

Health & Safety Policy

Policy Statement

Training 1st is committed to ensure as far as is reasonably practicable, the health, safety and welfare of its employees, all learners, contractors and other persons who may be affected by its operation, as outlined in this document and in accordance with current legislation, safe learner and safe guarding principles.

The policy will be applied equally and fairly without exception.

Training 1st will achieve this by providing and maintaining places of work, learning environments and work equipment which are safe and free from risks to health. Training 1st is committed to provide suitable arrangements for the welfare of employees, learners and contractors. All necessary information, training and supervision will be provided to ensure implementation of this policy.

The following document contains procedures and guidance for compliance by various groups including Employees, Contractors, all of which have a responsibility to observe and comply with current Health and Safety legislation within the workplace and learning environments respectively.

Management, employees and Training 1st members will do all that is reasonably practicable to avoid and/or reduce health and safety risks.

This policy will be reviewed periodically and revised if necessary.

Responsible Persons

Overall responsibility	Director & Head of Centre: David Lawrence
Responsible deputy	Manager: Stacey Wreford

Employees Responsibilities

It is the responsibility of every member of staff to have regard to the safety of others who may be affected by any act or omission either inside or outside the workplace. This duty is reinforced by law and criminal penalties may apply.

- a)** To read and understand the Company's Health and Safety policy and to carry out their duties in accordance with its requirements.
- b)** To know the safety procedures in the event of fire.
- c)** To be aware of the location of first aid boxes.
- d)** To report any accident on the appropriate form.
- e)** To report any fault or defects in plant or machinery.
- f)** Not to attempt to repair or maintain any workplace equipment without full instructions for training or supervision of a Health and Safety Officer.
- g)** To ensure that all fire escapes, emergency exits and doors are kept clear and free from obstruction.
- h)** Not to attempt to move or lift any items or materials that are too heavy and likely to cause injury.
- i)** To use the appropriate equipment when attempting to reach items at a high level.
- j)** To report any hazards in the workplace.
- k)** To make visitors and learners aware of evacuation procedures in case of an emergency.
- l)** In the case of disabled visitors and learners a new health and safety assessment will need to be carried out.

Accidents And First Aid

Training 1st recognises its duty under the Health and Safety (First Aid) Regulation 1995 to inform its employees of the arrangements that have been made in connection with the provision of First Aid including the location of facilities, equipment and trained staff.

Due to all staff working remotely and learners studying remotely this is not currently applicable.

RIDDOR

The reporting of injuries, diseases and dangerous occurrence (RIDDOR) regulations 2013 requires all employers to put in place statutory reporting procedures. An entry must be made in the accident-reporting book on each occasion that treatment is given and specified injuries will be reported by the head of centre.

The Death Of Any Person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified Injuries To Workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- ✓ Fractures, other than to fingers, thumbs and toes
- ✓ Amputations
- ✓ Any injury likely to lead to permanent loss of sight or reduction in sight
- ✓ Any crush injury to the head or torso causing damage to the brain or internal organs
- ✓ Serious burns (including scalding) which i. covers more than 10% of the body ii. causes significant damage to the eyes, respiratory system or other vital organs
- ✓ Any scalping requiring hospital treatment
- ✓ Any loss of consciousness caused by head injury or asphyxia
- ✓ Any other injury arising from working in an enclosed space which i. leads to hypothermia or heat-induced illness ii. requires resuscitation or admittance to hospital for more than 24 hours

Over-Three-Day Incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Over-Seven-Day Incapacitation Of A Worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Non-Fatal Accidents To Non-Workers (E.G. Members Of The Public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Lone Working

Under the terms of the Health and Safety at Work Act 1974 Training 1st has a duty to ensure the health and safety of its employees as far as is reasonably practical. The Management of Health and Safety at Work Regulations 1999 place a duty on Training 1st to assess the degree of risk in the workplace.

