

HEALTH AND SAFETY POLICY

Member of Staff Responsible	Principal
Board of Directors' Committee Responsible	Health and Safety
Related Policies	
Released Date	11 th July 2017
Next Review Date	11 th July 2019

PART 1	HEALTH AND SAFETY POLICY STATEMENT.....	2
PART 2	SAFETY ORGANISATION	2
2.1	Objectives.....	2
2.2	Organisational Structure with Regards to Health and Safety at Silverstone UTC	3
2.3	Responsibilities of Individuals within the UTC.....	4
2.4	The Safety Committee	4
2.5	Health and Safety Committee Meetings	5
2.6	Terms of Reference of the Safety Committee	5
PART 3	SAFETY ARRANGEMENTS.....	6
3.1	Introduction	6
3.2	Specific Arrangements for Health and Safety.....	6
3.2.1	Risk assessment	6
3.2.2	Display Screen Equipment (DSE).....	8
3.2.3	Visitors and Users of the Establishment	8
3.2.4	Arrangements for the supervision of students	9
3.2.5	Workshops and Laboratories.....	9
3.2.6	Work Equipment.....	10
3.2.7	Hazardous Substances	10
3.2.8	Waste Disposal.....	11
3.2.9	Catering.....	11
3.2.10	Offsite Activities	11
3.2.11	First Aid, Accidents and Illness.....	11
3.2.12	Fire and other emergencies	12
3.2.13	Smoking	13
3.2.14	Training.....	13
3.2.15	Health Surveillance	13
3.2.16	Work at height	14
3.2.17	Personal protective equipment (PPE).....	14
3.2.18	Manual Handling.....	14
3.2.19	Work experience	15
3.2.20	Personal footwear.....	15

PART 1 HEALTH AND SAFETY POLICY STATEMENT

The Board of Directors regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Silverstone UTC.

It is UTC policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the UTC whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of UTC activity.
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the UTC and during out-of-UTC activities.
- Bi-Annual review of the safety policy as UTC activities and the associated risks change.

All personnel employed within the UTC have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety and to report any issues or concerns to the H and S officer.

All employees and students within the UTC have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.
- Reporting to the Health and Safety officer any incident that has led, or could have led, to damage or injury.
- Assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the UTC.

