e. try to find a different way of doing the job)
- if exposure to vibration cannot be avoided, ensure that measures are in place to limit the exposure to a safe level and make sure that you comply with these measures
- never carry out work involving exposure to vibration unless a suitable risk assessment has been carried out and you are complying with the precautions set out in the assessment and/or written safe working procedure
- never carry out work involving exposure to high levels of vibration unless you have been authorised to do so and you have received the necessary information, instruction and training
- never carry out work involving exposure to high levels of vibration in cold and/or wet conditions unless appropriate measures have been taken to reduce the risk
- never carry out work involving exposure to high levels of vibration unless the appropriate emergency procedures are in place
- when carrying out work involving exposure to high levels of vibration, strictly follow the agreed safe working procedures and never use different work methods, materials or equipment without first checking with your supervisor or manager
- where appropriate, ensure that you follow any procedures related to health surveillance
- always wear or use any personal protective clothing or equipment that may be provided to protect you from

## Union School of Theology – Health and Safety Handbook

risks to your health associated with exposure to vibration

- ensure that you follow the work schedules related to the work being carried out, including those related to periods spent away from exposure to vibration
- report any symptoms of health problems related to exposure to vibration (tingling in the fingers, blanching of the fingers, lower back pain etc) to your line manager or supervisor immediately

## **Visitors (including students and volunteers)**

The company has a responsibility for the health and safety of visitors to our premises. All employees are required to co-operate in ensuring that the following rules are adhered to:

- no visitor may be invited/allowed to enter the premises without approval
- upon arrival visitors must complete the visitors record book located at reception
- visitors must be advised of the risks to which they may be exposed whilst on site and the precautions they should take, including emergency arrangements and the location of assembly points
- visitors are required to make full use of any personal protective equipment that is necessary to secure their health and safety
- visitors must be supervised whilst on company premises
- the person accompanying a visitor will ensure that proper evacuation procedures are followed in the event of an emergency and that the visitor is accounted for
- no children may enter the premises without prior knowledge and approval from an authorised person and must then be accompanied at all times
- visitors must sign out before leaving the premises.

### **Students and Volunteers**

Fire Action Stickers around the campus state what you should do in the event of a fire. Please follow these concerning raising the alarm and also leaving the building.

Under section 8 of the Health and Safety at Work Act 1974, students and volunteers should not, in the interest of health and safety, misuse any objects on the site or engage in any activity which you believe may hurt others or yourself.

In addition, students and volunteers should:

- report any accident involving injury or ill health using the 'Accident / Near Miss Occurrence Form' (available at .....);
- report "near miss" incidents, i.e. an event which could have caused injury or ill health using the 'Accident / Near Miss Occurrence Form' (available at .....);
- notify the UST Health & Safety Manager if you think you are suffering from a health condition which you believe may have been caused by or made worse by working on the School premises.
- report conditions which you believe are unsafe, whether these relate to the buildings of the school or equipment.

## **Welfare Facilities**

The company is committed to providing a safe working environment and this includes the provision of suitable welfare facilities.

All employees are required to co-operate in ensuring that the following procedures are adhered to:

### **Washing and Sanitary Facilities**

- only use facilities that you are authorised to use and for the intended purpose
- hand basins should not be used for rinsing of mops or soiled rags, etc
- leave the facilities in a clean and tidy condition after use
- report any defects or problems to your line manager
- ensure that spillages of water or other slip hazards are cleared up immediately
- do not smoke in toilets or washrooms
- inform visitors and contractors of facilities which are available to them.

### **Drinking Water**

- do not drink water (or make drinks) from taps that are not marked 'drinking water'.

### **Accommodation For Clothing**

- use the accommodation provided
- if your work might result in your work clothing becoming contaminated with hazardous materials, store it separately from your personal clothes.

