

Health and Safety Policy

April 2024



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1. Introduction

This document has been prepared in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it. It applies to aspects of the work of The Westway. It applies to employees, trustees, volunteers visitors and contractors.

2. General Statement of Policy

Our policy, as far as is reasonably practicable, is to provide and maintain a safe and healthy working environment, equipment, and systems of work for all employees, trustees and volunteers and to provide such information, training and supervision as they need for this purpose. We will:-

Ensure all employees are competent to do their tasks and to provide all employees with adequate training

Provide and maintain safe equipment

Ensure safe handling and use of substances

Provide information, instruction and supervision for employees

Prevent accidents and cases of work-related ill health

Maintain safe and healthy working conditions

Allocate Health and Safety duties

We will also endeavour to ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors and others who may visit The Westway.

This policy will be kept up to date, and reissued annually, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

To ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for staff meetings and Board meetings and employees and voluntary workers will be consulted on a regular basis to seek their views on health and safety matters.

This statement will be displayed, for all employees and visitors, at all times in our office.

Signed: Westway Trustees

Date: 23 April 2024

3. Organisation and Responsibilities

The Trustees have a general responsibility to ensure that the health and safety policy is updated, communicated and observed.

The Centre Manager is responsible for:

- Being familiar with health and safety regulations as far as they concern The Westway premises and activities
- Ensuring health and safety policy and arrangements are implemented
- Ensuring that this health and safety policy is kept up to date and reviewed regularly (update yearly as a minimum)
- Coordinating risk assessments and the implementation and monitoring of any controls which are imposed as a result of the risk assessments and that appropriate records are kept.
- Ensuring, as far as is reasonably practicable, that safe systems of work are in place
- Investigating all accidents and ensuring reportable accidents are notified to the enforcing authority and records kept.
- Ensuring regular inspections of the offices are undertaken and recorded appropriately.
- Communicating and consulting with the trustees, employees, volunteers and visitors in respect of health and safety matters.

The health and safety representative for each tenant is responsible for:

- Ensuring that the areas of The Westway that they occupy are a healthy and safe place for their staff, visitors and service users and that adequate access and egress is maintained.
- Ensuring that all The Westway owned equipment is properly maintained and in good condition and that users have received appropriate training in its use, where necessary.
- Ensuring that the landlord has carried out the required inspections (e.g. gas, electrical) and that fire risk assessments, fire systems and fire-fighting equipment are available and maintained.

All employees and volunteers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on The Westway premises.

Employees and volunteers must therefore:

- Comply with safety rules, operating instructions and working procedures
- Report any fault or defect in equipment immediately to the appropriate person and do not use the equipment until repaired.
- Report all health and safety concerns, accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- Not intentionally or recklessly interfere with, or misuse anything provided to safeguard their health and safety.

4. Arrangements

This section sets out the arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, trustees, volunteers, visitors and contractors.

The Westway recognises the benefits of a healthy workforce and therefore seeks to protect the health of employees by reducing risks associated with the working environment.

The Westway will ensure that all employees and visitors are educated on hazards affecting their health.

The process of identifying hazards and associated risks from all activities will be achieved through the process of risk assessment, as required by the Management of Health and Safety at Work Regulations.

The findings of risk assessments will be recorded, kept available electronically in the office health and safety records file and brought to the attention of those who may be affected.

Hazards and risks associated with all roles and tasks are to be assessed and, if necessary, measures are to be taken to reduce any risks to acceptable levels. Action required to remove/control risks will be approved by the Centre Manager.

All risk assessments will be classed as dynamic, reviewed every 6 months or when the work activity changes and/or the office layout is changed, whichever is soonest.

Consultation with employees and others:-

The Westway has a duty under the consultation with Employees Regulations to consult and provide information to all The Westway employees regarding their health and safety whilst at work. The information provided shall cover all The Westway activities, including risks and preventative measures in the working environment, both in the office and at any other premises.

4.1 Health and Safety Training

Competency for tasks:

The Westway will conduct new starter training, refresher training and specialist training where required, retaining lists of names/dates and recording completion of induction.

