



Health & Safety Policy

Date of Review: June 2018
Approved by: Trust Board
Next Review Date: June 2019

1 Introduction

1.1 The Policy

This document defines and establishes the Health and Safety Policy for: -

The Rodillian Multi Academy Trust (RMAT)
Longthorpe Lane
Wakefield
WF3 3PS

This Policy is designed to facilitate the management of health and safety within the Trust, particularly in respect of our activities within our main client premises, and to control all areas of risk arising from the Trusts activities that may affect employees, students, contractors, visitors or members of the public.

1.2 This Health and Safety Policy includes:

The Trust's written statement of intent to ensure the health, safety and welfare of employees and others who might reasonably be affected by the Trusts activities;

The organisation within the Trust for ensuring that health and safety standards are met on site; and

The arrangements in place for ensuring that health and safety standards are met, including safe working procedures within our Academies and a system of record keeping and monitoring.

Health and Safety within the Trust will be monitored and an audit of the system will be carried out at least annually to ensure that all necessary steps are being taken to ensure a safe and healthy working environment.

This Policy is produced in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

1.3 Amendments and Updating

Amendments and updates may be required under the following circumstances:

- Changes in legislation and statutory requirements
- Changes in British Standards
- Substantial changes to the Trusts undertakings

It is the intent of the Trust to provide safe and healthy working conditions for all our students, employees and others who may be affected by: -

- Providing and maintaining safe plant and equipment
- Providing safe systems of work
- Providing a safe place of work and safe access and egress
- Providing for the safe use, handling, storage and transport of all particles and substances
- Providing a safe working environment
- Providing adequate and sufficient information, instruction, training and supervision

It is also the intent of the Trust to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Co-operation and consultation will be ensured through regular meetings where health and safety will be included on the agenda.

The Trust will ensure sufficient resources are provided to implement this Policy, with support and external specialist advice sought from external competent consultants where necessary.

The Trust accepts responsibility for the health and safety of other people who may be affected by our activities including students, contractors and members of the public. The Trust also accepts responsibility for any effects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements, which will be made to implement this policy, are set out in this document.

This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

DATED:

SIGNED:

Executive Headteacher

3 Responsibilities

3.1 Competent Persons

The Management of Health and Safety at Work Regulations requires employers to appoint one or more competent persons to assist them in undertaking the measures it needs to take to comply with the relevant statutory provisions.

3.2 Management Structure

***Current Management Structure Diagram to be inserted**

3.3 Governing Body

Overall and final responsibility for health and safety in the Trust is that of The Rodillian Multi Academy Trust (RMAT) Governing Body who fully support the Health and Safety Policy. It is their responsibility to: -

- Ensure compliance with relevant legislation, regulations and British Standards.
- Have overall responsibility for the health and safety of staff, students, contractors and members of the public.
- Ensure that sufficient funds and resources are provided to meet health & safety and safeguarding needs.
- Set a personal example in all aspects of the health and safety.
- Ensure competent advice is available for those with specific duties.
- Understand that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expect all staff and students to co-operate in complying with all legal obligations, take reasonable care of their own health and safety and have regard for the health and safety of others.
- Provide the necessary information, instruction and training to all staff and students where applicable.
- Ensure that arrangements are in place for long-term Health and Safety plans by establishing and maintaining adequate systems of risk management.
- Provide adequate insurance cover for both statutory and Trust needs.
- Ensure that the Trust health and safety policy is reviewed at least annually and whenever there is a substantial change in Trust activities.

- Acknowledge and actively support the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised trade unions to enable them to carry out their duties effectively.
- Ensure that the Academy has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly, and reports regularly to the Trust.
- Appoint a member of the RMA Local Governing Body to be its health and safety representative.

