

SITE HEALTH AND SAFETY MANUAL 2022/2023

Reviewed by (name)	Date	Next review needed
Mark Pike	January 2023	January 2024

Signed		Date	

This policy will be reviewed on an annual basis

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Version Tracker

Date	Version	Updated By	Reason for update
April 2019	1.1	Martyn Holland	Updated following improved training and procedures.
Feb 2022	1.2	Diane Betts	New CEO and review of all policies as part of organisational review.
April 2022	1.3	Mark Pike	Info on PEEP added
January 2023	1.4	Mark Pike	Learner Foodbank paragraph

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1. Health and Safety Policy Statement

- 1.1 This policy is issued by City Gateway Limited in accordance with its responsibilities under Section 2(3) of the Health and Safety at Work Act 1974.
- 1.1 City Gateway will provide, so far as is reasonably practicable, safe and healthy working conditions for its learners, apprentices and employees and will ensure that its activities do not endanger the health and safety of either the public visiting the premises, contractors working on the premises and volunteers taking part in its activities.
- 1.2 In particular, City Gateway will ensure, so far as is reasonable and practicable:
 - a. compliance with statutory requirements for health and safety
 - b. provision and maintenance of the workplace in a condition that is safe and free from risk to health
 - c. provision and maintenance of plant and equipment that is safe and free from risk to health
 - d. arrangements are implemented to maintain safe and healthy work operations in connection with handling, operation, storage, transport and use of articles, equipment, machines or substances
 - e. provision of information, instruction, training and supervision as is necessary for its staff.
- 1.3 All staff, in accordance with Sections 7 and 8 of the Health and Safety at Work Act 1974, must ensure that they:
 - a. comply with the Health and Safety Policy, safety notices and safety instructions
 - b. conform with all measures taken to comply with statutory legislation
 - c. use properly the equipment and facilities provided to ensure health and safety at work
 - d. refrain from any action that might endanger themselves or others; and
 - e. refrain from wilful misuse of, or interference with, anything provided in the interests of health and safety and welfare.
- 1.4 Failure by staff to observe these above requirements can render them liable to prosecution by the enforcing authority and disciplinary action by City Gateway.
- 1.5 City Gateway has appointed a Health and Safety Competent Person to assist with implementing effective health and safety measures throughout its premises. City Gateway also encourages staff to report accidents, incidents and hazards so that these matters can be resolved as quickly as possible.
- 1.6 This policy will be reviewed on a regular basis (annually as a minimum) or after a major accident or incident, or if risk assessment outcomes requires this, and safety instructions on the following pages will be amended and updated when required. Any alteration or amendment will be brought to the attention of all staff, and where relevant employers and learners / apprentices.

Signed:

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health, amended to include [Covid](#).
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

3. Roles and Responsibilities

- 3.1 The Trustee Board has ultimate responsibility for health and safety matters in the organisation, but will delegate day-to-day responsibility to the Chief Executive. The Chief Executive is responsible for overseeing, implementing and monitoring the policy.
- 3.2 Day to day management of health and safety will be the responsibility of the Health and Safety Competent Person (HSCP) and those they require to carry out these tasks. The HSCP and those they delegate to oversee health and safety for City Gateway are responsible for:
 - ensuring staff receive adequate instruction, information and training to enable them to work safely without risk to health
 - investigating the cause of all accidents and "near-miss" accidents and making suitable recommendations to prevent recurrences

- maintaining suitable training records of all staff concerning health and safety
- keeping suitable records of all accidents in the appropriate accident book and, when necessary, reporting the circumstances of the accident to the Safeguarding Board
- ensuring health and safety risk assessments are carried out annually and, if practicable and affordable, all resulting actions be carried out within the specified timeframe stated in the risk assessment
- ensuring adequate assessments of workstations are carried out when requested and recommendations implemented as soon as is practicable
- ensuring assessments of all hazardous substances in use are undertaken and that these are brought to the attention of all users
- ensuring assessments for work equipment, manual handling, pregnant women, young workers aged 16 to 18 years old, work experience students are written and the information is conveyed to appropriate persons
- Conducting employer appraisals before placing any learners either on a work experience (traineeship) placement or an apprenticeship placement.
- liaising with contractors who work in the premises to ensure they observe safe working practices
- ensuring that fire precautions in operation are maintained and updated as necessary and observed
- undertaking occasional safety inspections, identifying potential hazards and making recommendations when appropriate
- making recommendations for updating the policy when necessary and for reporting issues of major concern to the HSCP.
- appointing one or more persons to undertake any or all of the above matters on their behalf.

