

Health and Safety Policy

It is the intention of The Development Manager (TDM) to pursue high standards and continuous improvement in the Health, Safety and Welfare of its staff, clients, visitors and all others who may be affected by its work activities.

TDM will do all that is reasonably practicable to implement best practice in the management of health and safety.

TDM recognises that health and safety is a core management responsibility and therefore requires full integration into the management of all its activities.

It is TDM's intention as far as is reasonably practicable:

- To work towards good and best practice by a process of continual improvement and compliance with all relevant legislation, codes of practice and other appropriate guidance.
- To ensure managers show commitment to leadership and improvement in managing health and safety.
- To manage health and safety through the process of effective communication and promotion of our policy with our staff, clients, customers, partners and stakeholders including risk assessment, risk control, training and development.
- To ensure staff commitment to this policy, by ensuring that staff are consulted on health and safety matters.
- To provide and maintain premises that include good ventilation and equipment and systems of work that are as far as is reasonably practicable, without risks to health and safety.
- To carry out annual risk assessments on premises and systems, incorporating fire regulations, lone workers and home workers.
- To provide appropriate information, instruction, training, guidance and supervision to all those involved in risk assessment and control, and in particular to ensure that all relevant staff receive the training required for them to be able to carry out the tasks and duties in a competent manner.
- To maintain the workplace and all means of access and egress in a safe condition.
- To maintain safe and healthy working conditions and environment, including COSHH (where applicable), manual handling, first aid arrangements and controls to reduce risks.
- To ensure all accidents/incidents/near misses are recorded and all RIDDOR reportable accidents are immediately submitted to the appropriate authorities e.g., HSE/Environmental Health, etc.
- To ensure that our partners/clients/learners/customers are operating health and safety procedures as agreed within our terms and conditions of contract.
- To provide a safe learning environment for all our clients who enter our premises.
- To provide any personal protective clothing or aids that any individual would benefit from the use of and would support safer working practises - if, where and when applicable.
- To ensure all staff and clients/learners receive a comprehensive health and safety induction upon commencement of employment or training and are informed of any restrictions or prohibitions that apply to them.
- To ensure that this statement and the Health and Safety Policy are reviewed annually and revised as necessary at regular intervals through Directors 'review meetings' and reviews with both the senior management team and board of governors.
- To monitor health and safety performance throughout TDM and to use the outcomes to inform and improve management practices as part of our continual commitment to health and safety improvement.



Derrin Kent
The Development Manager Managing Director
Overall Responsibility for Health and Safety

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1. Management System

This Health and Safety Policy forms the basis for TDM's Safety Management System.

Suitable and effective application with the Health and Safety Policy, in conjunction with Company Operating Procedures will ensure compliance with the Health and Safety at Work Act 1974 and all its associated Regulations and Codes of Practice.

2. Responsibilities

The Directors are responsible for the day-to-day management of the TDM Safety Management System. The application and effectiveness of the Safety Management System is reported via online meetings.

HR is responsible for:

- Undertaking and updating the General Risk Assessment and Sexual Harassment Risk Assessment.
- Ensuring the necessary people undertake and update the Risk Assessment for Critical Incident, Risk Assessment for Safeguarding-Prevent Duty and Risk Assessment for Prevent.
- Ensuring all new staff members receive health and safety training.
- Consulting/updating staff on changes to health and safety processes/procedures.
- Ensuring the first aid box is maintained with adequate supplies.
- Ensuring there is a suitable number of trained first aiders.
- Recording, investigating and reporting any accidents/near misses.

All employees are required to:

- Co-operate on health and safety matters and measures.
- Use safety equipment when it is necessary.
- Take reasonable care of their own health and safety and their working environment
- Report all health and safety concerns to HR (including accidents and near misses).

3. Organisation

All responsibilities are in accordance with the Health and Safety Flow Chart Document in Appendix 1.

The governors are updated on any health and safety issues at the quarterly board meetings.

4. Risk Assessment

Risk Assessments will be carried annually (unless changes in legislation occur prior to the review) to cover various areas, including the following:

- The Management of health and safety
- Lone working
- Manual handling
- Work equipment, machinery and work practises
- Display screen equipment
- Personal protective equipment
- Fire regulations
- Safeguarding (including the Prevent Duty)
- Critical incidents
- Remote working
- Vulnerable persons, including those under 18, working for TDM

Risk assessment forms and records will be kept on the TDM intranet for staff to access and manage accordingly. It is the responsibility of the senior management team and all staff to keep the risk assessments current and highlight any issues or concerns.

Please see Appendix 3 for links to the risk assessments.

