



**HEATHERCROFT**  
TRAINING ACADEMY

## **HEALTH AND SAFETY POLICY**

NOW USING PENINSULA HEALTH & SAFETY SERVICE  
POLICY ON PENINSULA BUSINESSWISE WEBSITE  
HARDCOPY AVAILABLE FROM GENERAL MANAGER & DIRECTOR

## **Heathercroft Training Academy (HTA).**

# **HEALTH AND SAFETY POLICY STATEMENT**

## **Health and Safety at Work Act 1974**

It is the policy of HTA to safeguard as far as it is reasonably practicable, the health, safety and welfare of all our employees, contractors and visitors. HTA is committed to the following principles:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals (at least annually.)

HTA will ensure that all adequate resources are made available to ensure that the statutory obligations for health and safety are fully met.

HTA expects all employees to co-operate fully with this policy. It gives every encouragement to its employees to make suggestions and have discussions on any aspects of health and safety.

The policy will be kept up to date at all times.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## 2) Responsibilities

**Employers have the legal obligation to ensure a safe and healthy workplace. As an employee, you have rights and you have responsibilities for your own well-being and that of your colleagues.**

Overall and final responsibility for health and safety is that of The Directors.

The day-to-day responsibility for health and safety for ensuring this policy is put into practice is delegated to the Business Performance Manager. She is assisted in this by the Health and Safety Representative (Safety Advisor).

All staff and learners/apprentices engaged in the activities of HTA must be aware of their individual responsibilities:

- 1 To take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts and/or their omissions.
- 2 To co-operate with the management in carrying out any duty or requirement imposed on them by statutory measures or by good practice.
- 3 To notify the Business Performance Manager or Health and Safety Representative immediately if they notice a health and safety risk.
- 4 To report all accidents at their earliest opportunity using the HS030 form or accident book located at reception, and co-operate fully with any investigation carried out as a result of the accident.
- 5 To report any injuries, strains or illnesses suffered as a result of doing their job.
- 6 To comply with the risk assessment carried out annually.
- 7 To co-operate with all reasonable requests, making sure they follow and understand company's health and safety policies and procedures.
- 8 To follow whistle-blowing procedures.
- 9 To inform their employer of a pregnancy at least 15 weeks before the beginning of the week when the baby is due.

- 10 When working from home to be aware of risks of moving and handling, and other risks.
- 11 Not to interfere intentionally or recklessly with, or misuse anything provided, in the interest of health, safety or welfare.
- 12 To attend mandatory training when requested by management.

### 3) Arrangements

Heathercroft Training Academy accepts its responsibility under the Health and Safety at Work Act 1974 to ensure as far as is reasonably practicable, the Health and Safety of staff/learners/apprentices and all individuals attending the premises or conducting business on their behalf. Arrangements are detailed below:

#### First Aid

<b>Location of First Aid box:</b>	Reception
<b>Qualified First Aiders:</b>	Tomas Kopaniarski/Deborah Sharpe
<b>Responsible person for First Aid box:</b>	Tomas Kopaniarski/Deborah Sharpe

#### Accidents

<b>Accident book location:</b>	Reception
<b>Accident to be reported to:</b>	Health and Safety Representative
<b>Accident investigation:</b>	Health and Safety Representative

#### General Fire Safety

<b>Responsible:</b>	Health and Safety Representative
<b>Escape routes clear:</b>	Health and Safety Representative, Daily
<b>Fire Extinguishers:</b>	Frequency: Daily for signs of Tampering/Annual Service
<b>Fire Alarms:</b>	Frequency: Weekly bell/zone tests
<b>Fire Drills:</b>	Frequency: 3 monthly
<b>Emergency Lighting:</b>	Frequency: Monthly tests/annual service

#### **Emergency Procedure in the event of a fire:**

Follow the evacuation process located at Reception

<b>Appointed Person:</b>	Alexander King or in his absence the Health and Safety Representative/ General Manager & Director
--------------------------	---

<b>Assembly Point:</b>	Lamppost to the right of the exit into Waterworks Road
------------------------	--

**Rules for contractors and visitors:**

All contractors and visitors are required under this policy and the health and safety at work act to sign in and out of the premises at reception. Contractors are required to show identification if requested to do so. All contractors and visitors are required to wear ID badges at all times when on the premises. Badges will be issued at reception.

All contractors and visitors are required to comply with all health and safety responsibilities while on the premises. The main door to the building is to be kept shut at all times as well as the door between reception and the hall leading to the training rooms and offices.

