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Jon Howlin- CEO: 14<sup>th</sup> January 2026

Signed



# THE SKILLS CENTRE HEALTH AND SAFETY POLICY:

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The Skills Centre,  
20 Brune Street,  
London.  
E1 7NB  
Email: [Info@theskillscentre.co.uk](mailto:Info@theskillscentre.co.uk)  
Phone: 020 4516 1132

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# 1. Statement of Intent

## 1.1 Scope and Purpose of Policy:

A Health & Safety Policy is a legal requirement under section 2(3) of the Health & Safety at Work Act 1974. Employers with 5 or more employees are required to provide a written statement of intent, outline the responsibilities, and describe the arrangements in place to manage Health & Safety.

The purpose of this policy is to provide a framework to ensure the health, safety and welfare of all employees, learners and apprentices, visitors, contractors, and others affected by the organisation's undertakings. This policy applies to all employees and learning activities regardless of mode or location carried out under the auspice of The Skills Centre.

## 1.2 Policy Statement:

The Skills Centre recognises that health and safety must be managed successfully at all levels. Successful health & Safety management contributes to overall performance by preserving and developing human and physical resources. It is, therefore, the policy of The Skills Centre to take all reasonable steps to safeguard the health, safety, and welfare of all employees while at work and to protect all learners and apprentices and other persons from hazards to health and safety arising out of The Skills Centre activities.

It is equally a duty under the Health and Safety at Work Act for everyone engaged in The Skills Centre activities to exercise responsibility and care in the prevention of injury and ill health to themselves and others who may be affected by acts and omissions at work. To enable these duties to be carried out, it is the intent of The Skills Centre to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the organisation.

The Skills Centre will, as far as reasonably practicable: -

- Manage all its activities in such a way as to ensure that the health and safety of all employees, learners and apprentices and all other persons on the premises are not put at risk
- Provide premises, plants, equipment, and systems of work that are safe and do not involve risks to health.
- Always ensure safe access to and egress from all premises the premises are occupied.
- Provide a clean working environment with appropriate welfare facilities for learners and apprentices, staff, contractors, and visitors.
- Provide and maintain emergency plans and procedures.
- Encourage a proactive approach to accident/incident and work-related ill-health prevention strategies.
- Conduct immediate investigation and reporting of all accidents, incidents and occupational ill-health issues.
- Establish and maintain records of accidents, incidents, injuries and known exposures to health risks at work.
- Prepare and implement a health and safety training program for all employees.
- Ensure compliance with all statutory and legal requirements.
- Monitor compliance with safety measures by regular inspection, monitoring, and auditing.
- Encourage the adoption of healthier lifestyles by all employees, learners, and apprentices.
- Ensure that procedures and resources are made available to ensure the safeguarding of all learners and apprentices.

The Health and Safety Policy provides a framework for the organisation of health and Safety within The Skills Centre. The detailed arrangements for managing health and safety issues and activities are detailed in the various

procedures, codes of practice and guidelines that complete the Health and Safety Management system. It is expected that those given duties to implement the health and safety management system will discharge them diligently, and by their own actions and with their encouragement, The Skills Centre will continue to be a safe and healthy place in which to work.

The Health and Safety Policy will be reviewed at least annually and will be amended and updated as and when necessary. Communication of any such changes will be made to all employees, learners, and apprentices.

Jon Howlin, Managing Director, is responsible for health and safety within The Skills Centre. He will put in place suitable organisation and arrangements which will provide a safe and healthy working environment within the requirements of the Health and Safety Policy and its associated procedures.

Jon Howlin has nominated the Safety Manager to oversee the effective implementation of the Health and Safety Policy.

**Signed:**



**Jon Howlin (CEO) The Skills Centre.**

**Dated: 14th January 2026**

## 2. Organisational Roles:

### 2.1 Duties of the Managing Director (CEO)

*The Managing Director has overall responsibility for the health, safety, and welfare of employees and others affected by the Company's activities.*

This responsibility extends to the following:

1. Be aware of the employer's legal duties under the Health & Safety at Work etc Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Prepare, and keep up to date, a Statement of the Company's Policy for Health, Safety & Welfare and ensure that it is brought to the notice of all employees.
3. Initiate the Company Health & Safety Policy for the prevention of injury, ill health, damage, and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill health, damage, and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
3. Ensure that adequate time is allowed for planning including the carrying out of specific risk for the Company's activities. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled.
4. Monitor the Company's activities to ensure that they are carried out as planned and that the requirements of the Company's procedures as laid down in the Health & Safety Policy and any stipulated Safe Systems of Work are observed.
5. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities under current legislation and the requirements of this document.
6. When visiting centres set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.
7. Ensure that adequate resources are available to meet legislative and Company requirements on health, safety, and welfare.

### 2.2 Duties of The Operational Director:

The general duties of the Operations Director are:

1. Be aware of the employer's legal duties under the Health & Safety at Work etc Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill-health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
3. Ensure that adequate time is allowed for planning, by Centre Managers and that specific risk assessments are undertaken for the Company's activities. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.
4. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health, safety and safeguarding issues affecting their task and place of work. Ensure arrangements are in

hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.

5. Monitor activities on site to ensure that they are carried out in accordance with the relevant method statement and risk assessment and the Company's procedures as laid down in the Health & Safety Policy.
6. Reprimand any member of Senior Staff failing to discharge satisfactorily their responsibilities for Health, Safety and Welfare.
7. When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.
8. Ensure that adequate time is given for induction training and the communicating of toolbox talks
9. Discuss site safety audits with the Centre Managers and review Group procedures if necessary.
10. Arrange adequate resources to meet the requirements of this Policy.

### 2.3 Duties of the Centre Director:

The Centre Director is responsible for the overall safety of the centres under the direction of the CEO. And achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities, he/she will;

1. Gain assurances from the Managing Director (CEO) to satisfy that buildings, fixed plant and equipment are, as far as is reasonably practicable, maintained in a safe condition.
2. Ensure that personnel, to whom he/she have a responsibility for, undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and Centre policy are met.
3. Actively monitor health and safety performance in Centre site(s) under their control through the receipt of audit/inspection reports and accident/incident/ill-health reports.
4. Gain assurances from the Managing Director that adequate follow-up procedures are in place to address any areas that fail to achieve as a minimum, a satisfactory level of health and safety management performance as identified through accident reports and/or health and safety audits/inspections.
5. Ensure that the Centre's policy is implemented and adhered to as far as is reasonably practicable for activities taking place on the Centre's sites under its/her direct control.
6. Act and discharge the responsibilities of the 'Responsible Person' for day-to-day fire safety management at Centre's sites under their control.
7. Ensure that fire drills take place at their respective Centre sites at least twice per year and that any issues arising from these drills are attended to as soon as is practicable.

### 2.4 Duties of the HR Manager

The Manager of Human Resources is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels, and safeguarding. Where these monitoring systems indicate work-related ill-health issues, these will be brought to the attention of the Health, Safety and Environmental Manager.

Day-to-day duties as an HR Manager will include:

1. Manage all core HR departmental areas, including payroll, employee relations, HR admin, learning and development, internal recruitment, employee engagement, and maintaining and improving HR systems.
2. Provide advice and direction where needed to the HR team on work priorities, budget and staff resources, strategic, policy, organisation and staff management issues.
3. Current regulation compliance, including accepted professional standards, policies and procedures and legislation (including legislation on data protection, the Equality Act and health and safety).
4. Manage the implementation of employment policies.
5. Ensure employment law, HR policy, best practice and workforce development are applied.
6. Ensure the onboarding process is handled in a professional manner to expedite the settling in period.
7. Manage the execution of the HR Strategy to ensure achievement of the objectives.
8. Support HR staff to ensure that all relevant professional standards are met.
9. Continuously improve engagement and welfare activities, maximising productivity, devolving HR responsibilities to line managers and building leadership capability. Identify HR trends so that attention can be directed to key issues and resources.
10. Identify staffing needs and manage the creation of job descriptions and handbooks.
11. Develop and implement management talent planning.
12. Develop the organisational structure to support future growth, using best practice principles.
13. Manage the company's employee programmes, staff benefits and packages.
14. Control the performance review programme to deliver continuous employee development.
15. I regularly coach, mentor, and support colleagues to identify individual strengths and development needs.
16. Ensure employee training requirements are professionally managed and monitored.
17. Manage the training and development plans and ensure they are of a high standard.
18. Conduct annual remuneration and benefit surveys and reviews.
19. Determine relevant Key Performance Indicators (KPIs) for incentive schemes.
20. Manage the diversity, equality, and inclusion values and practices within the company.
21. Enabled all team members to access appropriate guidance and information to manage their workload.
22. Ensure the offboarding process is handled in a professional manner to ensure everyone is consistently treated fairly.
23. Manage the allocation of HR budgets.
24. Ensure internal HR communications, including any issues, initiatives and programmes are well planned, coordinated, relevant, timely and adhere to the company's values.
25. Make sure that company values and approach are utilised to strengthen the organisational culture.
26. Demonstrate the company values, championing the leadership behaviour framework.
27. Demonstrate a high-performance ethic with a focus on successful outcomes.
28. Develop and maintain effective relationships to encourage retention and ensure the team perspective is fully represented in decision making.

## 2.5 Duties of The Health & Safety Manager:

In accordance with the Management of Health and Safety at Work Regulations 1999. Safety Dept role includes:

1. Advise on the preparation and review of the Company Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the policy. Ensure the requirements are communicated to all employees.
2. Keep up to date with health and safety legislation which affects the Company and give advice to senior management as requested on:
  - a. Legal requirements affecting health, safety, and welfare.
  - b. Prevention of injury and damage.
  - c. Provision, selection and use of protective clothing and equipment.
  - d. New working methods, equipment, or materials, which would reduce risks.
  - e. Proposed changes in legislation.
  - f. Potential hazards on new sites/Centres before training starts, and safety factors affecting the selection of plant or equipment, contractors and so on.
3. Carry out investigations of serious accidents in accordance with Company Policy to make recommendations to prevent recurrence. Assist management in notifying the Health and Safety Executive of accidents or incidents in accordance with Company Policy and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 as amended.
4. Carry out regular site safety inspections and audits to monitor compliance of work being undertaken with the company health and safety policy. Complete necessary reports identifying to the company the problem and person responsible for rectifying them and advise on methods of achieving this.
5. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
6. Set a personal example when visiting site by behaving professionally and wearing all suitable protective clothing.

