



Health & Safety Policy and Arrangements

Revised Copy Sept 2008

Health & Safety Policy

CONTENTS	PAGE NUMBER
Policy Statement	3
Organisation Structure	4
The Health & Safety at Work Act	5
Implementing the Policy	6 - 7
First Aid/Fire procedures	8
COSHH	9
Risk Assessments	10
Manual Handling	11
General Safety	12
Electricity/Gas	13
Personal Protective Equipment	14
Health Surveillance	14
Display Screen Equipment	15 - 16
Stress	16
Safe Working Environment	17
Training, Instruction, Information & Supervision	18
Special Arrangements	19

Health & Safety Policy Statement

1. Durham Business Club (further referred to as The Organisation) recognises and accepts its responsibility as an employer and training provider so as is reasonably practicable for providing a safe and healthy work place for all its employees and learners and visitors to our premises. The safety management system we use is based on HSE's 'Successful Health & Safety Management' (HSG65).
2. The organisation will make every effort to comply with its obligations as laid down in the Health and Safety at work act 1974, by constant vigilance to all aspects of health and safety and in particular to the following provisions as and where they may affect employees, learners and visitors.
 - a) Plant, equipment and systems of work that are safe
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances
 - c) Sufficient information, instruction, training and supervision to enable employees, learners and visitors to avoid hazards and contribute positively to their own safety and health at work
 - d) A safe place to work with safe access and egress
 - e) A healthy working environment
 - f) Adequate welfare facilities
 - g) Provision of protective equipment as necessary
3. Without detracting from the primary responsibility of managers and staff for ensuring safe conditions of work, the organisation will provide training and obtain technical advice where required.
4. The organisation reminds all employees and learners of their duties under section 7 of the health and Safety at work Act to take care of their own safety and that of fellow workers and co-operate with the organisation so as to enable it to carry out its responsibilities successfully.
5. All persons are reminded that it is a criminal offence to misuse or recklessly interfere with anything provided in the interest of health, safety or welfare. All visitors, contractors, agency staff and temporary staff will be provided with Health & Safety information in the form of a leaflet located in reception.
 6. The organisation stresses its commitment to health and safety to the extent that where wilful disregard for safe working practices by any employee, learner or visitor seriously puts at risk the health or safety of themselves or any other person, this will be considered as gross misconduct and may lead to disciplinary action.
7. A copy of this statement will be displayed for all employees, learners and visitors. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular departments or groups. Changes will be brought to the attention of all employees.

Prepared by Susan Matthews to be reviewed annually as a minimum.

Signed:

Date:

(Signed on behalf of Durham Business Club Board of Directors)

Organisation structure

Specific employee responsibilities:

Executive Directors: Susan Matthews
Margaret Pugh
Christine Yule

- Responsible for implementing compliance with Health & Safety regulations
- Preparing the company policy and organising the implementation of the policy
- Auditing systems are being implemented
- Measuring & reviewing performance relating to Health & Safety
- Investigating and reporting accidents, incidents and diseases
- Ensuring the building is evacuated in cases of emergency and emergency services are contacted
- First Aider: Suzanne Wilkinson, Appointed person (s): Susan Matthews, Karen Ledger, Julie Hubble

Employees/tutors:

- Responsible for complying with the Health & Safety policy and co-operating with Durham Business Club Directors
- Providing supervision, instruction, training and information to learners undertaking work based learning
- Ensure learners evacuate the premises safely in cases of emergency
- Vetting & monitoring learner health & safety at all environments where learning will take place (employer placements) by completion of specified documentation prior to placing learners (cross reference to procedure DBC2 & 4).
- Ensure equipment in the training centre used by learners is safe and well maintained, reporting immediately any unsafe equipment to a Director and withdrawing it from use.

Employees (continued):

Administrator: Suzanne Wilkinson

- *Qualified first aider – responsible for first aid, maintenance of first aid equipment and contacting emergency services
- Responsible for maintenance of company health & safety arrangements under the guidance of the Executive Directors

(see sections below for general duties relating to health & safety law)

The Health and Safety at Work Act

1. **THE HEALTH AND SAFETY AT WORK ACT 1974** is aimed at securing your health, safety and welfare.
2. The act is also designed to protect people, other than those at work, against risks to health or safety arising out of, or in connection with, the activities of people at work.

