

Health and Safety Policy & Responsibilities

Health and Safety Policy

General statement

1. John Whitgift Foundation (the Foundation) recognises and accepts its responsibility as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, and of persons not in its employment, including residents, pupils, and others using the Foundation's premises or who may be affected by its activities.
2. It is the aim of the Foundation to provide a safe and healthy working, residential and learning environment for staff, residents, pupils and visitors.
3. The Foundation believes that the adoption of safe methods of work and good practice by every individual can ensure everyone's health and safety and will take all reasonably practicable steps to identify and reduce hazards and risks to a minimum, paying particular attention to:
 - a. The provision and maintenance of plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health;
 - b. Ensuring that, as far as is reasonably practicable, there are no risks to health and safety in the acquisition, use, handling, storage, transport and disposal of articles, substances, materials and equipment;
 - c. The provision of information, instruction, training and supervision which, as far as is reasonably practicable, will enable all staff to perform their duties in a healthy and safe manner, to avoid accidents, and to contribute to their own health, safety and welfare;
 - d. The maintenance of all places of work under the control of the Foundation in a condition that is safe and without risk to health, as far as is reasonably practicable, including safe access and egress;
 - e. The provision and maintenance of working environments which are, as far as is reasonably practicable, safe and which have adequate facilities and arrangements for employees, residents, and pupils' welfare.
4. The Foundation will take all reasonably practicable steps to fulfil its responsibilities and will pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974, and all relevant statutory provisions, including consulting employees of the Foundation on matters of health, safety and welfare.
5. The Foundation requires management, at all levels, to display a positive attitude towards health, safety and welfare in carrying out their duties.
6. The Foundation requires all its employees to pursue its objectives in respect of health, safety and welfare, and to carry out their duties in a manner that is safe and without risk to health, so far as is reasonably practicable.

7. This policy will be supported by the Foundation Health and Safety Management System which details the adopted safety arrangements, safety procedures and codes of practice. Risk assessments and procedures will be reviewed in accordance with changes in work practices, legislative requirements, incidents and in any case at least annually. It will be the responsibility of relevant risk assessment owners to inform relevant people of any significant changes in risk assessments and procedures.
8. The Foundation recognises that safety training is essential to safe working practices and procedures. Training needs will be identified through the risk assessment process. Staff with specific responsibilities, as set out in the Foundation's Health and Safety Management System, will also be trained to ensure that they are competent to undertake their responsibilities. The chief executive, headteachers, care home managers or facilities manager: care & Foundation offices will ensure that staff are trained and have sufficient knowledge and skills to carry out their work activities and fulfil any duties allocated to them.
9. Safety performance, based on the achievement of health and safety plans, targets and the implementation of risk assessments and safety control measures will be assessed as part of the appraisal process for staff responsible.
10. The Foundation's health and safety consultants will be engaged to provide guidance on risk assessments and the adoption of suitable control measures.
11. The chief executive, headteachers, care home managers or facilities manager: care & Foundation offices will arrange to control the procurement of goods and services within their respective areas, to ensure that items purchased are suitable and meet appropriate British Standards.
12. Health and safety will be a standing agenda item on senior management meetings and health and safety committees.
13. In order to measure the degree of compliance with the adopted standards regular reviews and inspections will be undertaken by the Foundation's health and safety consultants. Each establishment will regularly review its procedures, and the outcomes will be reported annually to the Court via the Governance Committee.
14. All staff will be required to act in such a manner so that the measures in this policy are successfully implemented. They are expected to cooperate fully and accept their duties under this policy in order to ensure that the Foundation's Health and Safety Management System is effective.
15. This is the overarching policy for the entire Foundation, by which all establishments of the Foundation will abide. There will be separate health and safety management systems for:
 - the schools
 - the care homes
 - the Foundation offices and sheltered accommodation.
16. A copy of this policy and the aforementioned health and safety management systems will be readily retrievable and available to Foundation staff in electronic format on StaffZone.

17. This policy will be continually monitored and updated when necessary. The safety management system will be reviewed annually, or earlier if needs require. All significant amendments will be subject to consultation with relevant parties prior to implementation.