The Risk Assessment Procedure will:

- Identify and consider all work activities, including staff working from home.
- Evaluate exposure to hazards or risks as a result of activities undertaken.
- Consider feedback from self-assessments of all personnel involved.
- Evaluate existing control measures and consider their effectiveness.
- Make suitable recommendations to remove, reduce and correct risks.
- Identify and confirm those responsible for taking actions.

- Confirm completion dates.
- Evaluate the potential for harm based on:
 - The potential consequence(s) involved
 - The frequency of exposure experienced
 - The number of staff/clients exposed to the risk/hazard
 - The age and the experience of the staff/clients involved
 - Lone working
- Identify staff and learners working within the office environment, ensuring:
 - There is adequate ventilation
 - There is good hand hygiene – adequate stock of sanitiser
 - There is sufficient cleaning undertaken by the cleaning staff
 - All safety regulations are in place
- Ensure employers premises are safe places to work

All work-placement premises of employers that partner with TDM for delivery of apprenticeships and services will be subjected to risk assessment prior to the apprenticeship programme commencing – although the employer has the primary responsibility for the health and safety of their employees/apprentices and should be managing any significant risks, as the training provider, TDM will take reasonable steps to satisfy ourselves that the employer is doing this.

5. Risk Management

Where reasonably practicable all risks identified as a result of the assessment(s) will be eliminated.

Where it is not practicable to eliminate the risk totally, the effect will be reduced to an acceptable level by the application of control measures.

Where necessary, written notification of the risk(s) will be issued to the appropriate person(s).

All staff can access the various TDM risk assessments through the staff intranet, and these are reviewed on an annual basis, with any changes communicated to all staff.

All learners, including apprentices, discuss health and safety with their coaches and trainers and work on professional attitudes and behaviours, which allow them to be active participants in the health and safety systems of their employers and of TDM.

6. Training and Development

TDM have written Policies and Procedures, which are reviewed, on an ongoing basis (as a minimum annually) and are accessible to all.

All new staff members and learners/training groups will receive a comprehensive health and safety induction on commencement of employment or training.

Staff training will be prioritised and provided based on an individual's continuous professional development plan and will be determined by their level of responsibility and job role.

The effectiveness of all training provided is periodically reviewed, where the needs of the employee are considered as well as that of the Company.

Training of TDM learners is continuous and health and safety remains a national educational priority, which is embedded in all TDM training programmes.

7. Young People and Vulnerable Adults

Any person under 18 years of age is recognised as a child. Extra precautions may be needed for children and vulnerable adults due to their relative inexperience and possible lack of physical abilities and risk perception.

Also, TDM recognise the need to protect any person over 18 years of age who is recognised as vulnerable, requiring extra precautions due to restricted medical, mental and/or physical abilities and risk perception.

TDM recognise the need to support and protect young people by maximising opportunity and minimising risk through implementation following safeguarding policies and procedures. (Also refer to the TDM Safeguarding Policy).

Staff involved in day to day working with young people and vulnerable adults are subjected to DBS checks.

Regular training and standardisation meetings provide a space to contribute with ideas on how to improve on current systems, ask questions to colleagues and share best practice.

Staff undertake safeguarding training on an annual basis.

Staff also receive regular training and standardisation sessions on TDM core processes and procedures that ensure they know what to do where learner health and safety is concerned. For example, if a learner is feeling ill and they cannot attend training, the process states that the employer must be informed of absence to training and arrangements to be made to recover training at a later date.

Learners are encouraged to make a positive contribution to their own health and safety and that of others – they are encouraged to write about their health and safety learning and reflections in their reflective e-portfolio, displaying it as part of personal and professional development to their managers and at end point assessment.

8. Control of Entry and Exit to Premises

All Staff, clients/learners and visitors must adhere to the company requirements when entering or exiting company premises. On commencement of employment all staff will receive a local health and safety induction detailing the entry and exit requirements.

All visitors will be accompanied or supervised by a known member of staff made responsible for them. Visitors will be collected from reception by the person they are visiting and must stay with that named person, unless otherwise authorised and controlled by a TDM manager/director. In an emergency, the TDM staff member will take responsibility of that person and lead the visitor out of the building to the assembly point and ensure they are checked off the visitors register.

In the event of an evacuation all signing in/out registers will be taken to the evacuation point by an appointed person. Clients/learners that are visited in their own place of work will need to share the health and safety procedures with their coaches.

9. Control of Substances Hazardous to Health (COSHH)

It is the policy of TDM to ensure that all staff, their visitors, customers/learners and contractors are not exposed to any substance known to be hazardous to health. Where this is not practicable to achieve, adequate control measures will be introduced, aimed at reducing exposure to an acceptable level.

