

## Health and Safety Policy 2021-22

### Table of Contents

<b>Health and Safety Policy 2021-22</b> .....	<b>1</b>
<b>General Statement of Health and Safety Policy</b> .....	<b>2</b>
<b>Section 2 Organisational Arrangements:</b> .....	<b>3</b>
2.1 The Directors .....	3
2.2 Tutor/Assessors: .....	4
2.3 Health and Safety Officer: .....	5
2.4 All Employees and Learners.....	6
First Aider: .....	7
2.5 Fire Marshall .....	7
2.6 Appointed Safeguarding Officer:.....	7
2.7 North of England Training Ltd Company Safety Organisation .....	8
<b>Section 3</b> .....	<b>8</b>
<b>HEALTH AND SAFETY POLICY and ARRANGEMENTS:</b> .....	<b>8</b>
3.1 Consultation Policy: .....	8
3.2. Communication Policy.....	8
3.3 Co-operation & Care Policy:.....	8
3.4. Safety Training Policy:.....	9
3.5 Workplace Inspections and Maintenance Policy:.....	9
3.6 Work Equipment Policy:.....	10
3.7 Personal Protective Equipment (PPE) Policy .....	10
3.8 Manual Handling Operations Policy:.....	11
3.9 Display Screen Equipment Policy:.....	11
3.10 Control of Hazardous Substances Policy:.....	12
3.11 New or Expectant Mothers Policy:.....	12
3.12 Young Persons Policy:.....	12
3.13 Fire Safety Policy: .....	13
3.14 Emergency Evacuation Policy: .....	14
3.15 Accident Investigation & Reporting Policy: .....	14
3.16 First Aid Measures Policy:.....	15
3.17 Noise at Work Policy: .....	15
3.18 Lone Working Policy:.....	15
3.19 No-Smoking Policy: .....	16
3.20 Stress Policy: .....	16
3.21 Violence Policy:.....	16
3.22 Contractors Policy:.....	17
3.23 Transport policy: .....	17
3.24 Electrical Policy: .....	18
3.25 Health and Safety Management System Review: .....	18

## General Statement of Health and Safety Policy

It is the Policy of North of England Training Limited, (hereafter referred to as the Company) to comply with the terms of the Health and Safety at Work etc. Act 1974 and all relevant Health and Safety legislation and to provide and maintain a healthy and safe working environment for all persons who may be affected by its activities.

The Health and Safety Objective of the Company is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an incident-free workplace by:

- Promoting a health and safety culture throughout the organisation
- Providing procedures, systems of work and work equipment that presents minimum risk to employees, learners and any other person
- Creating and maintaining a healthy and safe workplace for all employees, learners and others
- Communicating information to employees, learners and others in relation to safe working practices
- Continuously improving health, safety and welfare for all learners and employees
- Promoting joint consultation on all health and safety issues.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

The Management of the Company recognises its responsibility to ensure that the Company's equipment, materials, procedures and systems of work are made as safe as is reasonably practicable through careful planning, effective organisation, continuous monitoring and review of the Company's health and safety performance.

***While the Management of the Company will do all that is within its powers to ensure the health, safety and welfare of any person that its activities may affect, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Company. The Management will provide all employees, learners, visitors, contractors and others with the information, instruction, training and supervision necessary to maintain their health and safety. However, it is the duty of each individual to take reasonable care of their own health, safety and welfare and that of others and to report any situation that may pose a threat to the well-being of themselves or any other person.***

The Company's Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur and, in any event, the whole of our Health and Safety Management system will be reviewed and updated at least every 12 months.

### Health and Safety Officer at NOET – Ben Woods

Email – [ben@northofenglandtraining.co.uk](mailto:ben@northofenglandtraining.co.uk)