PART 2 SAFETY ORGANISATION

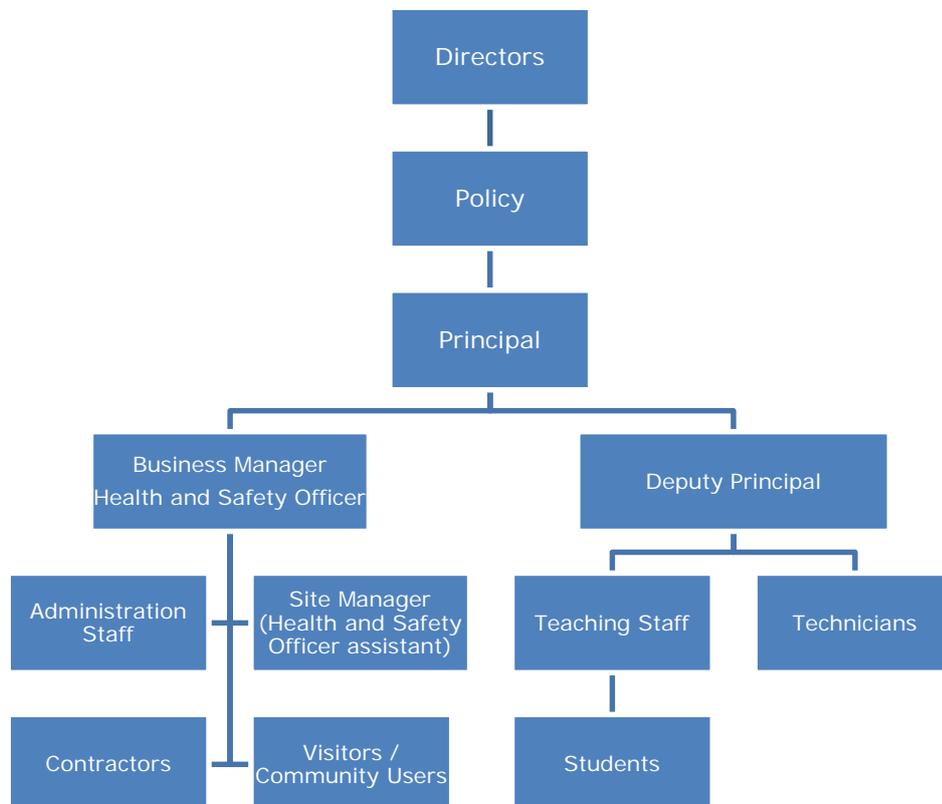
2.1 Objectives

The objectives of Silverstone UTC health and safety policy are so far as reasonably practicable to:

- Develop a positive Health and Safety culture among the staff and pupils of Silverstone UTC.
- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice.

- Ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances.
- Protect personnel, whether they be employees, pupils, members of the general public visiting the UTC, or contractors and their employees, from any foreseeable hazards.
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that awareness with regard to all aspects of safety is fostered by all personnel.
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation on all matters is encouraged.

2.2 Organisational Structure with Regards to Health and Safety at Silverstone UTC



2.3 Responsibilities of Individuals within the UTC

Board of Directors: Direct responsibility for all aspects of health and safety at work within Silverstone UTC rests with the Board of Directors. They are to ensure that the policies are implemented along with any other statutory requirements. The Board monitors health and safety through the receipt of regular reports and discussion at Directors' meetings.

Principal: The Principal is responsible so far as reasonably practical for the effective implementation of the safety policy and the day to day management of all health, safety and welfare matters in accordance with this policy. The Principal delegates certain functions to other staff as specified in individual job descriptions.

Health and Safety Officer (HSO): The HSO is adviser to the Principal on health, safety and welfare matters within Silverstone UTC. They will advise all personnel on meeting their individual responsibilities with regard to health and safety at work. In addition they are responsible for investigating accidents and liaising with staff and other agencies as requested.

Heads of Faculty (HoF)/Team Leaders (TL): All Heads of Faculty and Team Leaders are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process, operation or substance is introduced into the area of their responsibility they will liaise with the HSO. Safety representatives will assist them to ensure that risk and COSHH assessments in their area are completed and are up to date. Where there is no HoF or TL, this requirement will be met by the next most senior person in the organisational structure.

All Staff: Have a duty to themselves and to others affected by their work with regards to health and safety. In addition they are required to cooperate with the employer to enable them to discharge their legal duties in the area of health and safety. They are to report any concern or failings to their HoF and Health and Safety officer or assistant for investigation.

Visitors and Students: Have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the UTC, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the HSO, and to adhere to safety guidance given in helping to maintain standards of health and safety within the UTC.

Contractors: It is the responsibility of contractors and their employees to read and comply with the UTC health and safety policy. In addition contractors must ensure all of their work activities comply with current health and safety legislation.

Safety Committee: The Board of Directors recognises the Health and Safety Committee as the appropriate mechanism for consultation with staff.

2.4 The Safety Committee

The committee will comprise of:

- A director nominated by the full Board of Directors
- Health and safety Officer
- Faculty or area safety representatives
- Education Visits and Work Experience Co-ordinator
- Principal
- Business Manager

- Student Voice

2.5 Health and Safety Committee Meetings

The committee will meet no less than three times per year, arranged roughly equally throughout the academic year.

2.6 Terms of Reference of the Safety Committee

Under section 2(7) of the Health and Safety at Work Act 1974, the Safety Committee has the function, in consultation with the staff it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees, pupils and visitors.

Specific functions will include:

- The study of accident and notifiable disease statistics and trends so that reports can be made to the Board of Directors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the enforcing authority.
- Consideration of reports that safety representatives may submit.
- Monitoring the effectiveness of safety procedures and safe systems of work.
- Monitoring the adequacy of safety and health communication and publicity in the UTC.
- Providing reports and recommendations to the full Board of Directors and/or Principal.

PART 3 SAFETY ARRANGEMENTS

3.1 Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Silverstone UTC.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all responsible adults to, so far as is reasonably practicable, prevent injury to individuals. This will be achieved by adoption of arrangements and procedures developed out of risk assessment for the proportionate control of risk.