10. Contractors Rules and Regulations

The purpose of this arrangement is to ensure that all work performed for or on behalf of TDM is performed in a controlled manner thus ensuring compliance with company policy.

The details of this policy statement will apply to all contractors, their sub-contractors and their staff while performing any work in accordance with a TDM agreement. Prior to commencing any work, the contractor must consult with TDM management to determine whether it is safe to do so. The access of contractors will only be to such parts of the premises as is necessary for the purpose of carrying out the necessary work. Due to the nature of the work TDM performs, special care must be taken when working with electrical equipment and the Information Security Policies and procedures must always be adhered to.

The management team must ensure any damage to equipment, installation or any other property whatsoever (whether such property be on the employer's premises or on neighbouring companies' premises) caused by the contractor due to their neglect will be made good to the acceptability of TDM and at the expense of the contractor(s) concerned.

TDM management will make certain contractors ensure effective work disciplines are applied and there are adequate precautions to ensure person(s) will not be at risk of injury and any equipment deemed unsafe, or unsuitable for use, is not used on site.

TDM management will ensure the contractor does not deposit any equipment, materials or rubbish anywhere on the premises without the consent of the company.

Consent will in no way render TDM liable for the care or safety of this equipment, materials or rubbish and on removal the contractor will leave all areas in a clean condition and to the satisfaction of the TDM management representative.

Contractors will provide all equipment, tools and other resources required to carry out the work needed. Contractors will not be allowed to affix advertisements or take photographs without permission from the company.

Each contractor is required to hold employers' liability and other relevant insurance.

Failure to comply with these conditions will result in the contractor being asked to leave the premises/site.

11. Electrical Safety

All electrical equipment will be maintained by TDM, this will include an annual inspection and, where deemed necessary, testing of the electrical system.

No employee must carry out electrical repair work themselves. A qualified electrician must carry out any necessary electrical work.

Electrical equipment that requires testing and inspection will be marked and a record kept of the result.

Employees are not to bring any personal electrical appliances into the office (such as toasters, heaters or fans etc).

12. First Aid

First aid facilities are provided through a nominated person (or First-Aider), who will deal with any accident or incident in the appropriate manner using the equipment and facilities provided by TDM, in accordance with current health and safety legislation. (See Appendix 2 for contact details of first aiders).

The facilities provided will be the responsibility of the Business Operations Manager, who will ensure that the contents of the first aid box are fully maintained.

All accidents and incidents with learners, customers or staff will be reported to HR and details recorded in the Accident Book.

Reporting is to be made to the Managers and Directors of the following measures, based on the previous month's performance:

- Number of accidents reported.
- Number of reportable accidents (RIDDOR).
- Identification of trends.
- Corrective action(s) identified, who is responsible for its completion and confirmed timescales.

First aid treatment facilities made available to apprentices, learners, customers will be in line with TDM arrangements, however in cases of emergencies TDM will call NHS 111 who will give advice on what to do for an urgent medical concern, or 999 for life threatening emergencies.

13. Accident Investigation and the Reporting of Injuries (RIDDOR)

TDM will report to the appropriate authorities all work related accidents, diseases and dangerous occurrences that occur within its premises. It will also ensure that work placement providers adhere to the RIDDOR Procedures. RIDDOR reportable accidents are:

- Death or major injury
- Over seven-day injury (incapacitation for more than seven consecutive days, excluding the day of the accident)
- Disease
- Dangerous occurrence

The detail and level of an accident investigation will be in accordance with the seriousness of the accident and whether it is confirmed as being a 'Reportable' accident. Accident investigations will be conducted by a health and safety qualified person, they will be documented, and records retained for a minimum of three years after the date on which it happened. They will include:

- The date and method of reporting.
- The date, time and place of the event.
- Personal details of those involved.
- A brief description of the nature of the event or disease.

14. Fire Arrangements

It is the policy of TDM to assess the risk that fire poses to the business, its staff, clients/learners, visitors and contractors. To this end, TDM completes a fire risk assessment as part of the Health and Safety Risk Assessment within its premises. TDM will comply with the landlord's fire evacuation procedures.

The TDM offices are in managed buildings so any fire arrangement requirements are met by the Landlord, and any testing of equipment is completed annually via their processes.

Fire drills are performed twice a year, the outcomes of which are monitored by the Landlord.

15. Manual Handling

It is the policy of TDM to assess the risk manual handling poses to its staff and clients/learners.

To this end effective training will be given to those at risk in safe handling methods and lifting and carrying aids will be provided to prevent harm.