## Appendix Index

### **Appendix:**

1. Duty Holders
2. Good Practice
3. Safe Practice
4. Use of Electrical Equipment
5. Risk Assessment
6. COSHH Assessment
7. Moving and Handling
8. Display Screen Equipment (DSE)
9. Accident and Emergency Procedure/Reporting
10. First Aid
11. Lone Working
12. Cleaning Schedule
13. Workplace Hazards
14. Appointed Person/s
15. Young Persons
16. Fire Precautions and Arrangements
17. Welfare Provisions
18. Safety Signs
19. Expectant Mothers
20. Lifting Equipment (LE)
21. Personal Protective Equipment (PPE)
22. Contractors
23. Vehicles
24. Construction Health, Safety and Welfare
25. Contracting (working on other sites)
26. Smoking
27. Safeguarding
28. Training

## Appendix 1

### List of duty holders

<b>Duty</b>	<b>Name</b>
Overall responsibility for Health and Safety	General Manager/Directors
Co-ordinate/advise on Health and Safety	Alex King /Peninsula
Undertake fire drill, fire inspections, fire arrangements	Alex King
Fire Marshal	Alex King
First Aider/s	Tomas Kopaniarski/Deborah Sharpe
Appointed person (First Aid)	Tomas Kopaniarski/Deborah Sharpe
Restocking of first aid materials	Tomas Kopaniarski/Deborah Sharpe
Company insurances	
Workplace inspections	General Manager & Director /Christine Harding/Alex King
Equipment inspections and maintenance	Contractors
Vehicle inspections (company cars)	General Manager & Director/Alex King
Cleaning	Mark Cox
Loading photocopier toner	Christine Harding
Security	General Manager & Director
Identify/implement training	Deputy Manager
Keeping office space tidy	All Staff
Auditing of Health and Safety files	General Manager & Director/Alex King
RIDDOR reporting	General Manager & Director/Alex King
Safety signage	General Manager & Director/Alex King
Safeguarding	Kirsty Halvey



## **Appendix 2**

### **General Good Practice**

**The following information is intended as guidance for staff, visitors and contractors to enable standards of good housekeeping and a safe working environment to be maintained.**

#### **Cleanliness and tidiness**

It is the responsibility of all staff to maintain the cleanliness and tidiness of their individual work areas and communal areas such as the kitchen, photocopying room and first floor rest room. If using a training room staff are expected to leave the room in a safe and clean state so that it is ready for the next member of staff to use.

If staff are using another colleague's work station they are expected not to disrupt any items, which have been left by their colleague and to ensure that the workstation is left as it was found.

#### **Temperature and ventilation**

The majority of radiators within the premises are fitted with thermostatic control valves to enable ease of temperature regulation. Staff are requested to make use of these as required. Air conditioning has been fitted in areas most affected by the heat; staff are required to use such facilities to make themselves more comfortable and work more effectively.

If it is necessary to open windows for ventilation, please ensure radiators are turned down and windows closed before leaving the premises.

Any problems should be reported to the Health and Safety Representative.

#### **Lighting**

Emergency lighting is fitted in the premises to enable safe evacuation in the event of a power failure. Regular testing takes place to ensure all lighting is adequately maintained. All defective bulbs are to be reported to the Health and Safety Representative. Only authorised personnel may replace bulbs.

Blinds are fitted in most offices to reduce glare on computer screens.

#### **Rubbish**

All rubbish must be placed in the bins provided. Excess rubbish must not be allowed to accumulate in any area. Heavy items for disposal must not be lifted as this could cause injury or pain. Please ask for assistance and use equipment provided.

### **Floors**

All floors must be kept free from obstruction. Staff will be alerted to uneven surfaces. All aisles and common-ways must also be kept free from obstruction. Any spillages must be cleaned according to COSHH regulations (refer to appendix 6) and signed appropriately. Any defects must be reported to the Business Performance Manager as well as the Health and Safety Representative.

### **Furniture**

Any chipped or broken edges on surfaces must be reported to the Business Performance Manager/Health and Safety Representative. No furniture must be moved to a position where it could be a hazard. All drawers must be kept closed following use. Broken chairs must be removed from use and reported to the above person/s.

### **Storage**

No items may be stacked in aisles, exit routes or stairwells, staff are reminded that they MUST observe the fire regulations (appendix 16). Items are not to be stacked in areas that could cause injury to fellow co-workers or other persons. All storage items such as folders etc. are to be placed and stored on shelving/filing cabinets provided remembering not to overload such facilities.

### **Smoking Area**

HTA provides a designated smoking area for staff, visitors and contractors, which is located in the car park. All persons using this facility are requested to use the bin provided to extinguish their cigarettes safely, paying attention to fire precautions. Good housekeeping is expected with regard to this area (appendix 26).

### **Car Park**

HTA accepts no responsibility for personal goods left in vehicles. All members of staff, visitors and contractors are requested to exercise caution when entering and exiting the car park due to the amount of pedestrian traffic passing the entrance. Vehicle users are also expected to park sensibly with due care and consideration for other users of the car park.

Cyclists are requested to park their bicycles in a suitable place not causing obstruction to car users or pedestrians.

HTA accepts no responsibility for the safety of bicycles.

