



Health and Safety Policy

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Distribution

Name	Title
All Employees	Health and Safety Policy
All Learners	Health and Safety Policy
All Stakeholders and Relevant Parties	Health and Safety Policy

Approval

Name	Position	Signature	Date
Catherine Storer	Executive Director		30/01/2025

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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.

1.1 Scope

This policy relates to all staff, learners (including Apprentices), and visitors as well as all stakeholders and relevant parties.

2 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 Board and Senior Management Team (SMT) 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.

List of Official Documentation and Notices Required by Law:

- Health and Safety General Policy Statement *
- Fire and Emergency Procedures and Instructions *
- Safety Signs for Fire Exit Doors *
- Accident Book B1 510 **
- 'Health and Safety Law – what you should know' Poster *
- Employers Liability Insurance Certificate *
- First Aiders and Location of First Aid Kits *
- Significant Findings of Risk Assessments **

* On display for the attention of staff ** Kept on site by responsible manager

2.1 Organisation and Responsibilities

Duties of the Managing Director

The Managing Director is responsible for:

- Allocating adequate resources to Health and Safety issues so that all staff know what is required of them under this Policy.
- Ensuring that he is aware of the current standards with regard to Health and Safety issues which may affect the Company.
- Setting targets and objectives with regard to Health and Safety and receiving reports on how these objectives are being implemented and achieved.
- Continually reaffirming the Company's commitment to Health and Safety issues through his everyday role within the Company and the interaction with other Company Directors and staff.
- Providing a Company statement on any issue of Health and Safety which requires a formal statement.
- Having regular meetings with the Directors and SMT members with allocated responsibility for Health and Safety together with the appointed external Advisers with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on Health and Safety issues.
- Ensure that a suitable deputy is appointed in writing to cover key workers duties within the company

The Board of Directors

The Board support and accept their 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.
- Inform managers and other employees of existing and potential hazards to Health, Safety and the Environment at work and of the legal requirements related relevant to their work and distribute HS&E Information.
- 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.
- Shall in consultation with the Managing Director responsible for H&S and the Company Safety Committee, ensure so far as is reasonably practicable, that resources and staffing are maintained at a level which enables the company to meet its health and safety statutory obligations.
- Liaise with external organisations on safety, health and the environment, especially the HSE and EA, identify best practice where appropriate and adopt it into the company.
- Set a good personal example to all staff.

Duties of the Manager with Special Responsibility for Health and Safety

N.B Here after referred to as the 'The Health & Safety Manager'.

The person responsible for Health and Safety within Essential Site Skills is Stuart Goodman, Owner and Executive Director

In addition to their general Director duties the Health & Safety Manager shall have additional responsibilities for:

- Providing a Company Statement on any issue of Health and Safety which requires a formal statement.
- Ensuring he is informed of and agrees with any correspondence to/from the Health & Safety Executive.
- Having regular meetings with the Company's Directors and the management team with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on Health and Safety issues.
- Ensuring the Directors are informed of any major Health & Safety issues affecting or likely to affect the Company, and through the Directors, promote a pro-active approach to positive Health and Safety and risk management.
- Ensuring there is adequate Health and Safety advice and awareness at all levels of the Company.
- Ensuring that all employees are made aware of the Company's Health and Safety Policy and that they receive adequate training and consultation to enable them to satisfy their roles and this Safety Policy.

The Senior Management Team (SMT)

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 Teaching, Learning and Assessment (TLA) Team and all other ESS Personnel

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 relevant 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 equipment (including machinery and plant, 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.

All Learners (including Apprentices)

Have responsibilities which include but are not limited to the following specific areas:

- Attend all relevant Inductions and undertake programmes related to H&S as well as other required courses
- 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 any concerns or issues to ESS including in the workplace, off site and commuting between locations
- Report to any concerns or issues to ESS including 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 always used correctly.

Employers (of Apprentices/Learners)

Have responsibilities which include but are not limited to the following specific areas:

- Maintain primary responsibility for the health and safety of the learners/apprentice during the duration of their programme including in the workplace, off site and commuting between locations
- Responsibility for managing any significant risks
- Notify and evidence to ESS all reasonable steps to satisfy that the workplace is safe and compliant
- Ensure H&S responsibility is assumed by a named competent individual
- Attend all relevant Inductions and undertake programmes related to H&S as well as other required courses
- 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
- Check the apprentice knows how to raise any health and safety concerns.
- Complete the Health and Safety Compliance Self-Assessment
- Provide copies of relevant policies, liability and insurances as requested
- Notify ESS of any accident, injuries or notifications to relevant bodies in 24 hours

2.2 Clients and Visitors

- The company recognises that it has a responsibility for the safety of all company clients and visitors. It is essential therefore, that all operations and activities are conducted with due regard to their health and safety.
- Management will ensure, so far as reasonably practicable, that whilst company staff or contractors are on client's premises or visitors are on company premises or using company plant, they are not exposed to risks to their health and safety and the company will give to such persons any information and/or supervision necessary to ensure this.
- All visitors must always sign in on arrival and be issued a visitor pass during the visit. The person responsible for the client/visitor must always escort the person and ensure that they book out when they depart the building. A full safety induction, verbally, is to be issued to all visitors.

2.3 Contractors

All Contractors working on Essential Site Skills premises are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

All contractors must always sign in on arrival and be issued a visitor pass during the visit. The person responsible for the contractor must ensure that they have the appropriate risk assessments and method statements for the work activity that they are about to perform and ensure that they book out when they depart the building.

2.4 Penalties

Any staff member breaching either legislative or company safety rules shall be liable for prosecution or disciplinary and possible dismissal action or all three. The company will not offer protection to any person who knowingly breaches any safety ruling. A breach of health and safety rules will leave any personnel open to immediate dismissal.

2.5 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.

2.6 Fire Precautions

The Company will assess the risk associated with both our office and external activities and will develop and maintain adequate Fire Procedures.