Employees and clients/learners must follow the methods described as a result of the risk assessment and training given.

16. Working Alone

TDM recognises that some staff are required to work by themselves, without close or direct supervision and sometimes in isolated work areas or outside of office hours.

This policy applies to all situations involving lone working arising in connection with the duties and activities of staff. The policy outlines lone working procedures and what is expected of employees who undertake lone working.

This policy aims to:

- Increase staff awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic way and that safe systems and methods of work are put in place to reduce that risk so far as is reasonably practicable.
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on staying safe when working alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999

This policy operates in conjunction with the following TDM policies:

- Health and Safety Policy
- Risk Assessments
- Safeguarding Policy
- Disciplinary Policy

Definitions

For the purpose of this policy, '**lone working**' refers to situations where staff, in the course of their duties, work alone either on or off the TDM premises and are physically isolated from colleagues, possibly without immediate access to assistance.

Due to the shared office buildings within which the TDM office/hot desks are located, it is possible for a staff member to be 'lone working' whilst there are other people in the buildings.

Due to the hybrid nature of working practices at TDM, for those employees who work from home alone, the 'buddy' system will not need to be followed in its entirety. However, managers should be in regular contact with their team members and should they not hear from, or be concerned about a team member's welfare, the Business Operations Manager should be contacted immediately to see if the employee has been active on their IT equipment recently and to access the emergency contact details from the HR Toolkit for next of kin should the employee be unreachable.

Roles and Responsibilities

The Business Operations Manager is responsible for:

- Ensuring there are arrangements in place for identifying, evaluating and managing the risks associated with lone working.
- Implementing this policy.
- Ensuring there are arrangements for monitoring incidents linked to lone working.
- Reviewing this policy on an annual basis.
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents.
- Ensuring that appropriate support is given to staff involved in any incident.
- Providing lone workers with personal safety equipment, e.g. a mobile phone, where necessary.
- Ensuring that staff are given appropriate information, instruction and training regarding lone working that is updated as necessary.

Line managers are responsible for:

- Ensuring that all staff are aware of this policy.
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees.
- Identifying situations where staff work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own.
- Ensuring that the relevant risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with lone working.

Lone workers are responsible for:

- Taking reasonable care of themselves and others affected by their working.
- Following TDM's policies and procedures for safe working.
- Following the 'Buddy System' as outlined in the 'Procedures for Lone Workers' section.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for advice as appropriate.
- Taking part in training related to lone working as required.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
- Seeking the permission of the Business Operations Manager before working alone, if outside the times considered 'core operating hours'
- Ensuring they have the necessary equipment with them while lone working.
- Adhering to all necessary policies and procedures at all times while lone working.

Authorisation

The Business Operations Manager will develop an approved list of lone working activities, outlining situations where lone working may be authorised and the necessary precautions and work methods to be followed.

If staff members would like to work at the TDM office outside of the TDM core operating hours (from 08.00 – 17.30 Monday to Friday) and where no other staff members will be present, they must request authorisation from the Business Operations Manager to undertake lone working.

Regardless of the time, should a staff member be the last (or only) person in the office, they will operate the 'buddy' system as below. This is in case an incident occurs and no one is aware they are alone in the office.

Lone working will be authorised if it constitutes one of the following activities:

- Computer based work
- Reading/researching using the books in the library

and the staff member has confirmed their 'buddy' as per the 'buddy' system below. If the lone working activity is not on the above list, it can only be undertaken following explicit authorisation from the Business Operations Manager.

Risk Assessment

Lone working is covered as part of the TDM General Risk Assessment available [here](#).

Any person who becomes aware of circumstances involving lone working, where the existing control measures may not be fully effective, will inform the Business Operations Manager as soon as possible.

Procedures for Lone Workers

Staff members must notify HR if they are undertaking lone working outside of the core business hours. A record will be kept by HR containing details of all staff members that undertake lone working outside of the core business hours, including the tasks they undertake, where they undertake them and when.

All employees will ensure their calendars are kept up to date with details of where they are at all times and their expected travel time.

If, during any business travel, a lone worker's plans change significantly, they will contact their manager to inform them of changes to their schedule and will update their calendar if possible.

All workers are provided with a mobile phone and other personal safety equipment where necessary. Lone workers will ensure they have all of their provided personal safety equipment with them prior to lone working and that the equipment is working.

When working from the office alone during the day, the lone worker will wedge the office door open (these are not fire doors) to enable an easier raising of the alarm should an incident occur. Access to the building is via a fob so no unauthorised people should be onsite.