3.3 All employees have responsibility for their own safety and that of the learners / apprentices, their colleagues and others in the vicinity of their work. They are required at all times to follow safe working practices, specifically:

- To familiarise themselves with company safety procedures and all aspects of health and safety relating to their own job and working environment.
- To obey fully and promptly all instructions given by managers and for the protection of learners and employees.
- To bring immediately to the attention of a manager any considered deficiencies in equipment, procedures etc. and any identified health and safety problem.
- Report any problems directly to the designated Health & Safety Competent Person
- To report all injuries and accidents at work, however slight, in order that correct records can be maintained.

3.4 In accordance with the Management of Health and Safety at Work Regulations, City Gateway will use services of an external qualified registered safety practitioner, as and when necessary, to:

- advise on assessments of workstations, manual handling task and hazardous substances
- investigate all serious accidents and “near-miss” accidents making recommendations when necessary
- provide suitable advice on health and safety legislation, updating management as and when necessary

- give advice about and/or organise suitable training in health and safety for staff
- assist, when requested, with any update of the Health and Safety Policy
- Provide advice and assistance when requested concerning contractors' method statements and systems of work.

3.5 In accordance with the [Health and Safety \(Consultation with Employees\) Regulations 1996](#), City Gateway will consult all employees on health and safety information with respect to:

- introduction of measures, which may affect staff
- arrangements for the appointment of Health and Safety representatives and Fire Marshals
- planning and organising of health and safety training
- Introduction of new technology, which affect staff.

4 Health and Safety Arrangements

4.1 Accident reporting

This section outlines the reporting requirements in the event of an accident:

- All staff must report any accident to the Health & Safety Competent Person (HSCP) or those they delegates to deal with health and safety as soon as possible after the event.
- The HSCP (or staff member they delegates to act on their behalf) together with the injured person, where possible, will enter details of the accident in the accident book held on site.
- If the injured person is absent from work for more than three days, excluding the day of the accident, but including Saturday and Sundays, the HSCP (or those staff members they delegates to act on their behalf) will inform the HSE using the prescribed accident form within ten days of the accident occurring in line with (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) RIDDOR.
- Likewise, if the accident results in a major injury occurring such as a broken bone (except in the hand and foot), any amputation, or results in the injured person being admitted to hospital for more than 24 hours, the HSCP or staff members they delegates to act on their behalf will immediately contact the HSE by telephone [report on line](#).
- The HSCP (or those they delegates to act on their behalf) will investigate the causes of any serious accidents, and make suitable recommendations to prevent a recurrence.

For further information refer to – Accident at Work Policy.

4.2 Reporting and Handling Incidents and Potential Hazards

This section outlines the reporting requirements in the event of a hazard or health and safety incident.

- Staff should report any potential hazards or health and safety incidents to the HSCP (or member of staff delegated to act on their behalf) as soon as possible after the event in order that action can be taken to prevent a recurrence.
- An Incident/Hazard report should be made by the member of staff involved, directly to the HSCP (or member of staff delegated to act on their behalf).
- The HSCP (or member of staff delegated to act on their behalf) will investigate the matter and instigate appropriate action to rectify the situation. Details of actions taken will be recorded by the HSCP and record kept.

4.3 First Aid

- In accordance with the [Health and Safety \(First Aid\) Regulations 1981](#), City Gateway will train and appoint qualified First Aid Officers and appointed persons (as necessary) and will, provide suitably stocked first aid boxes.
- The First Aid Officers (or appointed person) will be responsible for ensuring the first aid boxes are kept correctly stocked and that staff members

requiring first aid as a result of an accident report their accident to the HSCP (or member of staff delegated to act on their behalf)

- Signs showing the names of First Aid Officers and appointed persons will be displayed in prominent positions at each City Gateway site and updated as necessary.
- All qualified First Aid Officers will receive regular retraining at prescribed intervals.
- City Gateway shall also appoint and train staff who are able to administer auto injector adrenalin pens to prevent anaphylaxis.

4.4 Fire and Bomb Emergencies

This section outlines general procedures to be followed in the event of a fire or a bomb emergency.

