



## HEALTH & SAFETY POLICY

January 2022

### STATEMENT OF INTENT

The Chief Executive of Midland Group Training Services Ltd recognises and accepts that under the Health and Safety at Work Act 1974 they have a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of employees of each of the training centres, and that they have certain duties towards learners, the public and people who from time to time use the premises:

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and learners and to protect all employees, learners, and visitors in so far as they come into contact with foreseeable work hazards.
2. To provide all employees and learners with the information, instruction, training and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and learners.
4. To provide a safe environment for all visitors to the training centres, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of each the organisations facilities.
5. To encourage full and effective two-way consultation on health and safety matters through all employees in the organisation and each of the Health and Safety Committee. This consultation will take place on a day-to-day basis on immediate needs with the appropriate employee.
6. To ensure that this policy is used as a practical document and that its contents are fully publicised.
7. To keep details of this policy under constant review and in line with changing health and safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars or other documents from time to time must be brought to the attention of the organisations Health and Safety Committees and through them to the attention of all relevant employees.

The Chief Executive wishes to remind all employees that, under Section 7 of the Act:

"It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and

- As regards any duty or requirements imposed on their employer or any other person by or under any relevant statutory provisions, to co-operate with them as far as it is necessary to enable that duty or requirement to be performed or complied with."

The Chief Executive bears ultimate responsibility and provides leadership. Operational responsibilities are delegated to the Managers. The Senior Leadership Team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, learners, contractors, and others can work.

The Senior Leadership Team will make the necessary assessments, identify safety training, and provide information and supervision for employees at all levels. It will consult on a regular basis with the employee representative with regards to health and safety issues

To achieve the aims and objectives of the health and safety policy any issues will be brought regularly to the attention of the Managers and to the Chief Executive.

## **OVERALL AND FINAL RESPONSIBILITY FOR HEALTH & SAFETY**

Chief Executive

### **RESPONSIBILITIES OF THE CHIEF EXECUTIVE**

The overall and final responsibility for health and safety is that of the Chief Executive of Midland Group Training Services Limited. This person is responsible for personnel decisions and for formulating policy, therefore it is incumbent upon the Chief Executive to act within the Health & Safety policy, and to work in partnership in supporting the Managers in their responsibilities. This will be achieved by the Chief Executive of Midland Group Training Services Limited by:

1. Ensuring that the organisations Health and Safety Policy is implemented and monitored within the organisation
2. Providing a lead in developing a positive Health and Safety culture throughout the organisation
3. Appointing a committee which will review and report upon matters of health and safety
4. Ensuring that health and safety is a regular item on the Health and Safety Committee's agenda
5. Ensuring that the policy is reviewed annually or when a piece of legislation is so meaningful and important that the organisation needs to amend its method of working.

### **RESPONSIBILITIES OF THE MANAGEMENT TEAM**

All Centre Leads (which includes Team Leaders and Co-ordinators) have a responsibility to ensure compliance with Health and Safety legislation for the day to day running of each of its centres but may delegate the responsibility for implementation to another employee (any delegation must be approved by the Chief Executive prior to any action).

The Senior Management Team will ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- A Health and Safety plan of continuous improvement is created and that progress in achieving agreed targets is monitored
- All staff are trained in how to access Safety Cloud and the health and safety documents
- Employees designated with Health and Safety responsibilities are provided with training and support to enable health and safety objectives to be met

- A positive Health and Safety culture is promoted and that employees develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- A system of communication and consultation with employees is established
- Meetings are held where Health and Safety issues can be discussed, progress made against objectives, plans monitored, and actions decided in conjunction with the Chief Executive
- Risk assessments are completed, recorded, reviewed regularly and any changes are brought to the attention of employees who may be affected
- Completed risk assessments are implemented and any action required is monitored
- Health surveillance as identified by COSHH assessments is carried out
- Health and safety records are kept up to date
- Health and safety notices are displayed
- Accidents, ill health and 'near miss' incidents reported, recorded and investigated, where relevant by the managers in conjunction with the appointed competent person to the Chief Executive and to the enforcing authority
- Contact with external organisations such as the emergency services is co-ordinated
- Adequate arrangements for fire and first aid are established, to include maintaining the Fire Logbook and Accident Book
- A procedure is established for the reporting of Health and Safety issues and that issues raised are considered for action
- An annual report on the safety performance of the organisation is prepared by the Health and Safety Committee and presented to the Board of Trustees
- Learners have opportunity within the curriculum of the organisation to be informed of health and safety issues and encouraged to promote a safe and secure environment.

## **RESPONSIBILITIES OF EMPLOYEES**

- To achieve and maintain high standards of health and safety within the organisation, all employees shall, in accordance with sections 7 and 8 of the Health and Safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work 1999:
- Take reasonable care of their own health and safety and that of others and observe fully any safety rules and abide by the safety policy at all times.
- Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks.
- Not operate machinery that they are not competent or authorised to use and to ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
- Keep tools and equipment in good condition.
- Cooperate with management on matters of health and safety.
- Report all incidents, incidents or dangerous occurrences to their manager or Directors whether injury sustained or not.
- Attend any training designed to further health and safety.
- Be aware of any fire or emergency procedures.
- Work to the highest possible standards of safety with regards to service users.

- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks.

**Non-compliance with health and safety policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.**

## COMPETENT PERSON

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the organisation engages the services of Citation.

Citation provides the following:

- Assist the organisation in formulating the policy and procedures required to comply with the Act
- Assist the organisation to identify the risks and hazards which are associated with the Organisation's work activities.
- Assist the organisation to produce the appropriate risk assessments and safe systems of work required as a result of the organisation work activities.
- Monitor the effectiveness of the organisation health and safety management systems by:
  - Site audits.
  - Monitoring incident and incident statistics & investigating incidents and incidents.