### APPENDIX 3

#### SAFE PRACTICE

In compliance with the Health and Safety at Work Act 1974, HTA accepts its obligation to carry out annual risk assessments of the premises and encourages its staff members to report any hazards they may come across during their normal working day. Adherence to the Health and Safety Policy and the annual risk assessment of the working environment will help minimise risks to staff, learners/apprentices and visitors.

Staff are responsible for taking care of themselves and minimising hazards they may come across whilst working in and out of the office. All hazards are to be reported to the Business Performance Manager or Health and Safety Representative at the earliest opportunity. Safe practices when working in and out of the office environment are very important and all risks must be reported to ensure no injuries are sustained.

Policies and procedures are to be followed at all times and such policies and procedures will be reviewed on an annual basis or as and when required.

The duty holders (appendix 1) will have the responsibility for ensuring all risks are minimised as far as it is reasonably practicable.

The Business Performance Manager will investigate and take any necessary action in connection with unnecessary risks taken by staff or others whilst working at HTA.

Assessment of learner's/apprentice's safety will be carried out by tutor/assessors through the completion of learner/apprentice risk assessment forms (Standard 10's) and HS11A carried out by those individuals holding a sufficient qualification. HS11B checks will be carried out at annual intervals to ensure that the premises learners/apprentices are working in are still safe and in line with the Health and Safety at Work Act 1974.

All learner/apprentice accidents will be documented and Health and Safety issues reported to the Health and Safety Representative to assess whether the accident could have been avoided and any causative factors and advice on any actions required. Accident reports are reviewed monthly by the Business Performance Manager, the Board and relevant actions agreed

Annual auditing will be carried out in October each year. Audit data will be used to highlight strengths and weaknesses of the current systems and actions required to facilitate improvements. A report detailing the findings will be presented to the Annual Quality Assurance meeting. Persons responsible for auditing are identified on the audit checklist.

## **APPENDIX 4**

### **USE OF ELECTRICAL EQUIPMENT**

The Management of Health and Safety at work Regulations 1992 and the Electricity at work Regulations 1989 govern the safety in the work place and require employers to ensure that all electrical equipment and systems are suitable, safe and properly maintained.

The following information provides guidance on practice, which all employees and others must adhere to.

The Code of practice is in line with the Electrical Procedure.

#### **Installation**

The design of the premises ensures that there are sufficient sockets for the equipment used and users are reminded that overloading sockets by adapters can be dangerous and could cause a fire.

Fuses, circuit breakers and other devices must be correctly rated for the circuits they protect. Switches or isolators are provided near each fixed machine to cut off power in an emergency. All mains switches and fuses are located in a locked cupboard opposite the photocopying room, which has restricted access – only authorised persons are allowed to enter.

#### **Insulation, Protection and Earthing**

All power cables to machines must be insulated and earth connections must be in good condition.

Frayed or damaged cable should be replaced completely. If cables have to be joined this should be by appropriate connectors or cable couplers. All plugs, sockets and fittings must be sufficiently robust and adequately protected for the working environment.

Light fittings can be easily damaged and should be protected. They can also become very hot and should not be allowed to come into contact with combustible materials.

#### **Safe Operation**

Users of electrical equipment must take immediate action if they suspect the equipment to be faulty. The electrical supply should be switched off immediately and the matter reported to the Business Performance Manager.

**Common faults to be aware of:**

- 1 Defective earthing
- 2 Loose connections
- 3 Poor insulation
- 4 Exposed wires
- 5 Damaged/frayed leads, plugs and switches
- 6 Overheating
- 7 Blackened plugs and sockets
- 8 Discolouring of plugs and sockets

Any suspect or faulty equipment must be taken from use, labelled “Do Not Use” and kept secure until it is checked by a competent person/s.

Where possible, electrical equipment should be unplugged when not in use. Ensure the tools, equipment and power sockets are switched off before plugging in or unplugging.

All appliances must be unplugged before cleaning, moving or making any adjustments. If extension cables are used they must be fully unwound before use to avoid overheating, also care must be taken to avoid trip hazards.

It is extremely dangerous to mix water with electricity. Liquids which can be knocked over must not be positioned on top of computers, photocopiers, fax machines, scanners or any other electrical equipment. Ensure hands are completely dry before touching any electrical equipment.

**Maintenance**

All electrical equipment and wiring installations must be maintained to prevent danger. This means carrying out checks, inspections, repairing and testing as necessary.

All repairs will be carried out by a qualified person/s.

**Inspections and Tests**

All electrical equipment will be visually inspected annually by a competent person in March (see Electrical Procedure). It is the responsibility of Shani Rogers to ensure these inspections take place.

A record of the inspection will be kept on line with Peninsula Services..

Remember to be vigilant – electricity can cause harm.

## **APPENDIX 5**

### **RISK ASSESSMENT**

Risk Assessments will be undertaken in order to identify hazards and initiate action to minimise risks. They will be undertaken by The Health and Safety Representative, Shani Rogers and will include Fire Assessments, Moving and Handling Assessments, Display Screen Equipment (DSE), COSHH and Safeguarding Assessments. In addition regular weekly checks will be made in accordance with the HSE weekly checklist (see appendix). Full records will be kept of all risk assessments undertaken.

