

# Health and Safety Policy Statement

## Introduction

The Skills Partnership recognises its duty to comply with the Health and Safety at Work, etc Act 1974. Our policy is to ensure, as far as is reasonably practicable, a safe and healthy working environment for our employees, learners, subcontractors, customers, the general public or others who may be affected by our activities. Our employees are provided with appropriate equipment, systems of work and all relevant information, training and supervision as required. Organisation

Overall responsibility for health and safety rests with me, Sam Bern, IT Director. I have ensured that health and safety is managed appropriately and in line with current statutory requirements by appointing an external Health and Safety Consultancy to assist the company in meeting our obligations.

All employees and subcontractors have a legal duty to co-operate with this policy to achieve health and safety in the workplace and to take reasonable care of themselves and others by:

- Following safe working procedures at all times and ensuring as far as possible that others do so
- Informing their supervisor or manager of any accident or hazardous situation which comes to their notice
- Using any work equipment and PPE provided by the company to ensure the health and safety of themselves and others, and reporting any deficiencies or damaged equipment

The appointment of a Health and Safety Consultancy/Safety Officer/Representative does not relieve me or employees of their obligations.

The arrangements for the company's health and safety policy are outlined below.

## Responsibilities

Both employees and learners must ensure that they are aware of the health and safety procedures for the site where they are working and to work in a way that does not put either employee/learner, or anyone else, at risk. The employee and learner are responsible for compliance with the health and safety guidelines in force within their workplace and should ensure that they adhere to those guidelines.

Each site is different, and the health and safety guidelines which apply to the site are the ones which you should follow. However, The Skills Partnership requires employees/learners to observe the following rules:

### Notices and written instructions

- You must comply with all hazard/warning signs and notices displayed on the premises
- You are expected to read and observe any notices and instructions displayed in the assessment/training area

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**Working conditions/environment**

- You must make proper use of all safety equipment and facilities provided
- You must keep training and assessment areas clear and in a clean and tidy condition
- You must dispose of all rubbish and waste materials within the training and assessment area
- You must clear up any spillage of liquids as soon as is practicable

**Health and welfare**

- You must report to your line-manager any medical condition which could affect the safety of yourself or others
- You are expected to co-operate with the implementation of the medical and occupational health provision
- You are expected to co-operate with The Skills Partnership's policies on non-smoking, alcohol and controlled substances

**Employees/Learners must ensure:**

- The provision and maintenance of equipment and buildings are safe and without risk to health
- Arrangements for use, handling storage and transportation of articles and substances for use at work are safe and without risk to health
- Adequate information is available regarding equipment and substances used to ensure that all appropriate precautions are properly used in a safe fashion
- The provision of information, instructions, training and supervision is as necessary to secure your health and safety
- The training and assessment environment is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for people's welfare on the site
- You take reasonable steps for your own health and safety and that of other people who may be affected by individual acts or omissions at work
- You must ensure that any duty or requirement imposed by the site owner/manager regarding health or safety is complied with
- That employees/learners away from their usual workplace are aware of the health and safety information which applies to them

During any aspect of the training or assessment, regardless of any other considerations The Skills Partnership's employees and learners should not endanger their own health and safety nor put others at risk and should follow safe working practices at all times.

**Employees/Learners must:**

- not operate any plant or equipment unless you have been trained and authorised to do so
- make full and proper use of all equipment guards
- report to the site manager/owner immediately any fault, damage, defect or malfunction of any or equipment or guards that are being used in training/assessment
- not clean or move any plant or equipment unless authorised to do so by the site manager/owner

- not leave any plant or equipment switched on or in motion whilst unattended unless safe to do
- not operate any 'prescribed dangerous machinery'
- not make any repairs or carry out maintenance work on any of the owner/manager's plant or equipment
- use all substances, chemicals, liquids etc. in accordance with manufacturer's instructions and return them to their designated safe storage area when not in use

**Managers are responsible for:**

- Ensuring that The Skills Partnership's policy is implemented within their area of operational control by agreeing a programme of work for health and safety, setting objectives and monitoring their effectiveness and achievement
- Keeping the health and safety officer/representative informed on progress in the implementation of The Skills Partnership's policy on health and safety and the attainment of objectives
- Ensuring that those to whom health and safety responsibilities are delegated fully understand and are able to meet those responsibilities
- Arranging that reports drawing attention to any weaknesses in practice or procedures in their area of responsibility are properly prepared and action taken to eliminate those weaknesses.

All staff who have initial contact with learners should ensure the learner has received a copy of the Learner handbook and understands the health and safety policy.

SSFB, our external Health and Safety Consultancy, prepares and reviews the policy statement with me, Sam Bern on an annual basis, and additionally, if there are any significant changes to legislation, work practices or company structure.

## Monitoring and Review

Health and safety issues are monitored on a regular basis in the form of Audits and Risk Assessments. Recommendations are reviewed on a regular basis and all such activities are recorded.

## Accident and Near-miss Reporting

Any accident that causes injury to an individual or damage to property, or could have caused such injury or damage (near-miss) must be recorded on an Accident Form. The Accident Forms are available electronically on our system.

- You must seek first aid treatment for any injury that you receive no matter how slight it may seem to be. You must report the incident to your line manager and ensure details are entered into the site accident book
- You must report all accidents and dangerous occurrences to your line-manager as soon as it is possible
- You must notify your line-manager of any incidents involving learners, customers or visitors

In the event of a serious accident I, and the appropriate Safety Representative must be notified immediately. The Health and Safety Consultant will be informed and appropriate action will be taken as necessary, e.g. Accident Investigation, preventive measures, RIDDOR reporting to the HSE, subsequent training, etc.

## Fire Evacuation

### The Skills Partnership's Offices

In the event of a fire detected by an individual before the smoke sensors have set off the fire alarm, they should shout 'Fire' repeatedly. Only if it is safe to do so should they attempt to put out the fire. On hearing the alarm raised, all staff should leave their work area calmly, shutting all doors and windows en route, if safe to do so. Leave by the nearest exit leading to the front of the building and proceed to the muster point in the car park.

The senior person present should take command of the situation, directing the Fire Brigade to the source of the fire and advising on any potential hazards, injured or missing personnel, etc. Staff must not return to their workplace until told that it is safe to do so and should not, at any time, put themselves at risk.

During an evacuation, visitors must be escorted by a member of staff at all times.

### Site

- You must conform with all emergency procedures pertinent to your work activity
- Where you are responsible for learners away from their usual workplace, you must ensure they are informed of emergency procedures
- You must not obstruct any fire escape route, fire equipment or fire doors
- You must report any use of fire fighting equipment to the site manager/owner

## Consultation and Information

Employees are encouraged to identify any health and safety problems and where possible, put them right or make suggestions on how matters could be improved. The Company supports all such initiatives and will provide all suitable facilities to meet legal requirements.

Health and safety matters are communicated to all staff through email, our company newsletter and at team meetings.

All employees are issued with a current copy of the company policy statement. Procedures and Method Statements are available to all staff electronically. Permits to Work, Audit Reports, Risk Assessments, etc. are issued to individuals, as appropriate and are available to view at all times.

Health and Safety Policy Statement Reviewed 8/12

## Training

All new staff receive induction briefing and supervision. General refresher training is carried out on a regular basis. Competent personnel (those with the appropriate experience, knowledge and training) are selected to carry out activities requiring specific skills and training records are maintained. Additional health and safety training is identified through Risk Assessment and legislative requirements and can be provided through recognized training companies. On the job training, through close supervision by competent personnel may also be carried out, when appropriate.