Lone workers will avoid organising meetings where they will be alone with an individual. If it is likely this may happen, the staff member will arrange to meet the individual in a public place (such as a café).

If a staff member is required to work alone with a child or vulnerable adult, they will follow the procedures outlined in the Safeguarding Policy.

Under no circumstances should a lone worker compromise their personal safety. If a lone worker feels in danger, they will remove themselves from the situation immediately.

TDM operates a 'buddy' system, whereby lone workers agree a designated, available member of staff will:

- Be aware of the schedule and movements of the lone worker.
- Have all necessary contact details of the lone worker.
- Agree with the lone worker that the lone worker will make contact with them every hour at a set time.
- Attempt to contact the lone worker if contact is not made as agreed.
- Follow agreed escalation procedures and notify the Business Operations Manager of any incidents/concerns.

The lone worker will arrange contingency arrangements for a different member of staff to take over the

'buddy' role if the nominated person becomes unavailable.

The lone worker may choose a family member to be their 'buddy' but only if that family member is provided with the necessary procedures for being a 'buddy' and the contact details of the Business Operations Manager should there be a problem. HR will also require the contact details of the 'buddy' in advance of them acting as 'buddy' should any contact need to be made in relation to the lone worker.

Where there is a genuine concern about the whereabouts or safety of a lone worker, the Business Operations Manager will use the information held on record to try and ascertain the whereabouts of the worker. If contact cannot be made, the Business Operations Manager will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

Home visits

No home visits are to be conducted. If a staff member arrives at an address they thought was a business address but it becomes apparent that it is a residential address, they are not to proceed with the meeting and are to rearrange it at a public place, the TDM office or via video call.

Safeguarding

If a lone worker is required to conduct one-to-one sessions with learners, the following guidelines will be adhered to:

- The Safeguarding Policy will be adhered to at all times
- Full and ongoing training regarding safeguarding will be provided to the worker
- Meetings or sessions will never be held in remote or secluded areas
- At least one other member of staff will be informed of when and where a one-to-one session is taking place
- The lone worker will not use 'engaged' or equivalent signs on rooms used for one-to-one sessions
- Doors will be kept open during sessions – where this is not possible, the worker will ensure both parties are visible through a window
- When holding the session, the worker will talk to the learner with a desk between them, or otherwise arrange the room or environment to avoid unnecessary physical contact
- Both parties will sit near to the door during sessions
- If a learner becomes emotionally distressed or angry, the worker will seek assistance and a record will be kept of the incident

Any allegations against a lone worker will be dealt with in line with the Disciplinary Policy.

Safety Issues

Lone workers will report incidents such as accidents, near misses and threatening situations to the Business Operations Manager or HR who will make a record.

Lone workers should raise any safety concerns with HR, who will arrange for additional precautionary measures to be put in place.

17. Display Screen Equipment (DSE)

TDM is fully committed to protecting the health and safety of our learners and staff, in line with our statutory duties. This policy is in place to ensure that members of the TDM community who regularly use display screen equipment (DSE) are supported and understand how to take the necessary precautions to limit the potential risks surrounding regular use of DSE.

This policy outlines the areas of concern regarding, along with solutions to, the risks around regular use of DSE. Although this policy is designed to be read by staff, the outlined safety procedures also apply to learners who use DSE for prolonged periods of time.

For the purposes of the policy, TDM will define display screen equipment (DSE) as inclusive of the following:

- Conventional cathode ray tube screens
- Liquid, crystal or plasma displays used in flat-panel screens and touchscreens
- Screens used to display line drawings, graphs, charts or computer-generated graphics
- Screens used in work with television or film pictures
- Non-electronic microfiches
- Closed-circuit television

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (Display Screen Equipment) Regulations 1992
- DfE (2018) 'Health and safety responsibilities and duties for schools'
- HSE (2022) 'Working safely with display screen equipment'

This policy operates in conjunction with the following TDM policies and documents:

- Health and Safety Policy
- Staff ICT and Electronic Devices Policy
- Device User Agreement
- Risk Assessments
- Flexible Working Policy
- Records Management Policy

Roles and Responsibilities

The Management team is responsible for:

- Ensuring the organisation provides a safe place of work and learning for all staff, learners and visitors, in line with its statutory duties.
- Overseeing that staff receive training so that they can perform their duties with DSE in a safe manner.
- Ensuring whole-company familiarity with the requirements of the appropriate legislation and codes of practice.
- Assessing the efficacy of this policy and ensuring any necessary changes are made.

The Business Operations Manager is responsible for:

- Ensuring all risk assessments related to DSE are in place and up-to-date.
- Arranging training for staff using DSE.
- Ensuring the steps and requirements laid out in this policy are implemented at all times.
- Regularly reviewing this policy and its efficacy, in conjunction with the Management team.