Lone workers spend some or all of their working hours alone for a variety of reasons: they may work in an isolated location, be at a client's or customer's premises, work from home or may simply be working outside normal office hours. In any case, Training 1st recognises that working alone may involve an increased risk to the health and safety of its employees. As a consequence, Training 1st has a policy that helps to ensure that it succeeds in its responsibility to manage the risks faced by its employees.

Risk Assessments For Lone Working

Training 1st will carry out risk assessments on all types of work that are (or are likely to be) undertaken alone with particular regard when doing so to the following factors:

- ✓ Risk of Violence (particularly when handling money or dealing with the public);
- ✓ Equipment used (must be suitable and safe for use by one person);
- ✓ Location
- ✓ Materials (all materials used are suitable for use by one person)
- ✓ Proximity to Help.

Control Measures For Lone Working

- ✓ Training 1st will use practical control measures in order to reduce risk to lone workers where risk assessments or actual occurrences highlight areas of concern.

Incident Reporting For Lone Working

In order to maintain appropriate record of incidents involving lone workers, it is essential that all incidents be reported to your Line Manager. Staff should ensure that all incidents where they feel threatened or unsafe are reported even if this was not a tangible event/experience.

Training For Lone Working

Staff working for Training 1st should know that their safety comes first. Staff should be aware of how to deal with situations when they feel they are at risk or unsafe. Staff should also be able to recognise how their own actions can influence or even trigger an aggressive response. The Line Manager will ensure that lone workers receive appropriate training where required.

Contractors And Visitors

- ✓ All contractors and visitors will sign in and sign out of the Company's premises via the visitors register held in reception. They will be given verbal H & S instructions.
- ✓ Student attendance is kept by means of a register.
- ✓ Training 1st will ensure that all Contractors and Visitors comply with regulation as directed by their host on arrival.
- ✓ All contractors and visitors will acknowledge their compliance with the Company's procedures by the signing in process defined above.
- ✓ Contractors must report to Training 1st management any hazardous condition that may exist within the designated workspace.
- ✓ All contractors will comply with the Company's Procedures regarding work activities within the workplace.

Risk Assessment And Hazards

Training 1st will make suitable and sufficient assessments. The assessments should include additional risks to young persons, children, vulnerable adults and the disabled when visiting Training 1st premises. Where training in the workplace is being provided by Training 1st, persons working on its behalf or of Training 1st, assessments must still be carried out by a competent person and the relevant H&S form must be completed and signed by the employer.

Risks to the health, safety and welfare of employees whilst they are at work or out on company business must also be assessed. The assessments should also take in to account lone working and expectant mothers.

The health, safety and welfare of the general public should be considered by persons employed or acting on behalf of Training 1st whilst undertaking or in connection with their duties.

Training 1st shall take all preventive and protective measures necessary following the risk assessment and apply these principles.

- ✓ If possible avoid the risk altogether.
- ✓ Combat the risks at source.
- ✓ Wherever possible adapt work to the individual.
- ✓ Take advantage of technological and technical progress.
- ✓ Give a priority to those measures, which protect the whole workplace.

Training 1st will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy. Additional cleaning will be provided when necessary to clear up spillages or other soiling. All workplaces will be kept free from waste matter or discharges. Care will be taken during cleaning

operations not to expose any persons to substantial amounts of dust or explosive concentrations of dust, also to health and safety risks arising from the use of cleaning agents. The COSHH Regulation 2002 will be complied with where appropriate.

Training 1st will comply with Waste Management, The Duty of Care, Code of Practice 1991. It will ensure that all waste stored on the premises will be suitably protected and stored so as not to pose a health and safety risk to either staff, the public or the environment. When carrying or transferring waste, Training 1st will ensure that the Code of Practice is complied with.

All traffic routes within Training 1st premises shall be suitable for the persons or vehicles using them and will be clearly indicated where necessary for reasons of Health and Safety. All debris, rubbish etc will be removed from traffic routes and all fire escapes, routes and exits will be kept free of obstacles at all times. Suitable and sufficient handrails will be provided on all staircase traffic routes providing the handrail does not obstruct the traffic route.