The Westway will ensure all operatives are trained and competent to undertake their duties safely and without risk to their health or the health of other employees. The Westway will ensure its employees are competent and trained to consider health and safety issues when carrying out their work activities.

4.2 Accidents

The Westway will make all reasonable efforts to reduce the risk of accidents and incidents occurring.

All accidents, near misses and cases of work-related ill health are to be recorded in the accident book, which is kept in The Westway main office.

In the event of an emergency, call 999.

Where health and safety surveillance is required it will be arranged by the Centre Manager or appointed health and safety representative as appropriate. Health surveillance records will be kept by the appointed health and safety representative (ensuring data protection is in place at all times).

The Centre Manager is responsible for ensuring RIDDOR reportable accidents and/or incidents are reported to the Enforcing Authority quickly by phone or email. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Authority within 10 days of the incident. (Full details of what constitutes a major accident and the detailed process can be found at the front of the Accident Book).

The Centre Manager is also responsible for investigating any incidents, near misses and/or work related ill health, updating RAMS and putting into place any measures to minimise the risk of an incident recurring whilst ensuring all employees are trained on the new measures.

4.3 First Aid

The Westway and each tenant will have an Appointed Person who is responsible for taking charge when someone is injured or falls ill which includes calling an ambulance if required. They are not required to provide first aid, unless they have been trained to do so.

First Aid Boxes are located at Reception.

The health and safety representative is responsible for ensuring the first aid boxes are kept fully stocked and equipped. Advice on first aid at work can be found at the attached link [Basic advice on first aid at work](#) Basic contents include:

- Suitable container (e.g. green background with white cross on front)
- Contents list
- Name of person responsible for the kit
- First aid guidance leaflet providing essential information
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized sterile, individually wrapped, un-medicated wound dressings (12cm x 12cm)
- Large sterile individually wrapped, un-medicated wound dressings (18cm x 18cm)

Appointed persons shall keep records of any first aid administered as well as ensuring work-related injuries or work-related illnesses are reported in the accident book.

4.4 Fire

The health and safety representative is responsible for:

- Ensuring a fire risk assessment has been carried out by a competent fire and safety consultant
- Ensuring office escape routes are checked on a regular basis.
- Ensuring fire detection and warning systems (as identified in the fire risk assessment) are regularly inspected, maintained and serviced
- Ensuring fire-fighting equipment such as fire extinguishers (as identified in the fire risk assessment - yearly) are maintained and serviced
- Ensuring a fire safety evacuation plan is in place
- Ensuring all employees, visitors and/or contractors are trained on the emergency procedure
- Ensuring regular fire drills are carried out and a log is maintained
- Ensuring fire doors are maintained as fire doors in good condition
- Ensuring emergency lighting is visually inspected on a weekly basis and a log is maintained

The health and safety representative is responsible for ensuring that access and egress to escape routes are checked on an ongoing basis.

If a fire is discovered (no matter how small).

- Immediately raise the alarm, whilst safely exiting the building
- Only use a fire extinguisher to help others escape safely
- All employees, visitors and/or contractors to leave the premises immediately (do not stop to collect personal belongings) via the emergency exits and wait at the identified muster point
- Once at a safe distance from the building contact the emergency services on 999
- No one is to re-enter the building until the appointed person has instructed them to do so

Emergency evacuation plans are to be displayed in each of the offices and all employees and visitors will be trained on the emergency procedure for The Westway premises.

Where an individual has special needs e.g. reduced mobility (permanent or temporary), impaired hearing etc. a Personal Emergency Evacuation Plan (PEEP) is to be recorded and a person appointed to assist them with leaving the building this will be an appointed person as per the fire safety rota

All visitors to the office are to be suitably briefed regarding emergency information (emergency evacuation, first aid etc.).