## 2.6 Duties of The Pre- Employment/Apprentice Managers:

Under the direction of the Operations Director, all Managers are responsible for achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities, they will:

2. Ensure that departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.
3. Ensure that personnel to whom they have a responsibility for, undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and the Centre's policy are met.
4. Ensure that safeguarding procedures are met and adhered to by all staff within the centres
5. Ensure the provision and maintenance of plant and systems of work that are, as far as is reasonably practicable, safe and without risks to health.
6. Ensure that adequate arrangements are in place, as far as is reasonably practicable, for the safety and absence of risks to health in connection with the use, handling, storage and transport or

articles and substances hazardous to health.

7. Actively monitor health and safety performance in areas under their control through audit/inspection reports, accident/incident/ill-health reports.
8. Ensure adequate follow-up procedures are in place to address any departmental areas that fail to achieve as a minimum, a satisfactory level of health and safety management performance as identified through accident reports and/or health and safety audits/inspections.
9. Promote the implementation of the skills centres Health and Safety Policy by establishing an adequate program to:
  - Ensure that risk assessments are conducted and that adequate control measures are introduced and maintained.
  - Conform with statutory duties and the College Health and Safety Policy and procedures to report occupational ill-health issues/accidents/incidents, communicate information and identify, report, and eliminate hazards.
10. Ensure that health and safety training needs are identified, and that suitable training is provided.
11. Ensure that health and safety is promoted as a core element of departmental teaching at all levels.
12. Ensure that the College policy is always implemented and adhered to for activities taking place off college sites.
13. Encourage and support the discussion and sharing of information relating to health and safety matters at staff meetings.
14. Ensure that regular departmental inspections are carried out by competent staff.
15. Communicate risk assessments to the relevant staff.
16. Monitor the effectiveness of the control measures and take actions/review accordingly.
17. Fully co-operate with staff and Health and Safety Union Representatives.

## 2.7 Duties of the Safeguarding Lead:

The CEO and the Executive board should ensure an appropriate senior member of staff, from The Skills Centre, is appointed to the role of designated safeguarding lead. The designated safeguarding lead should take lead responsibility for safeguarding and student protection (including online safety, understanding the filtering, and monitoring systems and processes in place). This should be explicit in the role holder's job description.

The designated safeguarding lead should have the appropriate status and authority within The Skills Centre to carry out the duties of the post. The role of the designated safeguarding lead carries a significant level of responsibility, and they should be given the additional time, funding, training, resources and support they need to carry out the role effectively. Their additional responsibilities include providing advice and support to other staff on student welfare, safeguarding and student protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and to contributing to the assessment of the students. The designated safeguarding lead is expected to:

1. Act as a source of support, advice, and expertise for all staff;

2. Act as a point of contact with the safeguarding partners;
3. Liaise with the Centre Managers and Tutors to inform him or her of issues- especially ongoing enquiries and police investigations.
4. Liaise with staff (especially teachers, pastoral support staff, IT technicians, senior mental health leads and special educational needs co-ordinators (SENCO's), or the named person with oversight for SEND in a college and senior mental health leads) on matters of safety and safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that student needs are considered holistically;
5. Liaise with the senior mental health lead and, where available, the Mental Health Support Team, where safeguarding concerns are linked to mental health;
6. Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of students including where families may be facing challenging circumstances;
7. Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on the students attendance, engagement, and achievement at The Skills Centre.

This includes:

8. Ensure that The Skills Centre knows who its cohort of students who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort; and
9. Support teaching staff to provide additional academic support or reasonable adjustments to help students who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on the students educational outcomes.

## 2.8 Duties of the Centre Managers:

The Centre Managers has a vital role of ensuring that the Centres along with certain plant, fixtures and fittings is maintained in a safe condition and will also be responsible for:

1. Arranging and monitoring routine maintenance/service and repair of all buildings, equipment, machinery, and systems to ensure health and safety.
2. Ensuring the integrity of the fire safety systems and firefighting equipment by establishing and arranging procedures for servicing/repairs by a competent contractor.
3. Ensuring that appropriate regular fire safety checks e.g., fire alarm and emergency lighting tests etc. are carried out and recorded at the prescribed intervals.
4. Implementing the Construction, Design and Management Regulations 2015 as appropriate and ensuring the competency of contractors employed to carry out any building projects, maintenance, and repair jobs as appropriate.
5. Planning, co-ordinating, controlling and monitoring the activities of all contractors according to the centers Contractor's Health and Safety method statement, etc. at the tender stages. Ensuring the competency of contractors employed to carry out maintenance jobs.
6. Ensuring that the Environmental Policy standards set out in the Health and Safety Policy are adhered to and the duty of care with regard to special waste disposal etc. is complied with according to the Environmental

Protection Act.

7. Ensuring that systems for testing fixed installations and portable appliances testing are implemented and tested at the prescribed intervals.
8. Ensuring the security of the centers is not compromised and safeguarding procedures are met.

## 2.9 Employees:

The Health and Safety at Work etc Act 1974 states that EVERYONE has a responsibility for health and safety. It is important that everyone appreciates and recognises the extent of their individual responsibilities, namely that they;

1. They shall make themselves familiar with, and comply with, the Health and Safety Policy and all related procedures, in particular to any policy/procedure which directly affects their own work activities.
2. Shall accept individual responsibility:
  1. To take all reasonable care for the health and safety of themselves and of any other person who might be affected by their actions or omissions.
  2. To co-operate with the College so far as is necessary to enable it to comply with its legal duties.
  3. To undertake as required, all health and safety training which is deemed necessary by their line manager to secure the health, safety and welfare of their employees or anyone else affected by their actions at work.
3. Shall always make full use of appropriate personal protective clothing and appropriate safety equipment and devices provided.
4. Familiarise themselves with the location of first aiders, local health, and safety arrangements with regard to processes/materials, emergency procedure, nearest fire exits and assembly points.
5. Report any hazards and all accidents, near misses, incidents and damage to their immediate line manager and participate in near-miss reporting arrangements.
6. We shall not intentionally or recklessly, interfere with or misuse anything provided by the College in the interests of health, safety, and welfare.
7. Be responsible for the health and safety of students/or persons in their care as far as is reasonably practicable.
8. Set a good personal example by always following safe working practices.

## 2.10 Duties of the Learners and apprentices

### All students:

1. Shall always, whilst they are on the centres premises or taking part in the centres activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them.
2. Shall not, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on the centres premises, alter any fixed installation, alter or remove health and safety notices or

equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the Centre.

3. Shall always, whilst they are on the centres premises, comply with all fire, safety and security procedures as detailed in the Health and Safety Policy.
4. We shall not intentionally or recklessly, interfere with or misuse anything provided by the Centre in the interests of health, safety, and welfare.
5. Shall comply with all instructions, written or oral, given to ensure personal safety and the safety of others.
6. Shall use protective or specialist clothing as required and shall use all safety equipment available

We recognise that this commitment depends on the shared responsibility of everyone associated with The Skills Centre (see responsibility tree) and, to that end, we have in place effective management systems that;

- Ensures compliance with current directives and legislation;
- Identifies and responds sympathetically to training needs.

#### **The learner and apprentice responsibilities;**

- Understand their responsibilities within the Health and Safety Policy.
- Exercise personal responsibility for the Health and Safety of themselves and others.
- Report all accidents / incidents to staff immediately.
- Observe all the Health and Safety rules of the Group, and particularly the instructions of staff given in an emergency.
- Not to wilfully misuse, neglect or interfere with things provided for their Health and Safety.
- Receive general Health and Safety information as part of their induction process and program specific advice during their attendance.

## 3.0 Arrangements:

### 3.1 Company policy towards alcohol and drug abuse

Alcohol or drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others on our sites. Therefore, it is the policy of this Company that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred by the Centre Manager / Tutors to the appropriate Director / Manager who must arrange for the person to be removed from site.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, e.g., heat exhaustion, hypothermia, diabetes, etc. also the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the person's condition or cause of their condition, medical advice should be sought immediately.

### 3.2 Accident and Incident Reporting

#### Introduction

The importance of accident, incident and near miss recording, reporting and response cannot be over- stressed. The necessity arises from two fundamental requirements:

only if every accident, incident, and disease is reported can action be taken to prevent recurrence;

- a) A record should be filed in case the accident needs to be reported to the Health and Safety Executive or the accident results in a claim for industrial injury benefit or a claim against The Skills Centre
- b) All accidents/incidents must be reported immediately to a manager

#### Near Miss Reporting

A near miss is an incident that has occurred but not resulted in injury or damage. The company will run a near miss system on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of investigating near misses is to enable measures to be taken to prevent a recurrence which may result in injury or damage.

Where there is a near miss, the person identifying it is to complete the relevant form and pass it onto the Manager / Supervisor who will take the necessary action to prevent the 'near miss' becoming the next accident.

The Manager / Supervisor is to complete the relevant part of the near miss form to record the actions taken. On sites, the near miss report is to be filed in the Site Safety File, in the offices it is to be given to the Safety Manager.

#### Minor Injuries

All minor injuries reported by employees / operatives are to be entered into the accident book. Where the accident occurs on site and the Principal Contractor wants their accident book completed, a record must still be made in the Skills Centre accident book unless a copy of the original entry is taken. All accidents however minor must be reported to a manager or supervisor immediately.

#### Lost Time & Over 7 Day Accidents

Where an employee suffers a lost time accident, the Business & Contracts Director must be informed by the relevant Manager / Supervisor and kept up to date with the proposed date of returning to work. An accident investigation will need to be carried out by the injured persons manager to determine the causes so that measures can be put in place to prevent a recurrence. Where the employee does not return to work for more than 7 days, not including the day of the accident, the Company Health and Safety Department will be informed and, as directed by the Contracts Director / Manager, will carry out the investigation.