The Risk Assessment "control measures" will specify the minimum levels of Fire Fighting Equipment and the standards of training and knowledge required by our Employees.

HEAD OFFICE

A Fire Risk Assessment is required to be carried out and updated to meet set requirements.

This will include:

- The maintenance of adequate Fire Escapes and Travelling Routes
- The maintenance of Fire Equipment
- The testing and logging of Fire Alarm and Fire Drills
- The removal of any waste materials which may cause a fire risk
- The provision of adequate storage for hazardous chemicals

The following procedures will be reviewed with all employees.

ON DISCOVERING A FIRE:

- Immediately operate the nearest fire alarm.
- Attack the fire, if possible, with the appliances provided, but without putting yourself at risk.

ON HEARING THE FIRE ALARM

- Leave the building by the nearest exit and report to the designated Fire Assembly Point.
- Do not stop to collect your personal belongings.
- Report to the Fire Marshall who is responsible for ensuring the premises are evacuated to enable him/her to cross check that all persons are out of the building.
- Only re-enter the premises when told to do so by the Fire Marshal or his appointed deputy.

PROCEDURE CHECKS

- Fire alarms will be tested weekly and a record of the test logged.
- Fire drills will be carried out twice annually and details of evacuation times logged.

SITE ACTIVITIES

All site employees/trainers will be provided with adequate means of protection from any potential Fire Emergency.

A Risk Assessment will be carried out to ascertain the minimum levels of Fire Protection Equipment required to adequately protect site personnel, visitors etc.

The correct type of Fire Fighting Equipment will be positioned in accordance with the legal requirements under the Regulatory Reform Fire Safety Order (2005) at a designated "Fire Point". The type of activity will specify which of the following items will be provided;

- Fire blankets
- Fire buckets
- Carbon dioxide extinguishers
- Water extinguishers
- Foam extinguishers
- Dry powder extinguishers

- 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 action plans will be displayed on site and staff and learners must make themselves familiar with them and obey these instructions.
- 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.
- The Safety Manager will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection of the various fire systems and fire extinguishers. He will also ensure fire/evacuation drills are carried out and any necessary records updated.

2.7 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.

A First Aid Container will be available at the main office and at satellite sites.

This container will contain the following: -

- 20 individually wrapped sterile adhesive dressings
- 2 sterile eye pads
- 6 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized wrapped wound dressings 12cm x 12 cm
- 6 large sized wrapped wound dressings 18cm x 18cm
- one pair of disposable gloves
- one pair scissors
- adhesive tape
- wrapped moist wipes
- two blankets
- two litre (in individual one litre bottles) sterile normal saline (0.9%) in sealed disposable containers.

2.8 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 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.

3 Essential Site Skills Employee Training

3.1 Employee Induction

All new employees will undertake a full induction program during their first week of joining Essential Site Skills.

The induction program will contain a health and safety training, familiarisation and understanding of this policy and also include:

- Overall Health & Safety
- Explained the action in the event of a fire including fire exits, fire evacuation route and assembly points and any alternative routes
- Location of fire alarm call points and how to activate them
- Weekly fire drill tests, including full fire evacuation drills twice annually
- Location of fire extinguishers
- Explanation of non-use of lifts in fire
- Maintaining clear access including hazards caused by obstructing gangways
- Accident/Incident Reporting procedures include location of first aid kit, first aider

3.2 Ongoing Training

Essential Site Skills have a commitment to provide ongoing health and safety training to all employees. Mandatory annual health and safety training will be scheduled by line managers in conjunction with the health and safety manager.

3.3 Commitment to the policy

All Essential Site Skill employees must show commitment to the policy. All Team, Departmental, SMT and Board meetings will contain Health and Safety as an agenda point and all appraisals will contain a review of health and safety training as part of the Continuous Professional Development plans for individuals.

4 Reporting of Accidents & Dangerous Occurrences

General Data Protection Regulation (GDPR) Data Protection

Accident reports are an item for consideration under GDPR. As such, any completed reports must be kept confidential and only seen by those persons authorised to do so. Article 5 of the GDPR requires that personal data shall be processed lawfully, fairly and in a transparent manner in relation to individuals. It is unlikely that there will be any malice or unfairness in the use of data for health and safety purposes; the reason for using the data should be clear.

In practice an example would be that the old accident book has been replaced by an Accident Recording System which ensures compliance with these data protection requirements.

All Accidents and Incidents - Accident Record System and Form F2508

All accidents/incidents which occur on premises under the Company's control should be entered in the Accident Record System, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, sub-contractor, authorised visitor or member of the public. Completed report forms must be filed in a secure and confidential location or sent to the designated person at the Company's office.

If as a result of an injury whilst at work the injured person requires medical treatment or cannot fulfil their normal duties, the incident may have to be reported to the appropriate enforcing authority using form F2508 or by telephone, fax or e-mail as detailed below. The requirements for reporting injuries and incidents are also described in the following sections.

RIDDOR Reportable Accidents and Dangerous Occurrences

RIDDOR reportable accidents and dangerous occurrences can be reported to the HSE Reporting Centre by any of the following means:

- by telephone 0345 300 9923
- by fax 0345 300 9924
- by email riddor@natbrit.com

This applies to all industries within the UK irrespective of site location. The RIDDOR reporting centre will take details of the incident and they will produce the form F2508 and they will send a copy to the employer of the injured person in the case of accidents or, to the principal contractor in the case of dangerous occurrences. If you report the incident by telephone, the operator will provide you with an incident number. It is important you record the incident number on the Accident Record System any subsequent correspondence relating to the incident.

The following sections give guidance as to the action the Site Manager must take if an incident occurs.