### **Facilities for Rest and to Eat Meals**

- do not prepare or consume food in areas that might be contaminated with hazardous materials
- do not prepare or consume food unless you have washed your hands
- if your normal workplace is unsuitable for rest breaks or for eating meals, use the separate facilities that will have been provided
- leave the facilities in clean and tidy condition after use, dispose of waste food in the bins provided
- do not use microwave or other cooking equipment unless you have been instructed in it's safe use
- do not place, or consume drinks near to any electrical equipment
- report any defects or problems to your line manager
- ensure that spillages of drinks etc. are cleared up immediately
- do not smoke in no-smoking areas.

## Woodworking Machinery

The company recognises that woodworking machinery presents many hazards and will ensure risks are reduced to the lowest level that is reasonably practicable by:

- ensuring the suitability of equipment that is used in woodworking operations
- providing appropriate extraction ventilation systems or personal protective equipment where necessary
- providing appropriate information and training to employees, visitors and contractors.

The risk of accidents and injury can be reduced if you adopt the following precautions:

- only use the equipment you have been authorised to use - paying particular attention to the speed, range, type and dimensions of tools suitable for the machine
- follow the information and instructions given to you - especially those relating to the conditions and methods by which the equipment may be used and any emergency procedures to be adopted if abnormal situations arise
- use extraction equipment and wear any personal protective equipment issued to you
- make sure you are aware of the machine's limitations regarding the cutting speeds, range of operations, or size and material of the workpiece
- follow procedures and information/instructions given to you relating to the safe use, inspection, adjustment, maintenance, repair or replacement of any guard or protection device
- never use equipment without the guards in place
- always use any additional protection devices or appliances provided e.g. jigs or push-sticks
- follow procedures and information/instructions given to you relating to:
  - ◆ setting and adjusting tools and cutters
  - ◆ cleaning, changing and handling tools and saw blades
  - ◆ adjusting guards, tool clamps etc - this should never be done while any part of the machine is in motion.

## **Work Equipment**

The company recognises that work equipment, which includes almost any equipment used at work, presents many hazards and will prevent or control that the risks to people's health and safety from work equipment that they use at work.

The risk of accidents and injury can be reduced if you adopt the following precautions:

- use the right equipment for the job
- never use equipment unless you are authorised and trained to do so
- never distract people who are using machines, fool around or deliberately misuse equipment
- never remove or interfere with guards
- never try to repair a faulty machine unless you have been properly trained and have been authorised to do
- ensure that you know how to stop a machine, before you start it
- ensure all guards and protective devices are working
- wear personal protective equipment provided, where appropriate
- never use a machine or appliance, which has a danger sign or tag, attached to it
- never wear loose clothing, dangling chains, gloves, rings or have long hair that could be caught up in moving parts
- immediately report to your line manager, any fault or defect to work equipment.

## WORK AT HEIGHT

The company recognises that health and safety hazards may arise when individuals (especially maintenance employees or contractors) are required to work at height and that such work potentially involves significant risks. The risks may include some or all of the following:

- falls of persons
- falls of materials
- contact with services (particularly electrical services)
- work near or on fragile surfaces

These risks may sometimes be present during work at height, or they may be created by the nature of the work that is being carried out at height.

The risks associated with work at height can be reduced if you adopt the following precautions:

- find out from your line manager whether or not work at height will be involved in the activity being undertaken
- co-operate with your line manager to, if possible, find ways of avoiding the need to work at height (i.e. try to find a different way of doing the job)
- if work at height cannot be avoided, ensure that measures are in place to prevent a fall or, if this cannot be guaranteed, to limit the distance of the fall or the consequences of the fall
- never work at height unless a suitable risk assessment has been carried out and you are complying with the precautions set out in the assessment and/or written safe working procedure
- if a permit to work is required for the activity, never work at height unless you have seen the permit and are complying with its conditions
- never work at height unless you have been authorised to do so
- never work at height in adverse weather conditions
- never work at height unless the appropriate emergency procedures are in place
- when working at height, strictly follow the agreed safe working procedures - never use different work methods, materials or equipment without first checking with your line manager
- make sure any equipment used for working at height, or for gaining access to the working platform etc, is suitable, is in good working order and has been inspected before use
- make sure any fragile surfaces that you are to work on or near are clearly marked and that precautions are in place to ensure that the work can be carried out safely
- if you are working at height, make sure that measures are taken to prevent unauthorised persons (including members of the public and children) from gaining access to the working platform etc
- always find out the emergency/rescue procedures before working at height
- if someone working at height is involved in an accident or incident, raise the alarm and follow the rescue procedure laid down.