3.4 **Executive Headteacher (CEO)**

The CEO is responsible for delivering the strategic plan within the policies and budgets agreed by the Trust and will promote a positive open culture, ensuring that operations are executed whilst securing the health, safety and welfare of employees and others affected, by means of:

- Being responsible for implementing and supervising this Policy.
- Ensure that all members of the Trust co-operate in meeting the aims of this Policy and to oversee any disciplinary procedures.
- Ensure competent advice is available for those with specific duties and action is taken regarding any deficiencies identified.
- Ensure that all staff and employees fully understand and observe the Trusts Health and Safety Policy and their delegated responsibilities.
- Determining and documenting procedures, safe systems of work, guidelines and codes of practice to implement the Health and Safety Policy.
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Set a personal example in all aspects of the health and safety.
- Ensure that effective channels of communication are provided within the Trust.
- Ensure that effective Health and Safety training is provided throughout the Trust.
- Ensure effective planning through elimination and control of risks and hazards.
- Monitor the activities of Management to ensure that their delegated responsibilities are being carried out effectively.
- Ensure that only approved contractors are used within academies and appointment competent contractors.

3.5 **Competent Advisors**

Where RMAT engages external competent consultants to carry out annual fire and health & safety inspections of the academies within the Trust, these consultants will:

- Undertake an annual visit to inspect the premises and work activities being carried out.
- Provide proportionate advice on health and safety and report on areas for improvement to achieve legal compliance. This forms the basis of our risk management programme and is used to develop our initial action plan.
- Develop and monitor effectiveness of our Health and Safety Policy. This will include details of arrangements for implementation of the Policy.
- The Policy will be updated as required to include any changes in health and safety legislation, and to reflect any organisational changes, to maintain compliance and avoid disruption to essential activities.
- Assistance with investigation in the event of serious accident or incident, if required.
- Legislative updates and briefings on how to comply with various provisions.
- 24-hour telephone advice service.

3.6 **Facilities and Health & Safety Manager**

The Facilities and Health and Safety Manager has delegated responsibility for health and safety within the areas of the Trust that they manage. It is the responsibility of the Facilities Health & Safety Manager to:

- Liaise with RMAT Local Governing Body, Heads of Departments and other Trust staff with regards health and safety management and Policy compliance throughout the Trust.
- Liaise with external consultants, enforcing authorities including H&S and Fire Officers as required.
- Ensure that all employees under their control fully understand and observe the Trust's Health and Safety Policy and their delegated responsibilities.
- Ensure that arrangements are in place on site for long term Health and Safety plans and oversee the use of the health and safety management system in the Trust.
- Ensure effective planning through elimination and control of risks and hazards.
- Regularly inspect areas of control to ensure that the objectives of the Trust's Policy are being met.

- Ensure any updates to legislation or regulations are communicated to the Trust and all relevant parties where the changes may affect operations.
- Ensure that effective and appropriate Health and Safety training is provided to all staff within their area of control.
- Inform employees of any changes or information, which could affect their work activities.
- Monitor the performance of all staff under their control to ensure that their duties are being carried out effectively.
- Carry out inspections and audits to confirm compliance with legislative requirements. Any non-conformances should be reported and remedied as soon as possible.
- Ensure Fire Risk Assessments are undertaken and reviewed on an annual basis and actions requiring attention are closed off in an appropriate timescale.
- Participate in the working of the Health and Safety Committee.
- Set a personal example in all aspects of the health and safety.
- Ensure that the Trust's fire and first aid arrangements meet with those required by legislation, that all employees are aware of the arrangements and are trained in their use.
- Ensure that all employees are aware of and trained in safe systems of work and that records of all training are kept.
- Ensure that all specified safe systems of work are carried out on site.
- Ensure that all new employees within their area of control are provided with the necessary information and training on health and safety matters on recruitment.
- Review accident / incident books on a regular basis to establish if trends are developing and prevent reoccurrence of events.
- Include accident/incident report information in meetings with the RMA Local Governing Body.
- Institute accident investigations where necessary and liaise with senior management, Health and Safety Consultants, external enforcing bodies i.e. HSE.
- Ensure that adequate channels of communication regarding Health and Safety are available within their area of control.
- Ensure that regular safety checks of the academy buildings are carried out and any hazards or problems identified are removed/rectified.