A record must still be kept of all 3 day plus injuries

#### Major Injuries

Where an employee, operative or contractor suffers a major injury, or is taken to hospital with a suspected major injury, the Contracts Manager / Director are to be informed immediately. These will then in turn inform the Company Health and Safety Department who will carry out an investigation as directed. Nothing is to be moved in the accident area unless instructed by the Contracts Director / Manager or where it would otherwise put people at risk to leave it. If the accident area must be disturbed, where it is feasible, take photographs or make a sketch first as this may help with the investigation. Major injuries are injuries such as:

- Fractures (not to fingers or toes) Dislocations
- Amputations
- Temporary or permanent blindness.
- Chemical burns to the eyes.
- Someone being knocked unconscious.
- Someone being admitted to hospital for 24 hours or more, etc.

### **Dangerous Occurrences**

Dangerous occurrences must be reported to the Contracts Manager immediately. These will then notify the Safety Department. The area must not be disturbed unless the Contracts Director / Manager specifies so, or to prevent further danger.

### **Disease**

Any written diagnosis received from a doctor (e.g. medical certificate stating the type of industrial disease.) must be forwarded to the Contracts Director immediately, together with a description of the type of work done by the person concerned to enable an investigation to take place.

The company Health and Safety Department will then be contacted to advise whether it needs reporting to the HSE under RIDDOR.

### **Fatal Accidents**

In the event of a fatal accident, the Contracts Director and Managing Director will be notified immediately. The Contracts Director will then notify the Company Health and Safety Department.

Reference:

*Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*

## **3.3 Asbestos**

The Company does not deal with asbestos within their normal day to day operations. However, there may be times when, in the carrying out of our normal day to day works, that our employees, operatives or contractors come across asbestos containing materials (ACM's).

The Centre Manager will liaise with the Client prior to any training starting on site, to ascertain whether any type of asbestos is likely to be present on the site. Prior to commencing any training any relevant pre- construction health and safety information will be obtained from the Client. If details provided by the Client are inconclusive, then arrangements will be made to take and analyse samples of any materials which are suspected to be ACM's. All information on the presence, or possible presence, of ACM's along with any working methods and control measures will be issued by the Centre Manager before work starts.

The company will ensure that all persons, working on its behalf and who may be likely to encounter asbestos containing materials, are adequately trained. In all cases if any ACM's are identified, employees, are to be informed that training is to cease immediately and the Client informed. The Centre Manager is then to inform the Directors who

will instigate an investigation and take necessary action.

## References

*The Control of Asbestos Regulations 2012*

### 3.4 Compressed Air Power Tools

The main hazards associated with compressed air and its use includes:

- Grit or dust entering the eyes.
- Vibration White Finger particularly in cold weather or where considerable use is made of hand tools.
- Damage to internal organs or upper limbs due to incorrect posture when using breakers.
- Compressed air entering the body or blood stream through the skin.
- Noise. (Note leaving engine covers open results in noise control measures being made ineffective and can cause overheating of the engine).
- Damage to feet if breaker point slips.
- Uncoupled hose swinging out of control.
- Injuries while starting compressor due to lack of maintenance or to engine hood or cover stay failure.

## Planning Procedures

When planning work, the relevant standards will be considered. The Centre Manager / Tutor will:

- Ensure that suitable and sufficient risk assessments are carried out for the use of compressed air equipment.
- Ensure that any compressor and compressed air tools, which are purchased or hired for use on site or in the workplace, are in good condition and are selected in accordance with the Company policy on noise.
- Ensure a schedule of examination is prepared for all Company compressors, fittings, and plant, which use air under pressure.
- Ensure copies of the necessary thorough examination certificates and schedules are maintained at the office in the case of Company equipment. Documentation relating to hired plant should be requested from the hire Company at the time of hire.

## Training

Students will be instructed in the general safety precautions to be observed and, where relevant, in any specific item of equipment especially if required by legislation e.g. changing abrasive wheels etc. Refresher training must also be undertaken to maintain and enhance competence in the use of compressed air and associated power tools.

The Tutor will:

Check that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays, anti-whip chains etc.). Noise control measures must be in place and instructions given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

- Ensure that all necessary safety equipment, e.g. eye protection, hearing protection, gloves is available and worn when required.
- Check that the necessary maintenance, lubrication, draining of receivers etc. is being carried out and that any defect in the compressor, towing arm stand, side panels, gauges, hoses, connections, or tool is reported immediately to the relevant manager responsible for plant maintenance, or hire Company. The operator will be responsible for carrying out a visual inspection, checking couplings, etc., before the equipment is used.
- Ensure all operatives wear suitable protective footwear when using compressed air equipment.

- Ensure that compressed air is not used to blow down clothing etc. and take disciplinary action against any operative seen directing a live compressed air hose at any other person.
- Ensure that the requirements of the risk assessments and Health and Safety Plan are being implemented.

## Operating Procedure

Anyone setting up or using compressed air equipment must take into account the following:

- Check equipment daily before use, and report defects immediately.
- Ensure all guards, safety devices, brakes etc. are in good condition and operating correctly.
- Ensure engine cover stays are in good condition and fully locked into position when the cover is open.
- Engine covers/flaps must be in place during use, to ensure noise control is effective, this also includes mufflers fitted to breakers. Additional protective equipment such as ear muffs or goggles may be required and these will be worn.
- Hoses, connection, and valves must be in good condition and correctly fitted.
- When using an air “lance” or similar, eye protection must be worn and a valve fitted to the lance to shut off the air supply. The work area should be cleared of other persons unless they are also adequately protected.
- Take care when blowing out condensation etc. from hoses and ensure that the open end is secure and not pointing at anybody.
- Do not use compressed air for blowing down clothing etc. as compressed air can enter the body via the skin. This is a major reason for people not to “fool around” with compressed air as severe injuries can result.
- Disconnect equipment from the compressor when changing discs, tools etc. do not just fold the hose.
- Ensure the jockey wheel; stands and brakes are operational before manhandling compressors. Use a vehicle to move compressors whenever possible.
- Wear eye, foot and ear protection where needed but especially with breakers and abrasive discs.
- Ensure other control measures identified in the risk assessment(s) for the work, have been implemented.

## References

*Work in Compressed Air Regulations 1996*

## 3.5 Consultation with Employees

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 for employers to consult with employees on matters relating to health and safety. These regulations complement the Safety Representatives and Safety Committees Regulations 1977, which place duties on employers to consult with safety representatives who have officially been appointed as such by the trade unions.

The Company will inform its employees of their rights to be represented by a safety committee and, if requested, will form a committee in accordance with the above legislation. If requested, the company will ensure periodic meetings are held with employees to discuss health and safety issues.

Employees will be consulted by the office management, on matters regarding their health and safety, following toolbox talks or inductions.

## References

*Health & Safety (Consultation with Employees) Regulations 1996 Safety Representatives & Safety Committees Regulations 1977*

### 3.6 Control Of Sub Contractors

Sub-Contractors are often appointed to carry out work on behalf of the Company. It is the policy of the Company that only approved sub-contractors will be employed.

The list of approved contractors will be consulted prior to appointing a sub-contractor to carry out work on behalf of the Company.

Sub-Contractors will be required to comply with the following requirements which will be explained to them at any pre-contract meeting with the Director /Centre Manager or other company representative.

All sub-contractors will be required to:

- Work in compliance with the contents of this document and any additional centre rules that have been put in place on each site.

**Ref:**

*The Construction (design & management) Regulations 2015*

### 3.7 ELECTRICAL TOOLS AND EQUIPMENT

#### Hazards

The main hazards associated with this equipment include: -

- Electric shock.
- Unguarded machinery.
- Tripping.
- Fire.

#### Planning Procedures

When planning work with electrical tools or equipment the relevant standards and the requirements of the Health and Safety Plan for the site must be adhered to. The use of such equipment must be taken into account when carrying out the task risk assessment. All electrical equipment on the Company sites or other workplaces will be supplied, installed, maintained or used in accordance with the relevant standards. Portable electrical appliances are electrical items that can be easily disconnected from the power source and moved from one location to another.

To ensure the safety of persons using Class 1 portable appliances, it is Company policy that all new portable appliances, or used appliances new to the company, are tested before first being put into use.

Once an initial test has been carried out by a competent person, subsequent tests will be carried out at the following times:

- Office equipment (except IT equipment) - annually
- Site office equipment - on set up of site then 12 monthly
- Site tools and equipment - 6 monthly

The responsibility for arranging for PAT testing in the office will be down to the Safety Manager, for site equipment it will be the Centre Manager.

#### Site Procedures

The Centre Managers will:

- Inform all Contractors of any temporary electrical supply that is needed.
- Ensure that all power tools provided for use on site or other workplaces are in accordance with the relevant British Standards and have been PAT tested.
- Ensure that no power tools or electrical equipment of greater voltage than 110 volt (CTE) are used on site unless specialised plant dictates it, special arrangements are made to protect the equipment from damage. Intrinsically safe lower voltage tools, lighting, etc. may be required in damp or confined situations.
- Ensure all sub-contractors are informed of the Company policy on the use of electricity on site and that they will be expected to comply with these requirements.
- Ensure that formal weekly visual inspections are carried out on electrical equipment on site.

### Training

Training will be provided for employees who are required to inspect, repair or maintain equipment. In most circumstances, only competent electricians will be authorised to carry out repairs or maintenance and to carry out installation work. Regular refresher training to maintain and enhance competence for the work and the safety requirements for working with Electricity will also be provided.

### Monitoring

The Centre Manager will:

- Carry out spot checks to ensure that all site personnel under their control carry out daily checks on the electrical equipment they are to use. The following items need to be checked in relation to electrical items:
- The cable / lead for any signs of damage, breakages, repairs.
- The plug for signs of damage or scorching.
- The equipment casing for signs of damage.
- All control buttons / switches to ensure they work correctly.
- Ensure there is an in-date sticker showing the date of the last test. Ensure that all sub-contractor's equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site. Evidence of recent inspection and testing of all electrical equipment should be available before the equipment is used.
- Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site.
- Ensure that all power cables are installed clear of access ways and preferably above head height.
- Ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.
- Ensure that only authorised persons are permitted to repair or alter electrical equipment.
- Arrange for immediate action to be taken to have defects remedied by a site electrician or hire Company, as soon as they are reported. Prevent the use of faulty equipment by removing it to a secure place and label it clearly as being defective.

### Ref:

*Electricity at Work Regulations 1989*

## 3.8 Fire Policy & Procedures

The policy and procedures for the control and management of fire risk reflects the requirements of the Regulatory Reform (Fire Safety) Order (FSO) 2005. In accordance with the FSO, the 'Responsible Person' for the Company will be Robert Aitken (H&S Manager).