Employees are encouraged to participate in assessments if they feel a risk has been missed or misinterpreted and to report any risks they identify to the Health and Safety Representative or Business Performance Manager.

Action required to remove/control risks will be approved by the Business Performance Manager and where necessary the Board.

The Business Performance Manager will be responsible for ensuring the action required is implemented.

The Health and Safety Representative will check that the implemented actions have removed/reduced the risks.

Risk assessments will be renewed annually or when the work activity changes, whichever is soonest. Risk assessments will also be performed when new hazards are identified.

## APPENDIX 6

### COSHH ASSESSMENT

#### **Control of Substances Hazardous to Health Regulations 2002 (COSHH).**

Many everyday substances and biological agents can cause harm if they get into your body. Exposure can have an immediate (acute) effect and repeated exposure (chronic) to some substances can damage the lungs, liver or other organs such as skin. Some substances may trigger asthma and many can damage the skin and most internal organs. Special care is needed when handling substances, which can cause cancer (carcinogens).

Substances may be those used in processes or generated from activities, but they can also include oils, fuels, grease and proprietary cleaners.

COSHH Assessments are carried out on all substances used at HTA.

The Health and Safety Representative will be responsible for identifying all substances which need a COSHH assessment and will be responsible for undertaking these.

Business Performance Manager will be responsible for ensuring that all actions identified in the assessments are implemented and for ensuring that all relevant employees are informed about the COSHH assessments.

Business Performance Manager will check that new substances can be used safely before they are purchased.

Assessments will be reviewed annually or when new substances are purchased, whichever is soonest.

Data sheets (MSDS) of the hazards regarding the substance are also kept for reference, no substance should be mixed as this could cause an explosion and cause injury or burning of the skin, never swallow any substance or leave unattended. These are located in the Health and Safety Representative's office in a file marked COSHH.

In order to avoid accidents staff should observe the following action points:

- No substance may be poured in to an unmarked container.
- All substances must be suitable for its purpose and guide lines followed according to manufactures instructions.
- Manufacturer's instructions must be followed when disposal of any substance is necessary.
- All substances are correctly identified and recorded.
- All substances are kept in a locked room and only authorised person/s are allowed access.

If a substance is used without care and attention accidents will happen, be careful and vigilant.  
Ensure good hand washing is carried out at regular intervals.  
No smoking or eating is allowed when carrying out cleaning routines.

### MOVING AND HANDLING

More than a third of all “over three-day” injuries, i.e. those that are reported to HSE and local authorities under RIDDOR are caused by manual handling – the transporting or supporting of loads by hand or by bodily force.

In 2008-09, an estimated 11 working days were lost through musculoskeletal disorders affecting the back, caused by work. HSE estimated that such conditions cost employers up to £335 million. Many manual handling injuries build up over a period rather than being caused by a single handling incident. These injuries occur whenever people are at work on farms and building sites, in factories, offices, warehouses, hospitals, banks, laboratories and while making deliveries.

Think safety – check whether you need to move it at all.

The Moving and Handling Regulations 1992 require employers to remove the need for hazardous manual handling whenever possible, and to carry out an assessment of the risks of injury for any hazardous handling operation that cannot be avoided. Heathercroft Training Academy is committed to reducing the risks to staff and learners/apprentices, while expecting all persons to assist them in this.

Moving and handling is defined as any movement of a load, which involves lifting, pushing, pulling, carrying, moving or putting down. Moving and handling must be avoided where there is a risk of injury.

Staff training and the training of learners/apprentices employed by HTA is carried out where moving and handling is required. Employed learners/apprentices are required by their own companies’ policy to attend moving and handling training.

The use of lifting equipment is essential when moving and handling heavy loads. Risks can be minimised by:

- assessing the load before attempting to lift, carry, or push it;
- seeking assistance from a colleague to avoid putting them self or others in danger;
- using safe lifting techniques

Staff are required to co-operate with HTA by complying with Moving and Handling regulations.

Risk assessments are carried out annually or as and when required.



## **APPENDIX 8**

### **DISPLAY SCREEN EQUIPMENT (DSE)**

A “user” is defined as, “an employee who habitually uses DSE equipment as a significant part of their normal work” including learners/apprentices and self-employed persons in an employer’s undertaking (Health and Safety [DSE] Regulations 1992).

Risks to DSE can be minimised by following the principles underlying the DSE Regulations and HTA policy.

- 1 Careful design, selection and arrangement of display screen equipment
- 2 Good design of users workplace, environment and task
- 3 A worksafe risk assessment

HTA will ensure the following standards are applied.

#### **Workstations**

All workstations have sufficient space to enable the arrangement of screen, keyboard, documents and related equipment. The surfaces of desks are low reflective.