- All staff must make themselves familiar with the Fire and Emergency Procedures.
- Staff must ensure that all doors leading to fire exits and landings are kept closed and not wedged open. Doors to meeting rooms may be kept open when rooms are being used but must be closed when there is no one in the room.
- The HSCP (or the member of staff that they delegates the task to) will be responsible for ensuring fire extinguishers at City Gateway sites are regularly maintained and that staff members are kept informed of any changes to the fire procedures.
- Regular testing of the fire alarms are undertaken by the landlord, with agreement that City Gateway can conduct its own practice drills to accommodate changes in learners on site, and to conduct 'lockdowns'.
- Occasional fire evacuation tests will be undertaken. All staff must co-operate in these exercises and do not remain in the building unless authorised for security or operational reasons e.g. A Personal Emergency Evacuation Plan (PEEP) is in place and dictates this.
 - Refuge area located at top of entrance stairs to the offices
 - Lift only to be used if there is immediate danger to life within the refuge area
 - Response time from emergency services is within safe time period
- The Fire Evacuation Marshalls are responsible for contacting the emergency services in the event of a fire.
- Main aisles, stairways and landings must not be used for storage nor must fire exits be blocked.
- It is against the law to smoke at any workplace in England; this applies to all City Gateway sites.
- Fire and Emergency Procedures are displayed and covered at induction, with any changes being circulated to all staff.

4.5 Risk Assessments

- Risk assessments will be carried out for the City Gateway Pavilion site on Fire Safety, DSE-workstations,(including working from home) Control of Substances Hazardous to Health (COSHH), manual handling, and any activity that poses a significant risk of injury to staff or members of the public.

- When an employee informs City Gateway that they are expecting a child, a risk assessment of all their work activities will be carried out and a copy of the results given to them and Human Resources.
- The HSCP is responsible for ensuring that suitable fire risk assessments are carried out to meet the requirements of the current legislation. They can delegate a member of staff at any of City Gateway's sites to do this on their behalf.
- The HSCP will keep copies of all risk assessments.

4.6 Health and Safety for the Learner and / or Apprentice

Learners and apprentices are responsible for following City Gateway policies and procedures and when at an employer's premises must abide by their organisation's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

A healthy and safe environment is ensured for the learner at City Gateway in the following ways:

- Each learner is introduced to the City Gateway Health and Safety policy when they are registered.
- At induction the fire and accident / incident procedures are outlined for learners.

City Gateway will make available reminders of Health and Safety by means of posters, flyers and email bulletins.

For information on Child Protection and Safeguarding, please refer to the Child Protection and Safeguarding Vulnerable Adults Policy.

4.8 Workplace Provision and Maintenance

This section outlines the provision and maintenance measures necessary to ensure the workplace is a healthy and safe environment.

- The HSCP (and members of staff delegated to act on their behalf) will ensure that the provisions of The Workplace (Health, Safety and Welfare) Regulations 1992 are met City Gateway's Pavilion premises.
- The HSCP (or members of staff delegated to act on their behalf) will liaise with staff concerning the provisions of adequate ventilation, heating and cooling in the offices and training rooms.
- City Gateway will ensure that the premises are regularly cleaned by authorised contractors who will be required to use safe systems of work.
- City Gateway will ensure suitable and sufficient lighting is provided to meet all types of work undertaken using as far as possible natural light from windows, which will be fitted with blinds or curtains where appropriate to minimize glare.
- Suitable toilet and washing facilities will be provided for all staff and learners, which will be kept in a clean and hygienic state. It is also the responsibility of staff to ensure the facilities are left clean after use.
- Adequate temperature conditions will be provided for staff working area.
- Regular maintenance will be carried out to ensure the workplace is kept in a good condition and free from risks to health and safety. This will be organised

by the HSCP (or members of staff delegated to act on their behalf) as and when necessary.

4.9 Hours of Work

City Gateway is open for work at the Pavilion site between 08:00 and 18:00. These are the 'normal' working hours of the organisation. Outside of these hours it is possible for City Gateway and its staff members to gain access to the Pavilion premises by arrangement.

- City Gateway will ensure that the provisions of the legislation concerning hours for staff as outlined in the Health and Safety at Work Act 1974 and the Working Time (Amendment) Regulations 2003, are met in all its premises.
- When staff members are required to work regularly in excess of 48 hours per week, written agreement will be sought from those concerned. Staff are not obliged to work more than 48 hours per week except where they have consented to an increased work pattern.
- Staff should only be accessing the office outside of these 'normal' working hours in exceptional circumstances and with consent from a senior manager.

4.10 Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site cleaning duties

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. Wherever possible at least two people should be last to leave the premises, ensuring that premises are empty and secure.

Any lone worker will ensure that they are medically fit to work alone.