For any construction sites / contracts outside of the Companies offices, the relevant Project Manager for the

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contract will take on the duties of the 'Responsible Person' unless work is being carried out under a Principal Contractor who would otherwise carry out these duties.

### **Duties of the 'Responsible Person'**

It is the duty of the 'Responsible Person', under the Regulatory Reform (Fire Safety) Order 2005, to ensure that all the requirements are put in place. The areas that need to be taken into account are:

- Fire risk assessments
- Fire training for employees / operatives
- Fire procedures
- Fire detection and alarm systems
- Means of escape
- Records of fire tests

### **General Fire Precautions**

In the event of fire, it is the policy of the company that safety of life shall override all other considerations, such as saving property and extinguishing the fire. The company refutes the notion that the alarm should only be raised in the event of a large fire.

All employees / operatives are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The company will always support employees / operatives who operate the fire alarm system in good faith, regardless of whether or not the fire was a threat to life or property.

The 'Responsible Person' will ensure that suitable fire precautions have been developed for each workplace which are suitable and sufficient for that workplace. These fire precautions will then be communicated to all persons working in the premises with suitable information provided for visitors. Risk Assessments  
Suitable and sufficient fire risk assessments will be carried out, by the relevant manager, for all workplaces.

Fire risk assessment in the company's offices will be reviewed on an annual basis, or following any changes that may result in them being invalid.

Fire risk assessments on site will be the responsibility of the Centre Manager. Individual Contractors may be required to carry out their own fire risk assessment, this will be determined and enforced by the Centre Managers. Fire risk assessments on site will need to be regularly reviewed, as the contract progresses, to determine their validity.

### **Fire Fighting Equipment**

Where risk assessments for the work require firefighting and other emergency equipment to be provided it will be planned for meeting the relevant standards as appropriate.

The requirements of any Health and Safety Plan and or Emergency Plan will also be planned for meeting the specification for equipment. Procedures for the inspection and maintenance of the equipment will be developed along with the requirements for periodic testing and evaluation of emergency procedures.

## Fire Class Matrix (UK / BS EN 2)

| Fire Class                             | Type of Fuel                           | Examples                                                       | Recommended Extinguishers                                     |
|----------------------------------------|----------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------|
| <b>Class A</b>                         | Solid combustible materials            | Wood, paper, textiles, cardboard, some plastics                | Water, Water Mist, Foam (PFAS-free), Dry Powder               |
| <b>Class B</b>                         | Flammable liquids / liquefiable solids | Petrol, diesel, paraffin, solvents, alcohols, oil-based paints | Foam (PFAS-free or C6), Dry Powder, CO <sub>2</sub> (limited) |
| <b>Class C</b>                         | Flammable gases                        | Propane, butane, methane, LPG                                  | Dry Powder (specialist gas-rated)                             |
| <b>Class D</b>                         | Combustible metals                     | Magnesium, titanium, aluminium swarf, sodium, lithium          | <b>Class D (metal) powder agents only</b>                     |
| <b>Class F</b>                         | High-temperature cooking oils & fats   | Deep-fat fryers, commercial kitchens                           | Wet Chemical                                                  |
| <b>Electrical (not a formal class)</b> | Energised electrical equipment         | Servers, fuse boxes, motors                                    | CO <sub>2</sub> , Water Mist (electrically safe), Dry Powder  |

- *Electrical fires are **not a class** but are treated separately; once isolated, the fire falls into the class of the burning material.*
- *Foam extinguishers must now be **PFAS-free or C6-based**, due to the AFFF/PFOA restrictions (effective 4 July 2025).*
- *Always select extinguishers based on a **Fire Risk Assessment** and **BS 5306** guidance.*

### Training

All personnel must be provided with training on the emergency procedures relevant to their place of work. Specific personnel will be trained as Fire Marshalls so that they are competent to deal with situations likely to arise in the course of their work. Relevant refresher training will be undertaken to maintain and enhance competence.

Fire drills in the Company's offices will be carried out on a 6 monthly basis, these will be initiated by the Health and safety Manager. Fire drills on site will be carried out as determined by the centre managers

Records of all training undertaken, and instruction and practice in emergency procedures will be kept to comply with statutory requirements.

### Monitoring

The Manager / Supervisor will:

- Ensure that the requirements for fire-fighting and emergency equipment necessary for the work and/or site are available.
- Ensure that the equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Ensure that personnel involved in the work are trained and competent to use fire-fighting and emergency equipment.
- Ensure that discharged fire-fighting extinguishers and other emergency equipment are returned to their operational state as soon as practical after use. Ensure that all personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each work site.

Regular monitoring in the office will include:

- |                               |              |             |
|-------------------------------|--------------|-------------|
| • Fire exits:                 |              | - weekly    |
| • Fire extinguishers:         | - visual     | - weekly    |
| • Fire alarm systems:         | - Inspection | - annually  |
|                               |              | - 6 monthly |
| • Emergency lighting systems: |              | - 6 monthly |

### Use of Fire Extinguishers

Fire extinguishers should only be used by trained personnel and then only if safe to do so.

If an extinguisher is used, or partially use, it must be reported to your Manager immediately. It must then be returned to the stores so that the fire extinguisher can be tested to ensure serviceability.

Managers are responsible for the firefighting equipment in their areas of responsibility and should ensure that they have been inspected within the last year and that they are changed when used or there is reason to believe that they are unserviceable.

#### Ref:

*The Regulatory Reform (fire safety) Order 2005*

## 3.9 First Aid Arrangements

The prevention of accidents at The Skills Centre is everyone's responsibility, and each member of staff should ensure that they are familiar with any special instructions relevant to the area(s) in which they work for the proper handling of emergency situations.

### Planning Procedures

The Centre Managers will ensure that any necessary first aid arrangements determined by the expected risk environment, employee/contractor population, available local hospital facilities, etc. have been considered when allocating personnel and resources to a site. Within the office environment, this will be determined by the Safety Manager.

Where the Company is working for a bigger client that has a first aid system established, the Director / Manager may arrange for that client to give cover for first aid. The Director / Manager must:

- Ensure that the first aid trained personnel are competent to deal with the types of injuries that
- could be sustained from the Company's work; and
- Obtain confirmation, in writing, that the facilities will be provided by others.
- In order to meet the requirements of the Health and Safety (First Aid) Regulations 1981 for the provision of suitable person(s) to administer first aid, the Company will ensure that sufficient numbers of trained and certificated 'suitable persons' are available in each work location.
- The Company will establish the necessary procedures and arrangements to:
- Communicate the first aid facilities to all persons on site through the site / company induction;
- Communicate the names of first aid trained persons to all persons in the workplace;
- Ensure that first aid materials are replenished when used;
- Arrange all necessary first aid equipment, with guidance from the safety adviser if needed. The safety adviser can arrange the supply of materials if required.

## Training

Appropriate first aid training and refresher training for personnel nominated as suitable person(s) will be provided to ensure that competence is established and maintained. If work processes require additional specialised first aid provision, then appropriate personnel must be trained for that requirement. Sickness and holiday cover will be taken into account.

## Monitoring

- The relevant Manager will ensure that all arrangements for first aid are established and that they are used and maintained to the required standards.
- The Office Manager will ensure that all certification remains current and must highlight any requirements for refresher training.
- Where the Company is utilising arrangements made by the client then any deficiencies in that provision must be reported to the client formally
- Centre managers and Supervisors or nominated first aiders are to ensure that first aid boxes are re-supplied each time they are used and have enough equipment in them (as per the contents list in the box). In the office, it is the centre Manager's responsibility to check the first aid box. Those who have the responsibility for first aid kits are to ensure that suitable equipment is still available and in date.

## First Aid Arrangements

The first aid arrangements made for the site / workplace in question must reflect the likely circumstances in which an employee, visitor, or contractor could be injured or become ill at work.

Arrangements should include:

- The nomination of 'suitable person(s)' trained and certificated to 'first aid certificate level by an approved organisation e.g. St John's Ambulance, British Red Cross etc. Suitable person(s) must be available whilst work is being undertaken on the site.
- Means of communicating the arrangements made, to all employees, operatives, visitors and sub-contractors with reference to the emergency plan (fire and evacuation) where appropriate.
- A means of recording on a suitable form the first aid treatment given. This should include patient's name/address, patient's occupation, date of entry, date/time of accident, place/circumstances of the accident, injury details and treatment given, signature of person making the entry.
- The maintenance of first aid materials at appropriate levels.

Ref:

*The Health & Safety (First Aid) at Work Regulation 1981*

## 3.10 Hand Arm Vibration Syndrome (HAVS)

### Hazards

Workers whose hands are regularly exposed to elevated levels of vibration may suffer from several kinds of injury to their hands and arms. These injuries may include impaired blood circulation and damage to the nerves and muscles. These injuries, or conditions, are commonly and collectively known as 'Hand Arm Vibration Syndrome'.

### Planning

Prior to carrying out any work with tools or equipment which are likely to present a risk, the Project Manager / Contract Supervisor must:

- Identify which operations are likely to be exposed to excessive vibration.

- Where practicable avoid exposure by using equipment other than vibratory equipment, by changing the method of work or by using low / anti-vibration equipment.
- Where the use of vibrating equipment cannot be avoided, carry out a suitable risk assessment to determine the exposure times according to the equipment being used.
- Inform the operators of the equipment the findings of the risk assessments and any required control measures or maximum exposure times.

### Training

Prior to any works commencing with such tools or equipment, the manager or supervisor is to give a toolbox talk on the risk associated with excessive use of vibrating equipment and how to reduce the risk of contracting hand arm vibration syndrome. Operators are to be trained on how to recognise the symptoms from such tools and informed of whom to report it to

### Monitoring

A register is to be kept on site detailing how long personnel have been exposed to vibrating equipment and how long a rest period they have taken between each period of exposure. The Centre Manager or Supervisor are to ensure that the register represents a true account of the exposure times. The operatives will be expected to sign the register to state their actual exposure times.

