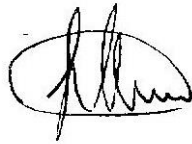


Time2Train Ltd

Health and Safety Policy

Signed:



Director: John Young

Date: 18/07/2023

Next review Date: 18/07/2024

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GENERAL STATEMENT

Time2Train recognise they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain safe and healthy working and learning conditions, and that all statutory requirements are complied with.

As far as is reasonably practicable, Time2Train will pay particular attention to:

- The provision and maintenance of equipment and systems of work that is safe and healthy.
- Care of any substance deemed to be hazardous to health.
- The control of the workplace, ensuring it is in a safe condition.
- The provision of a safe means of access and egress from the workplace.
- The provision of adequate facilities and arrangements for welfare at work.
- The maintenance of all working environments, to ensure safety is paramount and risk to health is not a problem.

THE LAW

The main legislation covering health and safety is:

- Health and Safety at Work Act – 1974.

Several smaller pieces of legislation which have superseded parts of the act are:

- Health & Safety (Display Screen Equipment) Regulations – 1992
- Provision & Use of Work Equipment Regulations – 1992
- Manual Handling Operation Regulations – 1992
- Management of Health and Safety at Work Regulations – 1992
- Personal Protective Equipment at Work Regulations – 1992
- Workplace (Health, Safety & Welfare) Regulations - 1992
- RIDDOR - 1995
- Care of Substances Hazardous to Health Regulations - 1999

The H&SWA states that it is the responsibility of the employer (Time2Train), and the employee to ensure that safe working practices are followed.

Time2Train may introduce specific work instructions or procedures relating to certain aspects of health and safety, which must be followed by all staff and learners. Notice of these new instructions will be given to all staff and learners in advance of their introduction. It is therefore the responsibility of staff and learners to ensure they are aware of the content of these requirements.

GENERAL POLICY

Time2Train will:

- Ensure all employees and learners and users of its premises are aware of health and safety.
- Ensure all employees and learners and users of its premises are provided with the safest possible working conditions.
- Maintain plant and equipment to a safe standard.
- Encourage all employees and learners and users of its premises participate in safe working practices, risk assessments of equipment and workplace.
- Ensure that non-staff/learners are not exposed to risks to their health and safety where reasonably practicable.
- Consult with employees and learners on matters that affect their health and safety, taking notice of any responses.
- Provide personal protective equipment where legally needed, or needed to allow the employees/learners to undertake a particular aspect of their job/training in a safe manner.
- Ensure that all staff and learners are aware of the main requirements of the H&SWA, especially the parts that the act relates to employees/learners, which are:
- Have to take care of themselves and others who may be affected by their acts or omission while at work.
- Co-operate with Time2Train to ensure safe working conditions, maintain safety equipment and clothing in good order.
- Not interfere or abuse any safety devices or equipment.
- Ensure that appropriate safety training and instructions are provided on the introduction of new/unfamiliar methods and equipment, and that accident prevention is included in all

training programmes.

- Produce regular propaganda and other Time2Train presentations to sustain an awareness of the need to prevent accidents and risks to the health, to employees and learners.
- Make appropriate accident prevention arrangements in the workplace.
 - Review this policy on an annual basis.
 - Monitor the contents of the first aid box and ensure adequate supplies are available.
 - Ensure all safety equipment is regularly calibrated and checked by a competent person.
 - Liaise with the insurance company in relation to any employers or public liability claims.
 - Notify the enforcing authority of all reportable accidents, dangerous occurrences and diseases.
 - Investigate all reportable accidents and complete any documentation needed.
 - Maintain accident records.

Staff and learners are required to:

- Familiarise themselves with this policy, and other policies to ensure the safety of staff and trainees.
- Make themselves aware of any potential hazards in the workplace.
- Ensure safety rules are observed at all times.
- Use/wear PPE where appropriate.
- Ensure defects in their workplace are reported to their manager immediately, and that appropriate corrective action is taken.
- Notify the manager of any accident to them, and complete the accident report form.
- Maintain good housekeeping in the workplace.
- Conform to appropriate instructions given from the manager and others with a responsibility for health and safety.
- Make suggestions to improve health, safety and welfare in the workplace.

Contractors shall:

- Abide by this health and safety policy, and by instructions given by persons implementing health and safety within Time2Train.
- Not bring any substances that are hazardous to health, or machinery/equipment into the workplace without firstly informing the manager.
- Not smoke in any areas of the company's premises.

SAFETY MANAGEMENT – H&S REPRESENTATIVE

Time2Train ensure that all staff and learners at induction are introduced to health and safety within the company. Sean McAndrew holds the role of health and safety representative. His role is:

- To ensure the effective co-operation of all employees and learners in maintaining healthy and safe working practices and procedures.
- To consider particular health and safety issues raised by other staff members, learners and visitors.
- To investigate any accident or dangerous occurrence.
- To conduct risk assessments of the workplace and of working practices on an ongoing basis, especially when a change to the practice or workplace is being introduced.

INSPIRE, PROVIDE AND SUPPORT ACHIEVEMENT

- To identify significant hazards and risks, eliminate them if practicable. If this is not practicable then precautions should be taken to reduce the risk to a minimum.
- To provide propaganda to staff members and learners, and ensure all safety signage meets legislative requirements.

SAFETY MANAGEMENT – STAFF

Staff will continuously risk assess their workplace and working practices, taking into account that they are responsible for their acts or omissions whilst at work. All staff will ensure they keep themselves abreast of health and safety information. All propaganda will be read and the H&S representative queried on issues not fully understood.

ACCIDENT REPORTING

If you sustain an injury whilst at work you must report it immediately. The first-aider will assess the extent of your injury and decide on the most appropriate course of action to be taken.