These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work.
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles.
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety.
- Providing safe places of work with safe access to and exit from them.
- Providing a safe and healthy working environment.
- Providing a system for rapidly identifying and remedying hazards.
- Where hazardous conditions cannot be eliminated, apply the hierarchical order of control including providing suitable equipment and protective clothing.
- More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.
- All personnel have a statutory duty to co-operate in fulfilling the objectives of the Board of Directors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.
- Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their Head of Faculty and the Health and Safety Officer/assistant
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- Health and safety is a standard agenda item at the weekly staff meetings, Wednesday at 08:20. It is also a standard agenda item at all Board of Governors meetings.

3.2 Specific Arrangements for Health and Safety

3.2.1 Risk assessment

The Health and Safety Officer is responsible for co-ordinating risk assessments in order to comply with current and future legislation. Heads of Faculty are responsible for risk assessment with respect to the activities carried out in their areas and putting in place any controls identified. The Heads of Faculty will work in consultation with the Health and Safety Officer/Assistant. The UTC has adopted a common form of assessment in order to have

continuity in process across the organisation. These forms and guidance on completion are available from the Business Manager.

Risk assessment is an on-going procedure requiring regular review and, where necessary, revision. Unless a different period of review is specified, risk assessments should be reviewed annually. Risk assessments should also be reviewed whenever new substances, equipment or people are introduced into the establishment or when procedures and premises are altered or when the risk changes. Revisions may also be necessary where monitoring procedures indicate that control measures are not working properly.

All members of staff are responsible for ensuring that consideration is given to the identification of all foreseeable risks that might occur from carrying out all activities. Having identified all reasonably foreseeable risks they must ensure that the effects of such risks are eliminated or controlled.

The UTC has identified the following curriculum areas where higher risks may be present:

Physical Education

Engineering

Science (all)

In each of these areas the Head of Faculties are authorised to seek specialist advice with the approval of Health and Safety Officer

3.2.2 Display Screen Equipment (DSE)

Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in technologies such as laptops, touch-screens and other similar devices. Any DSE provided on site must meet the requirements laid out in the DSE regulations. HSE guidance on DSE can be found at the following: [Display Screen Equipment \(DSE\)](#)

3.2.2.1 Definition of Habitual Users

The following factors are those that should be considered to help establish whether a person is defined as a user by the Regulations:

Can the job not be done without DSE?

Does the worker have no discretion over whether to use DSE?

Does the task require significant training or special skills?

Is DSE used for periods of an hour or more at a time, and more or less on a daily basis?

Does the task depend upon the fast transfer of information between the worker and screen?

Are attention and concentration demands high?

If most or all of these questions are answered in the affirmative, the person is a 'user' or 'operator' of DSE for the purposes of the law.

3.2.2.2 Workstation Assessment

The Business Manager is responsible for ensuring workstation assessments take place for all DSE users making use of HSE standardised processes.

3.2.2.3 Sight Screening

The UTC will fund eye tests for all employees who are users of display screen equipment. A 'user' is defined as an employee who habitually uses display screen equipment for a significant part of his/her normal working week (e.g. more than 50% of a full time working week (37 hours) on a regular basis).

Employees must obtain a receipt from the optician in order to claim reimbursement. This should be retained by the UTC for audit purposes. A maximum of £20.00 may be claimed for an eye examination.

Where corrective spectacles are prescribed by the optician specifically for VDU work the employee should be reimbursed to a maximum of £50.00. Again a receipt must be obtained from the optician.

3.2.2.4 Working Arrangements/Good Practice

The Health and Safety Executive has produced guidance on the safe use and set up of DSE and projectors which can be found at the following link: <http://www.hse.gov.uk/msd/dse/index.htm>

3.2.3 Visitors and Users of the Establishment

The Directors acknowledge their duty of care to all visitors and users of this establishment including those hiring the premises and will make a copy of this policy available on reception to ensure that visitors are aware of procedures laid out in this policy.

All visitors are asked to report to Reception where they are asked to sign in and out. The visitors form states their high level responsibilities relating to HEALTH AND SAFETY. At this stage visitors are issued with a visitors pass for identification. Contractors, community users and deliveries will be given guidance on specific HEALTH AND SAFETY issues as required.