#### **Work Chairs**

All chairs allow easy freedom of movement; the seat is adjustable for height and also features a tilting backrest.

#### **Lighting**

There is adequate artificial and natural lighting in all offices. Windows are fitted with blinds to enable control over bright sunlight and the reduction of glare.

#### **Display Screens**

Screens can be swivelled and tilted to suit the requirements of the individual user. All screens have controls to adjust the brightness and the contrast between the characters and background.

#### **Keyboards**

All keyboards are fitted with retractable feet to enable them to be tilted to suit the requirements of the user, thus avoiding fatigue in hands or arms. Support pads are offered where the user feels they require them to prevent W.R.U.L.D. problems.

### **Monitoring**

Annual inspections will be undertaken by the IT Tutor to ensure all equipment is maintained as per schedule and complies with the above standards.

### **Work routines**

There is no legal limit on how long individuals should work with DSE but HTA believes that short frequent breaks are better than longer but less frequent ones, e.g. 5-10 minutes every hour is better than 20 minutes every 2 hours. Changing your posture will reduce strain in arms and legs and will also rest the eyes.

### **Eyes and Eyesight**

Using display screen equipment is not damaging to eyes or eyesight but some workers may experience temporary visual fatigue, which may be caused by poor lighting, flickering image, poor positioning of equipment or staying in the same position and concentrating for long periods.

Employees using DSE on a regular basis who are experiencing eyesight problems should speak to the Business Performance Manager who will arrange or ask you to arrange an eye test. HTA will only pay for spectacles if the test shows you need special glasses (e.g. ones prescribed for the distance the screen is viewed at). If your ordinary prescription is suitable for DSE work then the employer does not have a responsibility to pay for your spectacles.

A record of the eyesight tests will be kept in staff personnel files.

### **Laptop or other Portable DSE Equipment**

When using portable DSE devices staff should follow the same procedure as that described above ensuring the screen is positioned at the correct level, taking breaks, adjusting the height of the DSE appliance.

### **Learners/Apprentices**

Learners/Apprentices are required to follow the same principles listed above.

### **Modifications**

Any changes to any of the above guidelines must be sanctioned by the Health and Safety Representative who is responsible for updating of the risk assessment and/or policy.

## **APPENDIX 9**

### **ACCIDENT AND EMERGENCY PROCEDURE – REPORTING**

**This policy covers all accidents, however minor, and the requirement to record the details in an Accident Book and in specific cases the completion of a Report of an Injury or Dangerous Occurrence - Health and Safety Executive report form F2508.**

**In the event of any emergency, remain calm and act in accordance with the instructions in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.**

The Policy relates to accidents which occur whilst staff, learners/apprentices, course members or contractors who are undertaking work / training during their normal contracted hours, wherever the location.

All accidents to staff, learners/apprentices, course members, visitors and contractors are included. All accidents must be reported to the Health and Safety Representative in accordance with the Accident Reporting Procedure. All accidents, even minor ones, and cases of work-related ill health are to be recorded in the accident book. (B1510) which records:

- Date and time of the accident
- Name of the injured person
- Occupation
- Nature of the injury
- Place where the accident happened
- Brief description of the circumstances
- HS030 forms are used to report trainee accidents to HTA
- A supply of report form F2508 that may be photocopied from HSE RIDDOR Booklet HSE 3

All accidents, which happen during “working hours” on HTA premises or to employees of HTA on any other premises used by HTA must be recorded in the HTA Accident Record Book kept at reception.

Accidents which happen to HTA employees at other locations (i.e. trainee workplaces etc.) must be recorded in the location’s Accident Record Book and also in the HTA Accident Record Book.

Accidents to learners/apprentices will also be recorded on form HS30 and kept on file at HTA for a minimum of three years, these are kept in a separate file and not in the HTA Accident Record Book.

Named tutors are responsible for discussing health and safety issues with learners/apprentices at their reviews and ensuring that any accidents to learners/apprentices whilst in their work places are recorded and reported to the health and safety representative.

Business Performance Manager is responsible for monitoring the accident records and associated risk assessments to identify and initiate remedial action. All accidents and near misses together with actions taken and any trends identified must be reported to the Board at the monthly meeting.

The accident reporting procedure details the full responsibilities of the Health and Safety Representative, learners/apprentices, and staff or persons of HTA.

### **Reporting of RIDDOR incidents:**

All reportable incidents must be recorded on the F2508 Accident Report form, which may be photocopied from the HSE RIDDOR booklet 31 located at Reception.

The law requires certain work-related injuries, diseases and dangerous occurrences to be reported to the enforcing authority for the health and safety (this may be the local council or the Health and Safety Executive).

Reportable incidents that need to be reported include:

- 1 Death or major injuries to an employee or self-employed person working on the premises
- 2 Death or where a member of the public is taken directly to the hospital as a result of a work activity causing injury

The following must be reported without delay and followed up with a completed F2508 form within 10 days.