Members of staff using DSE are responsible for:

- Ensuring they only use DSE once they have undertaken the appropriate training.
- Using DSE in line with the health and safety measures set out in this policy, and as learnt during their training, at all times.
- Informing HR of any situation where the use of DSE is resulting in either injury or risk of injury as soon as possible.
- Where applicable, ensuring any learners using DSE do so in line with the health and safety requirements of this policy.

Workstations

TDM will conduct a risk assessment of the workstations where staff (or learners working from the TDM premises) use DSE as part of their normal, continuous work. This assessment will aim to minimise any identified risks in the following areas:

- Equipment – keyboard, mouse, display screen
- Furniture
- Environment
- The task being completed using DSE
- Any special requirements of the user

A workstation risk assessment will be undertaken each time:

- A new workstation is set up
- A new DSE user is employed
- A change is made to an existing workstation or the way it's used
- A DSE user complains of pain or discomfort

TDM will refer to the [workstation checklist](#) for DSE use when conducting a risk assessment of workstations.

TDM will ensure all users of DSE are aware of how to maintain a comfortable typing position, including:

- Maintaining a practical and comfortable space between the user and the DSE.
- Avoiding hunching or straining unnecessarily.
- Placing the mouse to the appropriate side of the keyboard based on the needs of the user.
- Adjusting all adjustable furniture where necessary.

TDM will ensure it provides users with adjustable chairs where possible, to maximise comfort and ease of use.

TDM will ensure it provides users with adjustable DSE - this includes being physically adjustable by tilting or swivelling, or through the electronic settings such as adjustable brightness and colour saturation.

Any staff (or learners working from the TDM premises) with SEND will be provided with any reasonable additional support they require to use DSE.

Learning Spaces

TDM will ensure it makes all learning spaces on the organisation site where staff and learners will be using DSE comfortable, practical and conducive to a safe and productive use of DSE.

Where a room is used primarily for ICT equipment, TDM will:

- Set the lighting to slightly lower lighting levels than are required in other rooms where possible.
- Install blinds to reduce occurrences of glare.
- Install anti-static and non-slip flooring.
- Maintain an adequate space between workstations holding DSE, e.g. desktop computer screens.
- Ensure the room has sufficient space and pathways to permit all staff and learners to access DSE, including those who may need additional space to meet their needs.
- Cover all electronic wires and cabling, using trunking and rubber cable covers, to prevent tripping.

Working from Home

If working from home, TDM will ask staff to carry out a basic assessment of their DSE workstation at home, using the [workstation checklist](#) as a basis.

Staff (and learners where necessary) who require DSE to complete their working or learning duties and commitments will be provided with the appropriate equipment from TDM, where necessary.

Upon first login, staff will be required to read and agree to the IT Code of Conduct agreement before being able to access the TDM systems.

TDM will encourage staff using DSE at home to follow some simple steps to reduce any risks associated with DSE, including:

- Breaking up long spells of DSE use with rest breaks or changes in activity.
- Regularly changing seating position to avoid prolonged periods of stasis or discomfort, where possible.
- Getting up from their workstation and stretching at regular intervals, as appropriate to the user.

- Applying filters to the screen, e.g. night-time settings, to reduce the risk of eye fatigue.

TDM will maintain regular contact with staff using DSE to complete their working and learning commitments to assess whether any additional requirements are needed. These discussions may focus on:

- Aches, pains or discomfort related to the arrangements for DSE use at home.
- Technological issues with their equipment.
- Any instances where the user has been using DSE without adequate rest and recovery breaks.

TDM will then endeavour to meet any additional requirements where possible, including carrying out a full workstation assessment.

Health Risks

TDM will ensure that its users of DSE have work schedules that include breaks or changes of activity, in line with its legal requirements as an employer.

TDM will finance an eyesight test for employees, including a vision test and eye examination, from either an optometrist or doctor for staff using DSE for work, if the user requests one. DSE users will be made aware of how they can apply for an eye test.

TDM will provide glasses for staff using DSE for work, if they require the special glasses prescribed for the distance the screen is viewed at – TDM will not be responsible for paying for prescription glasses if they are suitable.

In order to minimise the risk of adverse effects of DSE use on eyes, TDM encourages DSE users to take regular breaks, e.g. 5 to 10 minutes every hour, or changes of activity. TDM will also encourage users to:

- Check the screen is well positioned and properly adjusted to suit their needs.
- Ensure lighting conditions are suitable, i.e. the room is adequately lit so as to minimise the need to squint.
- Get up from their workstations and move around or stretch and change posture during their breaks or change of activity.

