



**Essential
Site Skills**

HEALTH AND SAFETY POLICY

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Date: 01/09/2015

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This document is to be reviewed upon alteration or after every 12 months by an authorised person in line with company quality procedures.

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1. Purpose

The purpose of this document is to provide guidance to staff and learners on all matters relating to health and safety within Essential Site Skills Ltd (ESS).

ESS Ltd is responsible and committed to conduct its business, be it on our establishment or on any other site, in such a way which ensures, so far as is reasonably practicable, the health, safety and welfare of all staff, learners, visitors and all those who may be affected by the company's activities to ensure that our statutory duties are met at all times.

2. Scope

This policy relates to all staff, learners and visitors.

3. Policy Objectives

To meet the responsibilities set out in this policy and to comply with the relevant legislation, ESS has set down the following objectives:

- The management team are committed to the provision of a work environment that is safe, to this end the prevention of injury and ill health through the continual improvement in occupational health and safety management and performance is a priority.
- Encourage the involvement of both staff and learners, through its consultation policy in all health and safety matters in the promotion and development of a safety culture, and set health and safety objectives for the company.
- Undertake risk assessments to identify any hazards and take reasonable and appropriate control measures to reduce risk to the health and safety of all staff, learners and visitors, and all those affected by the company's activities in accordance with applicable health and safety legislation.
- Comply with the requirements of the Health and Safety at Work Act 1974, and all subsequent legislation applicable to the company's activities, together with any other requirements or agreements that the company has entered into.
- Provide information, instruction, training and supervision for all staff and learners to ensure that all tasks are undertaken in a safe manner and that all staff and learners understand the company's health and safety standards and their role in achieving them.
- Regularly audit health and safety standards and the operation of safe systems of work to ensure that standards are being achieved, maintained, are relevant and appropriate to the company. Any non-conformities are to be investigated and positive remedial action implemented.
- Investigate and record all incidents occurring at work and take all reasonable action to prevent its reoccurrence. Incident statistics are maintained and analysed to provide data which identify any potential health and safety short comings in the management system and performance.

4. Organisation and Responsibilities

The directors accept overall responsibility for all health and safety matters and to:

- Initiate and implement the company health and safety management structure to administer the company's policy.
- Initiate, co-ordinate and monitor the company's policy and performance for the prevention of injury, damage and loss.
- Know the requirements of current legislation and other appropriate recommendations and codes of practice and ensure that they are observed.
- Ensure that all levels of staff receive adequate and appropriate training, and that funds and facilities are readily available to meet the requirements of the policy.
- Ensure that sound working practice is observed by following documented safe systems of work.
- Institute proper reporting, investigation and costing on injury, damage and loss; promote action to preclude recurrence and initiate analysis to discover accident trends.
- Reprimand any member of the staff failing to discharge satisfactorily the responsibilities allocated to them.
- Set a good personal example to all staff.

The management team's responsibilities include but are not limited to the following specific areas:

- Understand and implement the company's policy and appreciate the responsibility allocated to tutor/assessors and learners within the organisation.
- Institute systems of safety and environmental planning that highlight potential hazards by risk assessments and analysis.
- Advise the management and individuals on all aspects of safety, welfare and environmental management issues with the objective to secure a safe working environment for all staff, learners and visitors.
- Undertake reviews of the company health and safety policy; instigate revisions in light of amended legislation or new safe working practices and disseminate to all staff and learners.
- Undertake safety inductions to all new staff and learners to the company, in particular tuition on the contents of this policy.
- Check that periodic tests, inspections and maintenance are carried out and documented and the relevant machinery is marked.
- Ensure that all repair and maintenance work is carried out in a proper manner and that emergency repairs are dealt with properly as soon as possible afterwards.
- Ensure that work, once started, is carried out as planned and that current legislation and recommended codes of practice are observed on site.
- Ensure that appropriate accident reports are submitted to the Health and Safety Executive within the specified timeframe as required under R.I.D.D.O.R (2013)
- Investigate, analyse and maintain accurate records of any accidents or dangerous occurrences, ascertain their cause, propose measures to reduce the probability of repetition and report the statistical findings to all staff.