Citation can provide the following on request:

- Assistance to the organisation in provision of training of employees.

## ARRANGEMENTS FOR IMPLEMENTATION

### Employer's Liability Insurance

The Chief Executive is responsible for insuring the activities of the organisation. The organisation will at all times, have a valid employer's liability insurance policy for at least £5 million.

Insurance certificates shall either be displayed at the office or in an area where it can be read by employees, or it may be made available electronically to employees through the Safety Cloud system.

There is no legal requirement to keep copies of out- of-date certificates, however, as far as is possible, a complete record of the organisation's employer's liability insurance will be kept.

### Safety Cloud

Safety Cloud is a web-based system that provides a modern approach to Health and Safety. Safety Cloud is designed to record and store accident information and, to produce hold and manage, risk assessments, clear due diligence trails and policy documentation. Additionally, Safety Cloud stores all work equipment and advises of impending checks.

All employee training can be managed through Safety Cloud including the provision of e-learning tutorials or storing details of other training.

## **Risk Assessment**

In line with the duty placed upon them by the Management of Health and Safety at Work Regulations 1999, the organisation will ensure that risk assessments are carried out for all work activities which pose a risk to employees and others. The principle 5 steps to risk assessment will be followed.

Risk assessments will be periodically reviewed to ensure that they remain effective and relevant to our work activities. All risk assessments relating to the organisation's activities are held on the Safety Cloud. We recognise that health and safety standards are moving targets and we aim to continually improve.

Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk assessment will be reported to the Chief Executive.

General or Model risk assessments have been produced to assist with risk assessment and provide a basis for teachers or volunteers to consider their specific circumstances.

Generic/Model risk assessments are acceptable as long as organisations:

Satisfy themselves that the "model" risk assessment is an appropriate and true reflection of their work activities and environment.

Adapt the model to their own actual work situations.

## **Accident / Injury Reporting Procedures**

The organisation, through the implementation of this policy, is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking. Although every effort will be made to prevent accidents at work, procedures are in place for the recording, reporting and investigation of any such occurrences.

All accidents, incidents and near misses that occur during our activities will be reported/ recorded on the Safety Cloud System by the relevant first aider or Manager, by completing the relevant minor incident, accident or near miss form underneath the Accidents and Ill Health module. This should be completed as soon as is reasonably practical after the incident.

Accidents to non-students, accidents where the injured party (including students) is taken from the scene to the hospital and any accident involving head injury or unconsciousness or an injury relating to the use of / failure of equipment will be logged underneath the Accidents and Ill Health module on the Safety Cloud system.

Upon completion of the form Citation will receive an email notifying them of the accident. They will then advise the organisation on any further action required, for example, if an accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The organisation is committed to investigating all accidents and incidents and believes that this forms a fundamental part of improving safe working practices and raising awareness. Citation will aid with major accident investigations and recommend remedial action where required.

Citation will report reportable accidents/ occurrences on our behalf once we have notified them.

## **FIRST AID ARRANGEMENTS**

The organisation is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of the organisation's activities.

To achieve this objective the organisation will:

- Appoint and train a suitable number of qualified first aid personnel to ensure that there will be at least one qualified first aider at the organisation.
- Put in place contingency plans so that first aid cover is still provided if one qualified first aider is absent or accompanying a trip.
- Display first aid notices with details of first aid provision.
- Provide and maintain suitable and sufficient first aid facilities including first aid boxes.
- Provide any additional first aid training that may be required to deal with specific first aid hazards.
- Provide employees with information about the particular hazards in the subjects that they teach or the activities they supervise and provide appropriate training and access to first aid kits.
- Provide information to all employees about the medical condition of students such as diabetes, epilepsy, asthma, and severe allergies, the trigger signs to look for and the detail of the action to be taken. Training will be provided where required to administer medication.

This policy should be read in conjunction with the National Guidance on First Aid for Organisations to ensure that independent regulatory requirements for first aid are met.

### **First Aiders**

A First Aider is a person who has been trained and has a valid certificate in either first aid at work or emergency first aid at work.

First Aiders training will be refreshed every three years. First aiders should follow the guidelines given on their training course.

### **Additional First Aid Provision**

In addition to the above in higher risk areas such as the training workshops and welding areas, at least one person is trained to a minimum level of emergency first aid and be available when such areas are in use. Lunchtime supervisors have some basic first aid training.

Qualified first aiders must be available at all times whilst people are present on each of the premises during operating hours. Adequate first aid provision for out of hours activities. This assessment of need should be reviewed at least annually.

### **First Aid Boxes**

All the training centres should have sufficient first aid supplies including a minimum of one first aid kit, clearly marked, readily accessible and its location known by all employees and students.

First aid containers are available within specific curriculum areas where an increased risk exists.

Travel first aid kits should be kept in minibuses or other such vehicles.

First aid kits should contain a sufficient quantity of suitable first aid materials and nothing else. There is guidance on recommended contents for First Aid kits available.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

First aid arrangements must also be in place where used by the community out of 'normal' hours; arrangements must be in place to ensure a first aid kit is available to persons who may require its use.

## Defibrillators (AEDs)

Each of the training centres have a defibrillator as part of their first aid equipment. The organisation has informed their local ambulance service of the make, model and location of the AED and any access arrangements.

The defibrillator will be used to give an electric shock when a person is in cardiac arrest i.e., when the heart stops beating normally. However, the summoning of emergency services by dialling 999 will take precedence over the use of the defibrillator.