4.5 Electrical Safety Check

The landlord is responsible for:

- Inspecting and testing gas boilers and other gas equipment by a competent contractor on an annual basis

The health and safety representative is responsible for:

- Ensure a carbon monoxide detector is in place and regularly checked and a log maintained
- Ensuring gas safety checks are carried out by the landlord

4.6 Gas Safety check

The landlord is responsible for:

- Inspecting and testing the fixed electrical system by a competent contractor at intervals of not more than five years

The health and safety representative for each tenant is responsible for:

- Ensuring portable appliance testing of appliances is carried out at intervals recommended by the Health and Safety Executive INDG 236
- Ensuring electrical safety checks are carried out by the landlord

Users of electrical equipment are responsible for:

- Visually checking all electrical equipment before use
- Reporting all faults immediately to the health and safety representative
- Not attempting to use faulty equipment
- Switching off and disconnecting electrical equipment when not in use for long periods
- Positioning and protecting flexible cables so that they do not constitute a tripping hazard and are not subject to mechanical damage

4.7 Statutory Inspections

The health and safety representative for each tenant shall ensure (usually via the landlord) that any required statutory inspections have been conducted and are up to date. Examples include:

- Risk assessments
- Fixed electrical installation inspection
- Hot and cold water systems
- Gas
- Pressure systems
- Fire doors
- Fire alarm (to include smoke detectors and emergency lights)
- Fire extinguishers

4.8 Hazardous Substances

Where possible, the use of hazardous substances is to be eliminated. Where this cannot be avoided (e.g. cleaning fluids), the Data Sheet is to be reviewed, RAMS for safe use produced, users are trained and the product is to be stored, labelled and handled in accordance with the recommendations.

4.9 Working Environment

The health and safety representatives for the Westway and the sub tenants shall ensure the offices are a healthy and safe place in which to work. To achieve this, the following will be considered/inspected on a regular basis:

- Indoor temperature
- Ventilation
- Noise levels
- Lighting, including emergency lighting
- Cleanliness and waste removal
- Room dimensions and space
- Workstations and seating
- Floor and traffic route condition
- Preventing falls and falling objects
- Windows
- Doors and walls
- Toilets and washing facilities
- Drinking water
- Positioning of first aid kits, safety signs, fire extinguishers etc.

Pest control, as appropriate for the location, shall be considered to ensure the work environment is healthy and safe.

Offices are to be formally inspected twice per year using the checklist. The Centre Manager is responsible for ensuring the inspection is carried out. The health and safety representative will normally carry out the inspection, but the manager or any nominated person may also carry out these inspections.

Completed checklists are to be reviewed by the Centre Manager who will monitor repeat findings and any delays in corrective action. Where shortcomings have been identified, the manager of the centre is responsible for ensuring that prompt and appropriate action is taken to correct the issue and prevent recurrence.

The health and safety representative shall ensure that health and safety related information is displayed in each office including:

- Local emergency procedures
- Health and Safety law poster
- Health and Safety Policy Statement

4.10 Safe Plant and Machinery

The health and safety representatives for The Westway and the sub tenants in each office shall ensure that any work equipment procured and provided is suitable for the work being carried out and is safe to use.

Where specific training is required to operate the equipment per the “user and operator manuals” the health and safety representatives of The Westway and the sub tenants shall ensure this training is provided and records are maintained.

All equipment is to be used in accordance with “user and operator manuals” and should be routinely inspected before use.

The health and safety representatives of The Westway and sub tenants in each office shall:

- Identify all work equipment which is required to be maintained and serviced in accordance with the “user and operator manuals”
- Arrange for the servicing and maintenance
- Ensure competent persons carry out the maintenance and servicing programme
- Maintain appropriate documentation and supporting maintenance and servicing logs

Equipment without the necessary test certification, servicing or calibration records is not to be used.

Any equipment which is defective is to be reported and segregated to prevent use until it has been repaired and certificated as safe to use.

4.11 Contractors

Anyone entering The Westway premises for the purposes of carrying out work. All contractors, including the self-employed, must abide by the following:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same
- Produce evidence that they have appropriate public and employer’s liability insurance in place. A record of this evidence will be maintained
- Comply with all the requirements of this health and safety policy and cooperate with The Westway centre manager in providing a safe place of work and a safe system of operation
- Provide evidence that all operatives are trained and competent to carry out the works

- Provide RAMS for the works
- Where plant and machinery are brought onto The Westway premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of The Westway centre manager. However, responsibility will remain with the contractors

4.12 Working with Display Screen Equipment

All employees required to work with display screen equipment (DSE) will receive awareness training. A DSE workplace assessment will be carried out for each user and, if necessary, the workstation will be adjusted in line with the findings.