Mobile number – 07969 995480

## Section 2 - Organisational Arrangements:

### 2.1 The Directors

The Directors will ensure that,

1. There is an effective policy covering all aspects of Health, Safety and Welfare in relation to employees, learners, visitors, contractors, clients and members of the public who may be affected by the Company's activities and that it is reviewed at least annually and amended as necessary to ensure its continued effectiveness.
2. Sufficient resources (Financial, Physical, Human, Specialist expertise, Administrative, Time) are made available to effectively implement the Health and Safety Policy.
3. Employers Liability, Public Liability Insurance and any other insurance arrangements are maintained that adequately cover the Company's liabilities to employees, learners, contractors, visitors, and members of the public in accordance with legislative requirements.
4. Recommendations arising from any report issued by Fire and Rescue Authority, HSE, Insurance Company, Health and Safety Consultant or Competent person's recommendations in relation to investigations or audits carried out into health, safety and welfare matters are implemented without due delay.
5. Any developments in Health and Safety legislation, documentary guidance and codes of practice are effectively implemented at the Company within any specified time limits.
6. The Health and Safety Policy, and any revisions thereof are effectively communicated to all the employees, learners and to any other persons where it is in the interests of their health, safety or welfare that the whole policy or relevant parts of it are so communicated.
7. Competent assistance is appointed as necessary to provide professional expertise towards the achievement and maintenance of legal compliance and the minimisation of losses through any failure of the Company's health and safety arrangements.
8. Health and Safety audits effectively monitor the Company's health and safety performance against documented systems and procedures and legal requirements.
9. Work procedures are planned, organised, monitored and continually reviewed to minimise risk.
10. Work practices are assessed for risk and steps taken to effectively minimise risk as far as is reasonably practicable.
11. Working conditions are maintained that, at the very least, meet any standards established by legislation and Approved Codes of Practice and, where reasonably practicable, exceed them.
12. Employees, learners and others receive any information, instruction or training as is necessary to fulfil the requirements of the Health and Safety Policy, that appropriate records are maintained and that the effectiveness of any such training is evaluated.
13. Any accidents, dangerous occurrences and ill health (including stress) arising from the Company's work activities are investigated, correctly documented and formally reported (including those under RIDDOR) and records are maintained

14. Recommendations arising from an Accident Investigation Report are implemented without due delay to prevent any recurrence.
15. All employees of the Company and learners co-operate fully with HSE, Environmental Health, Insurance Company or other officials in relation to health, safety and welfare matters.
16. Any new equipment brought into the Company is examined to ensure that it is CE marked, is compliant with relevant standards including the essential health and safety requirements and is safe to use when correctly used.
17. Any developments in Legislation, Codes of Practice, requirements, official guidance or changes in conditions, procedures or practices communicated by the external competent assistance are implemented and are effectively communicated to those employees that it affects.
18. Contractors are assessed and informed of the Company Health and Safety Policy requirements prior to contract.
19. Criminal Records Bureau certification is in place for all staff, contractors and subcontractors employed by the Company
20. Staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19
21. Staff will be provided with appropriated Personal Protective Equipment to ensure their safety and the safety of Apprentices/learners.

## 2.2 Tutor/Assessors:

Tutor/Assessors ensure that they,

- 1 Maintain knowledge and understanding of health and safety matters pertaining to their area of activity including current legislative requirements and best practice.
- 2 Provide appropriate and correct guidance to their candidates and the learner's employer in relation to health and safety matters.
- 3 Respond to and report to the Appointed Safeguarding Officer any issues for which Safeguarding action is required (stress, bullying, discrimination, abuse, drug/alcohol problems etc) in relations to learner welfare.
- 4 Comply with the Health and Safety Policy and requirements of the client company whilst conducting their duties on the client site.
- 5 Report to their Manager any unacceptable practices or conditions identified in the client company as this may impact upon the learners' health and safety.
- 6 Plan routes to client premises that minimise distance and risk.
- 7 Make daily vehicle checks (tyres, lights fluids etc) to ensure the roadworthiness of their vehicle.

- 8 Maintain the vehicle in a roadworthy condition.
- 9 Provide current driver insurance cover for business use.
- 10 Declare any driving offences for which convicted.
- 11 Drive only if fit to do so.
- 12 Comply with Road Traffic Act and related regulations (including use of mobile phones, smoking, etc.).
- 13 Educate apprentices about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
- 14 Put in place any flexible working arrangements needed to support delivery of and Apprenticeships during COVID-19, including alternative delivery options; such as Microsoft Team meetings or Zoom.

### 2.3 Health and Safety Officer:

1. Arranges adequate First Aid cover for the site to meet the requirements of the Company Health and Safety Policy.
2. Implements effective systems and records as required by statutory provision in relation to:
  - Electrical appliances testing
  - Work equipment examination
  - Fire evacuation practice
  - Statutory provision of information to employees
3. Examines any new equipment brought into the Company to ensure that it is compliant with relevant standards including the essential health and safety requirements and is safe to use when correctly used.
4. In conjunction with the Directors, reviews the Company's health and safety performance annually and makes amendments to the Health and Safety Policy to accommodate change and to reduce loss events.
5. Arranges Employee training required by statutory provision or codes of practice ACOPS that is provided through an external agency (such as First Aid)
6. Ensures an effective Induction system exists for new employees and that this is effectively implemented.
7. Ensures training needs of all new and existing employees are established and that all employees are provided with adequate job information, instruction and training to ensure their health and safety.
8. Conducts and /or arranges for Risk assessments to be prepared for all work activities that present significant hazards and that these are reviewed annually or as new information arises through change in methodology, legislation, codes of practice, guidance or from the need to introduce new or additional procedures as the result of the analysis of any loss event.