Fire Precautions

Training 1st will comply with the 2005 Fire Safety Order, which empowers the Fire Authority to impose such requirements to ensure that persons employed to work in the premises receive appropriate instruction or training in what to do in the case of fire, and that records are kept of instruction or training given for that purpose.

- ✓ All employees will be made familiar with all means of escape from the building in which they work.
- ✓ All employees will be instructed in the actions to take in the event of fire.
- ✓ All employees must be familiar with the means of raising the alarm. All employees must be familiar with the sound of the evacuation signal and must evacuate as soon as this signal is given.
- ✓ All employees must know the location of the nearest fire appliances to their normal working location and the general layout of the building.
- ✓ Fire drills will be carried out periodically.

A responsible person will be appointed to account for occupants at the evacuation assembly points including contractors and visitors.

- ✓ Special responsibilities should be allocated to individuals to ensure that regular inspections and maintenance of fire systems is carried out.
- ✓ Fire alarms, extinguishers and Escape routes are the responsibility of the Director.

Electrical Equipment

Training 1st will comply with the Electricity at Work Regulations 1989 with regard to electric shock, portable appliances, socket outlets and plug tops, switches, conduit, cables and explosion protection etc.

- ✓ Only training and qualified persons may be allowed to work with or near electric equipment. Any contractors that will be employed to work on or with electrical equipment must be qualified and have obtained appropriate training before starting work.
- ✓ All electrical tools must be earthed or double insulated. All frayed, torn or split flexible cords and plug tops, which are cracked or have broken insulation must be changed. Tools that are suspect must be checked immediately, tools that have guards must never be used with the guards removed or by-passed.
- ✓ All portable appliances will be tested in accordance with British Standards and also HSE Guidance note PM32 "The safe use of electrical appliances". Each time an appliance is tested an inspection certificate should be completed by the person carrying out the test. Appliances will be tested every 24 months.
- ✓ Electrical circuits and plant may only be shut down with the authority of a Company representative. Work on electrical equipment will not be allowed before the equipment has been properly isolated
- ✓ and disconnected from the source of supply. Isolation must not rely on operating a switch to the OFF position.
- ✓ Switches must be locked to the OFF position and/or fuses removed from the circuit and held by the work person until the work is completed.
- ✓ Electrical control panels and main switchgear cubicles must remain clear of obstructions and be readily accessible at all times.
- ✓ All personnel must use the proper practice methods, and safety equipment must be used when applicable.
- ✓ All safety notices must be strictly observed and adhered to.

Work Equipment

It is Training 1st policy that all employees and contractors will be trained in the operation of machinery and equipment specific to their function, and employees are required to use all work equipment correctly and in accordance with their training and the manufacturers recommendations.

Training 1st Policy is that all work equipment will be maintained in an efficient state efficient working order and in good repair.

Vehicles Being Used For Business Use

It is the responsibility of all employees using private vehicles on company business, are doing so in accordance with the road traffic act (1991) and all subsequent amendments. This means that you must have the following:

- ✓ A valid MOT certificate if required.
- ✓ Appropriate insurance cover.
- ✓ A valid driving licence.

Training 1st is responsible for monitoring employees abide by the road traffic act and will periodically require employees to produce these documents.

Training

All employees and learners will be trained in the operation of machinery and equipment specific to their function, before using such machines or equipment, staff and learners are to be informed of the hazards that might occur.

All employees will be briefed and receive training in the following:

- ✓ Accident prevention in the operation of machinery and equipment.
- ✓ Accident prevention and health hazards in dealing with chemicals.
- ✓ Accident reporting.
- ✓ Fire and emergency procedures.
- ✓ Good housekeeping.
- ✓ Responsibilities under the current Health and Safety legislation.
- ✓ Company health and Safety Policy.

Hazardous Substances (COSHH)

Training 1st Policy is to provide a safe facility and procedures for safe chemical, hazardous material and equipment handling for all employees and contractors.

- ✓ All employees will be advised of the hazardous properties of chemicals, materials and equipment used and will be given suitable training in their safe use.
- ✓ All employees and contractors shall abide by the COSHH Regulation involving the use of hazardous substances and understand the hazards and safety precautions involved.
- ✓ Suitable Personal Protective Equipment to be provided where appropriate.