- Visit places of work on a periodic basis to undertake safety and environmental audits, prepare a documented visit safety report with copies to the operations director.
- Set a personal example on site by wearing appropriate personal protective clothing.

The tutor/assessors responsibilities to health and safety are to:

- Understand the company's health and safety policy and appreciate the responsibilities allocated to others with the organisation.
- Know the requirements of the construction regulations and other relevant legislation and codes of practice and see that they are observed on site.
- Plan and maintain a tidy and organise work in a sensible sequence.
- Ensure that new staff and learners to site undertake safety induction training to identify hazards or potential hazards and learn to take safety precautions.
- Check that all machinery and plant, including power and hand tools are maintained in good condition. Check and verify appropriate test certificates and report to the management team.
- Ensure that suitable personal protective equipment is available where appropriate and that it is used.
- Ensure that a qualified first aider and all items of first aid equipment are available and their location known to staff and learners, as required by construction regulations.
- See that proper care is taken of casualties and know where to obtain medical help and ambulance service in the event of a serious injury.
- Liaise with the fire service on fire prevention and ensure that all escape/egress routes are documented.
- Co-operate with the management team and act on their recommendations.
- Commend learners who, by action or initiative, eliminate hazards.
- Discourage horseplay and reprimand those who consistently fail to consider their own wellbeing and that of others around them.
- Continually remind learners of best site practice and follow safe systems of work for the operation being undertaken.
- Set a personal example at all times.

The learners have responsibilities which include but are not limited to the following specific areas:

- Know, understand and follow requirements of the company health and safety policy.
- Know, understand and follow requirements of relevant safe systems of work and risk assessments.
- Follow instruction relating to safety matters issued by competent personnel.
- Report to tutor/assessor defects in plant or equipment.
- Develop a personal concern for safety for themselves and for others.
- Avoid improvising which entails unnecessary risk.
- Refrain from horseplay and the abuse of welfare facilities.
- Suggest ways of eliminating hazards.
- Ensure that appropriate personal equipment is used correctly at all times.

5. Arrangements

Administrative arrangements and operational procedures for the health, safety and welfare are established and maintained by the company. These systems are designed to continually develop which maintain high levels of the health, safety and welfare of staff, learners and third parties who might be affected by the company's activities.

The arrangements and procedures apply to all the company premises and operations. Staff and learners of the company are actively made aware of such information by way of an initial safety induction.

The health, safety and welfare of anyone who might come into contact with the company's activities are of paramount importance to ESS.

Fire procedures

- Every member of staff and every learner will receive appropriate fire training during induction and once every 6 months on the procedure to be followed in the event of a fire.
- Fire drills will take place on company premises at least every 6 months.
- Fire action plans will be displayed on site and staff and learners must make themselves familiar with them and obey these instructions.
- Fire fighting equipment will be provided in accordance with the legal requirements under the Regulatory Reform Fire Safety Order (2005).
- Statutory requirements in respect of no smoking areas, storage rooms, materials, substances and other fire precaution measures will be published and issued. Staff and learners will be required to adhere to these instructions.
- An Emergency Action Plan is included in the Monarch House Fire Risk Assessment which is maintained on a yearly basis. The full risk assessment is shared on the company drive.
- Fire certificates or appropriate fire risk assessments are available for inspection at all times.

First Aid

- First aid facilities are provided in accordance with the statutory requirements and information on the facilities available will be given to all staff and learners as part of their induction training.
- Details of first aid arrangements and appointed first aiders will be displayed on notice boards at all its premises.

Health and Safety Training

- The general level of safety training requirement for individual staff and learners will be assessed by the management team and notified to the operations director. Based upon a continuing assessment of needs, staff and learners will be given training to equip them to undertake their duties safely.
- All persons joining the company will be inducted into the safety regime. They will be given copy of the health and safety policy and guided through it by the management team.

Risk Assessments

- Risk assessments are undertaken on an on-going basis by the management team in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015.
- The company has also established specific generic risk assessments which the staff and learners are specifically trained to conform with and the appropriate safe system of work instituted.