Incidents Involving Members of the Public and Unauthorised Visitors

If any member of the public or uninvited visitor is involved in an incident or is injured, details **must** be entered in the Accident Record System. Site Managers should also notify the Company Safety Director as soon as possible. In doing so you should discuss whether a full investigation is required by the Health & Safety Adviser and action accordingly.

If the incident has resulted in a member of the public or unauthorised visitor being taken to hospital (by whatever means) for treatment or attention, the incident must be reported to the Health and Safety Executive by the quickest means (i.e. telephone or fax) and confirmed within 10 days on form F2508 or by telephone, fax or e mail to the RIDDOR reporting centre as detailed above.

Major or Fatal Accidents to Employees, Self Employed & Authorised Visitors

A major injury is defined as:

- Fracture other than to fingers, thumbs or toes.
- Amputations
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.

- Electric shock or electric burn leading to unconsciousness or requiring resuscitation; or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agents.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

If a major Injury occurs the project manager should:

- Inform the Health and Safety Director immediately.
- Inform the Health & Safety Advisers immediately. They will advise you on the action to be taken.
- If the injured person is a sub-contractor, inform their employers of the accident.
- Enter the details in the Accident Record System and send the report to the nominated person at head office
- If the injured person is an employee or self-employed, the Company must report the incident to the enforcing authority. This can be by completing a form F2508 or by telephone, fax or e-mail to the RIDDOR reporting centre as detailed above. The Safety Manager must also be informed.
- If the injured person is employed by someone else, then it is the duty of the **employer** of the injured person to report the injury (which can be done to the HSE reporting centre as described above) but it is essential for the Company to be given a with a copy of the F2508 so that the Company can be sure the accident has been reported. It is also a requirement of the CDM Regulations for contractors to provide the principal contractor with a copy of any relevant F2508.
- Inform the principal contractor if applicable and ensure they are given a copy of the form 2508.

Accidents to Employees Resulting in Absence from Work for 7 or More Days

Any accident to an employee which results in their necessary absence from work (or incapacity to work had they been required to work) for 7 or more days, but the degree of injuries is not contained in the major injury category listed above, the site manager should:

- Enter the details in the Accident Record System and send the report to the nominated person at head office
- Report the incident to the RIDDOR reporting centre as detailed above **or clearly** request the Health & Safety Manager to report the incident on your behalf.
- Inform the Principal Contractor if applicable and eventually give them a copy of the form F2508.

Accidents to Sub-Contractors Resulting in Absence from Work for 7 or More Days

If a sub-contractor's employee is injured and off-site treatment is required, then the Site Manager may not be aware that the sub-contractor has been absent for more than 7 days. The duty under RIDDOR is for the employer of the injured employee to report the accident, not the main or principal contractor. In such a situation the site manager should:

- Enter the details in the Accident Record System and send the report to the nominated person at Head Office and inform the injured person's employers.
- Inform the principal contractor if applicable and eventually give them a copy of the form F2508.

Industrial Diseases

There are a number of specified industrial diseases which must be reported to the Health and Safety Executive. If such a situation is suspected, the Safety Director and Health & Safety Advisers should be contacted, and the Company will be advised accordingly. The following are some of the prescribed incidents which are reportable dangerous occurrences as defined under RIDDOR:

- Certain poisonings;
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- Other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

Dangerous Occurrences

There are a number of specified incidents which must be reported to the Health and Safety Executive "by the quickest practicable means." If an incident occurs which the Site Manager feels may be reportable, they should contact the Health & Safety Advisers who will advise accordingly.

The duty to report dangerous occurrences lies with the person in control of the premises or site i.e. the Principal Contractor. Again, the Health & Safety Adviser will fully brief the Company on this.

Definition of a RIDDOR Dangerous Occurrence

The following are some of the prescribed incidents which are reportable dangerous occurrences as defined under RIDDOR:

- The collapse of, or overturning or failure of any load bearing part of lifts and lifting equipment
- Explosion collapse or bursting of any closed vessel.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing a fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness.
- Collapse or partial collapse of a scaffold over five metres high or erected near water where there could be a risk of drowning after a fall.
- Unintended collapse of, any building or structure under construction, alteration or demolition where over five tonnes of material falls, a wall or floor in a place of work, any false work.
- Explosion or fire causing suspension of normal work over 24 hours.
- Accidental release of any substances which may damage health.

Note - There are some other categories of RIDDOR reportable Dangerous Occurrences, but these have been omitted from the above list because it is highly unlikely the Company will be involved in such works or operations. If the Company is in any doubt regarding Dangerous Occurrences, the Safety Advisers should be informed, and they will then advise with regard to any specific incident.

5 Health and Safety in the Work Environment

5.1 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations 2005 is a significant piece of legislation.

The overall aim is to bring about a long-term improvement in standards in Occupational Hygiene at all workplaces, and so reduce the incidents of Occupational Disease.

A substance classified as hazardous to health is any material, mixture or compound, either used at work or arising from a work activity. These are identified as: -

- Harmful
- Toxic
- Very Toxic
- Irritant
- Corrosive
- Has an assigned maximum exposure limit (MEL), or Occupational Exposure Standard (OES)
- Consists of microorganisms which create a health hazard to any person
- Any dust of substantial quantity
- Any substance which has a comparable risk to those listed above

In order to meet the requirements of these Regulations, Essential Site Skills will implement the following Safety “control measures”:-

- A Risk Assessment on the substance or activity will be carried out.
- Employees exposure to the substances hazardous to health will be controlled
- All control measures are correctly utilised e.g., local exhaust ventilation and Personal Protective Equipment.
- All “control measures” are adequately maintained.
- Health Monitoring is applied where necessary.
- Employees are provided with adequate information, instruction and training.

Employees have a duty to apply all control measures provided and to co-operate with the Employer.

Under no circumstances will any substance hazardous to health be used by our employees or sub-contractors until they are in receipt of or have been inducted into the COSHH Data Sheet and the appropriate COSHH Assessment.