## **Workplace Structure and Layout**

The company is committed to providing and maintaining a safe and healthy work environment and will ensure:

- workplaces, equipment, devices and systems are maintained in an efficient state, efficient working order and in good repair
- workrooms have adequate space for the purpose of health, safety and welfare
- workstations are suitable for the tasks performed and seating is provided, where your work can be done sitting
- floors and traffic routes are kept clear of obstructions and articles likely to cause slips, trips or falls
- windows are able to be safely opened and closed and are able to be safely cleaned
- protection is provided to employees from falling and from falling objects
- traffic routes are suitably organised, which will allow for the safe circulation of both pedestrians and vehicles.



## **Work Environment**

The company is committed to providing and maintaining a comfortable working environment and will ensure:

- enclosed workplaces are effectively and suitably ventilated with sufficient fresh or purified air
- all reasonable steps are taken to ensure the temperature in all internal workplaces during working hours is reasonable for the activities undertaken
- suitable and sufficient lighting is provided at every workplace, so far as is reasonably practicable, by natural light
- every workplace and the furniture, furnishings and fittings in it are kept sufficiently clean and the surfaces of the floors, walls and ceilings of all workplaces inside buildings are kept sufficiently clean
- waste materials are not, so far, as is reasonably practicable, allowed to accumulate in the workplace except in suitable receptacles.

## Young Persons

The company is aware of the additional risks that may exist as a consequence of the employment of young persons and will take all reasonable measures necessary to minimise those risks as far as is reasonably practicable.

All employees, especially young persons and those who supervise young persons are required to:

- ensure young persons (i.e. persons under 18 years) do not carry out any work unless a formal assessment of risk has first been carried out by a competent person
- ensure that young persons do not do any jobs that they have been prohibited from doing
- ensure that before young persons start any job, they have received adequate information, instruction and training in respect of the risks involved and the precautions that must be taken
- set a good example to young persons by being seen to work in a safe manner and to place a high priority on health and safety

Except where it is necessary for the individuals training, in which case risks will be reduced to the lowest level that is reasonably practicable and the individual is supervised by a competent person, young persons may not undertake the following:

- work which is beyond their physical or psychological capacity
- work involving harmful exposure to agents that are either toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child or which might chronically affect human health
- work involving harmful exposure to radiation
- work involving a risk of accidents that it might be reasonably assumed could not be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training
- work in which there is a risk to health from extreme cold or heat
- work in which there is a risk to health from noise or vibration

If you are in any doubt about whether or not a young person can safely do a job, check with your line manager.

**Declaration**

I, the undersigned, have received a copy of the Health and Safety handbook and have understood the contents and have no outstanding queries.

Name: .....

Department: .....

Position: .....

Date: .....

Signature: .....

Union School of Theology – Health and Safety Handbook

Version	Author	Review Date	Reason for change	Equality Assessment (and comment)	Impact check*	AB Approval date
1.1	Iain McGee	Nov 2022	Minor change at end of training section referring to the sign off form	Checked		29 <sup>th</sup> Nov 2022
1.2	Iain McGee	Mar 2023	Additional information on student safety provided in section under visitors and renaming of document to Health and Safety Handbook	Checked		23 <sup>rd</sup> May 2023