9. Conducts and/or arranges for specific risk assessments to be prepared in relation to COSHH, Manual Handling, Work at Height, Display Screen equipment, Fire, Noise and any hazardous non routine activities prior to the work being undertaken and that these are reviewed as necessary.
10. Arranges for any faults in electrical or mechanical systems and equipment to be rectified without due delay where these impact on health and safety.
11. Investigates RIDDOR reportable and any other significant accidents, dangerous occurrences and any ill health (including stress) issues and provides reports to the relevant authorities as required.
12. Conducts periodic Health and Safety Audits of the Company premises and activities and reports their findings and any non-compliances together with recommendations for improvement to the Directors.
13. Conducts Health and Safety Audits of all client company learner placements and reports his findings and any non-compliances and makes recommendations on improvement/suitability to the Directors.
14. Analyses health and safety performance annually by review of Accident book data and other relevant data and reports his findings to the Directors as part of the Company annual review process.
15. Ensure that a Covid-19 risk assessment is in place, up to date and relevant.

## 2.4 All Employees and Learners

Employees and learners shall ensure that they:

1. Fully understand and adhere to their personal obligations and any specific rules under the Company Health and Safety Policy, including Covid-19.
2. Act in a manner that preserves their personal health, safety and welfare and that of others who may be affected by their activities whilst at work within the Company premises or any client site.
3. Use any equipment, material or substance in accordance with the information, instruction and training given by the Company and, under no circumstances, recklessly or intentionally misuse anything provided in the interests of health, safety or welfare.
4. Refuse to undertake any work practice, procedure or operate any equipment for which adequate information, instruction or training has not been given and to make reasonable request to the Company management for this to be carried out.
5. Make proper use of any PPE provided for their use and report any defects that may arise immediately on recognition.
6. Report any work practice, procedure, item of equipment or material or substance that may give rise to unacceptable risk either to themselves or to others to the relevant Manager.
7. Report any accident, ill health, 'near miss' or dangerous occurrence, however minor,

8. that could give rise to an accident to the relevant Manager without due delay.
9. Co-operate with colleagues and the Company Management to facilitate the effective implementation of the Health and Safety Policy and its requirements.
10. Declare any health condition that may affect their ability to perform their duties safely and without an adverse effect on their health

#### First Aider:

The First Aiders will ensure that:

1. Prompt attention is given to anyone requiring first aid treatment in accordance with the training received.
2. The First Aid Training Certificate is Valid.
3. The First aid kit contains the materiel prescribed in the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and related guidance (L74 2009).
4. Any First aid provided is recorded in the Accident book.
5. Any injury that is reportable under RIDDOR1995 is communicated to the Health and Safety Manager.

#### 2.5 Fire Marshall

Fire Marshalls shall ensure that,

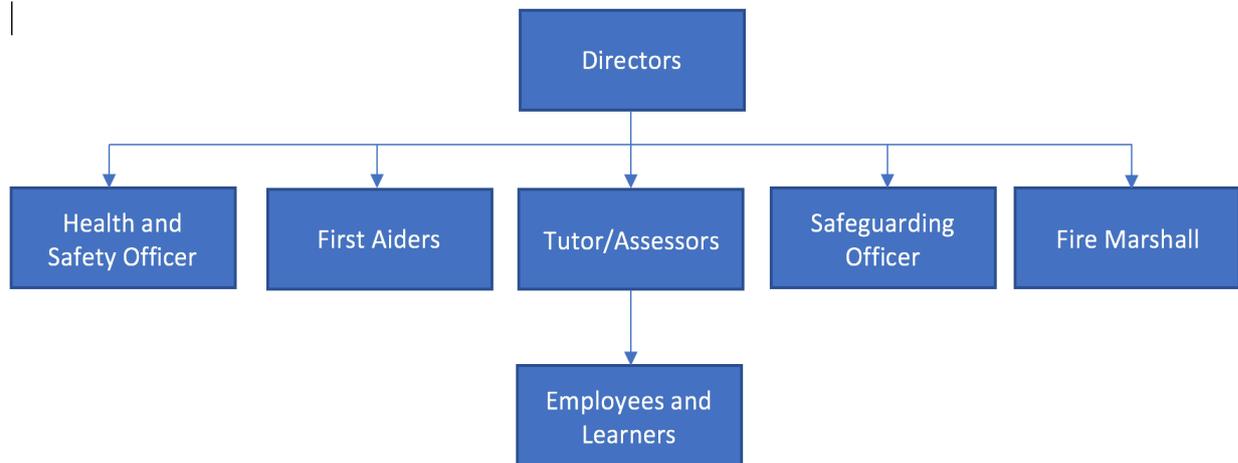
- 1 They report any Fire equipment that is not maintained in a clean and accessible condition.
- 2 They maintain the necessary expertise to knock down small fires using fire fighting equipment.
- 3 They have read and fully understand the Company's Fire risk assessment.
- 4 In event of an emergency they direct the evacuation of people from the building to the Assembly point including providing assistance to those with mobility difficulties, maintaining calm behaviour within the group and conducting premises search.