The hierarchy of control measures listed below will be applied as appropriate;

Wherever substances are used, Essential Site Skills will adopt the most effective control measures available. These include:

- Elimination of the substance. (Is it required?).
- Substitution for a less hazardous substance.
- Enclose the process to prevent exposure.
- Minimise the generation of dust/fumes/vapours.
- Provide adequate ventilation.
- Reduce exposure time (Job rotation).
- Provide Personal Protective Equipment.
- Information, instruction and training.
- Monitoring/health surveillance.

5.2 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 always available for use.

5.3 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.

5.4 Electrical Equipment

- Throughout all Company undertakings none but electrically competent persons shall carry out work on any electrical installation or equipment that is or may become live in the normal course of work. The level of competence depends upon the person's ability to avoid danger based on his training, experience, technical knowledge and the necessary supervision required to carry out the work safely upon the person's ability to avoid danger based on his training, experience, technical knowledge and the necessary supervision required to carry out the work safely.
- 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.
- All portable tools/equipment shall be inspected and tested by an electrically competent person at least once in every 12 months or more frequently if failure, use or conditions suggest. Tests should be carried out and records must be kept of these tests.

5.5 Welfare

The Workplace Health, Safety and Welfare Regulations 1992 require a minimum standard of facilities.

Essential Site Skills will comply with these requirements by ensuring that the following criteria is achieved on all our sites / premises.

- Adequate ventilation is available in the workplace
- The temperature of workplaces are assessed in accordance with the regulations(see section 6.2)
- Suitable and sufficient lighting is available so as to allow people to work and move about easily
- All workplaces are kept clean and tidy and in a good state of repair
- All waste products will be removed on a daily basis or more frequently if required
- There shall be sufficient space in the workplace for people to move around safely
- Workstations will be assessed to ensure suitability
- Adequate sanitary facilities will be provided to cater for the number of persons working on our sites or our premises.
- Drinking water will be provided either by mains or marked containers
- There will be suitable facilities for rest and to eat meals
- Storage/drying facilities are provided to store workers own clothes and special clothing

5.6 Visual Display Units

A number ESS staff will be essential users of VDU equipment. The Company accepts its responsibility under the Health & Safety (Display Screen Equipment) Regulations 1992, and it will provide:

- Assessments of the Work-stations (and any necessary improvements required as a result of the assessment). New Work-stations will be in accordance with the schedule to the regulations. A copy of the risk assessment will be held on the desktop and a master held in the Z drive. Any issues whilst carrying out the risk assessment must be reported to the Health and safety manager.
- Eyesight tests for users who request eyesight tests and if, as a result, it is shown that glasses are needed to specifically work with VDU's to provide such glasses.
- Training for users.

When requested the Health and Safety advisors will carry out DSE assessments, produce a summary report and advise on the use of DSE Equipment.

Below is short guide to making your workstation comfortable and accessible.

Please also refer to the Remote Education Offer for further guidance on remote learning and working
<https://essentialsiteskills.co.uk/storage/app/media/Essential-Site-Skills-Remote-Education-Offer.pdf>

Make full use of the equipment provided and adjust it to get the best from it and to avoid potential health problems. If the Regulations don't apply, it is still worth setting up your workstation properly, to be as comfortable as possible.

Getting Comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough workspace to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying In

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a Mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the Screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa). Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

Further detailed guidance can be found in Health and Safety Executive Guidance Booklet HS (G) 90 'VDU's and Easy Guide to the Regulations'.

5.7 Smoking Policy on Company Premises:

This policy is written with everybody's best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke. With this in mind, the following principles are to be observed by all employees and contractors:

- Smoking is not permitted on any part of the premises or grounds, including offices, corridors and toilets.
- Smoking is strictly forbidden in all premises; fixed or temporary where food is prepared or consumed. Food preparation also includes beverages and any other liquid refreshment.
- Smoking is permitted at specifically designated areas identified by "SMOKING PERMITTED IN THIS LOCATION" signs.
- Smoking whilst on duty will only be allowed during break periods that are of equal length for smokers and non-smokers.
- Management will allow smokers to have reasonable breaks provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties, and that there is no significant loss in productivity. Time taken on smoking breaks will have to be made up, for example at the beginning or the end of the day.
- Work time must be made up for smoking breaks if the time taken exceeds the time taken in breaks by the non-smokers.
- Smokers are requested not to smoke immediately outside any work base. This also applies to part-time or temporary staff, visitors and contractors.
- Signs will be displayed where necessary to inform visitors of the smoking arrangements and there will be no ashtrays or cigarette litter inside the building.

5.8 Mobile Telephone Policy

The purpose of this policy is to provide Company guidelines for use of mobile phones, whether supplied by the Company or not, but used on Company business. In particular, it is to ensure that employees are using mobile phones in accordance with guidelines provided by the Health & Safety Executive (HSE) and Department of Transport.

Mobile Phones - Health and Personal Safety

The Company asks its staff not to use mobile phones whilst carrying out **any** job of work, including driving, if the use of a mobile phone might interfere with their concentration and consequently could affect their own or other people Health and Safety. Voicemail or call divert facilities provided with the phone should be used to minimise

the number of calls made or received whilst actually driving or concentrating on work activities. The phones store should be used to keep the message / voicemail until the member of staff is safe and ready to deal with the messages.

Mobile Phones and Driving - Directly Employed Staff

It is an offence for drivers to use a mobile phone or a similar interactive device for accessing any sort of data (internet, sending or receiving text messages or any other image) if held in the driver's hand during at least part of the period of its operation.

The Company's field/site staff spend a significant proportion of their working day driving. They have mobile phones that so they can be contacted and can make calls as required during the course of their work. It is therefore essential that staff understand and comply with this new legislation and do not allow the use of the mobile phone to distract them or interfere with the required concentration when driving, or whilst concentrating on other work tasks.

