

Health & Safety Policy

Our Commitment

Health & Safety is a management responsibility of equal importance to service and quality. Since we are committed to excellence it follows that excellence in the management of Health & Safety is an essential element within our overall business plan and to ensure that continuous improvements are made to the Health & Safety management system shall comply with OHSAS 18001 standards. We are devoted to upholding the Health, Safety and Welfare of our staff, employers and apprentices/learners through the provision and maintenance of safe and healthy working conditions and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the Health & Safety of persons other than our employees who may be affected by our activities and our legal and moral duty to minimise affects to the environment.

Introduction

The organisation recognises its duty under the Health & Safety at Work act 1974 etc to produce this policy. The organisation also accepts that the policy and related procedures should be effectively communicated to all our staff, managers, employers and apprentices/learners with the ultimate intent of achieving the aims and objectives of the policy and thus raising the profile of Health & Safety within the organisation. The effectiveness of Health & Safety campaigns will be continuously reviewed. In effect the Health & Safety policy shall be under continuous review and the policy will also be subject to a comprehensive audit as part of the organisations internal Health & Safety audit process and OHSAS 18001 external audit process.

The Policy and arrangements shall apply to Excell for Training Ltd the locations include:

Northern Gateway Enterprise Centre, Room 18, Saltergate, Chesterfield, S40 1UT

Responsibilities & General Arrangements

Overall Responsibility for Health and Safety

Overall and final responsibility for Health and Safety at the organisation is that of the Managing Director, Steven Boyd who will ensure that all staff have access to the Health and Safety Policy which is located in the office and in the policy file on the organisation server.

Each employee will be given a copy of the general policy on commencement of his or her employment and will be required to agree to the terms of the policy in their Statement of Particulars.

The employees Line Manager will ensure all employees are given a copy of the Health and Safety Policy and will keep and maintain records that all workers have received a copy of said policy.

All learners/apprentices attending Excell for Training premises will be directed to the policy and developed in the policy areas, as well as formally agreeing to abide by said policy in their Commitment Statement

Responsible Person

As the **Health & Safety Manager** Representative, Steven Boyd shall oversee day-to-day Health and Safety issues.

Advice and Consultancy

Details regarding Health & Safety legislation and industry best practices shall be gathered from a number of information sources, HSE web site and publication and Croner Health & Safety updates.

Local Inspectors Office and Telephone Number:

Health & Safety Executive
Foundry House,
3 Millsands Riverside Exchange,
Sheffield.
S3 8NH
Tel: 0300 003 1747

Line Managers

All managers have the responsibility to ensure that the Health and Safety rules and procedures of the company are monitored and adhered to in their department, in their absence the responsibility falls to Managing Director. The responsible Line Manager shall remain committed in helping ensure that the following basic Health & Safety requirements are met through:

- The design of safe procedures and systems of work.
- The safe use and handling of goods and materials.
- The safe use and good maintenance of work equipment.
- The provision of suitable and adequate information to staff, employers, apprentices/learners and others who may be affected.
- The provision of a safe place of work including safe means of access and egress.
- The provision and maintenance of a healthy working environment.

All managers shall commit to the “Health & Safety management promise” that can be found in poster format throughout the organisation. Management’s performance in meeting their promise shall be under continual review by the **Health & Safety Representative**.

This policy and the arrangements outlines shall serve as an essential guide to help management ensure Health & Safety requirements in their departments are met.

Line Managers

Under Sections 7 of the Health & Safety at Work act 1974 the following duties are imposed on all staff and apprentices/learners:

- To take reasonable care for themselves and others that may be affected by their acts or omissions
- To co-operate with the employer or others to enable them to carry out their duty and statutory requirements.

Other duties imposed by the Management of Health & Safety at Work Regulations include:

- Every staff member, apprentice/learner shall use any equipment, material or substance provided to them in accordance with any training or instruction.
- Every staff member, apprentice/learner shall inform their employer of any risk situation or shortcoming in their protection arrangements.

All staff members and apprentice/learners have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace.

Training

Excell for Training will ensure all new employees receive information on Health and Safety as part of their induction.

The First Aid appointed staff members will organise training for employees on health and safety matters as appropriate, including: general health and safety training, first aid, manual

handling, fire safety, risk assessment. They will also organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work.