Whilst defibrillators are designed to be used without specific training, the organisation will circulate the manufacturer's instructions to all staff and will provide a short general awareness briefing session on its use at periodic intervals.

The defibrillator will be placed no further than 2 minutes brisk walk from the areas of the centre that they are most likely to be needed in. Defibrillator signage will be displayed by the device, which will also indicate that:

- Training is not required to use the device
- If someone is unconscious and not breathing normally, dial 999 immediately; the operator will explain when and how to perform CPR and use the defibrillator.

The defibrillator will be stored connected to adult pads which are more likely to be needed. If paediatric pads are not available in an emergency situation, adult pads can be used on learners as well.

The defibrillator will be checked at least weekly to ensure that no warning lights have been activated by the machine. Records of these checks will be maintained.

## Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g., blood-borne viruses, and illnesses involving diarrhoea and vomiting, such as norovirus.

A spillage kit has been provided and is available to deal with blood and body fluid spillages. The Centre Leads will allocate a person responsible for checking and replenishing the kit regularly.

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

## Infection Control

Employees and students are from time to time at risk of infection or of spreading infection. Where a specific risk is identified a risk assessment will be completed. The organisation aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures. Please see additional section on "Dealing with Unprecedented Situations".

## Employee Illness and Reporting

Employees should notify their Line Manager if they develop any of the following infectious diseases or symptoms:

- Skin infections or exposed areas of infestation
- Severe respiratory infection (e.g., pneumonia, TB, COVID19)
- Severe diarrhoea
- Jaundice
- Hepatitis

- Chicken Pox, Measles, Mumps, Rubella

The Line Manager will need to discuss with the individual suitable controls and support. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Employees should report diseases, including Leptospirosis, Hepatitis, TB, and Tetanus, which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

### **Confidentiality**

Confidentiality will be always maintained in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

### **SUPPORTING LEARNERS WITH MEDICAL NEEDS**

The organisations policy is to support students to attend their training who have a medical condition. The organisation will therefore support short and long-term medication and medical techniques where this is necessary for the student to continue their training. The organisation will also put in place procedures to deal with emergency medical needs.

### **Epilepsy**

Where under 18, parents must be notified if a learner has a seizure while training at one the MGTS training centres. It is important that employees are aware of learners who have epilepsy but also that learners take a full and active part in the life of the organisation.

### **Diabetes**

It is important that learners suffering from diabetes are identified and if a learner becomes comatose it is essential to get help immediately. All medication will be stored correctly and administered by the learner. In some situations, such as in an emergency or where it has been arranged with the learner's parent or guardian, medication is to be administered by trained employees only.

### **Educational Visits**

The organisation will consider what reasonable adjustments they might need to make to enable learners with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include learners with medical needs. It might also include risk assessments for such learners.

### **Transport - organisation trips**

A first aid needs risk assessment is conducted for trips that are organised, where significant risks exist. The assessment will consider, the nature of the premises to be visited, length of journey and any particular health issues of those being transported. This assessment helps determine first aid training requirement for such trips.

### **Non-Prescription Medication**

It is strongly recommended that non-prescription medication is not administered by organisations. This includes paracetamol and homeopathic medicines.

Staff may not know whether the learner has taken a previous dose, or whether the medication may react with other medication being taken.

## ALCOHOL AND DRUGS

Consumption of alcohol is not permitted anywhere on any of the MGTS premises.

This policy will apply on the premises and beyond whenever learners are within the care of organisations staff, including outside trips and educational visits.

Staff must not be under the influence of alcohol or non-medically prescribed drugs that may have an adverse effect on safety. Staff members who have been prescribed drugs or have any other medical condition that may affect their ability to work safely must inform their Manager immediately.

The organisation expressly prohibits the use of any illegal drugs or prescription drugs that have not been prescribed for the user. It may be a criminal offence to be in possession of, use or distribute an illicit substance. If such incidents take place or are suspected to have taken place on an MGTS premises, in MGTS vehicles, at an MGTS event or which may bring the organisation into disrepute, this will be investigated, and guidance related to misconduct will be sought leading to potential disciplinary action. Incidents may be reported to the Police.

If you suspect that another employee may be under the influence of drugs or alcohol or involved with any suspicious activity at work - you should make your suspicions known to your line manager. If the person you suspect is your line manager, then you should alert the next level of management or the Chief Executive.

Any employees thought to be under the influence of alcohol or drugs will be removed from the premises and may face disciplinary action.

If you are concerned about your levels of alcohol consumption, or you are taking non-prescribed or illegal drugs we can look at providing a confidential advice service through a third party or allow time off to attend sessions in relation to your issues where necessary. Please speak to your line manager in confidence to look at options.

## ASBESTOS

To meet the requirements of the Control of Asbestos Regulations 2012 and manage the risk from asbestos the organisation will:

- Find out if there is asbestos present in buildings, the amount and condition it is in
- Presume materials contain asbestos unless there is strong evidence that they do not
- Assess the risk from the material
- Prepare and keep up to date records of the location and condition of the asbestos containing materials
- Provide information on the location and condition of the material to anyone who is liable to work on it or disturb it

**No installation, maintenance or repair work will be undertaken until it has been established that Asbestos materials are not present.**

Furthermore, if an employee does identify any material which they believe has the potential to contain asbestos he/she will adopt the following procedure:

- Cease work immediately
- Identify the material found to their Manager

- Under no circumstances attempt to remove the material

Once the above procedures have been executed, management will seek professional advice as to whether the material may contain asbestos / consult their asbestos register. If further suspicion remains, work will not resume in the area until a survey has been conducted by a qualified asbestos surveyor and the area deemed safe to continue work. Removal of asbestos will always be undertaken following the relevant HSE guidance.