- Ensure that inventories of all work equipment provided for use on Academy sites is drafted, that a regular maintenance schedule of all work equipment is organised. All employees must be provided with adequate information, instruction and training as may be required regarding risks and precautions to be taken.
- Ensure that regular safety checks are carried out and that all statutory checks of plant and equipment are carried out.
- Ensure that suitable risk assessments are carried out for activities involving significant risks where appropriate. Will also ensure that employees are provided with adequate information regarding the risk assessments.
- Ensuring guidance from CLEAPSS is adopted where necessary.
- Ensure that all portable electrical appliances and used on site are tested and inspected in accordance with Electrical Regulations.
- Electrical and gas systems are adequately maintained by competent persons.
- Statutory examinations of equipment are scheduled, records of remedial action retained.
- Ensure contractors provide, and work in accordance with, their own risk assessments and provide assurance that any sub-contractors will be subject to the same controls.
- Co-ordinate health and safety management within all academies in order to achieve a standardised approach within the Trust.

3.7 Heads of School

Heads of School have delegated responsibility for the health and safety of staff, students, visitors, contractors or members of the public. It is the responsibility of Heads of School to:

- Ensure that they and all employees under their control fully understand and observe the Trust's Health and Safety Policy and their delegated responsibilities.
- Ensure effective planning through elimination and control of risks and hazards.
- Ensure that emergency procedures are in place and practiced.
- Regularly inspect areas under their control to ensure that the objectives of the Trust's Policy are being met. Any problems or hazards must be reported and the appropriate action taken.
- Implement the trusts student behaviour policy to ensure as far as is reasonably practicable the health and safety of students on site and when engaged in Academy activities off-site.

- Arrange for appropriate supervision of students.
- Appoint members of the Academy management team to the Health and Safety Committee.
- Ensure that effective Health and Safety training is provided to all staff within their area of control.
- Equipment and devices provided for health and safety, including personal protective equipment, is suitable for use, used correctly and maintained in good clean condition.
- Making sure policies and procedures are reviewed to ensure their relevance and effectiveness in safeguarding the health and safety of and others in the vicinity.
- Monitor the performance of all staff under their control to ensure that their duties are being carried out effectively.
- Ensure statutory examinations and inspections are programmed and records kept.
- Ensure that the Trust's fire and first aid arrangements within their academy meet with those required by legislation, that all employees are aware of the arrangements and are trained in their use.
- Planned preventative or reactive maintenance is carried out safely and is adequate to keep all plant, equipment, premises and facilities maintained in safe working order.
- Set a personal example in all aspects of the health and safety.
- Ensure that all employees within their area of control are aware of and trained in appropriate safe systems of work and that records of all training are kept.
- Ensure that all required risk assessments and specified safe systems of work are implemented and records kept.
- Ensure safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus.
- Ensure that all new employees within their site are provided with the necessary information and training on health and safety matters on recruitment.
- Ensure that accidents are recorded and accident investigations are carried out where necessary. Any remedial actions identified must be closed down. Records will be maintained.
- Ensure that channels of communication regarding Health and Safety are in place.
- Direct that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Academy;

- Activities of contractors are monitored and controlled.
- Contractors have a safe place of work, are informed of local health and safety rules and know their own obligations to take care of their own and others' health and safety.
- Ensure that activities involving a risk to health & safety, do not take place until a full assessment has taken place and resultant control measures implemented.
- Ensure that arrangements are in place to inspect the premises and monitor performance.

3.8 Heads of Departments

Heads of Departments have delegated responsibility for the health and safety of staff, students, visitors, and others who may be affected. It is the responsibility of Heads of Departments to:

- Familiarise themselves with the Academy's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility.
- Participate in the work of the Health and Safety Committee as required.
- Set a personal example in all aspects of the health and safety.
- Ensure that staff have sufficient information, skills and experience to safely carry out their work and comply with relevant health and safety policies, procedures and safe systems of work. This includes information relating to emergency evacuation, fire etc.
- Ensure adequate supervision relative to the risks posed, for students and others with particular needs.
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use.
- Ensure that an inventory of all work equipment provided for use within their area of control is drafted, that a regular maintenance schedule of all work equipment is organised and all employees are provided with adequate information, instruction and training.
- Ensuring guidance from CLEAPSS is adopted and followed by technicians, other staff and students where necessary.
- Ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled.