The Company may provide hands free equipment to some staff so that if essential or emergency situations arise, the phone can be used in accordance with this new legal requirement.

6 Office Based Staff

Office based staff should also be aware of this new legislation and the implications to Health and Safety of road users. Office staff should be aware of calls to field staff who are in vehicles and could be driving. If the member of staff is driving the call should be kept to a minimum or alternatively the 'driver' asked to call back when convenient and safe to do so.

6.1 Workplace Stress

Introduction

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stresses.

This policy will apply to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.

Definition of 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". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Policy

- The company will identify all workplace stresses and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Responsibilities

Managers

The Management Standards cover the primary sources of stress at work and these areas

1. **DEMANDS** - this includes issues such as workload, work patterns and the working environment
2. **CONTROL** - how much say the person has in the way they do their work
3. **SUPPORT** - this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
4. **RELATIONSHIPS** - this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
5. **ROLE** - whether people understand their role within the organisation and whether the organisation ensure that they do not have conflicting roles
6. **CHANGE** - how organisational change (large or small) is managed and communicated in the organisation

Occupational Health and Safety Staff

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

Human Resources

- Give guidance to managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employees

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for counselling when recommended.

Safety Representatives

- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous data from

6.2 Temperature

In accordance with the Workplace Health, Safety and Welfare Regulations 1992, Regulation 7 Temperature in indoor workplaces, the temperature in a workplace should normally be at least 16 degrees Celsius. If work involves rigorous physical effort, the temperature should be at least 13 degrees Celsius. However, these temperatures may not necessarily provide reasonable comfort, depending on other factors such as air

movement, relative humidity and worker clothing. Temperature readings should be taken close to workstations, at working height and away from windows. Taking this into account Essential Site skills have set the temperature in the office to a constant 22 degrees. If anyone is still in a state of discomfort them refer to your line managers.

7 HEALTH & SAFETY INSPECTION & REPORT PROCEDURES

Office Inspections

On an annual basis an audit of the Company's head office premises will be conducted by the Health and Safety Advisors. An audit report will be produced.

Audit Procedure

The procedure detailed below describes how audits of Nottingham Ltd offices and associated documents are to be conducted.

Documentation

Audits of the company shall be recorded utilising the Hurst Setter & Associates audit report to ensure an accurate and independent opinion is obtained.

Copies of the audits shall be produced and given to the Health & Safety Manager for corrective action.

Copies of the audit are to be made available to all employees of the company upon request.

The Health and Safety Manager will consult various publications relevant to the audit, including but not limited to:

- Statutory Instruments
- HSE Publications
- Company Documents & Procedures

Auditors Qualifications and Training

Essential Site Skills Health and Safety Manager is to hold as a minimum the NEBOSH General certificate to conduct the audit.

Auditing Schedule

Audits will be scheduled to be conducted on an annual basis as agreed with the Health & Safety Manager or under the following circumstances:

- Major change to company procedures
- As required by the Health & Safety Advisor
- As directed by outside agencies

Audit Preparation

Once the Health & Safety Advisor has confirmed the date of the audit, this date will not be circulated. This will hopefully ensure a true reflection of company procedures.

Audit Report

The audit report will be prepared by the safety advisor and will cover the following areas:

- **INTRODUCTION**
 - Person Seen

- Persons Employed
- The Business
- The Premises
- Format of the Report
- **GENERAL ADMINISTRATION**
 - Safety Organisation
 - Training
 - Accident Prevention – Reporting – Recording – Investigation Procedures
 - First Aid
 - Fire Prevention & Protection
- **OFFICE SAFETY**
 - General
 - Office Notice / Information Boards
 - Electrical
 - Access – Flooring
 - Welfare & Industrial Sanitation
 - Temperature
- **STORAGE**
- **ENVIRONMENTAL**
- **COMMENTS AND RECOMMENDATIONS**
 - Details of non-conformance
 - Agreed corrective action
 - Completion dates
 - Responsibility
 - Conclusion

Corrective Action

It shall be the responsibility of the Health & Safety Manager to ensure that all non-conformances are closed out within the specified dates.

The nominated Health & Safety Manager is to confirm in writing that all non-conformances have been closed out.

8 ROAD SAFETY POLICY

Introduction

If you are involved in an accident one of the first questions the Police may ask is if you are occupational driving or not. If you are this may lead to an individual and / or the Company being investigated further. There is growing pressure for Companies to be more proactive in trying to reduce road traffic accident rates by introducing driver policy as a part of the ongoing health and safety initiative for continuous improvement in overall company performance. Therefore, Essential Site Skills are introducing this driver policy as part of this initiative and we will periodically review the policy as part of our ongoing improvement commitment.

The purpose of this policy is to provide guidance to reduce “at work road traffic incidents” involving any vehicles used on company business (i.e. company owned vehicles and private vehicles being used to take staff to/from company work locations and sites). The policy will apply equally to regular drivers and to occasional drivers.

Employer’s Duties

The Health and Safety at Work Act 1974 requires employers to ensure, so far as is reasonably practicable, the health and safety of their employees whilst at work and to ensure that others including members of the public are not put at risk by the company’s activities, including work related driving activities.

It is Essential Site Skills policy to remind drivers that they are responsible for the safety of themselves their passengers and other road users whilst driving at any time especially when the weather badly affecting the road conditions and the government or police are advising drivers only to travel if required. It is also their responsibility

to ensure they have cleared all the snow and ice from the vehicle before commencing to drive and that they have checked the vehicle lights tyres and levels.

The Management of Health and Safety at Work Regulations requires employers to carry out an assessment of the risks to the health and safety of their employees, and to other people who may be affected by their work activities. This includes any driving activity.

With these duties in mind, it is essential the company is reasonable in what it expects from its employees who are travelling or driving on company business, and that any vehicles provided by the company are safe and suitable for the purpose of use. This means employers should not expect nor encourage drivers to drive at unsafe speeds (through time schedules) or drive excessively long distances without suitable rest periods.