3.2.4 Arrangements for the supervision of students

3.2.4.1 Beginning and End of UTC Day and Breaks and Lunch Times

All teaching staff on site have a responsibility in common law for the welfare of authorised students while on site. A senior staff team supervises the front of UTC from 8:45am to 9:00am

At the end of the day a similar responsibility exists. In addition a team of staff supervises the loading of buses on a rota basis.

Any teacher may be required to perform supervisory duties at the beginning or end of any UTC session.

The Board of Directors has agreed that a sufficient number of people will be on duty in specific locations, during all breaks and lunchtimes. The rota is displayed on the staff room notice board.

The Principal or a senior member of staff is available at lunchtime and during breaks - if required.

3.2.4.2 Out of Normal UTC Time

Teaching staff have a common law responsibility for the welfare of students on site with their permission out of UTC hours. Students should not be left unattended on site.

The Principal is delegated by the Board of Directors to ensure that all staff engaged in supervisory duties are provided with a basic understanding of the UTC's agreed policy on pupil behaviour, how to report incidents, and how to obtain first aid assistance.

3.2.4.3 Students Taking Medicines

All students who need to bring medicines into school must follow the guidelines available in the UTC policy 'Administration of Medication' which can be found within the released policies folder.

3.2.5 Workshops and Laboratories

The Board of Directors acknowledges that additional guidance is required regarding safe practice in specialist areas. This includes guidance regarding the necessity for PRIOR training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

Given the level of potential risk posed, a specific policy exists to cover health and safety in the areas of Science and Engineering. These documents are filed within the released policies folder.

The Board of Directors has identified the following items of equipment that have legal requirements to be serviced at specific intervals:

Local Exhaust Ventilation (LEV) and chemistry fume cupboards
Pressure vessels: Science

Gas cylinders: Science
Machines: Engineering
Heating Plant: across site
Electrical equipment: across site
Lifts
Access equipment

3.2.6 Work Equipment

The Directors acknowledge their obligations under the Provision and Use of Work Equipment Regulations (PUWER 98) and the Electricity at Work Regulations.

These apply to the purchase, sale and use of equipment at Silverstone UTC. Guidance on these can be obtained from the HSO. UTC procurement policies must take these regulations into account.

In accordance with the Electricity at Work regulations all portable electrical equipment (equipment powered via 13 amp plug) in use at UTC will be PAT tested before coming into use and at set periods thereafter. The period of test is determined by equipment type and use.

3.2.7 Hazardous Substances

When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are in place to prevent injury to health.

Adequate precautions should follow the COSHH hierarchy of control:

Substitute
Isolate process
Use engineering controls
Limit exposure
Use PPE
Supervision and training.

No new materials or chemical substances are to be brought into use unless an assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and identified measures are in place and clearance given for use by the Health and Safety Officer. The user's department is to be in possession of a safety data sheet.

For chemicals and preparations used in science the relevant CLEAPPS assessment will cover this requirement provided that it covers the intended use.

The Material Safety Data Sheets along with the relevant COSHH assessment will be held in clearly marked files as follows:

Science: Technicians Prep Room
Estates and grounds: Admin Office
Engineering: Technician's area

3.2.8 Waste Disposal

As a producer of waste we have a duty of care to ensure that our waste is legally and safely dealt with. Staff should bear in mind that only 'General Waste' should be placed in bins for the collection by premises staff. This waste includes:

Wood
Paper
Cardboard
Plastics
Plasterboard
Textiles
Empty Containers

Other types of waste that require special treatment and separate documentation, staff must book collection and disposal arrangements via the site manager.

The Health and Safety Officer is responsible for making arrangements for the storage and transfer of General and Special Waste. The responsibility includes:

- Storing waste safely and securely.
- Checking the company taking the waste away is legally authorised to do so.
- Ensuring a written description of the waste is handed over.

The Directors wish to promote the recycling of waste where appropriate and staff are asked to make use of facilities as provided.

3.2.9 Catering

The catering facilities at UTC are bought in and the contractor is responsible for the day to day safety in these areas. The Board of Directors acknowledges its responsibilities under the Food Hygiene Regulations.

The catering areas and operations are audited on a regular basis by the local authority EHO.