You need to:

3. Comply with our safety policy and follow the organisations rules and regulations to ensure your health and safety.
4. Do not attempt to carry out work of a dangerous nature or use equipment or tools unless you have been trained to do so.
5. It is your legal duty to take reasonable care of your own health and safety, and that of other people who may be affected by your conduct.
6. **Co-operate** with the organisation in order to comply with any duty or requirement specified by the Act.
7. Do not interfere with or misuse anything provided by law for your health, safety or welfare.
8. **Remember**, in law you are liable for the same penalties as the organisation if you do not comply with the relevant requirements of the Act.

Implementing the Policy

1. The day-to-day management of Durham Business Club activities is undertaken by Durham Business Club Executive Directors
2. Who will:-
 - a) Be directly responsible for implementation and monitoring of the health and safety policy within the organisation.
 - b) Support all of those who carry out the policy.
 - c) Ensure that all employees and learners are inducted into the policy and provide adequate health & safety training relating to their role in the organisation.
 - d) Arrange regular staff meetings in which health and safety will be discussed.
 - e) Ensure maintenance of all accident reports in the organisation.
 - f) Be responsible for monitoring and up-dating the policy and informing all employees and learners of amendments.
 - g) Undertaken inspections & audits on the premises & analysis of accident/incident records and carrying out investigations.
 - h) Ensure that all employees and learners are aware of the first aid facilities and fire procedures.
 - i) Ensure first aid boxes are fully stocked at all times.
 - j) Ensure employees are fully aware of their role in cases of emergency evacuation.
 - k) Ensure controls are in place to protect the public from activities, which may affect their health, safety & welfare.
3. Employees and persons contracted to DBC for delivery of training will:
 - a) Be actively involved in the implementation of the safety policy
 - b) Be responsible for ensuring that learners under their supervision are given training in all aspects of health and safety at work relating to the occupation
 - c) Be responsible for reporting all accidents and potential hazards to executive directors
 - d) Ensure equipment is well maintained and safe to use, immediately reporting any unsafe equipment to executive directors and withdrawing the equipment from use
 - e) Ensure that all learners under their supervision are aware of their responsibilities regarding Health & Safety and the location of emergency exits and equipment
 - e) Ensure that only safe working practices are implemented
 - f) Ensure employers used as placements are vetted appropriately prior to placing learners (cross reference to procedure DBC 14)
 - g) Ensure learners under their supervision evacuate the building safely in cases of emergency.
 - h) Discuss and consult with learners during off the job sessions matters relating to Health & Safety.

(Sub-contractors and businesses used in connection with Durham Business Club services shall comply with the requirements of the Health & Safety at Work Act 1974) and all other statutory provisions, codes of practice and guidance relating to Health & Safety at Work, whether produced by the HSE or otherwise. Who must allow us, with prior agreement, access to records relating to health & safety.

4. Learners will:

- a) Familiarise themselves with the organisations health and safety policy during induction to their apprenticeship facilitated by their tutor or mentor.
- b) Be made aware of their responsibilities relating to themselves, their colleagues and members of the public.
- c) Comply with instruction, information and training given to them by superiors relating to health & safety
- d) Consult with tutors on matters relating to their health, safety & welfare.

All persons are required to :

- a) Take reasonable care for the health, safety and welfare of themselves, fellow employees, learners and the public, and be aware of the organisations safety policy.
- b) Co-operate fully with management at all times in improving safety standards.
- c) Report to immediate superior, any accident or near accident, so that the occurrence can be investigated and avoided.
- d) Report to immediate superior, anything which is, or could be, a safety hazard.
- e) Suggestions for improvement in health & safety will be welcomed by the organisation and should be reported to an executive director
- f) Do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- g) Do not abuse equipment or property and report faulty or unsafe equipment immediately to a superior.
- h) Wear appropriate clothing & footwear and use appropriate personal protective equipment as directed by superiors.
- i) Act in a responsible manner during working/training hours
- j) Do not leave equipment or other articles where they could be a hazard.
- k) Use waste bins provided
- l) Store hairdressing substances in designated store cupboard when not in use.
- m) Do not allow electric or other cables to trail across floors in an unsafe manner
- n) Do not use equipment until trained and authorised to do so
- o) Premises should be kept clean, tidy and accessible, particularly stairways, passages and walkways.
- p) Breakages and spillages should be cleared up immediately using appropriate tools and protective equipment.
- q) Comply with no - smoking policy.
- r) Be aware of fire notices and location of fire extinguishers.
- s) Take part in practice fire drills.
- t) Always use correct lifting techniques and do not attempt to lift anything which is obviously too heavy or bulky ask for assistance where needed.
- u) Obey all health and safety rules of other organisations, or institutions in connection with your employment or apprenticeship.