#### 2.6 Appointed Safeguarding Officer:

The Appointed Safeguarding officer will

1. recognise learner welfare issues reported by staff that require safeguarding action
2. identify and initiate the intervention (e.g. referral to CPA, Social Services, Police etc) necessary to resolve any reported Safeguarding issue relating to the welfare of a learner
3. Investigate and report to the Directors as required on matters pertaining to the Safeguarding of learners.

## 2.7 North of England Training Ltd Company Safety Organisation



### Section 3

#### HEALTH AND SAFETY POLICY and ARRANGEMENTS:

##### 3.1 Consultation Policy:

The Directors of the Company sees communication between all levels and roles within the organisation as an essential part of effective health and safety management. Consultation will be facilitated by means of daily face to face daily contact between the management and employees/learners.

##### 3.2. Communication Policy

The Directors of the Company will endeavour to communicate their commitment to safety and to ensure that employees, learners, contractors and others are familiar with the contents of the Company Health and Safety Policy. Any changes in the Policy or new information will be communicated to the employees and others orally, in the form of directions and statements, and in written form as necessary.

##### 3.3 Co-operation & Care Policy:

If we are to build and maintain a healthy and safe working environment, co-operation between staff and learners at all levels is essential.

All employees and learners are expected to co-operate with management and to accept their duties under this policy. Disciplinary action may be taken against any employee or learner who violates safety rules or who fails to perform his or her duties under this policy.

Employees and learners have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Company. This duty shall extend to reporting of any unsafe material, equipment or practice to the Management as soon as it is identified.

### 3.4. Safety Training Policy:

It is the opinion of the Management that health and safety training is an indispensable ingredient of an effective health and safety programme. It is essential that the training needs of every employee and learner in the organisation are assessed and that training to perform his or her job effectively and safely is provided.

All new recruits to the Company and learners shall be formally inducted by means of a written check list to a formal training programme that will include suitable reference to general health and safety matters (e.g. work practices, fire evacuation, first aid, safety rules) and this will be kept on file.

All staff that have direct learner contact will be formally trained to respond to learner declaration and to recognise learner behaviour requiring Safeguarding action.

Competent staff shall assess needs and shall train all employees and learners in safe working practices and procedures prior to being allocated any new role. Training given shall include sufficient reference to all safety aspects in relation to the task being trained including the use and maintenance of any necessary personal protective equipment/engineering controls and any emergency contingency plans (e.g. fire evacuation, bomb threat, major spillage,) relevant to the task concerned as defined by Risk Assessment.

Competent external specialist training will be provided for employees as required by statutory provision, ACOP requirements or other guidance in relation such issues as First Aid, Abrasive Wheels.

The Management shall keep records of all learners' and employees' training on individual the personal files.

All training undertaken by employees will be evaluated for its effectiveness by post training questionnaire and through competence assessment by observation.

### 3.5 Workplace Inspections and Maintenance Policy:

It is the policy of the Company to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

The Health and Safety Officer, in conjunction with the respective Manager, assesses workplace hazards for risk and implements appropriate measures to provide effective control.

The Health and Safety Officer, in conjunction with the respective Manager, conducts and records regular premises inspections to ensure the effectiveness of Policy arrangements and the need for any additional measures.

The Company premises shall be maintained to provide for safe working. This will include maintenance of:

- Adequate standards of lighting
- Adequate temperature in the workplace
- The structure to prevent encroachment by rainwater, wind
- General floor conditions and access, stairways, etc.
- A System for the removal of waste
- General decorative conditions
- General cleanliness of the area.
- Welfare facilities – Toilets, Cloak rooms, rest area.

Formal audits of the workplace will be undertaken by the Health and Safety Officer every three years to verify compliance with statutory provisions and the requirements of this Policy.