- Set up and/or implement safe systems of work. Assist in the reviews of any safe systems of work as required.
- Ensure that an adequate faults reporting system is in operation in order that faults may be reported quickly and effectively by staff or pupils under their control. Any faults reported must be rectified as soon as possible.
- Ensure that suitable risk assessments are carried out for the activities being carried out within their area of responsibility and that they are reviewed annually as a minimum. Will also ensure that staff and students are provided with adequate information, instruction and training regarding such matters.
- Ensure that all plant machinery or equipment is fitted with suitable guards, the guards are in place and the equipment is in good condition. Ensure that steps are taken to prevent unauthorised or improper use.
- Co-ordinate health and safety management within area of control in order to achieve a standardised approach to Health and Safety within the Trust.
- Ensure that appropriate personal protective equipment is provided within their department for the activities to be undertaken.
- Ensure that the Trust Student Behaviour Policy is implemented within their department as appropriate.

3.9 **All Employees (teaching, non-teaching staff with positions of responsibility)**

Teaching / Non-Teaching staff are required to

- Provide effective supervision of their students and have a good understanding of the procedures in respect of fire, first aid and other emergencies.
- Give clear verbal and written instructions and warnings to students as necessary.
- Ensure that all equipment guards are in place and all personal protective equipment worn where required.
- Ensure guidance from CLEAPSS is followed by technicians, staff and students where necessary.
- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into buildings without authorisation.
- Check classrooms and areas used for hazards and report any issues as necessary to the Head of Department / Facilities Health & Safety Manager.
- Report any accidents, incidents or defects to the Head of Department or Facilities Health & Safety Manager.

- Set a personal example in all aspects of the health and safety.

All employees must: -

- Comply with the Trust's Health and Safety Policy and apply the Trust Policies to their own area of work/department.
- Comply with risk assessments and safe systems of work provided and ensure that any required Personal Protective Equipment is worn in line with risk assessments for activities undertaken.
- Report any safety hazard within their work area, or malfunction of any item or plant and equipment, to their immediate manager/Head of Department or the Facilities Health and Safety Manager.
- Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation/Head of Department
- Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.
- Use all safety equipment as may be provided in line with training provided.
- Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and to the safety of others.
- Maintain all equipment in good condition and report any defects to Management when they occur.
- Use only those items of equipment or machinery they have been trained and authorised to use and use in accordance with the manufacturer's instructions.
- Report all accidents to management, whether injury is sustained or not.
- Attend as requested, any training course designed to further the needs of health and safety.
- Ensure any staff under their control are provided with sufficient information, instruction and training.
- Observe any safety rules set down within client premises.
- Observe all laid down procedures concerning processes, procedures and substances used both within our own premises and within client premises.

- Familiarise themselves with the fire evacuation procedure and the position of all fire equipment and exit routes within any premises within which they are employed, including client premises.
- Familiarise themselves with the names and locations of first aid personnel and appointed persons as well as the position of first aid kits.
- Report any accidents or incidents to the Facilities Health & Safety Manager and assist in any accident investigations as required.
- Inform Management of any possible breaches in health and safety legislation noted or any possible improvements in safety, which can foreseeably be achieved.
- In addition to Section 7 below no person shall attend site suffering any intoxication e.g. an excessive alcohol level in the blood. (Excessive as defined in the Road Traffic Act – for the legal driving limit).
- No person shall attend site whilst intoxicated through the taking of any illegal substance. We operate a zero tolerance policy.
- Breaches of any of the requirements stated in this document will be dealt with through Trust disciplinary procedures.
- All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the Facilities Health & Safety Manager, Head of Department etc. as appropriate.
- The Trust recognises that members of staff are not chartered safety professionals or certificated risk assessors, but expects all staff in fulfilling their legal responsibilities for Health and Safety, to use their experience, knowledge and training to make reasonable, common-sense decisions about risk assessment and control measures.
- The Trust will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the Facilities Health and Safety Manager in the first instance and request that it is reviewed.