Where new and innovative ways are being used to monitor HAVS we will endeavour to incorporate such devices to monitor the workforce when using vibrating tools

### Operational Procedures

Where personnel are using vibrating or percussive tools, they must:

- Adhere to the exposure and rest times identified in the risk assessment.
- Complete the site register for monitoring exposure times.
- Maintaining blood circulation by:
  - a). Wearing gloves;
  - b). Avoiding pneumatic exhausts which discharge towards the hands;
  - c). Allowing operatives to warm up before starting work, and helping them to stay warm;
  - d). Wearing warm, weatherproof clothing for cold wet areas;
  - e). Avoiding or cutting down smoking. (Smoking reduces blood circulation).
  - f). Massaging and exercising fingers during work breaks;
  - g). I). A skin temperature above 15o C is to be maintained.
- Report to the supervisor any symptoms experienced whilst operating equipment.
- Attend any health assessments that have been organised by the employer in accordance with the risk assessments.

### Ref:

*The Control of Vibration at Work Regulations 2005*

## 3.11 Hazardous Substances (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (amended) imposes duties on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used, the quantities involved, and the possible numbers affected.

The work of the Company and its employees / operatives brings us into daily contact with substances, which, to varying extents, are hazardous to health. Our general policy on dealing with these substances is given below:

- Exposure to substances hazardous to health will be prevented where possible, or adequately controlled by suitable protective or preventative measures.
- As far as practicable, the control shall be by means other than provision of personal protective equipment. Where required, however, adequate and appropriate protective equipment or clothing shall be supplied.
- It is important that employees / operatives receive adequate information, instruction and training in order for them to be aware of the risks to health from exposure to a substance, and the precautions and control measures that should be provided and carried out.

### Planning Procedures

Where practicable, the Company will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the Centre Manager can carry out a COSHH assessment or arrange for one to be carried out.

Where the Centre Manager is not competent to carry out a COSHH assessment, the company safety department will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected. The details of assessments will be kept in a suitable register.

The Centre Manager or Supervisor will:

- Verbally communicated the findings of the COSHH assessment to those using the substance or those who could be affected by them. This communication is to be carried along with the requirements of task risk assessments and method statements and must be done so prior to works commencing.
- Make a record of the communication process.
- Ensure copies of the assessments are available to those using the substance or managing the process.

### Training

All operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required. Regular refresher training must also be provided to maintain and enhance competence in handling or using these substances.

### Monitoring

The Centre Manager will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.

Where the use of a particular substance necessitates the need for health surveillance to be carried out, the centre manager or Supervisor will contact the Director who will arrange it with a suitable Occupational Health Specialist. Where necessary, the Director will seek assistance from the Company Safety Department.

**Note:** The centre manager or Supervisor is, under no circumstances, allowed to let any substance be used unless a COSHH assessment has been carried out and communicated.

### Operational Procedures

The following rules apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous

membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.

- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillage's instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, materials must be handled only by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels and detailed health and safety information before using any products.
- **No hazardous substances are to be used if there is no COSHH assessment available**

#### Ref:

*The Control of Substances Hazardous to Health Regulations 2002*

### 3.12 Lone Working

There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than 1 person to be involved in the operations, in which case the work will be planned for the relevant number of persons, e.g

- Confined Space Regulations- entry into confined spaces
- Diving Regulations - supervision of diving operations
- Construction (Design and Management) Regulations- footing of ladders where necessary
- COSHH Regulations- fumigation and other work

Lone workers will be supervised by one of the following means, appropriate to the work situation concerned

- Periodic supervisory checks.
- Periodic contact by telephone or radio.
- Automatic warning devices if not periodically cancelled by the lone worker.
- Emergency alarms operated manually or in the absence of any activity.

In certain circumstances, lone working is not permissible and the worker will be physically supervised, e.g. young person's operating prescribed dangerous machinery, persons undergoing training.

Devising safe working arrangements for solitary workers should be no different from organising the safety of other employees.

Hazards need to be identified and the risks assessed.

Solitary workers should not be exposed to significantly more risks than employees who work together. Likely hazards might include:

- Fire
- equipment failure
- illness

- accidents
- is there any special risk question
- safe access/exit for one person question
- manual handling of access equipment, e.g. ladders and trestles
- handling of plant, substances and goods, i.e. weight considerations
- medical condition of employee
- lack of suitable training

This list is by no means exhaustive but gives a guide to what types of hazard to consider.

Reference:

*The workplace (Health, safety & Welfare) regulations 1992*

*The Management of Health & Safety at Work Regulations 1999 (as amended)*

### 3.13 Manual Handling and Lifting

#### Standards required

The Manual Handling Operations Regulations 1992 apply to any situation where a load has to be moved by hand or bodily force.

The regulations state “A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him”.

#### Planning

The Company will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to all employees / operatives by:

- Avoiding, where practicable, the need to lift items manually or failing this by.
- Assessing the operations which pose a significant risk of injury.
- Ensuring all persons are given suitable manual handling training.

The company realises that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task (the average male should only lift 25kgs manually but no-one should lift more than they feel comfortable with).

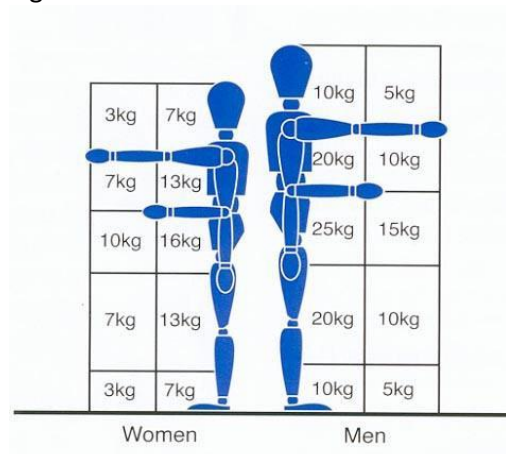
It is the Policy of the Company that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling a more detailed assessment will to be carried out by the Project, or other, Manager who has been trained in risk assessments. The manual handling assessment will be recorded.

A detailed assessment will need to be carried out if the preliminary assessment shows that the manual handling task involves:

- the lifting or lowering of a load which is unstable, difficult to grasp or greater than the weights identified in Figure 1 or the operation is carried out where there are adverse working conditions; or
- The carrying of a load, with a weight exceeding those stated in Figure 1 and the distance exceed 10 metres without rest; or
- The pushing or pulling of a load from start where the force required exceeds 25kgs for men or 16kgs for women; or

- The lifting of a load, weighing more than 5kg load for men or 3kg load for women, from a seated position.

Figure 1.



Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

All staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

### Training

All operatives and supervisory staff involved in manual handling operations will be trained in the relevant procedures. Regular refresher training will also be provided to maintain and enhance competence in manual handling operations.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

### Monitoring

Centre Manager / Office Manager / Supervisor will:

- Ensure any persons required to complete manual lifting work have been given and have understood training on manual handling and associated lifting techniques.
- Ensure a Manual Handling assessment has been completed for the manual handling operation in question.
- Ensure that the required control measures for the works are being implemented.
- Instruct any operative in the correct handling and lifting of loads as required.
- Ensure that a supply of suitable gloves is available for issue as required for the handling of materials, which could cause injuries to the hands.
- Enforce the wearing of safety footwear and supervisory staff will caution any employee or sub- contractor wearing unsuitable footwear.
- Ensure that no operative, particularly a young person is required to lift without assistance a load, which is likely to cause injury.
- Re-assess any manual handling operations which an employee has reported as being too difficult, unachievable or they do not feel comfortable with.

### Operational Procedures

Anyone carrying out manual handling operations must:

- Wherever possible use mechanical means to lift and transport items.

- Where the use of mechanical equipment is impracticable, sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment, e.g. floor conditions, lighting, access etc.
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
- Avoid twisting stooping or reaching to lift or deposit the load.
- Ensure that access areas are clean and clear and that the lighting is adequate.
- Wear gloves and safety footwear and other personal protective equipment relevant to the working environment.
- Protect sharp edges.
- Avoid long lifts and if necessary, change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position, i.e. from knee to shoulder range.
- If more than one person is involved, then a competent person must be nominated to control the handling activities.
- If possible, break the load down into smaller items.
- Secure items, which are loose to prevent the load shifting when being carried.

**Ref:**

*The Manual Handling Operations Regulations 1992*

### 3.14 New And Expectant Mothers

the company CEO is aware of the potential susceptibility of new and expectant mothers to certain risks that may arise during their work. All reasonably practicable steps will be taken to safeguard the health and safety of expectant mothers and their unborn children, as described below:

- A risk assessment (Annex A) for each new expectant mother working at the Company needs to be carried out as soon as the company has been notified. This is a legal requirement as specified in the Management of Health and Safety at Work Regulations 1999. There is an individual and ongoing need to take account of the physiological changes during pregnancy.
- A “new and expectant mother” is defined in law as a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding. “Given birth” is defined as having delivered a living child or, after 24 weeks of pregnancy, a stillborn child.
- Notification of pregnancy – employee’s duty
- Any female working at the workplace has the responsibility to notify their line manager in writing that she is an expectant mother. Only then does the managing director assess the added risks to the expectant mother.
- The employee should pass on any advice from her registered medical practitioner or midwife that could affect the assessment of her risk at work.
- Newly appointed female staff should notify their line manager if they have given birth within the previous six months or are breastfeeding. If any employee continues to breastfeed for more than six months, she must notify her line manager so that this will be included in any generic risk assessment.

## Risk assessment

1. Immediately after notification by an employee that she is pregnant, a specific and individual risk assessment must be made by the line manager, reviewed with the expectant employee and the appropriate identified actions applied. Risks may arise from physical, biological, chemical agents, working conditions and processes. Additional advice may be sought from the Occupational Health Adviser .
2. The risk assessment should be regularly revisited to ensure that any changes in the condition of the expectant/new mother are dealt with. The physiological changes must be taken into account when assessing the risks, including:
  - morning sickness;
  - backache associated with prolonged periods of sitting or
  - manual handling;
  - haemorrhoids and varicose veins associated with posture;
  - ready and easy access to toilets;
  - increasing tiredness as the pregnancy develops; and
  - balance as size increases.
3. The purpose of completing risk assessments is to enable the employer to determine what measures need to be taken to eliminate or control risk and, by acting on the findings, to demonstrate that the employer's duty of care has been fulfilled.
4. High-risk work should not be carried out until suitable controls are introduced, the work should only proceed when any remaining risks are acceptable.