### 3.6 Work Equipment Policy:

It is the policy of the Company to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998 and the Pressure Systems Regulations 2000, Gas Safety Installation and Use Regulations 1998, the Regulatory Reform (Fire Safety) Order 2005.

The Company Management will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. All equipment being brought into the Company for the first time will be thoroughly examined to ensure that it is safe to use before being issued for use regardless of whether or not it is CE marked. A Certificate of Examination will be provided with all hired equipment.

All learners and employees will be provided with adequate information and training to enable them to use work equipment safely and only those trained and authorised employees or learners will use the work equipment

Hazards presented by the use of any work equipment (e.g. photo copiers, DSE equipment, shredders etc.) will be assessed for risk to the well being of employees and persons in or around the workplace, and suitable control measures will be implemented to minimise risk.

Electrical Installations, fire fighting equipment and associated Fire warning systems that are the responsibility of the Company will be examined in accordance with regulatory requirements and Reports of Examination will be kept available for inspection.

All other work equipment will be maintained in good working order and repair and shall be subjected to annual examination where, through natural wear and tear, it could deteriorate in such a way as to present risk. Records of these examinations shall be maintained.

All learners and employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment in accordance with measures identified by risk assessment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

### 3.7 Personal Protective Equipment (PPE) Policy

It is the policy of the Company to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992 and the Personal Protection Equipment Regulations 2002.

Adequate stocks of personal protective equipment are held by the respective Manager and re-ordered by the Health and Safety Manager that will be provided to all learners and employees where the requirement has been defined by Risk assessment as a means of providing protection from risk to their health and safety while at work.

Any personal protective equipment provided by the Company shall be:

- Properly fitting,
- Appropriate to the hazard,
- Issued on a personal basis and be used when required

- Compliant with any relevant standards for the type of protection
- Maintained in good working order
- Recorded as having been issued to an individual employee/learner.

Any employee or learner provided with personal protective equipment will receive comprehensive training and information on the reason for the issue of the PPE, how to acquire replacements, its correct use, identification and reporting of defects and its maintenance.

The Managers will endeavour to ensure that all personal protective equipment provided to employees is used properly by them and that it is maintained.

Tutor/Assessors will ensure that learners for whom they are responsible use the PPE provided correctly within their work activity

### 3.25 Manual Handling Operations Policy:

It is the policy of the Company to comply with the law as set out in the Manual Handling Operations Regulations 1992 (as amended 2002).

Manual handling operations will be initially assessed for risk and those that present risk of injury will be avoided by mechanisation as far as is reasonably practicable.

Where it is not possible to avoid manual handling operations that present risk, a detailed assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. Formal training in kinetic handling will be provided for any employee required to handle loads manually if competence cannot be verified.

All learners will be provided with instruction and training on manual handling as part of their formal training.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

### 3.9 Display Screen Equipment Policy:

It is the policy of the Company to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)

The Company will conduct health and safety assessments of all workstations operated by any employee or learner who uses display screen equipment if such activity forms a significant part of their usual work. The Company will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

The risks to any user of display screen workstations will be managed and where possible they will be reduced to the lowest extent reasonably practicable as follows.

- a) Any employee identified as a display screen equipment user will be allowed breaks from their workstation at their discretion .
- b) Any employee identified as a display screen equipment user will be provided with any additional equipment to facilitate their health and safety including a foot rest, wrist support for key board and/or mouse, document holder etc. where it has been assessed that such equipment is necessary. The employee should bring any issues or concerns to the attention of their Manager.
- c) Any employee identified as a display screen equipment screen user will be given

- d) appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

### 3.10 Control of Hazardous Substances Policy:

It is the policy of the Company to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

Risk assessments will be conducted for all work involving exposure to any substance that presents hazards in use and these shall be based on manufacturers Health and Safety Data Sheets and Company knowledge of the work process. Health and Safety Data Sheets will be obtained for any new substance prior to use. No substance shall be used until the risk it poses to a learner or employee health and safety has been assessed.

Risk assessments will be made in relation to exposure of persons to hazardous substances that are generated by processes such as airborne dusts, mists, fumes and vapours in degreasing, machining or welding operations.

Exposure to hazardous substances is minimised and adequately controlled within specified limits (defined in EH40 Workplace Exposure Limits) by means of Extraction Ventilation where appropriate and, in all cases, PPE and RPE is used to control any residual risk.

Any Respiratory Protective Equipment issued to an individual learner or employee will be fit tested and the employee/learner provided with information and instruction on fitting and maintenance at the time of issue.