Signed: 

Date: 5 January 2026

Fiona Fletcher-Smith, Chair of the Court of Governors

Signed: 

Date: 5 January 2026

Roisha Hughes, Chief Executive Officer

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The organisation

The Foundation is a registered charity founded in 1596 by Archbishop John Whitgift with the construction of the Hospital of the Holy Trinity (Whitgift Almshouses) to provide residential accommodation for the poor. A grammar school was opened shortly after in 1600 and although the almshouses remain, the school has moved to modern buildings at Haling Park in South Croydon.

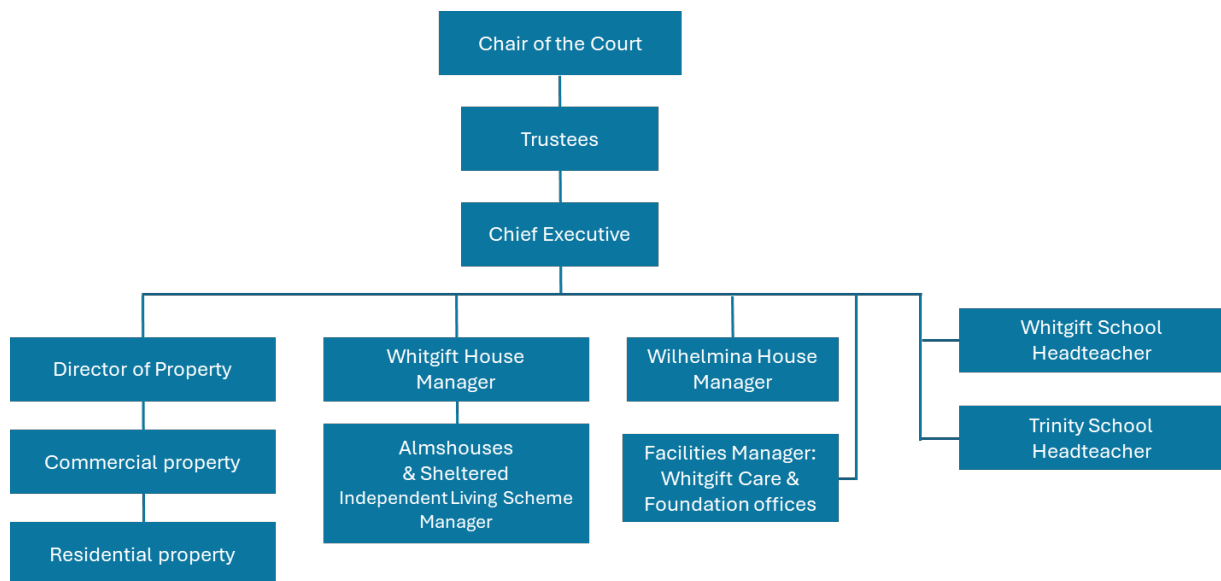
In addition to the ownership of commercial and residential properties and land, the Foundation manages the following establishments:

- Trinity School, Shirley Park, Shirley, Croydon
- Whitgift School, Haling Park, Nottingham Road, South Croydon
- Whitgift Almshouses (Hospital of the Holy Trinity), North End, Croydon (including the Foundation's offices)
- Whitgift House, Brighton Road, South Croydon (providing nursing care and sheltered accommodation)
- Wilhelmina House, Park Hill Rise, Croydon (residential care)
- 3 George Street, Croydon (offices)

The Court of Governors (the Court) is responsible for the proper management of the Foundation and has appointed a Chief Executive and Heads who are accountable to Court for the smooth and safe running of the Foundation and its establishments. The Court has appointed a school committee for each of its schools and a Care Committee representing the care homes and sheltered accommodation. These committees support the heads/ and home managers of their respective establishments, holding them to account for delivery against agreed objectives and budgets. The committees also receive reports and make recommendations to the Court.