### **CONSULTATION WITH EMPLOYEES**

In accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 it is the intention of the organisation to promote a culture whereby employees are encouraged to bring to the attention of their Manager and ultimately the Director(s) any issues relating to safety. Should employees wish to form a safety committee this would be facilitated.

We acknowledge that employee involvement is a vital element in ensuring that all hazards are identified, and concerns addressed. All employees will have access to read this and other policies via the Safety Cloud website and can raise concerns at any time with their Manager.

### **DEALING WITH UNPRECEDENTED SITUATIONS SUCH AS PANDEMICS –E.G., COVID-19**

Where unprecedented situations arise, the organisation will act in the following manner:

1. Follow Government guidance wherever practicable.
2. Undertake a risk assessment for example where operating during COVID-19 and review as necessary. This should cover all organisation activities.
3. Undertake audits where appropriate to check on compliance with the risk assessment.
4. Where staff return to work following periods of sickness screen them.
5. Provide suitable information for home workers, support staff and teaching staff.
6. Provide suitable information in key areas (for example welfare areas and reception) about infection control and social distancing.
7. Provide adequate information and instruction for staff for example in the format of posters and e-learning.
8. Provide information (to staff, learners and visitors) by displaying the Staying COVID-19 Secure poster at our site in a prominent place.
9. Provide suitable equipment to enable us to continue to operate, for example appropriate cleaning equipment and PPE.
10. Review the efficacy of control measures in line with new guidance issued by the Government or other reliable sources such as the World Health Organisation.

### **TRAINING CENTRES**

All equipment in use in Training Centres will be subject to routine maintenance. This will range from ensuring that hand tools are maintained with sharp cutting edges to ensuring machine tools are correctly lubricated and maintained in good order.

Only competent persons will undertake maintenance of gas or electrical equipment. Where covers or guards are removed from machines or other equipment, to allow maintenance or repair, then the equipment will be isolated from the power supply through the use of interlocking switches or by unplugging from the socket.

Welding fumes must be collected by a vacuum fitted with appropriate filtration. Local Exhaust Ventilation (LEV) is available in all welding bays to remove welding fume at source. When welding away from

the designated welding bays, it must be ensured that an appropriate alternative LEV system is used to adequately remove the welding fume. These extraction systems should be inspected regularly, at least weekly. The LEV must be examined at least every 14 months to check its efficiency.

Electrical cables should be visually checked before equipment is used, and the operation of all switches should also be checked and recorded on a pre-use form.

Staff and learners are trained on the correct use of the extractor hoods in each welding bay to ensure that they are used effectively.

### **DISPLAY SCREEN EQUIPMENT**

The organisation will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training / instruction regarding ergonomics and safe working practices provided by the Safety Cloud e-learning module.

Employees classified as habitual display screen equipment users are entitled to free eye tests, and vision correction appliances where these are needed for work with display screen equipment.

### **DRIVING ON MGTS BUSINESS**

The organisation is committed to reducing the risks to its employees, learners, and others when driving or being driven in an MGTS minibus or own car.

Driving is restricted to employees with a valid current driving licence for the category of vehicle to be driven. Validity of employee driving licences will be checked by the organisation on a periodic basis.

A clear system should be in place for all to be able to check that the legal requirements are being met. The organisation has considered controls needed for MGTS owned vehicles.

A risk assessment has been carried out for the movement of traffic in and around MGTS premises, taking into consideration the minibus, employees, course delegates, and visitor vehicle and pedestrian movements.

Any collisions that occur involving the minibus or other vehicles carrying employees or learners as part of the organisation day should be reported to the Senior Management Team and reported as an accident on Safety Cloud.

We will:

- Ensure risk assessments are completed and that journeys are planned
- Not put unreasonable time constraints on travel
- Ensure drivers are competent and fit to drive
- Provide any additional training that may be deemed necessary to reduce driving related occupational risks
- All minibus drivers have access to the Minibus Policy and additional information relating to other MGTS vehicles
- Provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving
- Establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- Require drivers to annually submit copies of their current driving licence
- Provide adequate insurance for the vehicle, the driver, occupants and third parties

- Maintain them to the required legal standard and ensure suitable for their purpose
- Provide and maintain additional tools and equipment necessary for the purposes of the journey
- Provide access to breakdown support and recovery
- Provide no smoking signs for inside the vehicle

## DRIVERS

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their line manager of:

- Anything that could affect their driving e.g., health conditions or injuries, use of prescribed medication
- Changes to licence such as limitations, offences recorded, period bans vehicle defects that affect ability / safety to drive
- Any accidents / incidents that occurred whilst driving on behalf of the organisation

Before driving, drivers must:

- Review the need to travel
- Have a valid licence for the vehicle they are driving
- Carry out a pre-use vehicle check
- Allow sufficient time to drive allowing for traffic, poor weather, and rest breaks
- Ensure sufficient rest
- Be physically fit, with zero alcohol level and not be under the influence of drugs that may affect their ability to drive
- Have had an eye test in the last 2 years and be using any corrective appliance required by an optician
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must:

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- Take regular rest breaks every 2-3 hours or at first signs of tiredness
- Always remain in control of the vehicle
- Not smoke
- Only use the mobile phone when using a hands-free device

## EDUCATIONAL VISITS

The organisation recognises the increased risk of off-site educational visits but believe these trips to be an important part of the educational process. Off-site educational trips will be fully risk assessed prior to the event. If the visit is to an unfamiliar location a pre-trip site inspection will be conducted.