In addition to these responsibilities, the Health and Safety at Work etc. Act 1974 places legal duties on all employees.

These are: -

Section 7 - Health and Safety at Work etc. Act 1974

To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
 To co-operate with their employer to enable him to comply with any duties or requirements imposed on him.

Section 8 - Health and Safety at Work etc. Act 1974

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 places further duties on employees to:

Use any machinery, equipment, dangerous substances ... or safety devices provided to him by his employer in accordance with any training or instructions provided by the employer in compliance with any statutory provisions; and

Inform his employer of any work situation which may represent a serious and imminent danger to health and safety; and

Inform his employer of any matter, which may represent a shortcoming in the employer's arrangements for health and safety.

4 Arrangements

4.1 All Staff and Sub-Contractors

All workers on site working directly or indirectly under the control of the Trust shall be required to work to the general standards laid down in this Policy. These standards apply to the employed and sub-contractors. Failure to employ good site practice herein described may result in contracts being terminated or other sanctions being employed by the Trust to restore the requisite safety standards to site.

All workers on site shall be subject to site induction and consultation procedures covering each element of the works, and the application of suitable and sufficient measures to ensure the safety of employees.

The Trust undertakes to ensure that following assessment all reasonably practicable means shall be applied to achieve a safe working environment with suitable and sufficient standards of Health, Safety & Welfare for persons under their control and full implementation of the regulations and guidance as further information becomes available.

4.2 Information and Consultation

Copies of this policy are to be available to all Trust employees and other interested parties. The Trust is advised by a competent person, who will provide guidance, advice, and information where necessary.

Regular meetings will be held in order to provide a forum for Health and Safety matters to be discussed.

Suitable training will be provided to ensure that employees at all levels are:

- Aware of their health and safety responsibilities.
- Competent to carry out their duties.
- Competent to operate specialist tools, plant and work equipment.

Training needs will be identified so as to arrange suitable induction training for new starters, to familiarise themselves with the hazards and precautions relevant to their work, and with this Policy.

Employees and self-employed persons working under the Trust's control will be provided with copies of the General Policy Statement, details of their individual responsibilities and other parts relevant to their work. It will also be displayed prominently in Academy buildings.

Initiatives from employees on safety and health matters are encouraged, and these should be made through normal management channels. The Facilities Health & Safety Manager will be available for consultation on any safety or health matter. Arrangements will be made for consultation with employees as required by legislation.

4.3 Communication

Employees who are suffering from any medical condition must inform Human Resources (HR) of the details. HR will liaise with the Facilities Health & Safety Manager where required.

If it is identified that there are any unsafe conditions which may affect the health and safety of the employee or other persons, this must be communicated to the Facilities Health & Safety Manager who will ensure that the appropriate action is taken, for example a review of current risk assessments etc.

If appropriate and reasonable action is not taken, a report should be made to the Executive Headteacher in accordance with the Trust's Grievance Policy.

The Executive Headteacher will inform employees of any changes or information, which could affect their work activities.

The Executive Headteacher will make available to employees and bring to their attention the appropriate Sections of the Trusts Health and Safety Policy.

4.4 Health & Safety Training

It is the policy of RMA to give training to our employees not only to comply with minimum statutory requirements but also to secure a continuing safe and healthy working environment for employees, students, visitors and all those who may be affected by our activities. It is our aim to improve the quality and quantity of training in health and safety matters for all staff.

Training will include information regarding safe working procedures as well as such instruction and training that will enable our employees to identify hazards and introduce the appropriate systems for controlling them.

Induction training will be carried out as soon as possible after an employee commences employment, ideally on arrival. The objective is to ensure that new employees are familiar with all aspects of health and safety that relate to their employment.

In house training on all machinery, tools and equipment is carried out prior to use and records maintained. Where staff are appointed for Science, Design & Technology departments, evidence of historical training should be obtained and held on file where appropriate.