Each of the above establishments is managed by a head teacher or manager. For the Foundation's schools this is the headteacher, who appoints a member of the senior management team to be health and safety adviser/coordinator (usually the bursar, facilities manager or estate manager (or equivalent)). For the care homes this is the manager.

The Foundation has engaged two health and safety consultancies (care and schools/other) to provide advice and guidance on all aspects of health and safety to the organisation. Operational day to day management of health and safety rests with the headteacher, care home manager or facilities manager: care & Foundation offices.



Health and safety responsibilities

In order to achieve the objectives of the Foundation's Health and Safety Policy, as required by Section 2(3) of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is necessary for duties and responsibilities to be assigned to key members of staff within the organisation.

Where this manual refers to the duty of headteachers, care home managers or facilities manager: care & Foundation offices to ensure that the health, safety and welfare arrangements comply with the Foundation's Health and Safety Policy this means compliance with the policy so far as is reasonably practicable and, where that requires action on the part of others, to oversee and monitor that it is taking place or take appropriate steps if it is not. Staff should only be given responsibility for matters that are within their capability. Training, instruction, and supervision will, therefore, form a significant part in preparing employees for their health and safety role.

Action

1. The chief executive, headteachers and care home managers or facilities manager: care & Foundation offices will assign specific health and safety responsibilities to members of their staff as is necessary (e.g., fire wardens/first aiders) and document this in the health and safety management system.
2. The chief executive, headteachers and care home managers or facilities manager: care & Foundation offices will arrange for the action of their staff as required by the Foundation's Health and Safety Policy to be overseen and monitored as necessary to ensure that it is taking place and will take appropriate actions if it is not.
3. The extent to which staff members achieve the policy aims and carry out their health and safety responsibilities will be measured as part of their performance reviews.

The Court, governors and subcommittee governors

1. In the discharge of its duties, the Court will, in consultation with the chief executive, the Governance Committee, headteachers, care home managers or facilities manager: care & Foundation offices:
 - a. Make itself familiar with the requirements of the Health and Safety at Work Act, and associated health and safety legislation and codes or practice which are relevant to the work of the Foundation, including the Management of Health and Safety at Work Regulations.
 - b. Ensure there is an effective and enforceable health and safety management system for the provision of health and safety throughout each establishment.
 - c. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made. A full health and safety management review will be commissioned every three years.
 - d. Ensure the establishments have in place systems so that hazards are identified, and risks are evaluated and ensure safety control measures are established to minimise the risks to employees, residents, pupils and others.
 - e. Establish and maintain a committee for each of the Foundation's schools and a committee for Whitgift Care to advise and support headteachers, care home managers or facilities manager: care & Foundation offices. These committees are to approve budgets, receive reports and make recommendations to the Court.
 - f. Establish and monitor the overall management structure of the Foundation.
2. In particular, the Court undertakes to provide:
 - a. Safe workplaces for employees, residents, pupils and visitors, including safe means of entry and exit.
 - b. Safe plant, equipment and systems of work.
 - c. Safe arrangements for the handling, storage and transport of articles and substances.
 - d. Safe and healthy working conditions which consider statutory requirements, codes of practice and guidance.
 - e. Supervision, training and instruction so that all employees, residents and pupils can perform their activities in a healthy and safe manner. All employees will be provided with health and safety training, appropriate to their duties and responsibilities which will be given before an employee commences any relevant work. Wherever a training is identified through the risk assessment process the Court will – via the chief executive or relevant head of establishment (headmaster or care home manager) - ensure that such training is provided. Pupils will receive such training as is considered appropriate to the school related activities they are carrying out – this will be a judgement for the head and their senior team. All training will be regularly updated

and refreshed, in accordance with the needs identified from the risk assessment process.

- f. Necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.
 - g. Adequate welfare facilities.
3. So far as is reasonably practicable, the Court, through the chief executive, headteachers, care home managers or facilities manager: care & Foundation offices will make arrangements for all staff, including temporary and voluntary staff, helpers and those on fixed term contracts, to receive information on:
- a. This policy
 - b. Other relevant health and safety matters
 - c. The instruction and training that will be given to employees so that they can carry out their own duties in a safe manner without placing themselves or others at risk.