DSE assessments will also be completed by Homeworkers as required in the DSE Regulations, under the Management of Health and Safety at Work Regulations 1999 (Management Regulations).

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As a display screen user, The Westway employees are entitled to have an eye test during their employment if they feel that their eyesight may need to be corrected in order for them to use the equipment safely.

You must advise your Manager of your need for an eyesight test prior to making any firm arrangements.

4.13 Manual Handling

Where possible, the need for manual handling will be eliminated. Where it is not possible to avoid the need to move loads, use shall be made of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary manual handling and lifting equipment training will be given to those employees and voluntary workers who are required to undertake manual handling.

4.14 Lone Working

Where possible, lone working is to be avoided. It is, however, recognised that lone working occurs from time to time in The Westway offices.

Please refer to lone worker policy.

4.15 Preparation of Food

The appropriate regulations governing the preparation and storage of foodstuffs shall be followed. Cooking on the premises is only allowed in authorised areas, by authorised persons. All cooking must follow safe procedures and all cooking appliances will be regularly inspected.

4.16 Smoking on The Westway Premises

All offices and grounds at The Westway are “no smoking” areas. Smoking and vaping may only take place outside of the Westway boundaries.

4.17 Young Persons at Work

No young person under 18 will be employed by The Westway. Any apprentices under the age of 18 brought to site by sub-contractors will be required to have a Risk Assessment with them prior to being allowed to start work on site.

The Centre Manager will be informed by any contractor of any control measures that must be applied or any aspect of the role that must be avoided or limited, relative to the young person under their supervision and care before they start work.

Where the young person is below the age of 18, they will not be employed except on work experience. The Westway will let the parents or guardians of any child know the possible risks and the measures put in place and a young volunteer form must be completed with the legal guardian countersigning to accept the guidelines in place to ensure the young person’s safety. Local authority rules will strictly be adhered to on the types of work, and hours of work, children aged under the age of 18 can do.

All young persons will receive new starter training and records will be retained on file. All young persons under the age of 18 will be supervised at all times during work activities.

4.18 Drugs & Alcohol Misuse

Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace. Therefore, it is the policy of The Westway that alcohol or drugs are prohibited in the workplace or sites that The Westway employees are required to visit.

Work activities should not be undertaken where medication or any other substance has been consumed which could inhibit or adversely affect an employee's ability to work and operate any work equipment safely including vehicles. All employees, contractors, agency staff are required to inform The Westway of any medication they are taking that could impede safe working.

If it is necessary to take medication that could cause these negative effects, this should be discussed with the Centre Manager so that a Risk Assessment taking into account and role requirements and an adjustment (if necessary) be made.

As such The Westway require that all employees disclose their required medication which will be treated strictly confidential and kept in a secure located location in compliance with current Data Protection Legislation

The Westway does not condone the misuse of any illegal substance and will balance the need for disciplinary action with an understanding of an individual suffering with self-abuse issues in need of appropriate personal support. Any such persons should come forward and seek

advice and guidance from management on access to professional supportive services. All such matters will be dealt with confidentially and in compliance with current Data Protection Legislation.

4.19 Grievance Procedure

The Westway aims to provide a framework in which grievances of any kind can be aired and where appropriate resolved. This can be both formal and informal at the level most appropriate to the problem.

The Grievance will be dealt with as per The Westway Grievance procedure policy.

4.20 Personal Harassment

Please refer to grievance policy.

4.21 General Data Protection Regulation

The Westway have assessed and documented all processing activities conducted regularly, those exposing data to a high-risk and any sensitive personal data. From this information a Confidentiality policy has been written and where necessary staff/volunteers are only given information necessary to complete a task.

Please refer to policy

4.22 DBS Checks

The Westway may request a DBS check as part of the recruitment process. These checks are processed by the Disclosure and Barring Service (DBS).