The assessment will consider guidance set out in the Government document Health and Safety of Learners on Educational Visits.

## ELECTRICAL SAFETY

We will comply with the Electricity at Work Regulations 1989, regarding electric shock, socket outlets and plug tops, switches, conduits and cables etc.

To ensure this objective the organisation will:

- Ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- Maintain the fixed wiring installation in a safe condition by carrying out routine safety tests
- Inspect and test by a competent person all portable and transportable equipment within the organisation regularly to ensure safety
- Inspect and test second-hand electrical equipment donated, lent to, or borrowed by, the organisation
- Ensure that all portable electrical appliances that are brought onto organisation premises that are not new are inspected/tested before being taken into use. (Note: new electrical equipment does not require testing)
- Promote and implement a safe system of work for maintenance, inspection and testing
- Prohibit live working unless absolutely necessary, in which case a permit must be issued
- Ensure employees who carry out electrical work are competent to do so
- Maintain an asset register of electrical appliances and up to date test and inspection records.
- All electrical training rigs should be used under appropriate supervision by competent members of staff.
- Ensure that isolation procedures are followed when the equipment is not in use.

## EMPLOYEES AT SPECIAL RISK

We recognise that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. All employees must advise their Manager if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

As an Equal Opportunities employer, we would ensure that we make reasonable adjustments of our employment arrangements or premises, in order not to place disabled people at a substantial disadvantage compared with non-disabled people.

## ENVIRONMENTAL

It is the policy of organisation to help protect the environment in which we operate. The management will seek, so far as is reasonably practicable, to minimise the organisations effects on the environment by:

- Taking environmental issues into account when planning and conducting business activities
- Complying with regulatory requirements and working with regulatory bodies
- Providing environmentally friendly products where possible and informing customers and suppliers of our policy and aims
- Seeking to control and reduce energy consumption, water usage, waste, noise, dust, light emissions and traffic movement
- Seeking to continually improve the organisation's performance in the above areas

## EMERGENCY EVACUATION PROCEDURE

In the event of fire or sounding of the alarm, or in any other emergency situation (such as a bomb threat), all employees should stop what they are doing and walk to the nearest safe exit leaving all personal belongings behind. All employees should then assemble at the designated assembly point.

A fire drill will be undertaken each term. Advance notice of this will be given to limited personnel only.

The organisation does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so by trained employees.

Immediate evacuation of the building must take place as soon as the evacuation signal is given. All occupants should report to the predetermined assembly point.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

### Evacuation during examinations

A clear procedure is in place to deal with an emergency evacuation during examinations. All candidates are evacuated in silence with invigilators and assemble at the designated fire assembly point but separate from other learners. Silence is maintained. Examination guidance is followed.

## EMERGENCY, CRITICAL INCIDENT, LOCKOUT AND LOCK-DOWN PROCEDURES

The organisation has drawn up and put in place a separate policy and procedures to cover for the management of serious incidents, and it is of utmost importance that employees familiarise themselves with these procedures. Employees must be able to clearly differentiate between the following categories in order to action the correct procedure:

**Emergency:** A situation that requires immediate action such as evacuation or attendance of emergency services. This could be a fire, death, or serious injury.

**Critical Incident:** Broadly defined as a traumatic event, real or imagined, or threat of such, that could seriously affect the welfare of individuals within an organisation or cause disruption to an organisation.

**Lock Down:** The procedure used to preserve the security of each of the training centres, and the safety of its personnel, in the event of threat of harm from inside or outside the training centre grounds.

The aim of these policies and procedures is to minimise the impact and trauma of any incident affecting MGTS personnel, and to facilitate the return to normal MGTS operation as soon as possible.

## FIRE SAFETY

We will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Premises are equipped with appropriate firefighting equipment, fire detection and fire warning systems that are suitable and sufficient for the features of the premises, the activity carried out and the hazards present. Emergency routes and exits are maintained in good working order and unobstructed.

We will ensure that arrangements are in place to ensure that all firefighting equipment is regularly maintained. Suitable records of such maintenance should be kept.

Managers are responsible for checking fire safety hardware during monthly site safety audits.

We have an emergency plan to follow in the event of fire or sounding of the alarm.

Managers are responsible for giving new employees a basic fire safety induction, covering the risk of fire; control measures in place to protect them; and location of the fire assembly point. Further training on fire awareness will be provided for employees via the fire awareness e-learning module on Safety Cloud.

## **GAS SAFETY**

Gas boilers and all associated flues and fittings are subject to an annual service by a GAS SAFE registered engineer. A suitable report shall be maintained following such works.

Employees are not permitted to interfere with gas supplies or associated attachments under any circumstance.

## **GAS EMERGENCIES**

Where a leak is identified within the premises the supply should be immediately isolated and the Senior Management Team informed. Unless the leak cannot be isolated, there should be no need for an evacuation.

In the event of a suspected gas leak:

1. Call 24-hour gas emergency service on 0800 111 999
2. Evacuate the buildings and move the learners and majority of the employees to a distance of at least 250 metres away. Nominate some employees to stay at a safe distance to prevent access to the site and await the emergency Transco engineer.
3. If it is safe to do so:
  - Put out naked flames
  - Open doors and windows
  - Turn off the gas supply

## **DO NOT TURN ELECTRICAL SWITCHES ON OR OFF**

If the general public in the neighbourhood are at risk, contact the police on 999. No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## **GLAZING**

Doors, which can be pushed open from either side, should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed. Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

A glazing survey and risk assessment has been undertaken to ensure compliance with the Health and Safety Welfare Regulations 1992 and EN12600/BS6206. This risk assessment will be reviewed on a regular basis.