Any person injured as a result of a work activity has the right to attend a GP or hospital for advice or treatment.

After treatment the first-aider will record the details of the accident and injury in the first aid book.

In certain cases, and depending upon the nature of the injuries sustained, details may have to be reported to the relevant enforcing authority for further investigation by one of their inspectors (Report of Injuries, Diseases and Dangerous Occurrences Regulations 1985). This must be carried out by the H&S Responsible person named within this procedure.

REPORTING OF SUBSTANCES HAZARDOUS TO HEALTH

Care of Substances Hazardous to Health (COSHH) requires the employer to:

- Assess the risk to health arising from work and what precautions are required.
- Introduce appropriate measures to prevent or control risk.
- Ensure that control measures are used and that equipment is properly maintained and procedures observed.
- Where necessary, monitor the exposure of employees and carry out an appropriate form of surveillance of their health.
- Inform, instruct and train employees about the risks and the precautions to be taken.

Risk assessments need to be carried out and include reference to:

- Process in which hazardous substance is used.
- Location.
- Other substances used in the process.
- Description/method of process.
- Basic health hazards.
- Likely methods and degree of exposure.

- Immediate control measures required.
- Assessed by and date of assessment.

These COSHH assessments are to be retained in a master COSHH file along with any product data sheets supplied by the manufacturer of any items that are classed as hazardous. Copies of data sheets need to be stored with the equipment, and at the location of the process.

NOISE AT WORK

Time2Train will carry out a noise assessment if a person cannot be clearly heard at a distance of 2 metres. If the assessment shows a noise level in between a predetermined level then Time2Train will provide adequate and appropriate protection for employees, learners and visitors.

ELECTRICITY AT WORK

Only qualified persons shall install, disconnect or repair any electrical equipment. Staff and learners are not permitted to use their own electrical equipment in the workplace.

Faulty equipment must always be replaced or repaired. It should not be used until this has been carried out. Removal from the working environment of the equipment will prevent this from happening.

Suitable PPE must be worn if needed to prevent electrical shock in the workplace. All portable electrical equipment must be PAT tested at specified times. Any equipment not tested must not be used.

All employees and learners will be trained to visually inspect all portable equipment before use.

MANUAL HANDLING

The Manual Handling Regulations – 1992 must be followed where appropriate. All employees will be given training in these regulations, especially on lifting, where the 6 basic principles must be followed:

- Correct grip
- Keep the back straight
- Chin in
- Correct foot positioning
- Arms close to the body
- Use of body weight

These principles will be highlighted during training, and must be followed whenever performing any manual handling techniques.

FIRE

Smoking

INSPIRE, PROVIDE AND SUPPORT ACHIEVEMENT

Smoking is not permitted in the workplace. Any employee, learner or visitor found smoking in any inside area will be asked to move to a designated smoking area, outside of the building. Staff ignoring this directive will be disciplined accordingly.

Fire Prevention Equipment

Any damage must be reported to the manager to any fire prevention equipment. Fire extinguishers and fire blankets should be kept free from obstructions. Means of escape must not be obstructed. All extinguishers must be regularly checked, and the validation date shown on them, if this is ever un-readable then the extinguisher must be re-checked.

Fire Fighting

All staff and learners should make themselves aware of the types of extinguisher in the workplace, and the limitations to their use. Propaganda will be issued accordingly to all staff. Upon the detection of a fire a quick visual risk assessment must be carried out in the first instance. If it is felt that the fire can be extinguished quickly and without danger to any staff member, learner or visitor then this course of action should be followed. If it is felt that this is not possible then evacuation of the building should take place in the manner shown below.

Fire Evacuation

All employees and learners are reminded of the importance of ensuring that the risk of an outbreak of fire is reduced to a minimum. Should, however, an outbreak of fire occur, it is the duty of every employee and trainee to:

- Inform the manager.
- Activate the fire alarm, and ensure that a member of staff calls the fire brigade.
- Upon the sounding of the alarm all employees/learners will leave the building in an orderly manner by the nearest fire route, and will assemble in the designated areas.
- Do not stop to visit the toilets or collect personal articles.
- When at the designated assembly point the manager should ensure all staff are accounted for.
- Not leave the assembly point, unless authorised to do so.
- Not to re-enter the building until told it is safe to do so.

PROTECTIVE CLOTHING

Protective clothing is part of the PPE (Personal Protective Equipment). If any clothing is provided for employees its use will be strictly enforced. Disciplinary action can be implemented for misuse, non-co-operation, or interfering with any safety clothing or equipment provided in the interests of health, safety or welfare.

RISK ASSESSMENT

A separate Risk Assessment Policy contains all the company information and procedures relating to Risk Assessments. This policy must be adhered to and used in conjunction with this Health & Safety policy.

INSPIRE, PROVIDE AND SUPPORT ACHIEVEMENT

DISPLAY SCREEN EQUIPMENT

Time2Train recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the company's expense.

ALCOHOL, DRUGS AND TOBACCO

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

ENFORCING BODY

The local enforcing bodies of the Health and Safety Executive are:

HSE
Regent Centre
Regent Farm Road
Gosforth
Newcastle upon Tyne
NE3 3JN

Tel: 0191 202 6300

TIME2TRAIN RESPONSIBLE PERSONS

The person responsible overall within Time2Train must be qualified to NEBOSH standards, and must be the first contact point if there is any doubt to the health, safety or wellbeing of staff, clients or visitors to any premises or sessions being conducted by Time2Train. The responsible person should be contacted regarding any reportable or non-reportable accidents, and will be the person who reports any accidents (RIDDOR).

The responsible person is Sean McAndrew

REVIEW

This policy will be reviewed annually as part of our quality assurance procedures. Reviews will also take place when there are changes, legislative updates and updates defined by the ESFA and IfATE.