In order to minimise health risks resulting from DSE use, TDM will train staff in safe working practices as part of their induction. This will include:

- Good posture
- Adjusting chairs and other furniture
- Arranging desk space
- Adjusting screens and lighting to avoid reflections and glare
- Breaks and changes of activity
- Workstation assessments
- The process for reporting issues
- The support available for arranging and financing an eye test

TDM will ensure that any staff (or learners working from the TDM premises) working with DSE who may be at increased risk of injury, e.g. those with photo-sensitive epilepsy, are provided with the appropriate support in order to facilitate their use of DSE, where possible.


Staff members who are pregnant will receive a workstation assessment to be able to safely work with DSE.

18. Driving for Company Purposes

Prior to driving for any work-related purposes (with the exception of commuting to the Worcester Office), staff are required to provide their driver details to show they are legally able to and are adequately covered to use their car for TDM business purposes.

Staff will ensure they abide by road laws, their company mobile phone is always charged and available in case of breakdown/incident, they only use hands free if making a call whilst driving, and they report any incidents or near misses to HR so the accident reporting process can be followed.

Document Management

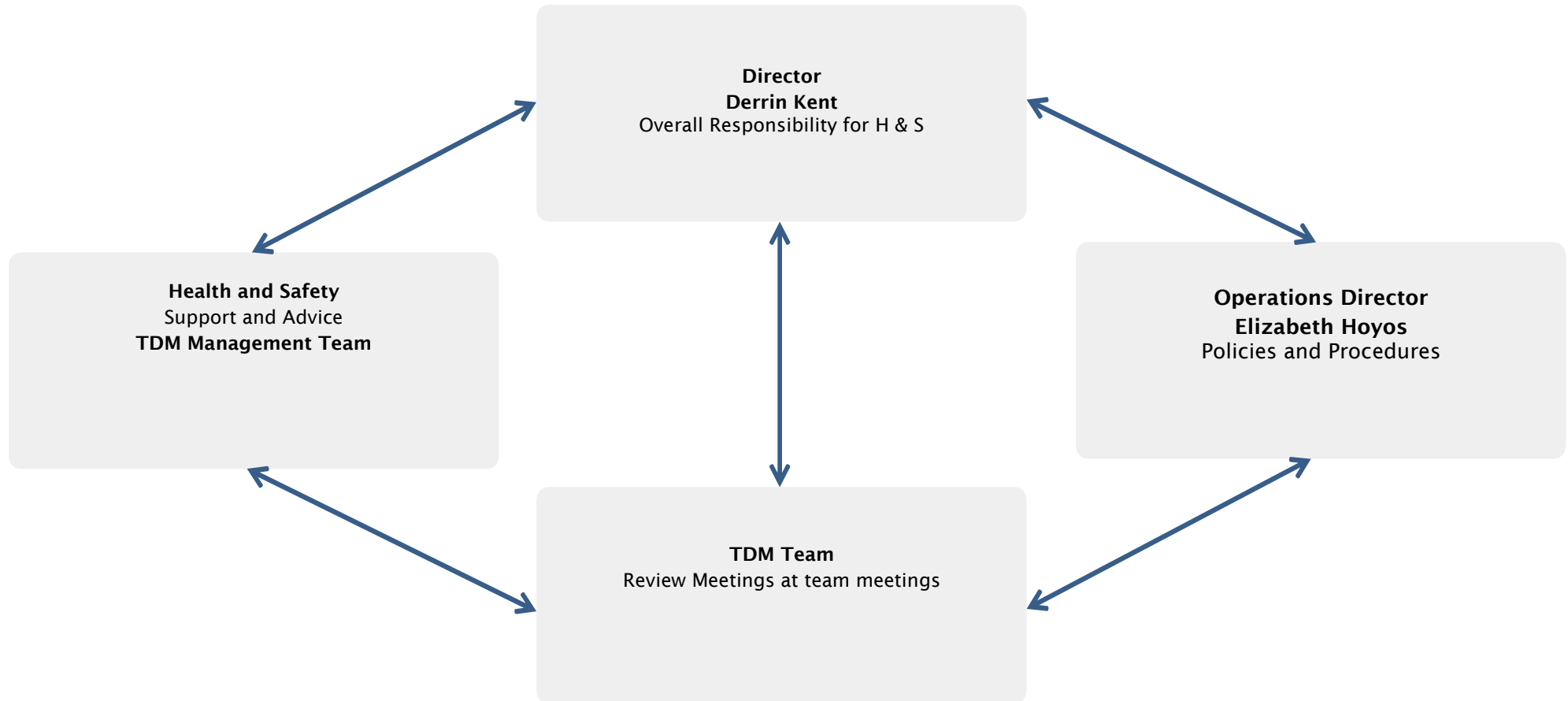
Document Name and Reference	Health and Safety Policy -TDMPP003
Classification	External
Policy Ownership	This policy is owned by all staff at TDM
Policy lead originator and point of contact in relation to its content:	Elizabeth Hoyos-Operations Director Derrin Kent- Managing Director Jennifer Johnson- Compliance Manager and Designated Safeguarding Lead Abi Robbins – HR and L&D Manager Jon Barrett – Business Operations Manager
TDM policy and procedure approval	Elizabeth Hoyos-Operations Director
Signature	
Date	10 th January 2023