- 1 An injury to an employee, or self employed contractor working on the premises, which results in more than 3 days time off.
- 2 Diseases suffered by an employee that are related to work activities
- 3 Poisoning
- 4 Skin diseases
- 5 Lung diseases
- 6 Infections including Leptospirosis, Hepatitis, T.B., Anthrax, Legionella
- 7 Occupational Cancer
- 8 Dangerous occurrences including:
  - Collapse or failure of lifting equipment
  - Explosion, collapse of a pressure vessel or pipe work
  - Accidental release of biological agent
  - Explosion or fire causing suspension of normal work for 24 hours
  - Release of flammable gas or liquid exceeding 10kg

Business Performance Manager is responsible for reporting accidents, diseases and dangerous occurrences.

All records need to be kept confidential and in the Business Performance Managers office.

## APPENDIX 10

### FIRST AID

Immediate first aid can prevent minor injuries becoming major ones. A list of First Aider (s) can be found on the Display Board at reception, the appointed person(s) are Lisa Cull and Kori Cox.

### FIRST AID KIT

HTA respects its obligation to provide first aid kits for its premises under the Health and Safety (First Aid) Regulations 1981.

First aid kits are located at Reception.

Contents of the **First Aid Kit** includes:

- 1 A leaflet giving general guidance on first aid
- 2 Twenty (20) individually-wrapped, sterile, adhesive dressings (assorted sizes)
- 3 Two (2) sterile eye pads
- 4 Four (4) individually-wrapped, sterile, triangular bandages
- 5 Six (6) safety pins
- 6 Six (6) medium-sized, individually-wrapped, sterile, non-medicated wound dressings, approximately 2cm x 12cm
- 7 Two (2) large, sterile, individually-wrapped, non-medicated wound dressings, approximately 18cm x 18cm
- 8 One (1) pair (minimum) of disposable gloves, unused and sterile.

The responsible person for the re-stocking of the first aid kit is Tomas Kopaniarski/Deborah Sharpe

## **APPENDIX 11**

### **LONE WORKING**

Due to the nature of the business and methods of working it is recognised that staff are often working alone outside of normal office hours. To minimise any risk to staff it is suggested that staff adhere to the following. All staff should ensure that the HTA office:

- 1) know their whereabouts, at all times by completing the Time Management Sheet HS135 in sufficient detail and update it if plans are changed.
- 2) are informed of the telephone number that staff can be contacted on.
- 2) have an emergency contact name and telephone number on file.

All staff must be aware of risks when working outside of normal working hours. Staff must ensure vehicles are parked as close as possible to the premises they are visiting. They should also ensure vehicles are maintained in a good condition.

An informal buddy network, whereby staff notify a named “buddy” of their movements and safe arrival at destinations or home is also in place.

Any concerns staff may have about their safety, e.g. over a particular establishment or area, should be reported to Business Performance Manager so that appropriate action can be taken to ensure the individuals safety and/or other staff can be warned about the risk.

In addition to that staff should always take simple precautions whilst alone: e.g. keep car doors locked, take personal belongings with them, park as close as they can to the premises they are visiting, have mobile telephones with them at all times (though these should never be used whilst driving).

## **APPENDIX 12**

### **CLEANING**

In accordance with the Health and Safety at Work Act 1974 HTA maintains a clean and hazard free environment as far as reasonably practicable.

General cleaning, is in accordance with the HTA cleaning schedule, (policy and procedures) and is carried out from 4.30pm to 6.30pm Wednesday and Fridays and the cleaner is responsible for the offices and welfare facilities.

During normal working office hours the Business Performance Manager and Health and Safety Representative are responsible for ensuring the premises are kept clean and tidy; the cleaning up spillages where appropriate and following the COSHH Regulations.

Cleaners are required to follow the COSHH Regulations and report any changes in working practices or hazards they may come across to the Health and Safety Representative.

Cleaning materials are kept under lock and key and all COSHH materials stored in the appropriate place. The cleaners have the responsibility to follow the manufacturer's instructions on substances and wear appropriate clothing such as PPE if necessary.

## **APPENDIX 13**

### **WORKPLACE HAZARDS**

Workplace hazards are identified during the routine checks of the premises and by the annual risk assessment. Hazards to be aware of in general include:

- 1 Manual handling of materials
- 2 Poor storage and stacking of materials
- 3 Objects falling onto personnel
- 4 Use of sharp equipment/hand tools
- 5 Slipping and tripping
- 6 Lone working
- 7 Hazards to new and expectant mothers
- 8 Loading and unloading of vehicles
- 9 Dangers of reversing/manoeuvring vehicles

Any risks identified by staff, learners/apprentices or visitors to HTA must be reported to the Business Performance Manager also the Health and Safety Representative who will carry out a risk assessment and initiate appropriate action to minimise or eliminate the risk.



**APPENDIX 14**

**APPOINTED PERSON/S**

Appointed persons are listed in the Duty Holder's section Appendix 1.