Chief executive

- 1. As well as the general duties which all members of staff have, the chief executive has financial accountability and responsibility for the overall administration of the Foundation liaising with headteachers, care home managers or facilities manager: care & Foundation offices and ensuring the maintenance and development of safe working practices and conditions for employees and others using the Foundation's offices. The chief executive will take all reasonably practicable steps to achieve these ends through senior members of staff and others as appropriate.
- 2. The chief executive will take all necessary and appropriate action, in consultation with the Foundation's appointed health and safety consultants, to ensure that the requirements of relevant health and safety legislation, codes of practice and guidance are met.
- 3. In particular, the chief executive will:
 - a. Be aware of the requirements of the Health and Safety at Work act 1974 and any other health and safety legislation and codes of practice relevant to the work of the Foundation.
 - b. Keep the Court informed of all relevant matters of health, safety and welfare, including the implications of new legislation.
 - c. Liaise with the headteachers, care home managers or facilities manager: care & Foundation offices in respect of all management matters of health, safety and welfare.
 - d. Monitor the health and safety performance of the Foundation's offices, in conjunction with the appointed health and safety consultants.
 - e. Receive reports and recommendations from the Foundation's appointed health and safety consultants and ensure that appropriate actions are taken as necessary.

Headteachers

1. As well as the general duties that all members of staff have, the headteachers have overall responsibility for the day-to-day maintenance and development of safe working practices and conditions for all their staff, pupils, visitors and any other person using their premises, who may be engaged in activities sponsored by their school. They will take all reasonably practicable steps to minimise the risks through their heads of department, senior members of staff, support staff managers, teachers and others as appropriate.
2. Headteachers will take all necessary and appropriate action to ensure compliance with this policy and with all relevant health and safety legislation, codes of practice and guidance.
3. In particular, headteachers will:
 - a. With the support of the health and safety consultants, establish and maintain the school's health and safety management system;
 - b. Appoint a governor who has a specific remit to oversee health and safety arrangements at their school and report to the Court;
 - c. Establish and maintain a school health and safety committee and appoint relevant members of staff to attend;
 - d. Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school;
 - e. Ensure staff, pupils and others using the school premises, facilities or services are safeguarded;
 - f. Ensure safe working conditions are established and maintained for staff, pupils and others using the school premises and facilities;
 - g. Ensure safe working practices and procedures are established and maintained throughout the school, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are minimised;
 - h. Consult with the Foundation's appointed health and safety consultants on health and safety issues;
 - i. Establish systems of risk assessment to allow the prompt identification of potential hazards and ensure that all proposed changes in working arrangements and procedures are considered for their health and safety implications;
 - j. Arrange periodic reviews and health and safety audits in consultation with the Foundation's appointed health and safety consultants;
 - k. Identify through the risk assessment process, the training needs of staff and pupils and ensure that all members of staff and pupils who have training needs receive adequate and appropriate training and instruction, and refresher training;

- l. Ensure that there are procedures for serious and imminent danger, ensure that there are practices as appropriate;
- m. Encourage staff, pupils and others to promote good health and safety practices and suggest ways of reducing risks;
- n. Ensure that any defects in the school premises, plant, equipment and facilities, which may adversely affect the health and safety of staff, pupils and others are made safe without delay;
- o. Collate accident, near miss and incident information and where necessary carry out investigations and report these to the school's health and safety committee;
- p. Monitor the standard of health and safety arrangements throughout the school including all school-based activities. Encourage staff, pupils and others to achieve the highest possible standards and take appropriate action where anyone consistently fails to consider their own well being or the health and safety of others;
- q. Monitor and maintain the first aid and welfare provision within the school; in conjunction with a first aid needs assessment for the school;
- r. Ensure that all items and substances ordered are, so far as is reasonably practicable, safe and without risks to health. Where appropriate ensure assessments have been made under relevant health and safety legislation (e.g., Control of Substances Hazardous to Health Regulations), ensuring that each product has a safety data sheet and risk assessment;
- s. Appoint a school health and safety adviser/coordinator to assist with the above and to liaise with the Foundation's appointed health and safety consultants;
- t. Monitor the management structure of the school in conjunction with the school committee to ensure optimum effectiveness of the school's health and safety management system;
- u. Submit an annual report to Court, via the Governance Committee, of the school's health and safety performance.