Annual refresher Health and Safety training is a mandatory requirement for all staff.

Contractors

Contractors are appointed by the company to assist in our process, Contractors mean anyone not employed by the organisation but instructed by us to carry out work on our premises.

Our Duty to Contractors:

- All contractors must have permission to work on site, that permission being given by a Managing Director of the manager responsible for the work area (**The Permitting Officer**). In addition, for complex high-risk tasks a “**permit to Work**” scheme will be implemented that must be signed by the **Health & Safety Representative** as the “**Authorising Person**”.
- The suitability of the contractor must be established through the use of a **Contractors Questionnaire** and it shall be the responsibility of the Permitting Officer to ensure such questionnaires are sent and received prior to the commencement of any work.
- The Permitting Officer and the Authorising Person must have due regard to all members of staff likely to be affected by the operations of that contractor.
- Contractors and staff must be informed of the risks to their health and should be provided with the relevant Health & Safety rules and procedures of the company in particular any fire emergency procedures and routes of escape in an emergency.
- All nominated fire wardens for that work area must be informed of the presence of the contractors.
- The Permitting Officer and or the Authorising Person shall check the suitability of the contractors completed work.

Contractor’s Duties:

- Contractors must provide us with the relevant information requested in the Contractors Questionnaire
- Contractors will not be permitted to work unattended unless the company director has given consent.
- Contractors must be vigilant of the company’s Health & Safety rules and should take reasonable care not to expose themselves or others to risks whilst carrying out their work activities.
- Any breaches of health and Safety practice must be reported immediately to the Permitting Office or a Supervisor.
- Contractors are not allowed keys or access without the consent of a Director.
- All contractors shall be required to sign the “**Onsite Register**” when entering or leaving the premises.

Apprentices/learners, visitors and members of the public

- All visitors are to report to the Excell for Training main office until attended by a member of staff.
- All visitors shall be required to sign the **“Onsite Register”** when entering or leaving the premises.
- It shall be the responsibility of the group tutor to keep a register of apprentices/learners on site.
- Visitors are only allowed onto premises when supervised by a member of staff.

Apprentices/learners and visitors are not permitted to touch or operate equipment other than for the purpose of training and hazards from any equipment must be vigilantly avoided. Members of the public are strictly prohibited to enter our premises other than the reception area without prior consent. Unlawful visitors and trespassers will be prosecuted.

USEFUL LEGISLATION

Personal Protective Equipment at Work Regulations 1992

These regulations apply to all workers in the UK and provide the legislative principles for selecting, providing, maintaining and using PPE. Even where controls and safe systems of work have been applied, some hazards might remain. In these cases, PPE is needed to reduce the risk to employees. However, it is important to understand that PPE should be used as a last resort to manage risks.

PPE is defined as equipment to be worn or held in order to protect against a risk to health or safety and includes equipment such as:

- Overalls and Aprons
- Gloves
- Safety Boots
- Goggles
- Visors
- Facemasks
- Helmets
- Waterproof Clothing
- Warm Clothing

Under the regulations employers have a number of duties:

- To assess the risks, to ensure that PPE is suitable and that it effectively protects the wearer.
- To supply suitable PPE free of charge to all workers exposed to these risks.
- To maintain, clean and replace PPE.
- To provide adequate storage for PPE when not in use. To ensure that PPE is properly used.
- Give training, information and instructions to employees on its use and how to look after it.
- Staff and apprentices/learners must make proper use of PPE and report its loss or destruction or any fault in it.

Workplace (Health, Safety and Welfare) Regulations 1992

These regulations cover many aspects of Health, Safety and Welfare in the workplace and are intended to expand on the duties laid out in the 1974 Act. Employers have a duty to ensure that their workplaces comply with these Regulations.

They set out general requirements in four broad areas:

Working Environment	Indoor temperature, ventilation, suitability of seating room dimensions and space.
Safety	Safe passage of pedestrians and vehicles in the workplace, windows and skylights, doors, partitions, floors.
Hygiene and Welfare	Toilets, washing, eating, changing facilities, clothing storage, drinking water, rest areas and facilities.
Housekeeping	Maintenance of workplace equipment and facilities, cleanliness, removal of waste materials.