## **APPENDIX 15**

### **SAFEGUARDING OF YOUNG PERSONS AND VULNERABLE ADULTS**

As a Workbased Learning Provider Heathercroft Training Academy (HTA) has a responsibility to promote the welfare of all learners/apprentices by protecting them from physical, sexual or emotional harm. It has a particular responsibility in respect of learners/apprentices under the age of 18 years or those defined legally as “vulnerable adults”.

To ensure these obligations are met all staff who may, in whatever capacity, come into direct contact with the children, young persons or vulnerable adults are vetted in accordance with the requirements of the Safeguarding Vulnerable Groups Act.

In addition there is a comprehensive staff training program in place, commencing at staff induction, which covers health, safety, safeguarding of children, young persons and vulnerable adults.

All learners/apprentices have health and safety training, including training on safeguarding issues, at induction and at weekly intervals throughout their training.

All employers and partners are expected to comply with our policy and procedures for safeguarding learners/apprentices.

All young persons or vulnerable adults in learning or visiting HTA premises are required to comply with the Health and Safety policy and to report any issues they may come across to a competent person.

All visitors are required to sign into the visitors’ book on entering the building and leaving.

All young persons or vulnerable adults studying with HTA must be supervised at all times.

## **APPENDIX 16**

### **FIRE PRECAUTIONS AND ARRANGEMENTS**

Heathercroft Training Academy provides a signing in and out book which all visitors and contractors are required to sign on entering and leaving the premises. Visitors are also required to wear a visitors badge and sign out on leaving the premises.

Fire Risk assessment is carried out annually. The Health and Safety Representative is responsible for ensuring these are carried out and issues reported to the Business Performance Manager.

Fire exits are to be kept clear of obstruction at all times. Escape routes are checked weekly by the Health and Safety Representative but all staff have a responsibility on a daily basis.

Fire doors must be kept shut and not wedged open with equipment such as fire extinguishers or other means. Staff must ensure they read and understand the risk assessment and are familiar with fire precautions, escape routes and the assembly point.

Fire alarm testing is carried out weekly on Friday mornings at 10am by Alexander King.

Fire evacuation practice will be carried out every three months and simulations of actions to take observed by a competent person. On hearing the alarm staff, learners/apprentices, visitors and contractors are required to leave by the nearest fire exit without stopping for personal belongings and to gather at the assembly point located on the right as you exit HTA into Waterworks Road. Care must be taken not to block the main entrance. Everyone should remain calm and walk slowly to the exit. Windows and doors may be shut behind them if it is safe to do so.

Once at the assembly point staff, visitors and contractors are not permitted to re-enter the building until told to do so. A competent person will carry out a name call to identify any missing person/s. Only when told it is safe to do so may people re-enter the building.

On the discovery of fire, whether large or small, the alarm should be raised without delay, using the break glass panels.

Staff must ensure they are familiar with escape routes and ensure that they are kept free from obstruction.

Fire extinguishers are in place to tackle any fire staff feel comfortable to tackle 'but the risk to the individual must be assessed before tackling any fire. Care must be taken to use the correct extinguisher. Fire extinguishers are maintained and checked annually.

**STAFF MUST NEVER PUT THEMSELVES AT RISK**

## APPENDIX 17

### WELFARE PROVISIONS

The Primary Legislation for the Workplace (Health, Safety and Welfare) Regulations 1992 and the Construction (Design and Management) Regulations 2007 require all business to be aware of welfare provisions.

The Owners of the building, The Board and the Business Performance Manager are responsible for ensuring the premises are suitable for employees and learners/apprentices to work in and also safe for visitors. Welfare arrangements include:-

- Disabled access facilities.
- Outdoor routes are kept safe during icy conditions,
- Floors, corridors and stairs kept free from hazards including trailing wires.
- Sufficient space for safe movement and access.
- The cleanliness of welfare facilities
- Women's welfare facilities are provided with sanitary waste bins collected by authorised person/s.
- Good ventilation is provided.

The premises will be maintained in a clean and hygienic condition as detailed in Appendix 12.

## **APPENDIX 18**

### **SAFETY SIGNS**

All relevant safety signage is displayed containing relevant pictogram (a picture that represents an action or object) as well as relevant wording.

All fire exits, fire alarm points and FFE signs include a symbol (such as running person).

No Smoking signage is displayed in appropriate places. All safety signage is kept in good condition and replaced as and when necessary.

Staff and learners/apprentices receive information about unfamiliar signs to ensure they understand their meaning.

Signage is checked annually.

## **APPENDIX 19**

### **EXPECTANT MOTHERS**

The risks to new and expectant mothers are formally taken into account when assessing risks in the workplace and a new risk assessment completed with the expectant mother.

Particular attention is paid to physical, biological and chemical agents, processes and working conditions that may affect the health and safety of the expectant mother such as moving and handling of objects.

Information will be given to the new expectant mother in line with the risk assessment so minimising risk that could cause her harm.

