

# TSPlearn Health and Safety Policy 2021

## Introduction

TSPlearn 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, freelance staff, learners, customers, the general public or others who may be affected by our activities. Our employees, freelance staff and learners 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, freelancers and learners 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.

The appointment of a Health and Safety Consultancy does not relieve me or employees, freelancers or learners of their obligations.

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

## Arrangements

### Responsibilities

Employees, freelancers 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 themselves or anyone else, at risk. Employees, freelancers and learners are responsible for compliance with the health and safety guidelines in force within their place of work.

Each site is different, and the health and safety guidelines which apply to the site are the ones which you should be made aware of and follow. However, TSPlearn requires employees, freelancers and 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 must read and observe any notices and instructions displayed in the assessment/training area

## Working conditions/environment

- You must make proper use of all safety equipment, PPE, etc and facilities provided, and report any deficiencies.
- If you are notified about requiring PPE for a site you must make this known to us through the PPE requirement form, if you purchase PPE this should be reported on the same form.
- 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 and in a safe manner

## 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 TSP/learn's policies on non-smoking, alcohol and controlled substances

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

## Learners must:

- not operate any plant or equipment unless 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 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 unless qualified to do so.
- 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 TSP/learn'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 IT Director informed on progress in the implementation of TSP/learn'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 employees and freelancers 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.

The policy statement is reviewed 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. We do not collect site risk assessments for individual employers sites, but do collect agreements from the company that they are adhering to Health and Safety laws. We conduct yearly home working desk assessments.

## 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.

First aid treatment must be sought for any injury, no matter how slight it might be. It must be reported to the line manager, and the details entered into the site accident book

All accidents and dangerous occurrences must be reported to your line-manager as soon as it is possible

In the event of a serious accident I 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

### TSPlearn'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 employees/freelancers 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. Employees 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 follow with all emergency procedures pertinent to your work activity
- Where employees/freelancers are responsible for learners away from their usual workplace, they must ensure they are informed of emergency procedures

## Consultation and Information

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

Health and safety matters are communicated to all employees/freelancers through email, and at team meetings.

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

## Training

All new employees 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.

### Revision History (last 4)

2021 August

2020 July

2019 May

2018 January



Next review scheduled for August 2022.