## **HAZARDOUS SUBSTANCES**

The organisation will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

All employees exposed to such substances will be instructed in their appropriate use and advised to follow safe usage instructions. Personal protective equipment appropriate to the hazardous substance will be provided and supervisors will ensure usage on a day-to-day basis.

Employees required to use certain substances / chemicals will be required to comply with the following procedures:

- To use substances / chemicals in accordance with the manufacturer's instructions. If in doubt, they should check before use with a senior member of staff
- To use protective clothing / footwear / gloves / masks / eye protection as appropriate
- To clean any spillage / soiling of such substances in an appropriate manner
- To report any accidents / incidents or injuries to a senior member of staff

## **HEALTH SURVEILLANCE**

Personnel exposed to known hazardous activities will be subjected to suitable health surveillance in accordance with the associated risk assessments.

## **HOUSEKEEPING**

The organisation will ensure that standards of cleanliness are maintained in all areas of the site. All floors and traffic routes will be maintained in good repair to reduce the health and safety risk to employees, learners and visitors. Traffic routes and fire escapes will be kept clear of obstructions. It is the responsibility of all employees to ensure the following:

- Materials and equipment must be stored safely and tidily at all times
- Walkways and walking areas and exits must be always kept clear and free from obstructions
- If water is spilled on the floor, it should be wiped immediately to avoid slipping
- Trailing cables should not be left in any walking area
- Where objects are stored in or around a walking area, care must be taken to ensure that no long or sharp edges jut out into the walking area

Any concerns regarding cleanliness / hygiene should be reported to the Senior Management Team.

## **INCLEMENT WEATHER**

The following key points could all have different implications to the operation of the MGTS training centres, the safety of the learners and employees.

- Risks of slips on icy surfaces
- Traffic conditions hindering employees and learners getting to organisation
- Road traffic accident that involves employees or learners
- Temperature problems due to heating failure or similar
- Equipment failure due to low temperatures e.g., water supply frozen

The organisation must carry out risk assessments for how these (and other) issues may affect persons and create a written Contingency Plan to cover the eventualities. Once the assessment has been carried out then the plan can be written.

## **INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

The organisation will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely.

An employee health and safety handbook is available on Safety Cloud and contains important

information for employees regarding any workplace hazards they may be exposed to, and the safe working procedures and control measures they should follow in order to remain safe.

Written records of training will be maintained, with all new starters given induction training relevant to their duties. Training will include instruction on the safe use of any equipment provided and other information that is relevant to their specific role and responsibilities. Specific training sessions will be arranged if there is a change to health and safety procedures if it is agreed as part of an employee's training and development plan or to inform employees of a specific health and safety concern. Any training and development needs should be reported to the relevant Manager.

Employees have personal logins to Safety Cloud which enables them to view risk assessments relevant to their work and are instructed on any reviews that are relevant to their work area.

**Note to employees:** If you are required to undertake a task which you feel you are not competent and where your health and safety might be put at undue risk you are required to stop work and report this immediately so that appropriate remedial steps can be taken.

## LEGIONELLA

Legionnaires' disease is a potentially fatal form of pneumonia that causes flu like symptoms. Infection is caused by breathing in small droplets of water contaminated by the naturally occurring bacteria.

The organisation is committed to managing the risks associated with legionella to comply with the terms of ACoP L8. The Organisation has completed a Legionella risk assessment and has a management system in place to control the risk.

This includes water temperature checks, flushing of infrequently used outlets and the regular cleaning of tanks. Records of checks are held on site.

## LIFTING EQUIPMENT

Lifting equipment is maintained in accordance with manufacturer's recommendations. It receives periodic servicing and thorough examinations in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Employees are only permitted to use the lifting equipment where they have been trained and authorised to use it by MGTS. Refresher training is provided if deemed necessary after observation of poor practices.

## LONE WORKING

Lone working should only be undertaken if absolutely necessary. Prior to working alone, it is the organisations policy that a third party be informed of the fact that you are working alone. Monitoring of the individual is to be established through effective form of communication.

If employees are working alone on site after normal working hours they must:

- Inform someone where they are and what time they intend to leave
- Ensure that entrances are securely shut and ensure that they can get out of another door in case of an emergency without using a key
- Always be alert when leaving the building and ensure that the door through which they leave is securely locked behind them
- Phone the Police if they are suspicious about someone attempting to enter the building

Persons working alone must not enter any confined space or undertake hazardous tasks.

## LIQUID PETROLEUM GAS (LPG)

LPG cylinder storage on site is in accordance with the LPG Association Code of Practice no. 7. LPG cylinders are stored externally in a compound / cage, away from combustibles, vehicle movements, open drains, openings to buildings and in a well-ventilated area.

## MANAGING CONTRACTORS

The competency of contractors is checked before services engaged. This includes qualifications, insurance, membership of professional bodies and previous experience.

Prior to appointment, contractors undertaking high risk works (e.g., work at height, steel erection, demolition) will be requested to provide a method statement for any work they intend to undertake at the premises. This should include information on:

- Hazards involved in the work
- Assessment of the risks arising from the hazards identified
- How the risks will be controlled

It is the responsibility of the supervisor to ensure that work is carried out in accordance with the method statement.

Employees and contractors will be advised of risks they may be exposed to (e.g., asbestos, live electrics etc) and all site rules they must follow prior to commencing work.

The organisation will undertake regular checks on the contractor's mode of operation and stop any work suspected to pose a risk to either our employees or the contractor.

## MANUAL HANDLING AND LIFTING

The organisation will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible, we are committed to undertaking a suitable risk assessment to identify practical controls that will reduce the risk of injury.