## Specific hazards and risks

The following are the main specific hazards that are associated with new and expectant mothers at work that may need to be eliminated or else adequately controlled. The risk assessment should consider these and any others that may be identified within an area of work.

The medical condition of each new/expectant mother needs to be considered on the basis of advice from her doctor or midwife where necessary. The risk assessment form (Annex A) is suitable for recording the risk assessment of new/expectant mothers.

- Slips, trips and falls – the increasing size of a pregnant woman may adversely affect her balance, so slippery or uneven stairs, floors, paths etc are a particular concern;
- Standing or sitting for extended periods;
- Mechanical – vibrations/movement – including travel;
- Manual Handling – lifting, twisting, etc.;
- Excessive noise;
- Exposure to radiation – non-ionising and ionising;
- Extremes of temperature;
- Infectious or contagious disease, e.g. German measles, Listeriosis;
- Harmful substances – exposure to other people's tobacco smoke, lead, organic mercury chemicals;
- display screen equipment – IT work stations;
- Working hours – duration per day, night working (suspension on medical certificate);
- Work-related stress – working conditions, excessive workloads, travel during rush hour; and
- Home working.

**Ref:**

*The workplace (Health, Safety & Welfare) Regulations 1992*

### 3.15 Noise

#### Hazards

The main hazard associated with noise is hearing loss or impairment. This may be long term due to prolonged exposure, or could be due to excessive peak levels. Another hazard is impaired communications, which could lead to other safety problems due to unheard or misinterpreted instructions.

#### Planning Procedures

When planning work, the Control of Noise at Work Regulations 2005 will be taken into account. Noise measurements must be made by a competent person to ascertain where control measures are required. The requirements of the site Health and Safety Plan must also be planned for.

The Centre Manager will:

- Ensure work equipment is selected and maintained to minimise noise levels.
- Where possible, site noisy equipment away from working or public areas.
- If the noise level exceeds 80 dB then ear protectors will be made available.
- If the noise level exceeds 85 dB then ear protectors will be worn and that area clearly identified.
- Where possible, consider alternative methods of work to eliminate or reduce possible noise levels.
- Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- Ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, full information is obtained before work commences on the
- levels and frequencies of noise. Details should be included in the task method statement and risk assessment along with any designated hearing protection zones.
- Ensure that suitable measures to reduce the risk to employees (other than PPE) are available. Where there is no other means of reducing the risks, suitable PPE may be issued, employees do not have to wear it at these levels.
- Arrange for supplies of hearing protection, appropriate to the noise source, be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit.

#### Training

Instruction and training will be provided to employees / operatives required to work on or near plant which is likely to result in exposure to noise levels above the first action level. Regular refresher training must be provided to maintain awareness of the hazards to health of noise.

#### Monitoring

The Supervisor will:

- Ensure that all the control measures identified in the noise assessment are implemented.
- Arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all times when operatives are exposed to noise above the Second Action level or Peak Action level.
- Ensure that any hearing protection supplied is worn as required by the method statement and risk assessment.

- Ensure that all noise control items fitted to plant are kept in good order and that any defects noted are reported to the Centre Manager or hire Company immediately.

### Operational Procedures

All persons carrying out work that gives rise to elevated levels of noise must:

- Obey any site instructions regarding the wearing of hearing protection in those areas designated.
- Where possible, site noisy equipment away from working or public areas.

### Ref:

*The Control of Noise at Work Regulations 2005*

## 3.16 Offices

The following safety arrangements will be adopted for all offices occupied by company personnel whether on-site or at head office.

Routine safety inspections will be carried out by the Health and Safety Department, as requested by the Business and Directors. Due regard to the requirements of the Workplace (Health & Safety) Regulations 1992 will be taken for our offices and suggestions from employees / operatives to improve facilities will be considered and brought up at routine Board meetings.

### Hazards

The main hazards associated with the office environment are:

- Trailing wires / cables and other items left in walkways
- Manual handling
- Use of display screen equipment
- Flammable materials

### Planning Procedures

The Safety Manager will ensure that all offices are suitably laid out in accordance with the Workplace (Health, Safety & Welfare) Regulations 1992, to ensure that work can be undertaken in a comfortable manner.

Suitable and sufficient assessments will be carried out by the Company Safety Department to identify the main hazards and any necessary control measures needed to be implemented.

### Monitoring Procedures

All fire equipment will be checked, tested and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the relevant Section of this document.

The Safety Manager, or other nominated person, will carry out daily checks of the offices to ensure that they are in good order.

Our Safety Department will carry out regular inspections of the company's offices as requested by the Managing Director. Site offices will be inspected as part of the general site inspection.

### Training

It is the Company's policy to ensure as far as reasonably practicable the health, safety and welfare of personnel working in or persons visiting our offices. To ensure the safety of employees, all office staff will be trained in:

- 1) Office Safety
- 2) Fire Safety
- 3) Manual Handling Techniques.
- 4) Safe Use of DSE (only those persons classed as 'users').

### Display Screen Equipment (DSE)

The Company will ensure that, as far as is reasonably practicable, only DSE that does not give rise to health risks is purchased. To further reduce any residual risks to employees from DSE, the Office Manager will ensure that a suitable and sufficient risk assessment of work undertaken in the offices and the office environment itself.

All persons classified as 'users' (see below), once trained, will be given a self assessment checklist to complete. On completion the checklists will be analysed by the Safety Department to determine whether a detailed risk assessment is required and any subsequent changes need to be made to an individual's work station or work pattern.

- **'User'** – Is defined as an employee who habitually uses an item of DSE for an hour or more during each working day.
- Employees classed as 'users' must ensure they leave their workstation for at least 5 minutes in every hour. Other works such as filing and photocopying can be carried out in this time. 'Users' are expected to inform their line managers of any physical or psychological problems they may be experiencing due to excessive use of DSE.
- **Eye Tests** – The cost of an eye test will be covered for any user who may have a problem with their eyes due to continuous use of DSE. If an optician specifies the need for corrective lenses for the use of DSE, the Company will cover the basic cost. Anyone wishing to upgrade will be expected to cover the difference in cost.

### Office Safety

- **Working space** – Each person will be allocated a sufficient amount of space to enable them to carry out their daily duties. Sufficient storage space will be allocated to prevent the build up of paper / files in gangways or under desks.
- **Lighting** – As far as reasonably practicable natural lighting will be used throughout the offices and to aid this all office windows will be regularly cleaned. Suitable blinds will be placed at office windows where a risk of glare may cause discomfort.
- **Furniture** – All office furniture is purchased and maintained so as not to present a risk to the health, safety and welfare of employees.
- Filing Cabinets will be used with care:
  - a) Only one drawer open at a time
  - b) Heavy items or large files of paper stored in the bottom drawer
  - c) Drawers will not be left open where there is a danger of someone walking past and tripping over them.
  - d) Stacking/storing of files, books etc. on top of cabinets will be avoided.

### Ref:

*The Management of Health, Safety & Welfare Regulations 1999 (as amended) The Workplace (Health, Safety & Welfare) Regulations 1992*

### 3.17 Personal Protective Equipment

#### Hazards

Refer to the specific sections of this policy for the relevant hazards and the protective equipment required. Some examples include:

#### Planning Procedures

Risk assessments of work activities are to be carried out by the relevant managers. During the risk assessment process, the manager must identify how the risk will be managed, by means other than the issue of PPE. Where the risk cannot be reduced to an acceptable level by other means, PPE will be issued.

The relevant manager will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of PPE are obtained and available for use on site.

The Centre Manager /Supervisor will ensure that Students are made aware of the site requirements for the wearing and provision of personal protective equipment whilst in the work yard

The company will provide a suitable means for storing personal protective equipment to its employees / students

#### Training

Where necessary, e.g. the use of harnesses, training will be provided to staff in the use and maintenance of the protective clothing and equipment issued.

#### PPE Compliance

PPE to be worn by all operatives as standard on site must be to British Standards or European Norm

- Hard Hat EN 397
- Hi Visibility Vest EN 471
- Toe protector boots with midsole protection ISO 20345
- Gloves 4131

#### Monitoring

The Supervisor will:

- Ensure that adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required and that when issued to employees / students a record is to be kept in a protective clothing issue register in the SSF.
- Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. The Safety Department as required can provide information and advice on the correct equipment to be issued.
- Ensure that before employees / students are set to work, they are in possession of any necessary protective clothing.
- Ensure that signs are erected where the wearing of PPE is mandatory, if it has not already been erected by others.
- Ensure that all persons are aware of the actions to be taken if their PPE becomes lost, stolen, damaged or worn out.
- Set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

## Misuse

Misuse or intentional damage to any items of personal protective equipment that can be attributed to an individual may result in disciplinary action being taken which may lead to dismissal. Where the damage is caused by a contractor, the individual will be removed from site and the act referred to his / her Company.

## Ref:

*The Personnel Protective Equipment Regulations 1992*

## 3.18 Risk Assessments

The Management of Health and Safety at Work Regulations 1999, require that suitable and sufficient assessments of risk should be carried out for all operations or undertakings in the workplace.

The most significant risks arising out of our work include the following:

- Working at heights
- Plant and machinery movements
- DSE
- Manual handling
- Noise
- HAVS
- Dust
- Electrical safety
- Slips and trips generally around sites

## Explanation

A Risk Assessment is a step-by-step analysis of a job, task or process that takes into account the risks likely to be encountered and the necessary control measures required to reduce the risk.

The following definitions are based on those used in the English Courts:

**Risk** - The likelihood that a specified undesired event will occur, due to the realisation of a hazard by or during, work activities or by the products and services created by work activities.

**Hazard** - The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.

**Danger** - A person is in danger when they are exposed to a risk. The degree of danger is dependent on the hazard or risk.

## Risk Assessment Process

The Company will carry out assessments as follows:

### Look for the hazards

If you do the assessment yourself, walk around your workplace and look at the significant hazards, which could result in, serious harm or effect several people. Also ask your employees or their representatives what they think. Check Manufacturers' instructions or data sheets, they can help you spot potential hazards and put them in their true perspective.

### Decide who might be harmed, and how

You will need to take in to consideration people who will not always be on site e.g. cleaners, visitors, contractors, maintenance, etc., is there a chance they could be hurt by your activities.