3.2.10 Offsite Activities

The Board of Directors requests the Principal to comply with the HEALTH AND SAFETY guidance included in the following policies:-

[Silverstone UTC Educational Visits Policy, which can be found within the Released policies folder.](#) The Education Visits Co-ordinator is responsible for co-ordinating Health and Safety matters relating to offsite activities.

3.2.11 First Aid, Accidents and Illness

The Board of Directors acknowledges its duties under the First Aid at Work regulations to its employees and its common law duties of care to visitors and students. The Health and Safety Officer has been charged with maintaining adequate first aid cover during the operating hours of the UTC this includes ensuring first aid kits remain stocked to the required levels. To this effect sufficient numbers of Fully Qualified First Aiders at Work are maintained. First aid cover levels on UTC trips will be determined by risk assessment of those trips.

In response to the numbers of students attending the UTC with life threatening allergies additional staff will be trained as required to administer adrenalin to students who have parental consent for the administration of this drug.

Students with known health issues are informed to staff via communications.

Details of the UTC first aid staff can be found on notice boards throughout the school. Further details are available in the Silverstone UTC First Aid Policy which is filed within the released policies folder.

The responsibility to investigate accidents and report required incidents to the HSE has been delegated to the Health and Safety Officer and their assistant. Accidents and near misses must be reported in all cases and the HSO will decide what action needs to be taken up to and including the freezing of the scene prior to investigation by the HSE. The HSO will authorise or action remedial work after consultation with the Principal. In addition they will prepare accident reports for the Health and Safety committee. The HSO will be the first point of contact for the HSE and other parties pursuing information regarding accidents at UTC.

Any correspondence from parents, employers or solicitors intimating that a claim against the UTC is likely, should be referred by the Health and Safety Officer unanswered to the Principal for subsequent referral to the insurers and notification to the board of governors.

3.2.12 Fire and other emergencies

The Board of Directors requests the Principal to ensure that where practicable all users of the UTC are aware of these procedures.

The fire risk assessment will be carried out by the Health and Safety Officer Assistant. Proposals for improvements required will be put to the Business Manager.

Fire notices are displayed in all UTC rooms.

Information for staff and community users is issued annually. UTC staff receive the fire procedures via email or download which they are required to acknowledge.

Staff Evacuation Procedures – These are detailed within the Silverstone UTC emergency evacuation procedure which is filed within the released policies folder.

Fire drills are arranged on termly basis the first being announced to all staff. To assist in the control of persons and the evacuation of the UTC, fire marshals have been appointed. Details of areas covered and control positions are detailed within the Silverstone UTC emergency evacuation procedure which is filed within the released policies folder.

The following members of staff have responsibility to the Principal for Fire Procedures:

RESPONSIBILITY	MEMBER OF STAFF
Arranging fire drills	Health and Safety Officer Assistant
Provision of Fire Drill Notices	Business Manager
Checking of Fire Escape Routes	Health and Safety Officer Assistant
Liaison with Fire Officer over premises matters	Business Manager
Visual checking of Fire Extinguishers, Fire Alarms and other Fire Fighting Equipment	Health and safety Officer Assistant
Informing students of arrangements	Group Tutors

Firefighting equipment and alarm points are located by all exit doors from the UTC.

The fire risk assessment will indicate where staff require enhanced fire training over and above the procedures outlined above.

The Board of Directors also acknowledges its requirement to put in place plans for serious and imminent danger as required by the Management Regulations (MHSWR 99). To meet this requirement the Health and Safety Officer coordinates the creation and update of the UTC Business Continuity Plan which is filed within the released policies folder. This document will be reviewed annually.

3.2.13 Smoking

In line with legislation smoking is prohibited in all UTC buildings. In addition the whole campus is a no-smoking zone.

3.2.14 Training

New and temporary staff receive induction training when they formally take up their post. Staff are given the links to the Health and Safety policy along with other relevant documents. Staff are asked to read the policy and note the sections that apply to them. Induction training is the responsibility of the Heads of Faculty and the Deputy Principal for all teaching staff and the Business Manager for all Support Staff

Further training will be given as identified from task assessments and to aid professional development. Records are stored in the annual review notes. Staff are responsible for ensuring that their training records are kept up to date.