4.11 Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The HSCP will supply ladders, steps or platforms where necessary for working at height
- Learners are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders

- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

4.12 Electricity and Electrical Devices

- Staff should regularly check electrical equipment that they are using for damaged cables, broken plugs, trapped cables, trailing cables and any other hazards such as tripping hazards.
- Staff must report any electrical fault with portable electrical equipment or machinery immediately to the HSCP (or those they delegates to act on their behalf regarding health and safety). The member of staff reporting the fault should isolate the equipment or machine by unplugging it and attach a warning notice in a prominent positions stating "OUT OF ORDER- DO NOT USE".
- Access must be maintained at all times to switchboards and isolator switches. Electricity switch rooms and riser cupboards must not be used for the storage of materials.
- Problems must be reported immediately to avoid electrical fire.

4.13 Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Copies of annual safety checks are sent to the landlord for their records.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

4.14 Legionella

- A water risk assessment will be completed with sufficient regularity. HSCP is responsible for ensuring that the identified operational controls are conducted and recorded.
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following:
 - Quarterly checks are made on the water temperature of first and last taps on a circulating system. Cold water taps below need to be below 20 °C. Hot water taps above 50° C. Where thermostatic mixing valves are fitted the temperature should be measured at the valve supply point with a contact thermometer. Check temperature of hot, cold and mixed on all TMV valves.
 - Quarterly temperatures are checked in flow and return pipework at calorifiers. The return temperature must be greater than 50° C
 - At the start of each term, all taps are run for 5 minutes to ensure pipes completely flushed through.

- Ensuring that all cold water tank condition lids sealed/lidded to prevent contamination) and compliance inspection, the temperature of stored water is monitored.

4.15 Asbestos

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2006. It requires the person who has the duty (i.e. the "duty holder" a definition for which can be found at:

<https://www.legislation.gov.uk/ukxi/2006/2739/regulation/4/made>) to:

- find out whether your building contains asbestos, and what condition it is in
- assess the risk, e.g. if it is likely to release fibres
- Make a plan to manage that risk

4.16 Infection Prevention and Control- Covid.

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable, and to conduct regular testing in line with published guidance in force at the time.

4.16.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels and/or electrical hand dryers
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

4.16.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

4.16.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Wear a face mask

4.16.4 Cleaning of the working environment

- Clean the environment frequently and thoroughly

4.16.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions.

Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

4.16.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

4.17 General Health and Safety Guideline

The following guidance outlines measures all staff should take to maintain healthy and safe working environment:

- When moving around in the office, staff members should always walk and never run.
- All staff members should keep their work areas clean and tidy. Containers provided for rubbish should be used.
- No staff members should ever block fire exits or fire escape routes either inside or outside the building.
- Learners should always be registered on entering the building to ensure that it is known which learners are present in case of emergency or fire.
- Staff must learn the location of all the fire extinguishers in their area. Training will be given to all staff on the correct extinguishers to use. Staff should remember, water extinguishers should never be used on electrical fires.
- When moving and carrying heavy loads, staff members should work according to the training they have received during their induction on Manual Handling and use a trolley or get assistance when necessary. They should never carry heavy loads down stairs use the lift where possible.
- Staff members should never block aisles and corridors with bags, cases or other large items.
- Staff members should never leave filing cabinet drawers or cabinet doors open after using.
- Staff members should ensure equipment and boxes do not overhang edges and desks or shelves.
- No person under the influence of alcohol, drugs or narcotics should be permitted to enter the premises.
- Staff members should ensure no computer cables from their desk become tripping hazards.
- Staff members should ensure floor box covers are in place and avoid trapping and damaging cables.
- Staff members should ensure any bands and plastic straps are tied up and placed in rubbish bins once they have been cut and removed from cartons and boxes.

- It is against the law to smoke at any workplace in England, this applies to all City Gateway sites.
- Staff members should report any concerns over health and safety immediately to the HSCP.

4.18 Health and Safety Training

City Gateway recognises its duties under the Health and Safety at Work Act 1974 and subsequent regulations to provide health and safety training for all employees, as well as comprehensive and relevant information to employees on the hazards that may arise during their work and the precautions necessary. It is essential that every employee is trained to perform their job safely, which will also increase effectiveness and efficiency.

Appropriate health and safety training will be provided for all employees in the following circumstances:

- on recruitment (induction training)
- on transfer of job if required
- on change of responsibilities e.g. promotion
- on the introduction of new work equipment or a change regarding equipment already in use
- on the introduction of new technology
- on the introduction of a new system of work or a change respecting an existing system of work
- in the correct and safe use of hazardous substances
- in correct manual handling techniques
- in the correct use of personal protective equipment
- on transfer to new premises
- With respect to any other health and safety related issue considered necessary by the organisation.

Health and safety information will be provided initially by the HSCP and their delegates to any employee seeking such information.