The risk assessment will be renewed at appropriate intervals during the pregnancy and the expectant mother is encouraged to report to the Business Performance Manager and Health and Safety Representative if her condition changes.

## **APPENDIX 20**

### **LIFTING EQUIPMENT**

Risk assessments are carried out annually or as and when required to ensure staff are aware of the risks of moving and handling. Training is given at regular intervals.

## **APPENDIX 21**

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal protective equipment (PPE) will be provided free of charge to those persons who require it.

PPE will be stored in appropriate places and replaced as and when required.

Employees will be trained in the proper usage of the PPE.



## **APPENDIX 22**

### **CONTRACTORS**

All contractors will be required to adhere to appropriate risk assessments and security procedures undertaken by Heathercroft Training Academy.

All contractors are required to report to reception and sign into the visitor's book and report to the Business Performance Manager any concerns they may experience whilst on the premises of Heathercroft Training Academy.

## **APPENDIX 23**

### **VEHICLES**

All company vehicles will be serviced at regular intervals by an approved service agent. Records are kept of all maintenance undertaken.

Insurances will be valid for vehicles and drivers. Alexander King will check on the government web site to verify that company cars (and cars used on company business) have the relevant tax in place.

Employees are responsible for ensuring that the company vehicle is kept clean at all times and to report any faults with regard to the company vehicle.

Employees are also required to drive with due care and attention at all times and to take every reasonable precaution to avoid accidents. Driving under the influence of alcohol or any other substance is strictly forbidden.

The employee must report to the Business Performance Manager any medical conditions that may make them unfit to drive. Licence restrictions/endorsements must also be reported

M.O.T. of the company vehicle will be carried out by the approved MOT Tester as and when required.

Mobile phones must not be used whilst operating any vehicle, unless hands free devices are used. Wherever possible, staff should avoid using the telephone even with a hands free device.

All company vehicles are Non Smoking.

## **APPENDIX 24**

### **CONSTRUCTION HEALTH, SAFETY AND WELFARE**

Heathercroft Training Academy will supply the following:

- sanitary conveniences which will be collected by a contractor
- washing facilities
- drinking water
- meal preparation facilities
- suitable hand drying facilities with paper towels and/or hot air dryers
- storage facilities are provided with adequate space and height

All services will be maintained in good condition. Regular PAT testing of all equipment is carried out on all appliances.

Any concerns must be reported to the Business Performance Manager.

Compliance with the procedure will be monitored by Shani Rogers at annual intervals.

## **APPENDIX 25**

### **CONTRACTING (WORKING ON OTHER SITES)**

Before any employee visits a new site, a health and safety assessment will be carried out to ensure the site is suitable and safe. This will be carried out by a competent person holding a relevant qualification and the findings will be recorded on form HS11A.

During the assessment of the site general health, safety and welfare facilities will be discussed with the employer together with issues relating to safeguarding of employees/learners/apprentices on work placements particularly those who are under 18 or over 18 and deemed vulnerable. The site/premises will be checked for appropriate risk assessments to ensure employees of HTA and learners/apprentices undertaking any training are safe as far as reasonable practicable.

The inspection will be repeated after three months to ensure the premises remain safe and free from hazards. Findings will be recorded on form HS11B

Public Liability insurance will be checked, recorded and kept on file, which will be checked on a regular basis.

All HTA staff are required to report any concerns they come across whilst working on other sites to the appropriate person/s.

## **APPENDIX 26**

### **SMOKING**

Heathercroft Training Academy is a Non-Smoking building.

All signage displays the required standard of No Smoking on these premises and are located on all entries to the premises.

Heathercroft Training Academy provides adequate smoking facilities located at the rear of the car park with suitable cigarette disposable facilities.

It is the responsibility of all staff, learners/apprentices and visitors using the area to ensure the area is kept clean and tidy

## APPENDIX 27

### TRAINING

#### **Training**

Induction training will be provided for all employees by the new starters line manager.

Mandatory training for Health and Safety is to be completed annually and recorded in the staff member's training record.


#### **Health and Safety Considerations for Learners**

Every learner/apprentice is required to complete a H&S Declaration, with their employer prior to their sign up. This includes a Health and Safety assessment and considerations checklist to ensure safe working and processes are adopted in their place of work. This is contained within the Induction paperwork and Commitment Statement. Progression with learning and support does not commence until this requirement has been fulfilled.

The learner is required to abide by the Employers Health and Safety procedures at all times and with Heathercroft's Policy should they attend our premises.

The Tutors will ensure learners health and safety and day to day wellbeing is being managed by the employers through frequent reviews.

Health and Safety and Wellbeing is promoted and discussed within lessons, reviews and day to day communications with all learners.

<b>First Issue: October 2010</b>	<b>Review Date: October 2022</b>	<b>Policy No: 34</b>	<b>Issue No: 9</b>
<b>Signed</b>		<b>General Manager/Director</b>	<b>Jo Cronin</b>