All contractors working on electrical installations will be suitably competent, qualified and graded according to the Joint Industry Board (JIB) scheme. They will also hold the relevant Electro Technical Certification Scheme (ECS) card. Electrical works will be undertaken by suitably vetted contractors.

We will continue to assess the health and safety training needs of employees and will compile an annual training schedule from this assessment. Records of all health and safety training undertaken will be maintained at the Trusts head office electronically.

4.5 Risk Assessment

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires the employer to carry out assessments of the risks to their employees whilst at work and the risks to the health and safety of non-employees arising out of or in connection with their undertaking.

The purpose of the assessments is to help employers to determine the measures needed to comply with their duties under relevant statutory provisions.

RMAT will ensure that assessments are carried out and recorded where necessary. Should any significant risks be identified whilst carrying out a risk assessment the Trust will take all reasonable steps to ensure that all such risks are minimised and that all relevant legislation is complied with.

In order to comply with legislation, the Trust will review risk assessments at least annually or more often should the work change or the validity of the assessment become suspect.

Task Specific Risk Assessments will be carried out and these will be tailored and implemented for individual academies, as necessary. The assessments will consider the hazards associated with activities undertaken, all those potentially affected and the possible risks.

Controls identified in risk assessments will be implemented in line with the Trust Health and Safety Policy and relevant legislation.

A risk assessment of our premises will also be carried out and any actions implemented. This will be reviewed annually or if there is a specific change.

4.6 Visits from Enforcement Officers

Health and safety legislation which applies to the work activities of RMAT is enforced by the Health and Safety Executive. All staff must co-operate fully with the requirements of all Enforcement Officers and provide any necessary assistance.

Should an Improvement or Prohibition Notice be served in relation to any activities carried out or an improvement Notice be served by staff of RMAT or any persons under their control, the activity prohibited must cease and the Facilities Health & Safety Manager and/or the Executive Headteacher informed immediately. This should allow the appropriate remedial action to be taken forthwith and within the time period allowed.

4.7 **General Workplace Safety**

RMAT will ensure that the workplace, and the equipment contained therein are maintained in efficient working order and in a good state of repair. If any potentially dangerous defects are discovered they should be rectified immediately or else steps taken to protect anyone who may be at risk.

Staff must take care when working within plant rooms and other potentially dangerous areas of our sites. Steps must be taken to ensure that a safe system of work is adopted with regards to access and working within these areas. Risk assessments are required for activities involving significant risks.

Steps will be taken, as far as is possible, to ensure that adequate welfare facilities are available for use by staff at all times.

Slips, trips and falls injure more people each year than by almost any other type of accident. These can be avoided by:

Obstructions

- Keep fire doors, stairs and passageways clear of any goods, rubbish and tools.
- Take extra care on staircases.
- Beware of temporary obstructions projecting into passageways.
- Do not take short cuts.
- Do not overload storage cupboards, drawers or desks.

Spillages

- If you discover a spillage:
- Guard the area and warn other persons.
- Contact the on-site premises team who will arrange for the spillage to be cleaned up.
- Remember that if you spot a hazard it is your responsibility to take action.

Housekeeping

- Keep your area tidy and make sure all rubbish is suitably disposed of or removed from site, as appropriate.
- Pick up any string, rope or nylon tape and do not leave trailing cables across walkways as they are a serious tripping hazard.
- Do not drop packaging materials on the floor.

Safe storage

- Do not store items haphazardly or untidily and make sure they are stored in the correct place.
- Never place or store a substance, liquid or powder in any container other than its original container with the name of the contents on the outside.
- If a container breaks, dispose of the chemical or substance in a safe manner.

Moving materials or equipment

- If you are moving materials or equipment on trolleys make sure you are not overloaded and that you can see where you are going.
- Follow all manual-handling instructions.
- Do not stand on furniture or chairs to gain height, use a stepladder.

General awareness

- Do not hurry without taking due care for other people's safety. Take particular care at blind corners and do not run.

4.8 Other Policies

It is the intention of RMAT to ensure a high standard of health and safety in all areas under their control. Other Policies are available to assist.