Lifting Operations and Lift Equipment Regulations 1998

These regulations came into force on 5th December 1998 and cover all equipment involved in lifting operations in all industries. LOLER is aimed at ensuring that all lifting operations are planned, that lifting equipment is used in a safe manner and that where necessary lifting equipment is thoroughly examined by competent persons, at suitable intervals.

Manual Handling Operations 1992

Incorrect handling of loads causes a large number of injuries each year. These regulations replace old legislation with a modern approach to the problem. They apply to any manual handling operation which may cause injury at work and cover any manual movement of loads by lifting, lowering, pushing etc.

Employers should:

- Avoid hazardous manual handling operations where it is reasonable to do so. They should consider whether a load should be moved at all, but if, unavoidable, whether it should be moved mechanically.
- Assess any hazardous operation that cannot be avoided, by considering factors such as the shape and size of the load, the way it is carried, the working environment etc. More serious risks require more detailed assessment.
- Reduce the risks of injury as far as possible, by making changes to fit in with the person doing the job. Additional training may be required.

Control of Substances Hazardous to Health 1994 (COSHH)

A wide range of substances, from chemicals used in industrial processes to cleaning preparations or even natural substances like fungal spores, are capable of damaging health. **COSHH** is an important set of regulations concerned with protecting the health of all people who may be exposed to hazardous substances as a result of work activities. These regulations apply to all substance hazardous to health with the exception of lead, asbestos, flammable and explosive materials and radiation hazards which have their own separate regulations. The **COSHH** regulations lay down essential requirements for controlling exposure to hazardous substances and for protecting people which may be affected whilst at work.

Under the **COSHH** regulations employers have the flexibility to decide what is right for their business, rather than imposing rigid rules regardless of the situation. There is other legislation applicable to **COSHH** and the job that you do which you can access via the HSE e.g. FEPA (The Food and Environmental Protection Act 1985) and the Control of Pesticides Regulations.

Accident and First Aid Procedures

Staff and apprentices/learners should have procedures for dealing with accidents and first aid provision, and you should make yourself fully aware of these. The following procedures are general guidance notes and should only be used for information purposes.

- Ensure that no further injury can take place either to the injured person or to others, for example by isolating electrical equipment or turning off power machinery.
- Tell the supervisor immediately, unless the need for first aid is urgent and immediate. All work going on must have to be halted.
- Arrange for first aid to be administered as quickly as possible. Only qualified or appointed first aiders should provide first aid attention. All first aid items used in an emergency should be replaced as soon as possible.
- Once everything has been done, the accident should be recorded in the accident book.
- Serious accident must be reported by law to the Health and Safety Executive by phone within 24 hours, followed by a letter within 7 days. Where an apprentice/learner is on a government training programme the local Education Skills Funding Agency will be contacted as well.

Breaches of Health and Safety

- At work you should be aware of the Health and Safety points relating to the jobs you do.
- At all times they should look out for the Health and Safety of themselves and others and act on any problems.
- If you see anything you think is likely to cause an accident or if you see any unsafe situation or practice, inform the people involved, ask them to stop and immediately report to your supervisor.
- You can deal with minor breaches of Health and Safety yourself by speaking to the person/s involved. Examples of minor breaches might include the incorrect carrying, storage or selection of equipment, tools and substances, not wearing the correct protective clothing, or not keeping a safe working distance.
- More serious matters such as persistent, intentional or dangerous misuse of tools and equipment or dangerous situations likely to cause a serious danger to the person concerned or others **MUST** be reported.

SAFE LIFTING AND HANDLING

The Six Point Lift

The six-point lift is illustrated by a set of 'base movements'. Using this technique, balance is maintained by relaxation and natural positioning of the body weight.

1. Look at the load

Inspect the load for size, shape, potential instability, and possible areas to grip. Note if there is any writing on the load indicating the nature of the contents, the weight, or any special properties which the load may have (such as; fragile, offset centre of gravity etc.) If you think you can't manage to move the load, get help.



2. Foot position

The best foot position is placing the feet hip width apart with one foot ahead of the other – which gives stability. Place the foot forward, which feels most comfortable.

Approach the load and adopt this foot position. The leading foot should be alongside the load if possible, facing the direction you intend to travel.