First Aid & Recording/reporting Accidents, Incidents & diseases

- a) First aid facilities and accident records are located in reception.
- b) The qualified First Aider is Suzanne Wilkinson and appointed person Susan Matthews who are responsible for administering first aid, maintenance of supplies and contacting the emergency services.
- c) It is a duty of all employees, learners and sub-contractors, to record all incidents and accidents arising in connection with work or training, however slight, which results in injury. An entry must be recorded in the accident book completing all sections, by, or on behalf of the person injured and, he/she must check the recorded details for accuracy as soon as possible.
- d) If a learner or employee contracts a contagious disease they are not permitted to attend work or the training centre until they are given the all clear by their GP.
- e) Further notification and reporting, recording procedures are required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995. (RIDDOR) for over 3 days absence. Details of Reportable occurrences are located with the Accident book in reception.
- f) Learners suffering an accident/incident and being absent for over 3 days also need to be notified to the LSC. An Executive Director is responsible for completing the LSC report form.

Fire procedures/ Chemical release or building collapse

- a) Employees and learners are required to evacuate the building in the event of a fire or emergency by one of the designated escape routes and assemble at the front of the Memories of India Restaurant
- b) Fire drills are carried out 6 monthly organised by landlords involving everyone in the building. Testing of the fire alarm is undertaken 6 monthly by the fire marshals employed by the Enterprise Agency
- c) Fire extinguishers are inspected annually by contractors
- d) Risk assessments are carried out annually or when changes occur to ensure controls are implemented to reduce risks of fire.
- e) Smoking is prohibited in the building
- f) Fire sensors are located throughout the building to detect fire and half yearly maintenance on detectors and fire alarm is arranged by the landlords.
- g) Instruction is provided for employees and learners on the location of emergency exits and the designated assembly along with location of fire fighting equipment. Operating instructions are clearly displayed next to fire fighting equipment. Training for staff in the use of fire extinguishers is undertaken.
- h) **Raising the alarm**-anyone who discovers a fire in the organisation should immediately raise the alarm at the fire alarm point situated at each exit.
- i) **Location of exits**: main front door, rear door, salon rear door and exit in Learning Links area.
- j) All employees, learners and visitors are required to leave the building by one of the above exits and assemble at the front of the Memories of India Restaurant located opposite

MILE House an executive director or the most senior member of staff present at the time who will contact the Fire Brigade and carry out a role call.

- k) If the fire is minor a staff member may attempt to control the fire by using a fire extinguisher, these are located throughout the building.
- l) **IMPORTANT**- No undue risk should be taken and belongings should be left in the building.
- m) No person must attempt to re-enter the building until authorised to do so by the fire brigade.
- n) Once used fire extinguishers are recharged.

C.O.S.H.H.

(The control of Substances Hazardous the Health Regulations)

An annual assessment of hazardous substances used within the organisation is undertaken, the outcome is recorded to ensure risks to people are reduced in accordance with the above regulations.