## Evaluate the risks

Even after all precautions have been taken, there usually remains some risk. What you need to decide for each significant hazard is whether they are high, medium or low. First you need to ask yourself whether you have done everything the law says you have got to do. Further information about legal requirements can be found in the appropriate approved code of practice, and guidance notes. Your real aim is to make risks small by adding to your precautions if necessary. If you find that something needs to be done ask yourself can I get rid of the hazard altogether? Or if not how can I control the risk so that harm is unlikely.

## Record the findings

This means that you need to write down the more significant hazards; record your conclusions and inform your employees regarding your findings. These findings should be kept on file for future reference. The written Manual can help you if an Inspector questions your precautions, or if you become involved in any action for civil liability. The company risk assessment form must be used for this.

## Review the assessment

You do not need to amend your assessment for every trivial change, or for each new job, but if a new job involves a significant new hazard of its own, you will need to consider them in their own right and do whatever is needed to keep the risks down.

## Planning Procedures

It is a crucial point that risk assessments are carried out prior to an operation being undertaken and any significant findings recorded. It is the responsibility of the Centre Managers and Safety Manager to carry out suitable and sufficient risk assessments for their areas of responsibility.

The Supervisors are responsible for ensuring that the risk assessments covering their work areas are suitable or sufficient. Where there appears to be a deficiency, they are to inform the Centre Manager before continuing with the work.

A copy of each risk assessment is to be made available for those carrying out the work.

## Reviewing Risk Assessments

Risk Assessments should be reviewed on a regular basis by the relevant Manager / Supervisor. In the offices, this should not exceed annually, on sites the review will need to be carried out more regular and in some cases monthly or weekly. The review is to ensure that they are applicable to the specific work.

Where the methods of work are different, or the risks are unusual, the Supervisor should **ensure that they are amended before the work activity commences**

## Emergency and Non-routine Operations

Where any activity does not have a corresponding risk assessment / method statement, blank forms are available in the SSF so they can be carried out by the Centre Manager / Supervisor. The Centre Manager has overall responsibility for implementing these systems, but he may delegate carrying out the risk assessments to a Supervisor.

Where risks are considered to be extremely high and normal means of reducing the risks cannot be used, these risks should be notified to the Centre Manager / Supervisor for discussion and approval prior to the task being undertaken.

## Emergency and Non-routine Operations

Where any activity does not have a corresponding risk assessment / method statement, the relevant Manager is to be notified so they can be carried out by the. The Centre Manager has overall responsibility for implementing these systems, but he may delegate carrying out **the risk assessments to a Supervisor.**

## Training

The Skills Centre shall ensure that appropriate training in risk assessment techniques will be provided to staff to enable them to carry out their assessments.

## Communication

On the completion of all risk assessments and the introduction of the required control measures, the findings are to be communicated to those who are affected along with any actions that they must take to prevent to risk being realised.

The communication of the findings of a risk assessment can be given as a toolbox talk or a method statement briefing and must be recorded on a relevant form.

In order that the Managing Director can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are to be implemented.

## Employees / Students

All employees, operatives and contractors are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used is first to be inspected by the individual and any subsequent faults reported to their line manager or to the stores immediately.

Once an employee carries out an inspection, any relevant documentation is to be completed.

All employees / Students are expected to bring to the notice of their immediate supervisor any areas where the Company policy on Health, Safety, Welfare and Environment appears to be inadequate. The suggestions will be passed to the Business & CEO for consideration.

## Contracts Supervisors

Contracts Supervisors must continuously monitor their areas of responsibility for any further hazards that have not already been identified by the current risk assessment. They must ensure that employees / operatives are conforming to the method statement, risk assessment, site rules and any procedures laid down in the Health & Safety Policy.

Where a procedure proves to be ineffective, it is to be brought to the attention of the Centre Manager so that it can be reviewed and changed as necessary.

## Centre Managers

Centre Managers are to monitor their areas of responsibility to ensure it is being kept in a safe condition and is free from any further hazards which had not been identified during the initial risk assessment process.

Centre Managers are to carry out a formal weekly safety check of their areas of responsibility. A weekly check sheet, as found in the Site Safety File, is to be completed.

## Senior Management

Senior Management are to ensure that they carry out regular safety checks of the company's sites. With at least one formal (recorded) safety check completed quarterly.

## Safety Departments Inspections

The health and safety department will carry out a safety visit of each site where practical on a Bimonthly basis depending on the size of the centres and how many students are attending and the level of risk from the training being given

The safety department will look at centre conditions and audit the Safety File to ensure it is up to date and valid.

On completion of the inspection / audit a written report will be left with the Centre Manager / Supervisor who is to take action as detailed and in accordance with the given priorities.

Once all the necessary actions have been taken, the Centre Manager / Supervisor is to sign the report and place it in the relevant section of the Safety File where it will be checked during the next inspection.

Ref:

*The Management of Health, Safety & Welfare Regulations 1999*

### 3.19 Safety Monitoring

In order that the CEO can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are to be implemented.

#### Employees / Students

All employees are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used is first to be inspected by the individual and any subsequent faults reported to their line manager or to the stores immediately.

Once an employee carries out an inspection, any relevant documentation is to be completed.

All employees / operatives are expected to bring to the notice of their immediate supervisor any areas where the Company policy on Health, Safety, Welfare and Environment appears to be inadequate. The suggestions will be passed to the Business & Directors for consideration.

#### Supervisors

Supervisors must continuously monitor their areas of responsibility for any further hazards that have not already been identified by the current risk assessment. They must ensure that employees are conforming to the method statement, risk assessment, site rules and any procedures laid down in the Health & Safety Policy.

Where a procedure proves to be ineffective, it is to be brought to the attention of the Centre Manager so that it can be reviewed and changed as necessary.

#### Centre Managers

Centre Managers are to monitor their areas of responsibility to ensure it is being kept in a safe condition and is free from any further hazards which had not been identified during the initial risk assessment process.

Project Managers are to carry out a formal weekly safety check of their areas of responsibility. A weekly check sheet, as found in the Site Safety File, is to be completed.

#### Contracts Director & Contracts Manager

The Construction Director & Contracts Managers are to ensure that they carry out regular safety checks of the company's sites. Each of them will carry out a formal safety check on one site every month and complete the weekly safety check sheet in the SSF.

#### Safety Departments Inspections

The health and safety department will carry out a safety visit of each site where practical on a 2 - 4 weekly basis depending on the size and nature of the contract and the level of risk from the works.

The safety department will look at site conditions and audit the Site Safety File to ensure it is up to date and valid. On completion of the inspection / audit a written report will be left with the Project Manager / Contracts Supervisor who is to take action as detailed and in accordance with the given priorities.

Once all the necessary actions have been taken, the Project Manager / Contracts Supervisor is to sign the report and place it in the relevant section of the Site Safety File where it will be checked during the next inspection.

### 3.20 Safe Systems Of Work (SSOW)

#### Definitions

The following definitions will assist with the understanding of this procedure;

A safe system of work is a formal procedure which results from a systematic examination of a task. It defines safe methods to ensure that steps are clearly set up in order to minimise risks when undertaking a task. For the purpose of clarification, “safe system of work” in The Skills Centre’s Policy refers to a written document.

- **The Skills Centre**, The Company
- **Centre Manager**, Person in charge of the centres
- **Supervisor**, Person who is in charge of the students
- **Students** Persons who are being trained
- **A risk assessment** is evaluating an activity to identify hazards along with the necessary control measures that are required to reduce risk to an acceptable level. It will also consider who is undertaking the activity;
- **The activity** relates to something being done; e.g. working at height, using chemicals and substances, working with machinery etc;
- **Competent person** is someone who has sufficient training and experience or knowledge and other qualities to enable them to assist in undertaking preventative and protective risk control measures; they must understand the work activity being assessed and what hazards may occur; they will know their own limitations.
- **Responsible** is being legally or ethically accountable for the care or welfare of another;
- **Supervisor**: Is the person in charge of a group of students
- **Students**: are trainees who are being trained
- **Young person** is any person under the age of eighteen

#### Scope

The following procedure is provided for the protection of all individuals; it applies to all employees and students of the college. Contractors are also expected to undertake their own safe systems of work prior to their work activity; however, a separate “Contractors Procedure” is in place to manage this.

#### Responsibilities

The Health and Safety at Work etc Act, Section 2 (2) (a): places responsibilities on employers to “provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health” Safe systems of work are therefore referred to in section 2 (2a) of the Act and requires the employer to ensure that there is a safe method of working in place so as to avoid risk. At a construction site, safe systems of work are documented to assist with the communication of safe working to operatives and to ensure all parties carry out the work activity by following the same work method.

It is the overall responsibility of the Senior Management Team to ensure safe systems of work are undertaken to an appropriate level. This is a legal and moral responsibility which cannot be passed to another; however competent persons are required to assist with the process.

The main responsibilities for ensuring safe systems of work are in place and follow the existing company management structure detailed in the Health, Safety and Welfare Policy.

- Senior Management Team,
- Health & Safety Department
- Safety Supervisors

In addition, the Health and Safety Manager can offer advice on the undertaking of safe systems of work.

Under the Health & Safety at Work etc. Act 1974, all employees must take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions; In addition, all employees are expected to co-operate with their employer on matters of health and safety;

All employees are expected to adhere to the safe systems of work and highlight any concerns they may have. Employees who undertake the activities will be asked to participate with the development of safe systems of work to produce a workable document which will, if followed, reduce unnecessary risk.

In addition to considering the views of the employees, the Company should also consider the views of the Trade Union Health and Safety Representatives and contribution will be required from all parties to achieve this.

### Hierarchy of Controls

In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or access/egress should be kept clean and free from obstructions.

The focus is on reducing hazards in the workplace, as far as reasonably practicable. It is important to look at the best way to manage risk to individuals and therefore apply the “hierarchy of controls”.

The law does not expect all risk to be eliminated, but that controls are implemented to protect people as far as ‘reasonably practicable’. This means considering the practical measures that can be implemented to reduce risk to an acceptable level, without excessive cost, in keeping with the current legislative requirements. Most risk assessments illustrate simple, cost effective measures to ensure employees and others are protected.