3.2.15 Health Surveillance

For certain posts health surveillance is required. Staff subject to health surveillance will be informed and the reasons for it will be explained. UTC will ensure that Health Surveillance is carried out as required by competent persons. Results will be treated as confidential and will be kept on record for 40 years.

3.2.16 Work at height

The Site Manager will carry out regular inspections of ladders and take action as required. Purchasing of ladders is to be carried out through the Business Manager, who will keep a record of each ladders storage location.

Staff in roles identified as requiring work at height will be trained in the use of the required access equipment. In most cases this will be outsourced training on the safe use of ladders. Job descriptions will identify such posts and the specific training required. Staff without training should not attempt such tasks.

All staff are reminded that work at height must only be carried out using approved means. HSE guidance on ladders and work at height can be found at: [Falls from height – health and safety in the workplace](#)

Access to roof areas is subject to clearance from the Site Manager under a permit to work. Contractors.

From time to time contractors will be employed to carry out work for the UTC. Contractors will be required to show that they have the competence along with adequate insurance cover to carry out the task. In such cases references may be requested. All contractors are to sign in and out with reception and will be restricted to agreed working areas. For large projects a pre project plan will be agreed. All contractors will be required to acknowledge our conditions of work document on an annual basis along with supplying their Health and safety statement, risk assessments and evidence of at least £5m public liability insurance.

3.2.17 Personal protective equipment (PPE)

The need for PPE will be identified from risk assessment and the hierarchy of control. Where identified it will be provided free of charge to employees. Training on its use, storage and maintenance will be given. Employees identified as requiring PPE must use it for the tasks identified.

The science technician will carry out fit testing as required for all types of RPE (respiratory protective equipment) and ensure records of testing are kept.

Heads of Dept. in depts. using RPE will ensure equipment is regularly inspected and filters are replaced as required.

All other PPE will be replaced when damaged or when it passes its marked expiry date. Records will be kept by the Science or Engineering Technicians for equipment requiring periodic inspection.

3.2.18 Manual Handling

Manual handling training will be given to staff identified as being at risk as identified in their job descriptions. Where possible, Manual Handling will be avoided by the use of mechanical aids and the breaking down of loads. The Business Manager's department will be tasked with providing portage of heavy items. Where required the HSO will carry out manual handling assessments to identify remedial actions required.

Further guidance can be obtained from the HSO and by following HSE guidance at: [Musculoskeletal Disorders – health and safety in the workplace](#)

Housekeeping and Premises

Cleanliness, waste disposal, safe stacking and storage, marking and keeping clear gangways, exits etc., checking equipment such as ladders, special access to particular places are all the responsibility of the Business Manager.

The storage and safe stacking of materials in departmental areas is the responsibility of all members of the department.

The UTC aims to provide an adequate provision of toilets for staff and students and seeks to maintain them in a good condition.

Defects in heating, lighting, ventilation etc. should be reported to the Site Manager via email.

The Board of Directors recognises its obligation to maintain temperatures during the heating season to the DCFS standards. These temperatures will be maintained where practicably possible.

Current guidance is that when the temperature outside is -1c then an ordinary classroom is 18c.

3.2.19 Work experience

The locations for all Work Experience and Community Service placements undertaken by students must be approved by Connexions, who the UTC have a contract with, which will assess the suitability of the work place in terms of Health and Safety, Child Protection, Nature of Work and insurance.

3.2.20 Personal footwear

Like in any public building or space, we may encounter hazards such as slips and trips or impact injuries from opening doors as we move around our site. Whilst the UTC would not want to be prescriptive about the choice of footwear for these general circumstances, colleagues should be mindful of these general everyday hazards when considering footwear choices. As in all such matters colleagues are reminded that as employees they have a common law and legal duty to take reasonable care of themselves as regards health and safety.

Certain work locations and duties will present hazards beyond the everyday ones. Risk assessment may lead to employees having to consider their type of footwear selection to ensure that it is sensible in that it gives adequate protection against the risks identified in that working environment.

In some specific work locations there are more identifiable and specific risks from manual handling of heavy goods that present a direct risk. In these circumstances, the risk assessment should highlight whether protective footwear should be supplied to be worn at all times or for specific duties.