- 1) Substances used by the organisation, present no significant risk to the health and safety of the individual, if used strictly within the manufactures directions. Hazard data sheets have been compiled showing the composition of all substances in use, these together with the manufacturers recommendations re: use, first aid, spillage etc., have been circulated and are utilised by all persons prior to use. Learners are trained, and supervised in the use of substances and the personal protective equipment they need to wear.
- 2) Every employee and learner will be given information regarding potential hazards generated by the use of any substance or materials, or any by product generated by their use.
- 3) Personal protective equipment in the form of rubber gloves, barrier cream and plastic aprons are provided for employees and learners to wear whilst using these substances, tutors are required to ensure PPE is worn correctly and clients attending the training salon receive the necessary protection: (gowns, towels, barrier cream)
- 4) Substances not shown on the organisations list of approved substances are not to be used (in CO.S.H.H. file). Disciplinary action will be taken against any one introducing and/or using unauthorised substances or materials.
- 5) The duties under the C.O.S.H.H. regulations are implicit upon sub-contractors. Learners placed with sub-contractors and employers have the same rights in respect of information, protection and training.
- 6) Persons who deliberately ignore the organisations instructions or manufacturers directions, or misuse the substance, product or introduce unknown substances, in such a manner as to injure or present possible injury to health, will be subject to the organisations disciplinary procedure or in the event of actual injury possible prosecution.
- 7) All substances hazardous to health are stored in a locked, cool, dark cupboard with restricted access.
- 8) All cleaning materials are only used and accessible only to authorised personal who are informed to follow the manufacturers instructions for use.
- 9) Never mix cleaning materials or use them for any other purpose than that for which they are intended.

Risk Assessments

The purpose of a risk assessment is to minimise risks

1. Risk assessments are carried out annually as a minimum and documented in accordance with the 5 steps to risk assessment guidance (HSE)
2. Risk assessment identifies the hazards present in any activity carried out in the premises, the people involved, the current precautions taken and whether these are adequate and if additional controls are needed to reduce risks.
3. A hazard is something with the potential to cause harm:
 - hazardous substances
 - use of machinery or equipment
 - electricity
 - noise
 - fire
 - slips, trips & falls
 - display screen equipment
 - manual handling
5. Employees, learners and visitors are given information relating to risk assessments depending on their responsibilities in the organisation
6. Persons are required to follow safety instructions given to them relating to the outcome of risk assessments
7. The duties under the above regulations are implicit upon sub-contractors. Learners placed with sub-contractors have the same rights in respect of information, protection and training.
8. Risks to expectant mothers, young people and people with disabilities are assessed along with the annual risk assessments (refer to special arrangements section on page19)

Manual Handling

(Manual Handling Operations Regulations)

1. Where risk assessment indicates a possibility of injury from manual handling an assessment is carried out to reduce the risk of injury.
2. The assessment is carried out in accordance with the above regulations, recorded, and reviewed annually.
3. Employees and learners are informed not to attempt to lift or move bulky or heavy articles. If in doubt, advice should be sought from managers/directors, and refer to the guidelines below on Lifting correctly.

People are informed to employ these simple safety hints:

- a) Get help if load is awkward bulky, heavy or beyond your capability.
- b) Check for sharp edges, projecting nails, glass, crockery, wire or splinters.
- c) If in doubt do not attempt to move the article.
- d) Ensure no obstructions are in your path.
- e) Make sure you can see over or round the load when carrying it.
- f) Check there is sufficient space where the load is to be placed.

Lifting correctly:

1. Stand close to the load, your feet slightly apart.
2. Tuck in your chin, bend your knees keeping your back straight (not necessarily vertical).
3. Keep elbows as close to your body as possible and grip the article using the palm of your hands and the roots of your fingers.
4. Straighten your knees and lift by easy stages if necessary, floor to knee, and knee to carrying position.
5. Reverse the lifting method when setting the load down.
6. Do not change your grip when carrying loads.
7. When working with a lifting group take instructions from one person.
8. Wear personal protective clothing if it is a hazardous manual handling operation.
9. The duties under the above regulations are implicit upon sub-contractors and employers have the same rights in respect of information, protection and training.

General Safety

- Never stand on chairs or other furniture.
- Do not clean broken windows.
- Do not polish floors, even if requested to do so.
- Always mop up spillages using the appropriate equipment and display the “caution wet floor sign” to alert people to the hazard.
- Do not leave things lying on floors and stairs, which could cause injury.
- Do not overfill kettles and the element should be covered with sufficient water
- Do not place liquids next to electrical equipment (computers etc.)

- You should be trained or given information or instruction on how to carry out your role in the organisations safely, if in doubt do not attempt to carry out a task and ask a senior member of staff for advice or an Executive Director.

- Report any faults or hazards immediately to a director or the most senior member of staff present at the time.

- You must read and comply with the fire and evacuation procedure (detailed on page 8)

- Keep gangways, doors and exits clear do not leave stationery/deliveries in gangways or exits ask for assistance to move heavy or bulky articles to a safe location

- Ensure that all utensils, supplies, machinery and equipment are stored safely in their designated location and turned off when not in use.