Care home managers

1. As well as the general duties that all members of staff have, care home managers have overall responsibility for the day-to-day maintenance and development of safe working practices and conditions for their care staff, ancillary staff, residents, visitors and others using the premises who may be engaged in activities sponsored by the care home. Care home managers will take all reasonably practical steps to minimise the risks through their senior members of staff and others as may be appropriate.
2. Care home managers will take all necessary and appropriate action to ensure compliance with this policy and with all relevant health and safety legislation, codes of practice and guidance.

3. In particular, care home managers will:
- a. With the support of the Foundation's appointed health and safety consultants (care), establish and maintain the care home's health and safety management system;
 - b. Be aware of the basic requirements of the Health and Safety at Work Act and any other health and safety legislation and codes of practices relevant to the care home sector;
 - c. Ensure staff, residents and others using the care home premises, facilities and services are safeguarded;
 - d. Ensure safe working conditions for staff, residents and others using the care home premises or facilities are established and maintained;
 - e. Ensure safe working practices and procedures are established throughout the care homes, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and all risks are minimised;
 - f. Consult with staff and the Foundation's appointed health and safety consultants (care) on health and safety issues;
 - g. Establish systems of risk assessment to allow the prompt identification of hazards and ensure that all proposed changes in working arrangements and procedures are considered for their health and safety implications;
 - h. Arrange periodic reviews and health and safety audits in consultation with the Foundation's appointed health and safety consultants (care);
 - i. Through the risk assessment process, identify the training needs of staff and ensure that all members of staff who have training needs receive adequate and appropriate training and instruction;
 - j. Ensure that there are procedures for serious and imminent danger and ensure that there are practices as appropriate;
 - k. Encourage staff and others to promote good health and safety practices and suggest ways of reducing risks;
 - l. Ensure that any defects in the care home premises, plant, equipment or facilities, which may adversely affect the health and safety of staff, residents and others are made safe without delay;
 - m. Collate accident, near miss and incident information and where necessary carry out investigations and report to the relevant care health and safety committee;
 - n. Monitor the standard of health and safety throughout the care homes and encourage staff and others to achieve the highest possible standards and take appropriate action where anyone consistently fails to consider their own wellbeing and the health and safety of others;

- o. Monitor and maintain the first aid welfare provision in conjunction with a first aid needs assessment for each of the care homes;
- p. Ensure that all items and substances ordered are, so far as is reasonably practicable, safe and without risks to health. Where appropriate ensure assessments have been made under relevant health and safety legislation (e.g., Control of Substances Hazardous to Health Regulations), ensuring that each product has a safety data sheet and risk assessment.
- q. Liaise with the Foundation's appointed health and safety consultants (care) on matters pertaining to health and safety;
- r. Submit an annual report to Court, via the Governance Committee, on the care homes health and safety performance.

Independent living scheme manager

1. As well as the general duties that all members of staff have, the independent living scheme manager has overall responsibility for the day-to-day maintenance and development of safe working practices and conditions for their staff, residents, visitors and others using the premises who may be engaged in activities sponsored by Whitgift Care. The independent living scheme manager will take all reasonably practical steps to minimise the risks through members of staff and others as may be appropriate.
2. The independent living scheme manager will take all necessary and appropriate action to ensure compliance with this policy and with all relevant health and safety legislation, codes of practice and guidance.
3. In particular, the independent living scheme manager will:
 - a. Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices relevant to the care home sector;
 - b. Ensure staff, residents and others using Whitgift Care premises, facilities and services are safeguarded;
 - c. Ensure safe working conditions for staff, residents and others using Whitgift Care premises or facilities are established and maintained;
 - d. Ensure safe working practices and procedures are established throughout the independent and sheltered living facilities, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and all risks are minimised;
 - e. Consult with staff and the Foundation's appointed health and safety consultants (care) on health and safety issues;