Employee Duties

If you drive on company business, you must comply with the Road Traffic Act and the Highway Code. Remember the driver of the vehicle is ultimately responsible for their own and other road user's safety. The following sections provide some examples of what is required of drivers.

Driving Licenses & Permission to Drive Company Vehicles

There are legal and insurance restrictions on the use of some company vehicles and the vehicles can only be driven by people authorised by the company, in possession of the appropriate licence and in some cases above a certain age. Drivers holding provisional licences are not insured to drive company vehicles.

If you are allocated a specific company vehicle, you will be informed of all the restrictions (if any) that apply to your allocated vehicle: -

- On joining the Company and being provided with your first vehicle, within the conditional offer of employment.
- When replacing the allocated vehicle with a new vehicle.
- When taking charge of any substitution or pool car or vehicle.
- If an Insurer imposes restrictions applying to you or your vehicle.

All essential drivers are to show their current driving licence (both parts if a photo ID type of license) to their line manager or other nominated person during the first week in January in each year.

Essential drivers who receive penalty points upon their licence for any driving infringement are to report the matter to head office with immediate effect. This is essential so that the company's insurers have correct information about the drivers they are insuring.

Drivers must have a full UK Driving Licence and be physically fit to drive the vehicle. This applies to eyesight requirements, age restrictions (for certain types of vehicles) and they must not drive if under the influence of alcohol or drugs, irrespective of whether the drugs are prescribed drugs or illegal drugs.

Those who use their own vehicle for ESS activity must ensure their vehicle is correctly insured (with Business use if applicable) as well as a road-worthy state – including Road Tax, MOT (where required) and in good mechanical and functioning condition.

Risk Assess the Journey

Drivers should risk assess their journey and if safer alternative travel is available, they should choose the safer option i.e., train travel is safer than road travel - can the journey be done by train? If not, then road travel should be planned to ensure sufficient time is allowed and the best / safest route is chosen.

Route Planning and Adverse Weather Conditions

Plan the journey to ensure drivers select the safest routes. Statistically, motorways are safer than A Class roads and minor roads.

Journeys and routes should be assessed to see if a less hazardous route is more suited especially if adverse weather is forecast. In times of adverse weather and during the darker winter months, total journey times and distances should be reduced to keep road safety at an acceptable level.

If fog or severe weather suddenly descends, the driver may have to choose to suspend the journey and seek immediate local accommodation. The Company accepts this is a responsible and acceptable solution to such a situation.

Maintenance of Vehicles and General Safety Checks

The Highway Code requires the driver to check the vehicle before setting off on a journey, to ensure that vehicle is roadworthy, consumable items such as screen wash fluids and driver serviceable items are correct and functioning. This is especially important if a replacement or pool type vehicle is being used. Undertake these checks and familiarise yourself with the vehicle before setting off. The vehicle handbook will provide the essential information.

The driver is also responsible for ensuring that tyres are legal and at the correct pressure; indicators, front and rear lights, windscreen wipers etc are clean and operational and these must be checked on a regular basis as recommended in the vehicle handbook.

Vehicles must be inspected and serviced in accordance with the manufacturers recommendations and undergo MOT inspection when required. This applies to company owned or company leased vehicles and to private vehicles being used on company business. Irrespective of who owns the vehicle, the driver must ensure these requirements have been met and the vehicle is fully maintained and serviceable before driving the vehicle on company business.

With regards to company owned and company leased vehicles, the driver must ensure the vehicle is serviced in accordance with the vehicle handbook and the age or mileage covered by the vehicle. The service book must be kept up to date and be available with the vehicle as evidence that the vehicle has been maintained in accordance with manufacturers requirements.

Likewise, with regard to a tyre replacement policy. When the tyres are at, or are approaching their legal minimum tread depth limit, replacement tyres must be obtained in accordance with either the lease company arrangements or in the case of company owned vehicles, reputable tyre replacement companies. If in doubt, seek guidance from your manager or from the Company Insurance Department.

All company vehicles should be suitable for their purpose. Privately owned vehicles should not be used for **business purposes unless they are insured for business use** and they comply with road traffic requirements and have a current MOT certificate where applicable.

Company Vehicle Mileage Records

Drivers should record their mileage at the end of each month on their expense sheets. This essential data is then recorded to monitor the age of the vehicle for a replacement.

Company Vehicles - Replacement of Tax Discs (Road Fund License)

The insurance department do keep a record of when company owned vehicles are due a replacement tax disc, and they will ensure replacement discs are sent to the driver. Likewise, with regards to leased vehicles, the lease company ensures replacement tax discs are sent to the company and the company in turn sends them onto the driver. However, drivers should also monitor the expiry date of the tax disc on their vehicle and they can assist by calling or e-mailing the head office to remind them at say four weeks prior to expiry of the current tax disc. This will assist in ensuring replacement discs are available at the correct time.

Driver Safety and Security

All drivers and passengers should wear a seat belt at all times. Drivers should be mindful of their own and any passenger security and take appropriate precautions with regards to locking doors windows and not leaving bags, laptops or objects on display that could attract a thief. Theft at traffic lights and from vehicles stuck in stationary traffic is an increasing problem. Keep valuables out of sight and doors locked.

If the vehicle is carrying goods or objects, ensure they are secure so they will not strike against the driver or passenger should an incident or severe braking occur

Drivers should not offer lifts to strangers or 'hitch hikers' on the highway. Be mindful of people purporting to be 'in difficulty' as this may be a way of getting you to stop or even to get inside your vehicle. This is especially relevant to lone female drivers.