This position allows you to get your centre of balance as close as possible to the load. Your stance and position should be adjusted according to the size and shape of the load.



3. Bend knees/back straight (in its natural position)

The relaxation of the knees and the adjustment of the body weight through the feet complete this movement. In this position the front foot is flat on the floor, and the heel of the rear foot is raised.

It is impossible to keep the back perfectly straight when lifting in this way. During the lift it is better to maintain the natural curvature of the lower back. Until you feel confident with the posture, there may be a tendency to lean excessively forward for extra balance.

There are only two ways to get down to a low load: by bending the back or bending the knees. Attempts to keep the back perfectly straight can lead to over-flexing the knees, possibly resulting in pain and injury. It can also lead to a jerky lifting pattern, which contributes to an accumulative injury.



4. Test the load/take a firm grip

With the knees bent, the head can now fall forward to view the load and the hands can reach down to touch the load. The hands and forearms should fall on the inside of the thighs and from here the load can be tested by a gentle rocking to assess if it is within your capability.

Take hold of the load using the 'diagonal grip'. This involves placing your hands at diagonally opposite corners of the load, matched to the positions of the feet. If standing with the left foot forwards the left hand is placed at the top upper corner of the box, and the right hand under the right near corner.

The diagonal grip provides support for the load from below and draws it towards the body. The correct positioning of hand and foot position helps to reduce the amount of twisting during the lifting process.



5. Lift with legs/close

The upward move starts by gently raising the head and tucking in the chin. This movement straightens the neck, raises the chest and shoulders, and encourages a straight spine throughout the lift.

The load-bearing arm remains relatively straight during the lifting process, with the load being brought close to the body as it clears the knees.

As the body is raised, the rear foot thrusts the body forwards. This use of body weight uses the minimum amount of energy, and reduces the risk of tiredness. Keep the arms as close to the body as possible to reduce leverage.



6. Put down with care

The load should be kept close to the body during the lowering manoeuvre. When access is limited, approaching the destination surface at an angle using the staggered foot position helps keep the load close until its weight is supported.



With practice these six steps can be performed as a smooth process placing the minimum of effort, stress and tension on the body and helping to reduce the likelihood of a cumulative injury.



Extra Information about Manual Handling Techniques

Don't flex the back any further while lifting.

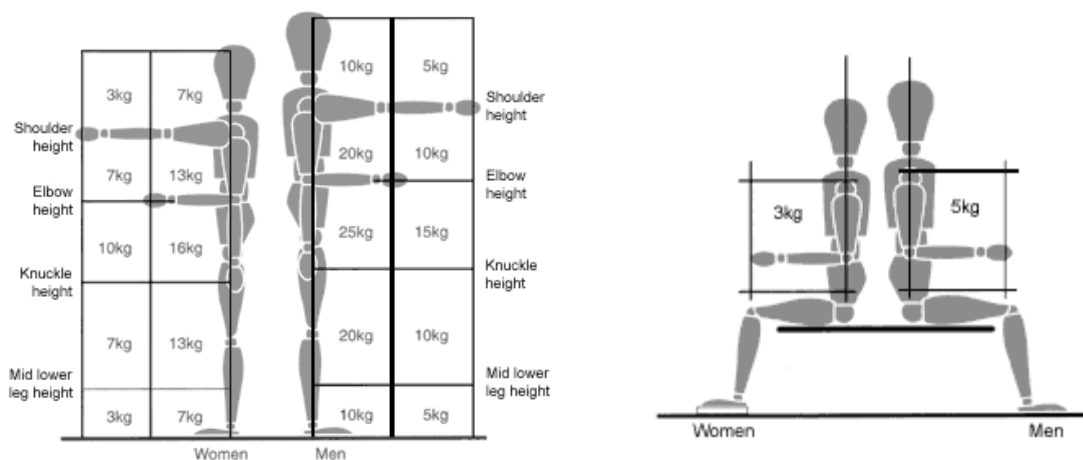
This can happen if the legs begin to straighten before starting to raise the load.

Avoid twisting the back or leaning sideways especially while the back is bent. Shoulders should be kept level and facing the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Don't lift or handle more than what you can easily manage. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



Drafted by: Rachel Priest

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Agreed & Signed by: Steven Boyd

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