External sources of information include:

- the Health and Safety Executive
- local Environmental Health Departments
- the Royal Society for the Prevention of Accidents
- The British Safety Council

4.19 Equipment Safety

City Gateway will comply with the requirements of the Provision and use of Work Equipment Regulations 1992. The HSCP will be responsible for identifying all equipment needing maintenance and for ensuring effective maintenance procedures are in place and for ensuring that all identified maintenance is implemented.

This equipment is checked for safety on a regular basis:

- Computer equipment and printers
- Heating and Air Conditioning systems

- Hot water Systems
- Other electrical equipment

Any problems with plant/equipment should be reported to the HSCP and with the Chief Executive, they will ensure that any new equipment purchased meets all relevant health and safety standards before it is purchased.

4.20 Monitoring and Review

Active

To check our working conditions, and ensure our safe working practices are being followed, the HSCP will carry out periodic workplace inspections and/or risk assessment and ensure that all employees are aware of the need to report anything they believe constitutes a health and safety risk or hazard. From time to time, we shall engage external health and safety advisers to assist us with reviewing our health and safety practices. Additional inspections will be carried out in specific areas wherever there are significant changes in the nature and/or scale of our operations.

Reactive

We will thoroughly investigate any accidents or work-related ill-health absences that occur. The HSCP is responsible for investigating accidents. Managers are responsible for investigating work-related causes of sickness absences. The HSCP is also responsible for acting on investigation findings to prevent a recurrence. We will monitor entries in the accident book on a regular basis and feedback any findings at team meetings.

4.21 Manual Handling

We will comply with the law as set out in the Manual Handling Operations Regulations 1992, which outline minimum health and safety requirements for manual handling of loads where there is a risk injury to employees. The objective of the regulations is to apply an ergonomic approach to the prevention of injury while carrying out manual handling tasks.

City Gateway has a duty to evaluate and assess workplace manual handling operations. Manual handling operations are any activity where loads are lifted and carried e.g. boxes of paper, furniture. Where, so far as it is reasonably practicable, we will avoid the need for employees to carry out those operations, which involve the risk of injury. Where this cannot be done we will ensure the following:

- Take appropriate steps to provide employees who are lifting and carrying with clear training and instruction and where reasonably practicable to do so, precise information on the weight of each load and the heaviest side of any load whose centre of gravity is not centrally positioned.
- Make, keep up to date, review and amend a suitable and sufficient assessment of all such manual handling tasks.
- To take appropriate steps to reduce the risk to employees arising from any such operation to the lowest level reasonable practicable, this may be by using external help, or using appropriate lifting equipment.
- All employees are warned to always think before carry out manual handling tasks and they must plan the lift.

4.22 Hazardous Substances (COSHH)

COSHH assessments will be carried out for all work involving exposure to hazardous substances. The assessment will be based on manufacturer's and supplier's health and safety guidance and our own knowledge of the work process.

The HSCP will be responsible for:

- identifying all substances which need a COSHH assessment
- undertaking assessments
- ensuring that actions identified in the assessments are implemented
- ensuring that all relevant employees are informed about the COSHH assessments
- Assessments will be reviewed periodically, whenever there is substantial change to the work process and if there is any reason to suspect that the assessment is no longer valid

The HSCP will be responsible for ensuring that new substances can be used safely before they are purchased.

4.23 Learner Foodbank

City Gateway, in partnership with Bethnal Green Food Hub, is compliant with relevant legislation in force at the time, including [Natasha's Law](#), and is registered with the local Environmental Health Department.

No food stuffs are made available for onward distribution to learners when any disclosed allergens have been communicated to City Gateway.

No food is removed from packaging and remains as it has been issued in accordance with the Foodbanks responsibilities.

5. Site Access and Security

Staff Access

Every member of staff is issued with a personalised photo entry card which is programmed for access to the building. This is attached to a coloured lanyard that must be worn and visible at all times while onsite.

If the door to Pavilion is locked (this will be the case if you are the first worker to arrive at the office) then your key card will not open the main door. The key can be obtained and signed for, from the Management Office to the rear of the Import Building on Clove Crescent (on the ground floor, next to Pure Gym).

Learner Access

Every learner will be issued with a personalised photo entry card which is programmed for access to the building. This is attached to a coloured lanyard that must be worn and visible at all times while onsite.

On arrival all learners should be registered manually onto the attendance register.

Visitors

Visitors are required to sign in the visitors' book located at the reception desk on the staff side of the building. A visitor's badge is issued with a visitor's lanyard. This must be worn at all times whilst onsite. Visitors must sign out in the same place and return their visitors pass before exiting the building.