Accident, Incident or Breakdown Situations

If you are involved in an accident, incident or breakdown situation you will probably have to get out of your vehicle and walk or stand on the highway. As a pedestrian standing on or by a high-speed roadway you are very vulnerable. Therefore, look around the area and assess the risks. Factors to consider include: -

- Use your hazard flashers to warn other drivers.
- Can you get the vehicle off the highway?
- Can approaching drivers see your vehicle and can they see you. If you have high visibility clothing in the vehicle - wear it.
- Can vehicles safely pass your vehicle without endangering you or themselves?
- If you have passengers, are they safer in the vehicle or outside the vehicle. You will have to make this decision having considered the situation at that time.
- Keep your vehicle secure - this is an opportunity for someone to steal from your vehicle or boot area whilst left open and with you distracted by other demands. Unfortunately, not all good Samaritans are 'Good Samaritans' - be careful.

If you have a puncture and need to use the spare wheel:

- Get your vehicle to a safe location, preferably off the highway.
- If you have high visibility clothing in the car - wear it.
- If you do not know how to change the wheel - call for assistance from the breakdown services.
- If you are on a motorway do not change drivers side wheels unless it is safe to do so. This would put you very close to passing vehicles and very close to a quick death. Call the emergency services for assistance.
- If you are a lone female driver, tell the emergency services. They will do all they can to get assistance to you quickly.

Use of Mobile Phones and Other Electronic Devices Whilst Driving

The company does not encourage drivers to make or receive mobile phone calls whilst driving, even if the vehicle is fitted with a hands-free device. It is safer and preferable for drivers to allow devices such as answering machine, missed call register etc. to record the calls and the driver respond when the vehicle is off the public highway, stationary and it is safe to do so.

The same guidance applies to all electronic devices (Sat Nav, Organisers etc) currently used in our personal and business world. When driving, focus on the demands of driving the vehicle safely and do not use such devices until you have stopped, and it is safe to do so.

Driver Tiredness and Overnight Accommodation

Tiredness can kill; therefore, driving whilst tired should be avoided to prevent the risk of falling asleep whilst driving. Regular breaks should be taken, i.e. take at least a 15-minute break for every two hours of driving. Statistics show the "high risk" times for falling asleep whilst driving are between midnight and 5am and between 2pm and 4pm. It therefore follows when planning journeys, it is best to try and avoid these times, or if it is not possible to ensure more frequent rest breaks are taken if driving through these times.

For drivers who are required to travel considerable distance away from home on company business, the company has an open and fair policy with regards to overnight accommodation. Such drivers (and employee passengers) should consider the risk of a driving related incident before choosing to drive excessive distances without suitable breaks. The company knows that reasonable overnight accommodation costs are far more preferable than a serious incident involving a company vehicle due to driver tiredness. Drivers are encouraged to take a similar balanced view to assess such risks when deciding if it is safe to continue with a long journey, or if a rest period

or overnight accommodation is required. If an employee has any doubt with regards to company policy on overnight accommodation, talk to your manager before setting off on long journeys and get specific guidance.

Hiring of Vehicles for Company Business

Employees who are hiring vehicles for company business should check with head office to ascertain what level of car insurance is required during the hire period.

Taking Vehicles out of the UK (for business or for personal use)

Drivers must contact head office as early as possible before they travel to ensure the vehicle is insured for use outside of UK and that the driver has the necessary authorisation and documentation from the owner of the vehicle to take the vehicle out of the UK.

In Conclusion

The Company provides quality vehicles for its drivers that are fit for purpose and systems for them to be maintained to ensure they are conforming to all the legal, insurance and tax requirements.

Drivers have control of the vehicles and ultimately the driver at the wheel is responsible for their own and other road user's safety. Drivers are also generally in control of their own timetables and schedules whilst performing duties on behalf of the Company.

The Company encourages its driving staff to take a reasonable and balanced view when planning and undertaking road journeys to ensure the risk of injury or incident is reduced and that neither you, nor the company due to your actions, endanger yourself or other road users.

This Policy is a live document which will be updated from time to time to reflect changes and new guidance in particular: -

- The introduction of any new Legislation relating directly to work related road safety.
- The amendment of existing policies to suit changes in our insurer's requirements or those of our fleet leasing suppliers or other parties where applicable.
- Any new guidance or initiatives that require an amendment of this existing policy.

9 LONE WORKERS

INTRODUCTION

Essential Site Skills intend to minimise the amount of lone working carried out by our employees, or by sub-contractors working on our behalf. In the event that lone worker operations cannot be avoided, the procedure laid down within this document will be applied.

PROCEDURE

- **Essential Site Skills** have reviewed all the work operations associated with our projects and given them a category based on risk assessment techniques.
- Only medium to low operations will be considered to be suitable for lone personnel to carry out.
- All persons delegated to work alone, must be familiar with this procedure and must demonstrate an understanding of their associated actions, prior to being appointed.
- Working times for lone working must be pre-approved between the worker and a member of the company's Management Team.

A clear start and finish time must be agreed to ensure the full working period is fully supervised as per the procedure.

- A clear definition of the 'approved work operations' will be made prior to the work commencing. The risk of lone workers carrying out secondary work presents the greatest danger and as such only work specified by the company's Supervisory Management Team shall be carried out.
- A formal communication/reporting back procedure will be applied. This involves a systematic phone call/fax between the lone worker and the company representative at specified times.
- Site security measures will be discussed and approved prior to commencing lone working, due to the potential risks to the worker. The opening up of a premise and the exposure of a single person to break in, violence etc., increases with this type of work.

The security of the lone worker will be considered as paramount

- Emergency contact numbers will be agreed, and lone workers will retain a copy whilst on site.

SUMMARY

The points raised within this procedure will be used as a training aid for all lone workers. This ensures that they appreciate all the risks involved in their work and also that they know the applicable control measures to apply.