For certain roles, the check will also include information held on the Children's and Adults' Barred Lists, alongside any information held by local police forces, that is considered relevant to the applied-for post.

All DBS checks and records will be kept on file as per The Westway Data Protection Policy.

Please refer to Data Protection Policy.

5. Risk Assessment and Risk Register

Always carry out task specific risk assessments. All risk assessments require continuous monitoring and reviewing throughout the lifetime of each task. The Westway will carry out workplace audits using previous office risk assessments.

See Appendix A (template/ working document)

Approved: 23 April 2024

To be reviewed: ongoing and May 2025

Appendix A Risk Register

Rating of severity of hazard

A	Insignificant	Does not result in injury / illness or damage
B	Minor (>£1,000)	May cause injury / illness or damage (local first aid treatment)
C	Moderate (>£10,000)	May result in injury / illness or damage (hospital visit / up to three days lost time)
D	Serious (>£100,000)	May result in major injury / illness or damage (over three days lost time)
E	Catastrophic (>£1m)	Will result in major injury / illness or damage and / or fatality

Rating of likelihood of harm

1	Very unlikely	Extremely rare occurrence
2	Unlikely	Unlikely to occur
3	Likely	Likely to occur
4	Very likely	Very likely to occur
5	Certain	Will definitely occur

The risk matrix

The table below shows the actions to be taken once the risk has been evaluated.

	5	5A	5B	5C	5D	5E	shows be risk
	4	4A	4B	4C	4D	4E	
	3	3A	3B	3C	3D	3E	
	2	2A	2B	2C	2D	2E	
	1	1A	1B	1C	1D	1E	
		A	B	C	D	E	
Very low 1	Acceptable - proceed						
Low 2	Monitor to ensure controls are being implemented and maintained						
Moderate 3	Monitor to ensure controls are being implemented and maintained; consider additional controls to reduce the risk further						
High 4	Implement additional controls which should include a Permit to Work or similar						
Very high 5	Unacceptable - stop work / work cannot proceed until risk reduced						

E- employee

C – contractor

V – volunteer

O – other (including visitors)

No	Hazard	People at risk	Risk level before The Westway controls	The Westway risk control methods	Risk level after The Westway controls
1	Fire and explosion <ul style="list-style-type: none"> • Burns • Hit by flying objects • ke inhalation 	E C V O		<ul style="list-style-type: none"> • Fire detection, warning and fighting equipment • Emergency evacuation arrangements training • Office inspections • Good housekeeping • No smoking policy • Statutory inspections • Portable appliance testing 	
2	Contact with electricity <ul style="list-style-type: none"> • Electric shocks or burns • Exposure to static charge • Electrical fires and explosions • Poorly maintained portable electrical equipment 	E C V O		<ul style="list-style-type: none"> • Inspection of fixed installation • Daily visual inspection of equipment and cables (prior to use) • Portable appliance testing • Cable and equipment management 	
3	Hazardous substances <ul style="list-style-type: none"> • Inhalation, absorption, ingestion, injection and other forms of contact resulting in acute or chronic illness 	ECVO		<ul style="list-style-type: none"> • Use of domestic (not industrial strength) cleaning products • RAMS based on MSDS • Training for those using hazardous substances • First aid procedure training • Review of labels • Correct storage 	
4	Inadequate illumination • Slips, trips and falls	E C V O		<ul style="list-style-type: none"> • Adequate illumination • Office inspections 	