Manual Handling

It is Training 1st policy to provide safe working procedures to comply with the Manual Handling Operation Regulations 1992.

- ✓ All employees involved in manual handling operation will be given suitable and sufficient training.
- ✓ Where practicable handling operations will be mechanised or automated.
- ✓ Employees are instructed not to lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable or unpredictable, or unsafe, (ie sharp) without assistance or supervision.
- ✓ All employees engaged for long periods of manual handling shall be given adequate opportunities for rest (ie breaks from work) or recovery (ie changing to another task which uses a different set of muscles.)

Display Screen Equipment

It is Company policy to comply with the health and safety (Display Screen Equipment) Regulation 1992.

A suitable and sufficient analysis of all workstations and environment shall be made for the purpose of assessing the health and safety risks to the users.

All employees and students defined as users of display screen equipment shall receive adequate health and safety training in the use of the workstation upon which they may be required to work.

All employees defined as users of display screen equipment shall, upon request, be provided with an appropriate eye and eyesight test.

Display screen equipment shall be maintained in an efficient state, in efficient working order and in good repair so that the:-

- ✓ Screen image is stable.
- ✓ All controls are easily adjusted.
- ✓ The screen tilts/swivels easily.

All employees and students defined as users of display screen equipment shall be given sufficient and suitable training and/or instruction regarding ergonomics and safe working practices.

All employees and students defined as users of display screen equipment shall be instructed to organise their workload to ensure regular breaks from screen work, to look away from the screen

at least once in every ten minute and focus on something else, and to break from the screen for a least ten minutes in every hour.

Employee's Responsibilities

It is the responsibility of each employee to ensure that they are using the appropriate personal protective equipment for the task in hand.

All Contractors will comply with the above policy regarding personal protective equipment and will also have had suitable training in the use and wearing of personal protective equipment.

Procedures For Serious And Imminent Danger

It is Company policy that procedures are in place, which are to be followed in the event of any serious incident occurring such as:

- ✓ Fire
- ✓ Bomb Threat
- ✓ An Act of Terrorism

All employees, contractors and visitors shall be made aware of the procedure including the evacuation of the premises.

Sufficient numbers of competent persons shall be appointed to implement the procedures and all employees and contractors shall be made aware of the identity.

Upon the receipt of an evacuation signal, all employees, contractors and visitors shall:

1. Stop work.
2. Shut of all electrical equipment and machines.
3. Walk to the nearest exit. DO NOT RUN.
4. Exit quickly and do not stop for person belongings (except for bomb threats when personal belongings should be taken).
5. Go to the nominated assembly area
6. Do not re-enter the building until advised that it is safe to do so.
7. Emergency procedure drills will be carried out periodically.

COVID-19 Health & Safety Addendum

As a result of the COVID-19 outbreak this addendum has been drafted as a supplement to the Health and Safety at Work Policy.

Policy Aim

To put in place additional measures to;

- ✓ Protect employees and clients from risk of infection of COVID-19
- ✓ Provide employees and clients with COVID-19 Secure workplace and office
- ✓ Provide employees and clients with a workplace and office where they feel comfortable and not at risk of infection

Government Guidelines

This policy is based on the government's guidelines as set out in Working Safely During Coronavirus first published in May 2020

1. Carry out a Risk Assessment.
2. Develop cleaning, hand washing and hygiene procedures.
3. Help people work from home.
4. Maintain 2 m social distancing where possible.
5. Where people cannot be 2 m apart, manage transmission risk.

Risk Assessment

A Risk Assessment will be done to assess the risks and to put in place measures to eliminate or mitigate those risks.