It is important to consider the best control measures to protect the “many” rather than individual control measures to protect the “person”. This applies the “hierarchy of controls” which considers the following, in order:

- 1) Remove or eliminate the hazard;
- 2) Substitute the hazard for something less hazardous, e.g. water based chemical rather than oil based;
- 3) Engineering Controls; e.g. exhaust extraction;
- 4) Barriers and segregation to keep the hazard and people apart;
- 5) Personal Protective Equipment (PPE) as a last resort to protect the individual and; introduce Safe Systems of Work

### When to use a Safe System of Work

A SSoW is needed when hazards cannot be physically eliminated, and some element of risk remains. There are no fixed rules about how a risk assessment should be carried out, however the Company has developed templates to encourage a consistent approach to risk evaluation and control. In many organisations, the risks are well known, and the necessary control measures are easy to apply. Regular activities can be easily assessed to identify hazards and tasks which involve a degree of risk; e.g. moving loads, using tools, equipment and chemicals. Safe systems of work should apply specifically to non-routine work or maintenance work. ( e.g. Plant & Machinery, Excavations, W@H, Pedestrian Segregation) as this is often the area that presents additional risk. The undertaking of this process, for these types of tasks, will ensure that additional consideration has been taken and safety measures implemented.

### Recording and Storing Safe Systems of Work

All information is available on the company's data base. The Company Risk Assessments. All SSOW's will be stored in the company's data base All newly developed or any amended SSOW must be communicated to the site management team who in turn will inform the site operatives through a toolbox talk.

### Training

The competent person undertaking the safe system of work in conjunction with the relevant staff, may highlight the need for additional control measures to be considered to reduce the risk further. These recommendations should be recorded on the risk assessment document in the box provided; the risk assessment document should then be passed to the Centre Manager for review and authorisation before being sent to the site team. The Company has a current "competent persons" health and safety department, who can review the SSOW. SSOW should only be undertaken by individuals who have had the training on SSOW or have a competent H&S qualification that covers this. Training will cover the main steps for SSOW and practical exercises will be part of the course. All participants undertaking training will be expected to complete a suitable and sufficient SSOW to confirm their understanding.

### Reviewing Safe Systems of Work

The Company's Safe Systems of Work are held in Teams Channels, one for each centre and should be reviewed along with the relevant risk assessment. All SSOW are reviewed on an annual basis incorporating new and relevant legislation. Any hard copies, available in the work areas, should be updated after any review, to reflect the current version. The Health and Safety Audit will continue to monitor this along with the availability and quality of SSOW and risk assessments.

### Ref:

*The Health, Safety at Work Etc Act 1974*

*The Management of Health, Safety & Welfare Regulations 1999*

## 3.21 Training, Instruction, Information

It is Company policy to ensure that all employees / Students are adequately trained to carry out their duties competently. Current health and safety legislation frequently specifies that competent persons are employed by companies to carry out their undertakings. The Company Directors will be responsible for ensuring all persons are adequately trained. Advice on this may be sought from the company safety department.

### Safety Awareness Training

It is Company policy that all personnel who are new to the company and within 3 weeks of joining, carry out a company induction by the HR department

### Manual Handling Training

It is Company policy that all personnel attend a manual handling course and are updated on the techniques and the requirements of the legislation every three years.

### Safeguarding & Prevent Training:

It is the Company's responsibility to ensure that all students who attend for training are safe from harm and abuse. It is therefore the company's responsibility to ensure all staff are training in Safeguarding and Prevent, this will be carried out at inductions.

All Tutors and trainers who teach/train students must also carry out a DBS (disclosure and Barring Services) check to ensure that the tutors and trainers are suitable to teach/train.

### General

The Company is aware that under The Health and Safety at Work etc. Act 1974 and various supporting regulations,

it has a duty to ensure employees / tutors receive sufficient information, training, instruction and supervision to allow them to carry out the Company undertakings efficiently and safely. Therefore, wherever a training need is identified, the Company is committed to supplying the relevant training where practicable.

### Inductions & Toolbox Talks

In compliance with Section 2(2(c)) of The Health and Safety at Work etc. Act 1974, the Company is aware of the need to give continual information and instructions on any newly identified hazards in the workplace. Therefore, it is Company policy that all employees, operatives and contractors are inducted to each site, by the Centre Manager / Supervisor, in accordance with the induction format in the centre's Manual. Records of the induction will be kept in the main office. Copies of method statements and risk assessments will be held on each site.

Toolbox talks must be given on a regular basis depending on the type of training being given, the frequency being decided by the owner unless already stated by a principal contractor or client.

After any toolbox talks are given, whether general or specific, all in attendance must sign the appropriate form stating that they understand the information given. The signatory form must then be returned to the Partners for the records.

### Managers & Supervisors

The company realises the importance of making sure everyone understands their health and safety responsibilities in the workplace. The Company's managers and supervisors are controlling the training on a day-to-day basis, so it is important that they are fully aware of their legal requirements and how to apply them to their training situations.

Therefore, it is the Company's Policy that all those who have a managerial responsibility for centres will attend IOSH managing safely and all those who train students must have a formal teaching qualification

## 3.22 Welfare Arrangements

Welfare at workplaces other than transient sites is governed by the Health and Safety (Workplace) Regulations 1992 or the Construction (Design & Management) Regulations 2015. In particular, the welfare facilities for our offices and centres will comply with the following:

### Planning Procedures

The Centre Manager will establish what welfare facilities will be provided, by the client before training starts. The Centre Manager will ensure the following is provided:

- Sanitary conveniences and washing facilities
- Drinking water
- Accommodation for clothing and facilities for changing
- Facilities for rest and to eat meals
- A means to heat food or somewhere that hot food can be bought

### Supervision

Where the Company has arranged to use the facilities provided by the Client the Supervisor will report to management any deficiencies in facilities provided.

### Special welfare arrangements

Where short term training is to be carried out at the centres where there is no welfare facilities provided, the company must provide the minimum requirement of an OASIS unit with:

- Drinking water containers.
- Means of boiling water (taking into account requirements for safety and ventilation if LPG is used).

- Hand wash basin and cleaner in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective and other clothing.
- Adequate first aid equipment.

Before work commences, the Centre Manager must make arrangements for the use by operatives of convenient sanitary facilities throughout the duration of the work.

Ref:

*The workplace (health, safety & welfare) Regulations 1992 The Construction (design & management) Regulations 2015*

### 3.23 Work Equipment

#### Hazards

Hazards associated with the use of work equipment arise out of:

- Unskilled operation.
- Incorrect use.
- Poor maintenance.
- Defects in machine unchecked.
- Noise (see separate section).

#### Planning Procedures

The Centre Manager will take all aspects of the work into account to ensure that sufficient information is provided to hire Company's to enable the correct type of plant to be provided.

The Centre Manager will:

- Ensure that a sufficient number of competent persons are available to operate any work equipment. Where there is an industry standard or recognised training course employees, operatives and contractors are to provide a copy of the relevant certificate.
- Give special consideration to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately.
- Ensure a planned servicing schedule is prepared for all Company plant on site and records kept of repairs, alterations, maintenance etc.
- Ensure that any hired or borrowed work equipment is in good condition, with all safety devices available and fitted, prior to allowing it to be used on site.
- Ensure all necessary testing and thorough examination certificates are requested and checked and all items of plant requiring weekly inspections by operator or other competent person have the inspection recorded in the SF regardless of any register kept by the user or hire Company.

#### Training

Training will be provided to all employees/students of work equipment and, where relevant, only holders of an approved up to date certificate (e.g. CPCS, PASMA, IPAF, abrasive wheels etc.) will use the equipment. Regular refresher training will be provided to enhance competence levels.

#### Monitoring

The Centre Manager/ Supervisor will:

- Ensure that plant / work equipment delivered to site is in good order and fitted with any necessary safety devices and guards and that where a statutory inspection is required, a copy of an up-to-date certificate is obtained.
- Ensure any defects noted, are reported to the hire Company immediately.
- Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of work equipment. .
- Ensure no young person (under 18 years old) is permitted to operate any item of plant or work equipment which is particularly hazardous or act as banks man unless being trained and under direct supervision.
- Ensure all plant and work equipment is properly secured and immobilised at the end of each day.
- Ensure that any defect notified by the operator of work equipment during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.
- Ensure that plant operators are not allowed to carry out work with a machine for which it was not intended, unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

**Ref:**

*Provisions and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998*

## 4.0 Reviewing

### 4.1 Health and Safety Committee

As part of their commitment to ongoing improvements in health and safety standards, the Senior Management of The Skills Centre will form a Health and Safety Committee. The Committee will meet every three months and will provide an open forum for all persons in attendance to raise any issues, in accordance with the agenda circulated in advance. All meetings will be minuted and will be open to all The Skills Centre Employees, with advance notice.

It is recognised that consulting Employees in this way is very important in creating and maintaining a safe and healthy working environment. This will assist in motivating staff and making them aware of health and safety issues, in order to become more efficient and reduce the risk of work-related illnesses.

### 4.2 Annual Health and Safety Strategy

The Skills Centre's Health and Safety Strategy aims to build on the work already achieved from previous improvements in Health and Safety Management that have been implemented. This document will be subject to annual review and, if necessary, amended during the period.

This strategy will be jointly endorsed by the Director Responsible for Health and Safety.

The overall aim of the strategy is to enable the full implementation of the Company Health and Safety Policy Statement and will form the basis of the annual planning and review processes, in line with guidance provided within HSG65 Managing for Health and Safety (as amended 2013), as published by the Health and Safety Executive.

A further aim of the strategy is to mirror the Revitalising Health and Safety Strategy as laid out by the HM Government and the Health and Safety Commission to improve health and safety standards work.

By these means, the aim is to improve Health and Safety Management continuously, thereby reducing injuries, damage and loss to the Company and making the workplace a better place to be for all.

## 5.0 Auditing

### 5.1 Annual Baseline Audit

An annual SMS audit will be undertaken to ensure its effectiveness. A full audit report will be produced detailing the findings of the audit and any recommended actions. A summary of these actions will be prepared in the form of a bullet point Management Action Plan (MAP).

### 5.2 Management Action

To help monitor implementation of the SMS and outstanding actions a Management Action Plan (MAP) has been developed, based upon the SMS format. Priorities are highlighted on the MAP and checked off when completed.

### 5.3 Annual Review and Update of Policies

The Skills Centre will carry out a review and update of the Company's Health and Safety Policies each 12 months or as statute requires and or the Company's arrangements change. Any changes will be recorded on the policy as to identify the changes and amendments made during the review and update.