Version Control					
Issue Date	Revision Number*	Revision Date*	Revision Changes*	Initials	Next revision Date
01/09/07	001		Issued and various reviews on an annual basis	DK,GB	Annually
01/09/07	013	03/09/20	Reviewed and updated -ensure covid measures added	EH,DK	January 2021
01/09/07	014	18/01/21	Reviewed	EH,JJ	January 2022
01/09/07	015	10/01/22	Reviewed, addition of document control table.	JJ,EH	January 2023
01/09/07	016	10/02/23	Reviewed	EH	January 2024
01/09/07	017	22/06/23	Reviewed - removed references to Covid-19. Updated Jennifer Johnson's job title. Removed leaver from first aider list. Removed first aid office location box as we have one office now.	AR	June 2024
01/09/07	018	22/03/2024	<ul style="list-style-type: none"> Removed 'monthly' from team meetings in Appendix 1 Added 'TDM will comply with the landlord's fire evacuation procedures.' Took out reference to learner voice forum from Risk Management Section. Included that accident records will be kept for 'a minimum of' three years Updated whole DSE section Update whole Working Alone section Added 'Staff will ensure they abide by road laws, their company mobile phone is always charged and available in case of breakdown/incident, they only use hands free if making a call whilst driving, and they report any incidents or near misses to HR so the accident reporting process can be followed.' To Driving for Company Purposes section. Updated list of first aiders in Appendix 2. Added 'Employees are not to bring any personal electrical appliances into the office (such as toasters, heaters or fans etc).' Updated 'The facilities provided will be the responsibility of the Business Operations Manager, who will ensure that the contents of the first aid box are fully maintained.' - instead of 'nominated person'. 	AR	March 2025
01/09/07	019	25/03/2025	<ul style="list-style-type: none"> Reviewed 	AR	March 2026

			<ul style="list-style-type: none"> • Added that employee responsibilities include: to use safety equipment when it is necessary. • Added that all health and safety concerns (including accidents and near misses) should be reported to HR. • Updated risk assessment list. • Removed from 'Contractors Rules and Regulations': a TDM consultant's agreement • Updated first aider list. • Updated links from Google Drive to SharePoint. • Updated responsibilities of HR throughout policy (and added section under 'responsibilities'). • Removed: 'Staff involved in day to day working with young people and vulnerable adults are subjected to DBS checks and are given a health and safety induction on how to proceed where it involves learners' • Updated 'policy lead and point of contact box' 		
01/09/07	020	23/03/2026	<ul style="list-style-type: none"> • Added 'Staff members must notify HR if they are undertaking lone working outside of the core business hours.' • Updated contact details in Appendix 3 to the IT Helpdesk • Updated reporting through RIDDOR from three-day injury to over seven-day injury (in line with HSE guidance) • Fire arrangement updated • Updated 'Control of Entry and Exit to Premises' section - visitors will not be left unaccompanied and will be looked after by a TDM staff member in the case of an emergency. 	AR	March 2027

*Significant changes or reviewed

Appendix 1
Health and Safety Organisational Chart



Appendix 2

First Aiders at TDM

Name and Email	Last Training Completed
Joe Mackett joe.mackett@tdm.co.uk 0333 101 0040	April 2024
Ben Parker Ben.parker@tdm.co.uk 0333 101 0040	March 2024
Mel Eastwood mealnie.eastwood@tdm.co.uk 0333 101 0040	April 2024
Jess Gladston jessica.gladston@tdm.co.uk 0333 101 0040	April 2024

Appendix 3

Risk Assessments in the staff Intranet

Please access all Risk Assessments using your Company Login credentials to this Drive Folder:

[Risk Assessments & Critical Incident Policies](#)

Please contact the IT Helpdesk ithelpdesk@tdm.co.uk if you are TDM staff member and require access.