Cleaning, Handwashing And Hygiene Procedures

- ✓ Encourage people to follow the guidance on hand washing by placing signage in the cloakrooms.
- ✓ Hand sanitiser is provided in the reception area as well as individuals are all provided with their own on each desk. Hand sanitizer to be provided in the kitchen, near the copiers, and in the meeting rooms.
- ✓ Frequently cleaning and disinfecting objects and surfaces that are touched regularly

- ✓ Enhanced cleaning in busy areas, such as kitchen, copiers
- ✓ Provide protective equipment where necessary and appropriate

Working From Home

Where possible enabling employees to work from home, taking into account, the requirements of the business, safety of personal data and employee wellbeing.

- ✓ Discuss home working arrangement with each employee to establish their requirements
- ✓ Ensuring they have the right equipment
- ✓ Making sure that there is adequate communication with all employees who are working at home
- ✓ Considering their physical and mental well being

Maintain 2 M Social Distancing Where Possible

- ✓ Where possible and appropriate undertake as many tasks electronically as possible
- ✓ Put up signage to remind people to observe the social distancing guidance
- ✓ No sharing of work stations
- ✓ Placing floor tape to remind people to keep a 2 m distance
- ✓ Not having face to face work stations except for people of the same family or household
- ✓ Arrange a one way traffic system through the office. Entrance to the office area through the double door and exit through the door at the translators area and then out into the lobby via the 'library' door
- ✓ Increase in use of telephone and video meetings where appropriate

Where 2 M Social Distancing Is Not Possible

- ✓ Consider whether or not that activity is essential
- ✓ If it is keeping activities as short as possible, involve as few people as possible
- ✓ Consider the use of screens if necessary
- ✓ Avoid face to face seating, use back to back or side by side if 2 m social distancing is not possible
- ✓ Having flexible arrival and departure times; arrival between 7 and 10 am and departures between 3 and 7 pm
- ✓ Having different teams come in on different days

Emergency Situations

There may be emergency situations such as fire, evacuation or injury, where it would not be necessary to observe social distancing or where it is unsafe to do so. Once the emergency is over, people involved should wash or sanitise their hands

Procedures

A: Persons who are or may be ill;

(Subject to GDPR provisions)

1. People who are ill, or suspect they may be or have been in contact with someone who is ill, may not come to the office until they have fully recovered or have undertaken the necessary periods of quarantine.
2. In respect of employees, normal absence procedures apply. Any employee who suspects they are ill should advise management immediately they suspect they are ill. This will enable management to advise other employees, implement quarantine if necessary, and to undertake sanitisation.
3. In respect of clients who appear to be ill, employees may respectfully advise the client that they are not comfortable meeting with them face to face and will continue to advise them by telephone or electronically.
4. Any employee who has been in contact with another employee or a client who appears to be ill must advise management immediately and take all measures to ensure they do not become ill, washing their hands, not touching their face. If necessary stay away from the office until they are certain that they are not ill.
5. Where an employee becomes ill at work, they must leave the office immediately and advise management that they have done so. Management to ensure that other employees are advised that an employee has gone home ill and that all precautions should be taken.
6. Any area where a potentially ill client or employee has been in the office must be fully sanitised.

B: In compliance with the governments track and trace policy, anyone who exhibits symptoms of coronavirus (a new cough, a fever or loss of smell or taste) should contact the NHS to book in a COVID-19 test. If the test is returned positive the individual must inform management who will work to identify any colleagues or clients who have come into contact with the individual who has tested positive. Anyone who has come into contact with a confirmed case will be required to self-isolate for 10 days.

Failure To Comply With This Policy

Where a client or an employee fails to follow this policy or the government guidelines;

- ✓ They should be formally asked to follow the policy or the guidelines
- ✓ Where they continue to refuse they ought to be asked to provide a reason as to why they are not following the policy
- ✓ If reasonably possible, that reason should be accommodated if feasible
- ✓ Where it is not possible, that should be explained to the employee and they should be advised that further failure to follow the policy would result in discipline and for employees, further instances of failure to follow the policy or the government guidelines may result in disciplinary action being taken

- ✓ Where it is not possible to accommodate the client's reason for not following the policy, the employee dealing with that client may decline to continue to assist the client in any face to face situations, and may advise the client that further work will only be undertaken by telephone, or electronically.

Completed By

David Lawrence

Date

21 December 2020