All learners and employees who come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to the use of the substance prior to its issue.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process, new information is published by the manufacturer or if there is any other reason to suspect that the assessment may no longer be valid. Any subsequent amendment to the risk assessment will be issued to those employees/learners that it affects.

### 3.25 New or Expectant Mothers Policy:

It is the policy of the Company to comply with the European Directive on Pregnant Workers.

In addition to the general risk assessment, a further assessment of risk (taking account of any physical, chemical or biological hazards) to new or expectant mothers will be conducted where appropriate. Where a risk to new or expectant mothers is identified, working conditions and / or working hours will be adjusted so as to avoid the risk. Where a satisfactory means of managing risk to a learner cannot be established the situation will be referred to the Funding provider /Employer.

### 3.25 Young Persons Policy:

The Company recognises that there are greater risks posed to young persons (those under the age of 18 years) than to adults and it is policy of the Company to comply with the Health and Safety (Young persons) Regulations 1997

The general risk assessment will take account of such issues as,

- The risk posed to young persons by virtue of the young person's inexperience and immaturity and lack of awareness of existing or potential risks
- The availability of suitable PPE as protective measures
- The physical strength, body dimensions, stature and ability of the young person to operate equipment safely
- Noise
- The risk posed by biological hazards and /or chemical agents
- The range, form and use made of work equipment
- The degree of training and supervision

The Company shall ensure that, such additional risk assessments are in place prior to the young person being registered with the funding provider.

### 3.13 Fire Safety Policy:

It is the policy of the Company to comply with the Regulatory Reform (Fire Safety) Order 2005

The Company's Fire Safety Policy and procedures take account of any special fire hazards in specific areas of the workplace.

The Company will conduct an assessment of Company practices and procedures that shall include inspection of firefighting equipment, firefighting procedure, fire warning, fire prevention, fire protection and means of escape. The Fire Risk Assessment shall be reviewed annually and further reviewed in the light of any changes in materials, practices, equipment or knowledge that may affect its validity.

Where the firefighting equipment is the responsibility of the Company, a competent Fire Fighting Equipment company will be contracted to maintain firefighting equipment on an annual basis.

Where the firefighting equipment is the responsibility of the Landlord of the premises in which the Company operates, copies of Fire Fighting Equipment checks will be sought.

A competent Fire and Intruder Alarm company will be contracted to maintain the fire Warning system.

All learners and employees are informed during Induction of their duty to conduct their operations in such a way as to minimise the risk of fire, what to do in event of fire and how to notify fire.

#### **Fire Detection:**

If smoke is detected it is the responsibility of any learner or employee present to raise the alarm and evacuate the building. All learners and employees within the Company have a duty to report immediately any fire, smoke or potential fire hazards to the Fire Service (dial 999).

#### **Fire Fighting Equipment:**

Fire extinguishers are located around the premises. Employees are expected to tackle a fire:-

- Only if they have received training in the use of fire extinguishers and fire fighting
- Only if it would pose no threat to their personal safety to do so. If the situation is potentially dangerous the employee should activate the alarm and evacuate the

building immediately.

### **Fire Exits:**

Fire exits are clearly marked. Exit doors are never to be locked, blocked or used as storage space and are regularly inspected.

### 3.14 Emergency Evacuation Policy:

The Company recognises its responsibility for the health and safety of all persons on its premises in the event of emergency such as a fire, telephoned bomb or similar threat, receipt of a suspicious parcel or letter, gas leak, flash flood or lightning strike and, to this end, has developed emergency procedures.

The Emergency Evacuation procedure is posted on the Notice Boards. Visitors and contractors on the premises are informed by the member of staff who is responsible for receiving the visitor.

In the event any emergency situation (such as a fire, gas leak, bomb threat, lightning strike or flood), all persons within the premises must leave the building by the nearest available exit and assemble at the Assembly Point in the Car Park clear of the building.

Procedures for dealing with specific emergencies are detailed in the Section 4 of this Policy.

Practice emergency evacuation drills will be conducted at least annually to ensure employee and learner familiarity with emergency evacuation procedures.

### 3.15 Accident Investigation & Reporting Policy:

It is the policy of the Company to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

All accidents, incidents and health issues, whether or not they cause significant harm, will be reported to the Directors in order to facilitate an appropriate level of investigation.