Where employees are required to undertake manual handling duties, training will be provided to cover:

- The principles of good lifting and handling
- Understanding of how to assess the risks posed by manual handling
- How to use any mechanical aids provided

### Precautions:

Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.

The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.

The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Where team lifting or moving is necessary one person should act as co-coordinator, giving commands to lift, lower etc.

When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

## MONITORING AND INSPECTION

We will undertake regular inspections and checks to monitor health and safety standards and ensure a healthy and safe workplace. Citation will undertake 6 monthly site safety audits dependent upon the assessed risk at each site.

Responsibility for carrying out monthly Health and Safety inspections will be delegated to the designated Manager(s) at each site. The Manager will conduct this check on the Safety Cloud system and should report findings of the inspections to the Head, as required. The Manager or other senior members of the management team will also do occasional health and safety spot checks.

This policy will be reviewed to reflect changes in best practice guidance, techniques and legislation as required and as a minimum once every two years.

## NEW AND EXPECTANT MOTHERS

Once the organisation has been informed in writing that an employee is pregnant, a risk assessment will be carried out. The risk assessment will take into account the type of work normally undertaken and the working environment. Pregnant workers / nursing mothers will not be allowed to come into contact with hazardous substances or processes that could affect the health of the child.

Job roles will be adjusted where the risk to the pregnant worker / nursing mother is considered unacceptable. The employee will be entitled to:

- Frequent breaks from standing (seating provision)
- Heavy lifting is prohibited
- Reduced shifts are provided on demand
- The employee is offered warm protective clothing if working in cold environments
- COSHH assessments will be reviewed to assess impact of working with hazardous chemicals

If all control measures that are reasonably practicable have been taken and a risk still exists to an expectant or new mother, then a hierarchy of steps will be followed:

### Step 1

temporarily adjust her working conditions and/or hours of work or if it is not reasonable to do so or would not avoid the risk:

### Step 2

offer her suitable alternative work if any is available, or if this is not feasible you must:

### Step 3

suspend her from work (give paid leave) for as long as necessary to protect her safety or health or that of her child.

If a learner enrolled at the MGTS premises becomes pregnant the organisation will ensure that a risk assessment is carried out to take into account the type of activities normally undertaken by the learner, and to manage risk.

## NOISE

Where it is suspected that the noise level emitted from machinery, averaged over the course of the working day or working week, exceeds the lower or higher action value levels (80 dBA or 85 dBA) a noise assessment will be undertaken, and any necessary protective measures put in place to reduce the risk of hearing damage.

Hearing protection is provided for those at risk and hearing protection zones defined with signage.

Workers will be instructed in the risks of noise exposure, the controls in place, hearing protection provided and safe working practices.

Health surveillance (hearing checks) is provided for those at risk with results used to review controls and further protect individuals.

Arrangements for the control of workplace noise will be reviewed whenever there is a substantial change in work practice, equipment, or exposure e.g., purchase of new machinery, relocation of machinery, increased use of machinery etc.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE includes safety equipment such as protective footwear, gloves, high visibility vests / jackets and hard hats. The organisation acknowledges that PPE forms the last level of protection within the hierarchy of controls and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such the organisation will:

- Assess the risks and the PPE to be issued to ensure it is suitable
- Maintain, clean and replace PPE as required
- Provide storage for PPE when it is not being used
- Give training and instruction to personnel on its use and how to look after it
- Monitor use and condition of PPE

Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage. All employees sign a record of issue upon receipt of their PPE. All PPE is provided free of charge.

PPE, including eye protection, will be issued to learners for use in centres. This will be issued following risk assessment on the use, storage, and cleaning of the equipment.

### **PERSONAL SECURITY**

It is not practical to restrict access to the site.

Visitors should report to the reception. All visitors are required to sign into the Visitors Log upon arrival at the MGTS premises and must be wearing a clearly visible badge and be accompanied by an employee at all times.

Unwelcome visitors may at times enter the site, and employees should be alert to this possibility, and should be observant. Un-recognised individuals should be approached in a courteous manner and escorted to their destination where they should be passed on to the appropriate employee. Employees should escort those who appear to have no genuine reason for being on site to the Organisation Office.

If an employee witnesses a theft or other law-breaking activity, they should immediately dial 999 and inform the police.

### **PROVISION AND USE OF WORK EQUIPMENT**

It is the organisation policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. We will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. New or second-hand equipment must be checked to ensure that it meets health and safety standards before it is purchased.

All workers will be provided with adequate information and training to enable them to use work equipment specific to their job role safely. The use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons.

It is the responsibility of all employees to ensure that any device or equipment they use is in a good and safe condition. Any device or equipment that is defective must be reported to the Manager.

No device or equipment should be used outside of the manufacturer's guidance. Employees are prohibited from using any device or piece of equipment for any purpose other than its intended purpose.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

All devices and equipment must be properly and safely stored when not in use.

The Senior Management Team shall be the point of reference for queries regarding equipment maintenance and testing. It is the responsibility of the delegated Managers, i.e., Heads of Departments to ensure that appropriate servicing/maintenance of equipment is carried out, to record the maintenance checks and inform the Senior Management Team of the findings.

### **MACHINERY / POWERED TOOLS**

Use of machinery and powered tools is included in risk assessments.

It is Organisation policy that all relevant employees and learners working in the woodworking room will be trained in the safe operation of the equipment and employees and learners are required to use all work equipment correctly / in accordance with their training / manufacturer's recommendations. All learners will be supervised whilst using woodworking equipment.

Appropriate guards on machines are provided in order to make all operations as safe as possible.

#### **Employees and learners must NEVER:**

- a. Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- b. Attempt to operate any machinery or equipment without the guards or other required safety devices in place.
- c. Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.

Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

### **PRESSURE SYSTEMS**

All boilers and pressure systems shall be regularly maintained.

A periodic inspection and test shall be undertaken of all pressure systems e.g., workshop air compressors in accordance with the insurance schedule and relevant regulations.

Written schemes of examination and records of inspection shall be maintained.

The organisation will provide sufficient information, instruction and training to all those involved in the operation of pressure systems.

## **SAFETY SIGNS**

Where required, suitable and sufficient safety signs shall be posted in accordance with The Health and Safety (Safety Signs and Signals) Regulations 1996. Signs will be positioned to provide a suitable warning of the work activity being undertaken.

All safety signs shall be maintained in a clean and clearly visible condition.

Safety signs shall be removed when they are no longer required.

## **SITE TRAFFIC MANAGEMENT**

One of the most common causes of fatalities and serious injuries at work involve the operation of vehicles, including lorries and coaches.

The main problems include collisions with pedestrians and between vehicles, reversing of Vehicles, falls from vehicles and overloading and overturning of vehicles.

The organisation will take all reasonable steps to segregate the risk of vehicle – pedestrian collision. Control measures in place are detailed in the ‘workplace transport’ risk assessment.

Drivers are aware of pedestrian presence onsite and this is reinforced through the employee health and safety handbook.

## **SMOKING**

Smoking is not permitted anywhere inside organisation buildings or vehicles.

## **STRESS AND BULLYING**

The Health and Safety Executive define stress as the adverse reaction people have to excessive pressure or other types of demand placed on them. The Organisation recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The Organisation ensures all managers and supervisory staff are trained in good management practices and employees are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that employees are not overloaded. Bullying and harassment is not tolerated in the Organisation and learners can report bullying and other matters of concern. The Organisation can also, where necessary, provide confidential counselling for employees affected by stress caused by either work or external factors.

## **VIBRATION**

The use of certain handheld tools used by company employees pose a risk of hand-arm vibration (HAV) related diseases. The risk is reduced by using vibrating tools for a limited period of time, wearing warm clothing to increase circulation, and completing annual health surveillance questionnaires to detect early signs of vibration related diseases (e.g.- white finger).

## **WORKING AT HEIGHT**

The Work at Height Regulations 2005 require:

- Work at height to be avoided as far as reasonably practicable
- Where work at height cannot be avoided, provide suitable and sufficient measures to prevent persons falling a distance liable to cause injury
- Where a risk of falls remains, use work equipment and other measures to minimise the distance and consequences of a fall

Employees are responsible for using work equipment provided for working at height in the correct manner and to report any safety hazard, fault or deficiency in the equipment promptly to their Supervisor.

### **WORKING AT HEIGHT - (LADDERS / STEP LADDERS)**

All work at height is risk assessed. This includes routine use of ladders. Safety rules for use of ladders are provided for employees to follow within the employee safety handbook. Aeroplane style steps with upper guard-rails and handrails or A- frame ladders are always used in preference to single section ladders.

Ladders and stepladders should be regularly inspected to ensure they are in good repair and safe condition. This check will be recorded, and the ladder marked to indicate the next date after which the ladders should not be used. Defective ladders are labelled and removed from use.

### **WORKING AT HEIGHT - (FRAGILE ROOFS / ROOF WORK)**

A fragile roof is one that does not safely support the weight of a person and any load they may carry. Personnel are not permitted to access any roof without the express permission from the site manager. Permission will only be granted where the individual(s) are properly trained and the work has been thoroughly planned with the implementation of an appropriate risk assessment.

Prior to roof work commencing, either in-house or by external contractors, a risk assessment must be undertaken by a competent person. The risk assessment must identify a safe system of work detailed in a safety method statement being specific and relevant to the work to be undertaken.

The risk assessment and method statement shall be signed by the competent person and communicated to all those involved in the roof access/work. A permit to work covering the roof access/work must also be authorised and in operation for the duration of the task.

Fragile roofing is signed throughout the site.

### **WORKING AT HEIGHT - (SCAFFOLDS AND PLATFORMS)**

Fixed scaffolding (where applicable) must not be altered by anyone other than a competent site scaffolder. If alterations are required, the Project Manager / Site Agent or Supervisor must be notified, and a new scaffold safety certificate issued if necessary.

Trestles and Batten, Tower or mobile platforms (where applicable) must be erected by a competent person with suitable guardrails and stability bracings fitted to all tower scaffolds. No operative shall be permitted to stay on any mobile or tower scaffold whilst it is being moved.

### **Working Hours**

The organisation complies with the EU Working Time Directive by keeping a record of hours worked by our employees.

### **WORKPLACE FACILITIES AND WELFARE**

In line with the Workplace (Health, Safety and Welfare) Regulations 1992 the organisation is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a potable water supply.

### **WORKPLACE STRESS**

The Health and Safety Executive define stress as **the adverse reaction people have to excessive pressure or other types of demand placed on them.**

The organisation recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The hazard of workplace stress has been included within the organisation risk assessments. This risk assessment has identified key workplace stressors and controls to eliminate stress or control the risks from stress.

The organisation ensures that employees are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that employees are not overloaded. Bullying and harassment is not tolerated in the workplace and the organisation can, where necessary, provide confidential counselling for employees affected by stress caused by either work or external factors.

## YOUNG WORKERS

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work. Factors considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties. The assessment also takes into account their inexperience and lack of awareness.

Induction training is provided, and clear instructions on the tasks young people should not be involved in. At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.



David Bridgens  
**Chief Executive**

**Reviewed:** January 2022

**Next Review:** January 2023