- Maintain the standard of personal hygiene necessary for health and good public relations.

- Wear personal protective equipment provided as instructed by your tutor or supervisors.

- Ensure when using areas to prepare food you clean it after use and equipment is stored safely

Safe use of Electricity & Gas

An assessment of the risks associated with the use of electrical equipment will be carried out annually as a minimum. Portable Appliance testing will be planned periodically.

The following guidelines need to be followed by all persons:

- ◆ Do not interfere with the electrical appliances.
- ◆ Report any identified faults in installation, or faulty equipment to an Executive Director or the most senior member of staff present at the time.
- ◆ Label faulty equipment with “ Do Not Use” and place in a secure area where other persons will not attempt to use the equipment. Inform an Executive Director.
- ◆ Do not change electric plugs, light switches or try to repair electrical equipment.
- ◆ Do not overload sockets, where extra sockets are required inform an executive director.
- ◆ Ensure equipment and power sockets are switched off before plugging in or unplugging.
- ◆ Ensure equipment is unplugged before cleaning or making adjustments

Gas

- ◆ Do not interfere or attempt to repair the gas central heating boiler, report any faults or hazards to an executive director
- ◆ If you smell gas, report it immediately, do not attempt to investigate it yourself.

Appointed person – Margaret Pugh Operations Director is responsible for arranging the safe fixing of electrical equipment, by using sub contractors. Also liaising with landlords (Enterprise Agency) for maintenance and modifications where needed to gas and electricity supplies and distribution. Subcontractors whilst working on DBC premises must comply with this policy and maintain safe systems of work.

Personal Protective Equipment

Employees and learners when using chemicals in the training salon MUST wear the personal protective equipment provided:

- Rubber gloves
- Plastic Aprons

For Clients:

- Gowns
- Plastic Collars
- Towels
- Barrier Cream

Tutors are required to ensure learners are wearing PPE correctly and sufficient stock is maintained and in good repair.

Health Surveillance

Identified risks are contact dermatitis from the use of hairdressing products. External advisers visit the centre periodically to carry out health surveillance. Tutors check learner's hands upon request, offering advice to learners and advising people to contact their GP.

Safe use of Display Screen Equipment

An Assessment of Display Screen Equipment (DSE) is undertaken annually to ensure risks are controlled.

The DSE regulations protects people who use DSE as a significant part of their normal work. (Defined as a USER)

The main risks from DSE are those leading to:

- Musculoskeletal problems
- Visual fatigue
- Stress

The likelihood of experiencing these problems is mainly due to the frequency, duration, intensity and pace of spells of continuous use of DSE.

The regulations classify a person as a USER if they:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time, and use DSE in this way more or less daily, have to transfer information quickly to or from DSE, and also need to apply high levels on concentration (The regulations provide full guidance).

The following is a guide to people who use DSE and forms the basis of the annual assessment:-

Display Screen:

- ensure your screen is clear, free from flickering & glare, brightness and contrast is suitable for the task, adjust where necessary. Report any problems to your supervisor
- Check the screen swivels and tilts to ensure you are not stooping to see the screen

Keyboard:

- Check it tilts to make it comfortable to use. There is enough space to rest your hands in front of the keyboard, if you are uncomfortable using the keyboard report this to your supervisor.
- Ensure you can easily read the keys and report any problems to your supervisor

Furniture:

- Ensure you have enough work surface for documents, the screen and keyboard, if not report it.

- Check you chair is stable
- Does the furniture adjust to provide comfortable use, if not report it

Environment:

- Check you have space to change your position and vary your movements
- Is the level of heat, light, noise and air -flow comfortable, if not report it to your supervisor

Software/user:

- Are you able to use the software comfortably
- Have you experienced any health problems whilst using the workstation (eye strain, back, neck, hand or wrist problems, stress or fatigue)
- Take regular breaks from using DSE. Guidance suggests short frequent breaks or changes in activity are more satisfactory than longer breaks (5-10 minutes every 60 minutes)
- Are you trained in the use of DSE and using the workstation properly, if unsure see your supervisor.