The Company sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Health and Safety Officer detailing:

- The circumstances of the accident including photographs and diagrams wherever possible of the accident scene
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- What appeared to be the causes of the accident
- The date of the report
- Recommendations to prevent future occurrence
- All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will be presented to the Directors and analysed to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

The Directors are responsible for reporting certain accidents, incidents, illness or disease that may be attributed to the employee's work to the Health and Safety Executive (Tel: 0845 300 9923, Fax: 0845 300 9924, Email: [riddor@natbrit.com](mailto:riddor@natbrit.com)) as required under the RIDDOR Regulations 95 and those involving learners to the Employer/Funding provider

### 3.16 First Aid Measures Policy:

The Company takes steps to comply with the Health and Safety (First Aid) Regulations 1981.

The Health and Safety Officer will ensure that there are adequate First aid facilities available whenever persons are working on the premises. Inspection of First Aid kits and facilities will form part of regular workplace inspection and periodic audit.

First Aid facilities are located in Office areas of the premises.

The persons holding a current First Aid certificate are Ben Woods, Emmelia Taylor.

The Health and Safety Officer oversees replenishment requirements for First Aid kits.

### 3.17 Noise at Work Policy:

The Company takes steps to comply with the Control of Noise at Work Regulations 2005 and to minimise the exposure of employees and others to noise as far as is reasonably practicable and, in any event, to within the daily exposure limits and daily exposure action values specified therein.

The Company will undertake an assessment of Noise levels to establish the Personal Daily noise dose of employees where it is estimated that those employees are exposed to noise above the Lower exposure action level identified in the Control of Noise at Work Regulations as 80dB(A).

The Company will take steps to reduce personal noise exposure of any employee to 80dB(A) or below by means other than the issue hearing protection devices (HPD) as far as is reasonably practicable.

The Company will ensure that any HPD provided is appropriate for the employee and for the noise level and, in any event, is verified to reduce noise level at the ear to 80dB(A) or below

The Company shall review the assessment and introduce additional controls in the light of any apparent failure of any control measure that has resulted in an adverse effect on an employee's hearing

### 3.25 Lone Working Policy:

The Company takes steps to ensure that, under normal circumstances, employees are not required to work alone and at least two employees are on site at any time. However, the Company recognises that there may be occasions where circumstances make lone working unavoidable

Learners are prohibited from working alone within the Company premises and any circumstance that is brought to the Company's attention in relation to a learner working alone within a Client

company will be investigated by the Health and Safety Officer.

The Company will ensure that adequate security of the premises is maintained including control of access through entrances into the premises.

The Company will maintain mobile telephone contact with the employee at regular times to check on his/her status and, in the absence of such contact being made, the Health and Safety Officer or his representative will call in at the employee's location to establish contact.

The Company will ensure that any employee working alone has access to telephone facilities

### 3.19 No-Smoking Policy:

It is the policy of the Company that smoking shall be prohibited throughout all areas within the premises, at all the entrances into the buildings and on any customer site other than a dedicated Smoking area.

### 3.25 Stress Policy:

The Company recognises that, whilst work related stress is not regarded as an illness and that a certain amount of stress provides for high levels of performance, excessive levels of stress can be detrimental to an employee's or learner's health.

The Company will endeavour to identify any employee or learner who arrange a meeting with the designated Safeguarding Officer to establish the cause.

The Company will take all reasonably practicable steps to resolve any problem where the root cause lies within the learner's or employee's work role, work load, environment or work relationships. Irresolvable issues concerning learners will be referred to the Funding provider/Employer.

### 3.25 Violence Policy:

The Company, in recognizing its responsibility for compliance with the Health and Safety at Work Act, and related Employment legislation accepts that it has a duty, so far as is reasonably practicable, to prevent any form of violence within its premises whether in the form of physical or psychological ill treatment

The Directors will investigate and take the appropriate disciplinary action in respect of any case of reported physical or psychological bullying, verbal abuse and obscenities or aggressive behaviour by a Company employee towards another employee or learner or any action specifically designed to humiliate a an employee within the Company premises.

The Directors will investigate and report to the Employer/Funding provider in respect of any case of reported physical or psychological bullying, verbal abuse and obscenities or aggressive behaviour by a learner towards another learner or Company employee or any action specifically designed to humiliate those persons within either the Company or Client company premises.

The Company will take steps to provide for the security of any employee who is required to work alone as defined in Section 3.19 above.

The Company advises employees that, in the event of robbery, they should not offer any resistance to the aggressors

### 3.22 Contractors Policy:

The Company recognises that contractors, whilst performing their work within contractual arrangements with the Company, are effectively employees of the Company. As such the Company has an obligation to manage their activities to ensure the health and safety of anyone that their work activities may affect.

The Directors will verify the Contractor's qualifications and information provided.

The Directors will obtain references from previous contracts prior to agreeing contract.