No	Hazard	People at risk	Risk level before The Westway controls	The Westway risk control methods	Risk level after The Westway controls
	<ul style="list-style-type: none"> Contact with fixed objects 				
5	Excessive temperatures (hot or cold) <ul style="list-style-type: none"> Heat related injury 	E C V O		<ul style="list-style-type: none"> Maintenance of heating systems Adequate ventilation 	
6	Excessive noise <ul style="list-style-type: none"> Hearing damage Deafness 	E C V O		<ul style="list-style-type: none"> Maintenance of equipment Office inspections 	
7	Contact with moving machinery • Trapping, impact etc.	E V		<ul style="list-style-type: none"> Maintenance of equipment Office inspections Removal of loose clothes, jewellery, hair tied back 	
8	Slips, trips and falls on the same level or on the stairs	E C V O		<ul style="list-style-type: none"> Use of handrails Office inspections Good housekeeping 	
9	Personal security <ul style="list-style-type: none"> Personal attack or assault 	E V		<ul style="list-style-type: none"> Varying times money is taken to bank Minimising exposure to lone working Maintaining adequate security levels within offices 	
10	Workplace transport (excludes commuting) road, train, bus, taxi, hire cars <ul style="list-style-type: none"> Vehicle condition Drivers Fatigue 	E V O		<ul style="list-style-type: none"> Journey planning Driving defensively and within the law Standard of vehicles and maintenance Use of seatbelts Not effected by alcohol, drugs or medication Regular breaks while driving Reputable car hire and taxi companies Medical fitness 	

No	Hazard	People at risk	Risk level before The Westway controls	The Westway risk control methods	Risk level after The Westway controls
	<ul style="list-style-type: none"> • Under the influence of alcohol and drugs • Unfamiliarity with roads 				
11	<p>Office and building related hazards</p> <ul style="list-style-type: none"> • Poor working environment • Collapse of structure • Flooding • Lack of security • Poor ventilation • Lack of space • Poor housekeeping 	E C V O		<ul style="list-style-type: none"> • Office inspections • Statutory inspections 	
12	<p>Managing works on The Westway premises</p> <ul style="list-style-type: none"> • Incompetent contractors • Exposure to contractor hazards • Failure to manage safety performance 	E C V O		<ul style="list-style-type: none"> • Procurement, monitoring and review of contractors • Emergency plan • Communications plan • Safety planning and risk assessment • Safe systems of work 	
13	<p>Working with display screen equipment (including desktops and laptops)</p> <ul style="list-style-type: none"> • Repetitive strain injury • Eye fatigue, headaches, back strain 	E V		<ul style="list-style-type: none"> • Risk assessment • Provision of appropriate and safe equipment • Office inspections • Training 	

No	Hazard	People at risk	Risk level before The Westway controls	The Westway risk control methods	Risk level after The Westway controls
14	Manual handling <ul style="list-style-type: none"> • Muscle strains and sprains • Back injuries • Cuts and bruises 	E V O		<ul style="list-style-type: none"> • Eliminate if possible • Dynamic risk assessment • Engineering controls – lifting equipment • Medical fitness 	
15	Stress <ul style="list-style-type: none"> • Adverse health effects • Absence from work 	E V		<ul style="list-style-type: none"> • Awareness • Communication 	
16	Working under the influence of alcohol or drugs <ul style="list-style-type: none"> • Loss of attention, concentration, co-ordination • Increased likelihood of accidents occurring 	E V		<ul style="list-style-type: none"> • This is prohibited when undertaking work when impaired by alcohol, drugs, legal or illegal, prescribed or otherwise • Awareness 	
17	Lone working <ul style="list-style-type: none"> • Inability to raise alarm • Not having contact with another person 	E C V O		<ul style="list-style-type: none"> • Reducing frequency and length of time • Scheduling work • Communications plan • Emergency arrangements • The Westway Safeguarding Policy 	
18	Young people Inexperience Safeguarding	E C V		<ul style="list-style-type: none"> • Young person's risk assessment completed and young persons consent forms signed by an "adult" • Suitable surveillance, mentoring and training 	
19	New or expectant mothers <ul style="list-style-type: none"> • Unborn child and / or mother exposed to hazard 	E C V		<ul style="list-style-type: none"> • New / expectant mother's risk assessment • Appropriate amendments to working arrangements to protect mother and unborn child 	

No	Hazard	People at risk	Risk level before The Westway controls	The Westway risk control methods	Risk level after The Westway controls
20	Older people <ul style="list-style-type: none"> • Age related health and fitness changes • Decreased mobility • Reduced sensory abilities • Safeguarding vulnerable adults 	E C V O		<ul style="list-style-type: none"> • Appropriate amendments to working arrangements if required • Medical fitness • Monitoring of working hours • Awareness of safeguarding /Peep plans/additional needs. 	