Combating Stress at work

The organisation recognises that people (employees, learners & visitors) can suffer from stress. We encourage people to discuss their problems openly. Management and staff will be vigilant in identifying learners and colleagues suffering the affects of stress and discuss ways of changing work patterns to reduce the cause.

Possible causes of stress:

- Too little control over the work
- Not being allowed to use all skills
- Being overworked or under worked
- Boredom

Possible symptoms:

- Lack of concentration
- Fatigue
- Periods of depression
- Lack of interest in work
- Increased time off work
- Poor moral

Providing a safe working environment

- The building is well maintained by the Landlords (Enterprise Agency) with secured fixtures and fittings. Regular monitoring of the building is carried out to identify and rectify potential hazards
- Walkways are kept clear from obstructions and trailing cables, hand rails are fitted to stairways .
- Sufficient space is available in the work areas. To move around the building safely with clear access and egress.
- There is male, female and accessible toilets with hand washing facilities (soap and hand drier) provided on the ground floor. Facilities are cleaned regularly, lockable and ventilated.
- Twice weekly cleaning of the premises is implemented by DBC subcontractors (Poppies)
- Equipment is sited to reduce risk of injury from sharp corners, trailing leads.
- Shelves are stocked safely
- There is a good source of natural light, and plenty of electric lighting
- Floor surfaces are level and free from holes.
- Workstations are assessed regularly, adjustable chairs are provided. Equipment is set at a suitable height to allow easy access to controls. People are encouraged to vary their work to reduce the risk of injury whilst using DSE.
- Hazardous substances are stored in a, cool, dark room with controlled access.
- Noise levels are low.
- Controls are in place to provide sufficient heat & air flow
- A supply of clean drinking water is located in reception
- A rest area for expectant mothers is located in the salon and interview room
- Smoking is not permitted in the building or immediately outside

Training, Instruction, Information & Supervision

INDUCTION

The organisation provides induction into The Health & Safety arrangements on commencing work or training. Specific needs of individuals are taken into account when undergoing induction, (medical conditions, young persons, or expectant mothers) where the risk of injury may be greater.

TRAINING

The level of training provided following induction varies depending on the person's role in the organisation. This is agreed with the person and updated when changes occur to equipment or ways of working.

Executive Directors: one Executive Director takes the role of the competent person who will access external support and guidance when needed. This person will undertake periodical updating of Health & Safety legislation and hold a recognised qualification in Health & Safety. (currently WBL Director: Susan Matthews)

Employees: undertake specific training relating to their role in the organisation. The first aider undertakes the recognised St Johns First Aid qualification and updates as stipulated to maintain first aider status. The appointed person undertakes the recognised St Johns Appointed Person qualification and updates as stipulated to maintain appointed person status. Staff responsible for vetting employers health & safety arrangements will undertake and achieve Unit D of the Health & Safety level 3 NVQ (as per LSC guidance).

Audits and monitoring activities identify areas for development, are included into quality improvement plans and, or staff development plans (as appropriate).

Updating of health & safety takes place when changes occur to the persons role in the organisation.

Annual staff appraisals assess areas for development and Health & Safety training identified for individuals and groups.

Learners are given induction training when commencing their apprenticeship, further training is given throughout their apprenticeship relevant to their chosen occupation. Resulting in the assessment of the Health & Safety unit of the learners NVQ or the aspects relating to health & safety inbuilt into each NVQ unit.

SUPERVISION

Learners are supervised by their tutors & staff whilst on DBC premises during off the job training. Tutors monitor the supervision of learners in their work places during reviews and initial vetting of the employer.

Special Arrangements

The organisation reviews risk assessments with regards to any special arrangements: for example: young people under 16 years of age, new or expectant mothers, or people with disabilities or health problems.

The risk assessment will take the following into account: (as appropriate to the person):-

- Lack of awareness & experience of risks and the immaturity of the person
- Access to equipment & substances which could cause injury or ill health
- The nature, degree and duration of exposure to chemicals
- The form, range, use and access to work equipment and the way in which it is handled
- The extent of health & safety training to be provided
- Safe access, egress & movement around the work premises
- Adaptations required to equipment/tools/work stations
- Manual handling
- Criminal record bureau checks on employees

Documented policies are implemented with regards to Child Protection & Vulnerable Adults.

(The management of health & safety at work regulations provides guidance on the above)