The Health and Safety Officer will verify that health and safety procedures and arrangements have been established from suitable Risk assessments and Method Statements submitted by the proposed contractor prior to agreeing contract.

### 3.23 Transport policy:

The Company has a duty to comply with the Road Traffic Act and the Health and Safety at Work Act in relation to the operation of its company vehicles on the public highway and on client premises.

The Company shall maintain records of all drivers of company vehicles and of those who drive on behalf of the Company and shall monitor driving licenses annually

The Company will maintain its vehicles in a road worthy condition through regular servicing, repairs and MOT test as those requirements become necessary.

The Company will ensure that adequate insurance cover has been arranged for all drivers of Company vehicles and those who drive on behalf of the Company.

Road Fund tax shall be maintained on all Company vehicles. Employees who drive their own vehicles on company business are responsible for maintaining their own Road Fund tax.

The Company will ensure that only those authorised to drive Company vehicles do so and that those employees are competent to drive.

Drivers of Company vehicles will be advised of their responsibility for ensuring that the Company vehicle is checked before driving.

Drivers of Company vehicles or those that drive on behalf of the Company shall report any health condition that may have a bearing on their ability to drive a vehicle.

Those who drive vehicles on behalf of the Company will be advised of their responsibility for complying with any rules specified by clients or suppliers in relation to the operation of vehicles on their sites such as one way systems, speed limits, road markings, no parking areas etc.

Drivers of Company vehicles will report any incident involving the vehicle. The Management will investigate all such incidents and report as necessary to the Company's insurers.

Drivers of Company vehicles are responsible for the security of any load inasmuch as any movement may affect the safety of the driver.

### 3.24 Electrical Policy:

It is the Policy of the Company to comply with the requirements of the Electricity at Work Regulations and the IEE Wiring Regulations and HSE guidance in relation to electrical installations and equipment.

Only competent Contractors will be employed to undertake electrical installation work and PAT Testing of portable appliances. (See Section 3.23 above)

All plug in electrical equipment including battery operated chargers, transformers, extension leads as well as appliances such as power tools, office and catering equipment (Kettles, Micro waves, etc.), office equipment including computers will be subject to periodic PA testing. All equipment will be recorded on a plant register and tests will be recorded. Any items not passing the test will be repaired or discarded.

Users of portable appliances will visually check them before use to ensure their safety including the condition of plugs, electrical leads, casings and operating controls and for current PA test certification. Users will report any defects, use an alternative item and hand the defective item in to the responsible Manager who will dispose of it.

Electrical Installations within the premises will be thoroughly examined every 3 years and suitable records will be kept. Any faults occurring meantime are reported to and immediately dealt with by the Directors.

Employees and learners are prohibited from bringing electrical appliances of any description onto the Company premises unless they declare the device and it carries a current PA test Certificate. Those who wish to do so are responsible for arranging testing of such equipment.

Sub contracted trainers etc using electrical appliances on the premises should ensure that such equipment carries a current PA Test Certificate.

### 3.25 Health and Safety Management System Review:

Whilst the Company is committed to compliance with Regulation 5 of the Management of Health and Safety at Work Regulations 1999 it recognises that effective management of health and safety performance is essential to the achievement of its mission to achieve an incident free environment and this can only be achieved through regular formal annual review of the whole of its Health and Safety Management system.

Directors will review yearly the following sources of information and data may be considered:

- Health and Safety Management system Policy, Organisation and Arrangements
- Risk and Method statement data
- Work Instructions contained in the Company Health and Safety Manual
- Written feedback from clients and other contractors
- Accident Book records
- Accident investigation reports including those made under RIDDOR
- Expenditure on Statutory Sick Pay data
- Civil claims made against the Company
- Equipment Examination reports required under Regulations
- Any new ACOPS, guidance and Legislation
- External competent assistance reports and guidance

The Review will identify areas for improvement in planning and organisation for health and safety in its processes, systems and procedures, the effectiveness of its monitoring mechanisms and its control processes.

The Directors will ensure the revision of the Health and Safety Policy and any procedures, Risk Assessment, documentation, recording system, etc. as necessary to resolve any issues that have arisen.

Policy Name:	Health and Safety Policy
Policy Ref:	V3 July 2021
Who it applies to:	All Staff of NOET, employers and learners
Date of Issue:	July 2018
Last Revision Date:	July 2021
Review Date:	July 2022
Version:	3
Policy Owner:	Mrs E Taylor – Operations Director
Available to:	All staff, our employers and learners
How this policy is communicated:	Policy and Procedure file in OneDrive Staff handbook Staff meeting Company website