Accident Investigation and Reporting

- In compliance with the statutory requirements, accident reports are submitted to the Health and Safety Executive within the specified timeframe as required under R.I.D.D.O.R 2013.
- The management team has made proper arrangements for the investigation and reporting to the appropriate H.S.E. office and other authorised persons of any notifiable dangerous occurrences or diseases. All major accidents/incidents investigations will be carried out by the management team with a report to the operations director.

Chemical and Hazardous Substances

- It is the company's policy to protect its staff, learners and visitors to its premises from the possible hazards associated with any substances that may legitimately be used therein.
- Certain substances used within operations can present a potential hazard to persons using them if suitable precautions are not adopted. A register of all chemicals and hazardous substances on company premises is held and kept up to date by the management team to ensure the company complies with the requirements laid down in the Control of Substances Hazardous to Health Regulations (COSHH) 2002.
- The company will notify all personnel potentially at risk from such hazardous substances and also to provide details of how the risk may be eliminated or minimised.
- This notification will take the form of a standard register of hazardous substances together with procedures for eliminating the risk such as the provision of mandatory signage in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- All personnel are to implement absolutely the necessary precautions as detailed within the register to safeguard both themselves and others who might be affected by the substances concerned. Refusal to comply with this or any health and safety matter will result in disciplinary measures which may include dismissal where the breach is serious.
- Before a substance is brought on to the premises/site, the person placing the initial order must ensure that proper provision has been made for the transporting, storing and use of the substance and if need be, proper arrangements have been made for its removal as waste after its use.

Personal Protective Equipment

- Personal protective equipment is made available or issued on a personal basis to all staff and learners that comply with the requirements as specified under the statutory requirements of the Personal Protective Equipment at Work Regulations 2002.

- Proper provision is made for the issue, maintenance, repair and replacement of protective equipment. Certain items of personal protection equipment are required to be worn at all times by staff and learners working in defined areas.
- These areas are defined by the blue and white mandatory safety signs, which show a picture of the required safety equipment and are prominently displayed in relevant areas. As the wearing of the safety equipment in these areas is a mandatory requirement, staff and learners who fail to wear the equipment will be subject to disciplinary action.

Noise

- Should noise assessments be required they will be conducted by an external consultant. The company actively encourages the use of modern 'silenced' plant and machinery conforming to the Provision and Use of Work and Equipment Regulations 1998 to limit the company's staff and learners or any third parties exposed to excessive noise.
- Personal protective equipment (ear defenders, etc.) is provided by the company for all staff and learners and is available for use at all times.

Abrasive Wheels

- The Provision and Use of Work and Equipment Regulations 1998 require only trained and appointed persons to change cutting discs and mount abrasive wheels. It is a legal requirement that eye and ear protection must be worn and that protective guards are correctly in position.
- The condition of the blade shall always be thoroughly checked prior to its use and damaged blades must be destroyed if found to be defective in any way.

Manual Handling

- All company personnel are briefed in the hazards and limitations of manual handling materials and equipment when carrying out work in accordance with the Manual Handling Operations Regulations 1992.
- Risk assessments and safe systems of work are produced with due consideration to the above regulations.

Welfare Facilities

- The company establishes and maintains facilities at all its premises which comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

Electrical Equipment

- All company staff are responsible for the safe and proper use of electrical equipment and comply with the Electricity at Work Regulations 1989.
- The management team take responsibility for ensuring that the supply and equipment is safe and is regularly inspected by competent persons and that all staff follow the relevant manufacturers information prior to use.

Visual Display Screen Equipment

- All company staff working at computer workstations are advised of the potential hazards of the equipment from prolonged use at the time of induction and ways of controlling the risk.



- Regular assessments are undertaken by the management team on every user in accordance with the Health and Safety (Display Screen Equipment) Regulations 2002.

Visitors and Contractors

- The management team will make proper arrangements to comply with their duties in respect of the health and safety of visitors while they are on company premises and also for contractors working on site by undertaking a safety induction.
- Where necessary, staff will be made aware of the arrangements and their duties in respect to visitors and contractors. Permits to work may be required where contractors are working on company worksites.