- f. Establish systems of risk assessment to allow the prompt identification of hazards and ensure that all proposed changes in working arrangements and procedures are considered for their health and safety implications;
- g. Arrange periodic reviews and health and safety audits in consultation with the Foundation's appointed health and safety consultants (care);
- h. Through the risk assessment process, identify the training needs of staff and ensure that all members of staff who have training needs receive adequate and appropriate training and instruction;
- i. Ensure that there are procedures for serious and imminent danger and ensure that there are practices as appropriate;
- j. Encourage staff and others to promote good health and safety practices and suggest ways of reducing risks;
- k. Ensure that any defects in the independent and sheltered premises, plant, equipment or facilities, which may adversely affect the health and safety of staff, residents and others are made safe without delay;
- l. Collate accident, near miss and incident information and where necessary carry out investigations and report to the relevant care health and safety committee;
- m. Monitor the standard of health and safety throughout the independent and sheltered provision and encourage staff and others to achieve the highest possible standards and take appropriate action where anyone consistently fails to consider their own wellbeing and the health and safety of others;
- n. Monitor and maintain the first aid welfare provision in conjunction with a first aid needs assessment for each of the independent and sheltered sites;
- o. Ensure that all items and substances ordered are, so far as is reasonably practicable, safe and without risks to health. Where appropriate ensure assessments have been made under relevant health and safety legislation (e.g., Control of Substances Hazardous to Health Regulations), ensuring that each product has a safety data sheet and risk assessment.
- p. Liaise with the Foundation's appointed health and safety consultants (care) on matters pertaining to health and safety;
- q. Submit an annual report to Court, via the Governance Committee, on the care homes health and safety performance.

Director of property

1. As well as the general duties that all members of staff have, the director of property is responsible for ensuring that all the properties of the Foundation, for which they are responsible, are maintained in a manner so that they remain safe and without risk to health as far as is reasonably practicable.

2. In particular, the director or property will:
 - a. Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation, codes of practice and guidance relevant to the premises belonging to the Foundation;
 - b. Ensure that any work carried out to the Foundation's premises, for which they are responsible, is undertaken safely and without risks to health, as far as is reasonably practicable;
 - c. Consult with the Foundation's appointed health and safety consultants on matters of health and safety;
 - d. Arrange periodic condition surveys as directed by the Foundation;
 - e. Ensure that any defects in premises, for which they are responsible, which relate to or may affect health and safety are made safe without delay;
 - f. Ensure that there are adequate arrangements for the regular inspection and maintenance of services within the Foundation's properties including:
 - i) Electrical installations
 - ii) Gas installations
 - iii) Water supply and quality
 - iv) Asbestos
 - v) Fire precautions equipment
 - vi) Heating
 - vii) Ventilation
 - g. Submit reports as necessary and as directed to the chief executive upon the condition and use of the Foundation's properties in so far as they may affect health and safety.

Other staff – with manager, supervisor, team leader, clinical lead in job title

1. Other staff (as listed above) will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation, codes of practice and guidance which are relevant to the work of their area of responsibility.
2. In addition to the general duties which all members of staff have, they will be responsible to the head of their establishment (or to a member of staff nominated by the head of their establishment). They have overall day-to-day responsibility for the implementation and operations of the Foundation's Health and Safety Policy and their area's health and safety management system within their relevant department and areas of responsibility.
3. They will take a direct interest in the Health and Safety Policy, their area's health and safety management system and helping other members of staff, and others, to comply with the relevant requirements.
4. As part of their day-to-day responsibilities, they will ensure that:

- a. Relevant risk assessments are completed for their department, the findings implemented and communicated to relevant staff and risk assessments reviewed as appropriate;
- b. Safe methods of working exist and are implemented throughout their department;
- c. Health and safety regulations, procedures, codes of practice and guidance are being applied effectively;
- d. Staff and others under their jurisdiction are instructed in safe working practices and receive all necessary health and safety information;
- e. New employees working within their department are given induction and training and instruction in safe working practices;
- f. Regular safety inspections are made of their working area of responsibility as required by their head of establishment or as necessary. These inspections must be documented;
- g. Positive corrective action is taken where necessary to ensure the health and safety of staff and others;
- h. All plant, machinery and equipment in the department in which they work is in a good and safe working order and is adequately guarded where necessary to minimise the risk of injury;
- i. All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;
- j. Appropriate protective clothing and equipment (PPE), first aid and fire safety equipment are provided and readily available in the department in which they work;
- k. Any hazardous substances in the department in which they work are correctly used, stored and labelled, in accordance with the relevant safety data sheet and risk assessment;
- l. They monitor the standard of health and safety procedures throughout the department in which they work, encourage staff and others to achieve the highest possible standards of health and safety and take appropriate action where any staff consistently fail to consider their own wellbeing and the health and safety of others;
- m. Ensure that health and safety information is communicated to relevant persons and all safety signs meet statutory requirements;
- n. Any health and safety concerns are reported to the appropriate person;
- o. Reports received on matters of health and safety are acted upon.

School bursars, estate managers, facilities managers and similar postholders

1. In addition to the general duties that all members of staff have, the aforementioned will:
 - a. Make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation, codes or practice and guidance which are relevant to their areas of work;
 - b. Ensure the safe operation of the area of work for which they are responsible;
 - c. Ensure all maintenance contracts and statutory required inspections and risk assessments are carried out and kept up to date. They will initiate any necessary work to the school premises as may be required to meet health and safety legislative requirements;
 - d. Ensure that all items and substances ordered are, so far as is reasonably practicable, safe and without risks to health. Where appropriate ensure assessments have been made under relevant health and safety legislation (e.g., Control of Substances Hazardous to Health Regulations), ensuring that each product has a safety data sheet and risk assessment;
 - e. Liaise with outside organisations who may use the school premises or facilities to ensure that appropriate actions are taken and information on risk is shared both ways;
 - f. Ensure, in consultation with the Foundation's appointed health and safety consultants, that only competent contractors are appointed by the school and that their performance is monitored;
 - g. Ensure that all visitors, including contractors, are informed of any hazards within the school premises that present a risk to them. They must be given such information as is necessary or required by legislation to allow them to maintain their health and safety and that of others who may be affected by their presence within the school;
 - h. Carry out periodic inspections of the school premises to ensure the workplace environment is safe and risks minimised, as far as is reasonably practicable;
 - i. Ensure that all statutory required specific risk assessments are completed, remedial actions taken and reviewed as necessary, e.g., fire, Legionella, asbestos etc.

Employees

All employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them, or anyone else, at risk.

1. In particular all employees will:
 - a. Be familiar with the Foundation's Health and Safety Policy and where applicable relevant parts of their relevant health and safety management system and any relevant health and safety regulations, codes of practice and guidance;

- b. Observe all health and safety regulations, rules, routines, procedures and codes of practices that are relevant to their role;
 - c. See that all plant, machinery and equipment, in their area of responsibility, is in good and safe working order and adequately guarded;
 - d. Not make any unauthorised adaptations or make improper use of plant, machinery and equipment;
 - e. Use the correct tools, plant, machinery and equipment of the job and make use of protective equipment and/or safety devices which have been specified and supplied;
 - f. Ensure that hazardous substances are correctly used, stored, labelled and disposed of in accordance with relevant instructions;
 - g. Report any defects in the premises, tools, plant, machinery, equipment and facilities to the relevant party for rectifying;
 - h. Report all accidents, incidents, near misses, unsafe conditions, reportable or notifiable diseases and dangerous occurrences to the relevant person in their area;
 - i. Observe the Foundation's no smoking policy which prohibits smoking on any part of a Foundation's property;
 - j. Take an active interest in promoting health and safety and suggest ways of reducing risk.
2. Failure to comply with or implement the health and safety management system and the associated safe systems of work, health and safety legislation or HSE Approved Codes of Practice may result in disciplinary action being taken.