10 HEALTH & SAFETY YOUNG PERSONS

Protection of Young Persons

The Health and Safety (Young Persons) Regulations 1997 were revoked in 1999 and the basic principal for employers to protect Young Persons at Work was incorporated into the management of Health and Safety at Work Regulations 1999 (19)

Definition

The definition of a "Young Person" relates to any person who has not yet reached the age of 18 years.

Essential Site Skills will ensure that any "Young Person" employed by the company will be protected whilst at work from any risk that is likely to affect their health & safety, as a consequence of their lack of experience or absence of awareness of the potential risk or that the person has not fully matured.

Essential Site Skills will not employ a "Young Person" for work

- Which is beyond the persons physical or psychological capacity
- Involving harmful exposure to agents which are toxic or carcinogenic, cause genetic damage or harm to an unborn child or which may chronically affect health.
- Involving exposure to radiation.
- Involving the risk of accidents that cannot reasonably be avoided by a "Young Person" due to their lack of attention to safety, lack of experience or lack of training.

Where there is a risk to health from:

- Extreme cold or heat
- Noise
- Vibration

Essential Site Skills will not prevent the employment of a "Young Person" who is no longer a child for work provided:

- a) It is necessary for their training
- b) That the "Young Person" will be supervised by a competent person
- c) The risk is reduced to the lowest level reasonably practicable

Essential Site Skills will not permit any “Young Person” to operate any item of high-risk equipment unless the “Young Person” has the appropriate maturity, competence and has completed the appropriate training.

During training “Young Persons” may operate high risk equipment provided they are adequately supervised.

On completion of training a “Young Person” will continue to be adequately supervised until they have matured sufficiently.

11 Manual Handling

The Manual Handling Operations Regulations 1992 amended 2004 first came into force on 1st January 1993.

In order to comply with these regulations Essential Site Skills will:

AVOID The need for hazardous manual handling, as far as is reasonably practicable

“Where possible we will try to avoid Manual Handling, automation and mechanical means will be considered”

ASSESS The risk of injury from any hazardous manual handling that cannot be avoided

- a) Competent individual will be appointed to carry out the assessments
- b) Employees will be consulted to assist with carrying out the assessment
- c) All assessments will be recorded
- d) Monitor the assessment and amended should methods of manual be altered, or circumstances differ

TASKS – Do they involve

- holding loads away from the body
- twisting, stopping or reaching upwards
- large vertical movement
- long carrying distances
- strenuous pushing or pulling
- unpredictable movement of loads
- repetitive handling
- insufficient rest or recovery time
- a work rate imposed by a process

LOADS – Are they

- heavy, bulky or unwieldy
- difficult to grasp
- unstable or unpredictable
- intrinsically harmful, e.g. sharp or hot

WORKING ENVIRONMENT – Are there

- Constraints on posture
- Poor floors
- Variations in levels
- Hot / cold / humid conditions
- Strong air movements

- Poor lighting conditions
- Restrictions on movement or posture from clothes or personal protective equipment

Manual Handling Regulations continued

INDIVIDUAL CAPACITY – Does the job

- require unusual capability
- endanger those with a health problem
- endanger pregnant women
- call for special information or training

REDUCE The risk of injury from hazardous manual handling as far as is reasonably practicable

Ways of reducing the risk of injury

Can you

- improve workplace layout to improve efficiency
- reduce the amount of twisting and stooping
- avoid lifting from floor level or above shoulder height
- reduce carrying distances
- avoid repetitive handling
- vary the work, allowing one set of muscles to rest whilst another set is used

Can the load be

- made lighter or less bulky
- easier to grasp
- more stable
- less damaging to hold

Can you

- remove obstructions to free movement
- provide better flooring
- avoid steps and steep ramps
- prevent extremes of hot and cold
- improve lighting
- consider less restrictive clothing or personal protective equipment

Can you

- take better care of those who have a physical weakness
- give employees more information
- provide training

Manual Handling Regulations continued

TRAIN To consult, inform and train employees in basic Manual Handling techniques

Manual Handling Regulations continued

GOOD HANDLING TECHNIQUES

Essential Site Skills will implement the following guidance: -

1. STOP and THINK.

Plan the Lift

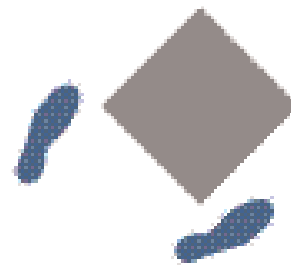
Where is the load going to be placed?

Use appropriate handling aids if possible. Do you need help with the load?

Remove obstructions such as discarded wrapping material. For a long lift such as floor to shoulder height – consider resting the load mid-way on a table or bench in order to change grip.

2. Place the feet.

Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult) leading leg as far forward as is comfortable.



3. Adopt a good posture.

Bend the knees so that the hands when grasping the load are as nearly level with the waist as possible. But do not kneel or over flex the knees.

Keep the back straight (tucking in the chin helps).

Lean forwards a little over the load if necessary to get a good grip.

Keep shoulders level and facing in the same direction as the hips.



4. Get a Good Firm Grip

Try to keep the arms within the boundary formed by the legs.

The best position and type of grip depends on the circumstances and individual preference, but must be secure.

A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds do it as smoothly as possible.



5. Keep close to the load

Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible slide it towards you before trying to lift.

6. Don't Jerk

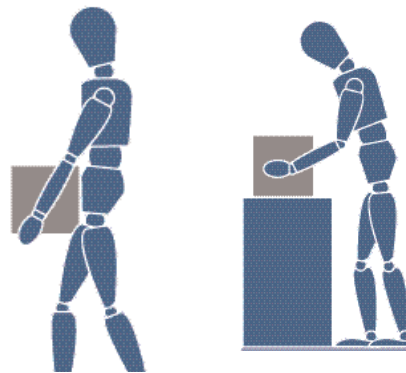
Lift Smoothly raising the chin as the lift begins keeping control of the load.

7. Move the Feet

Don't twist the trunk when turning to the side.

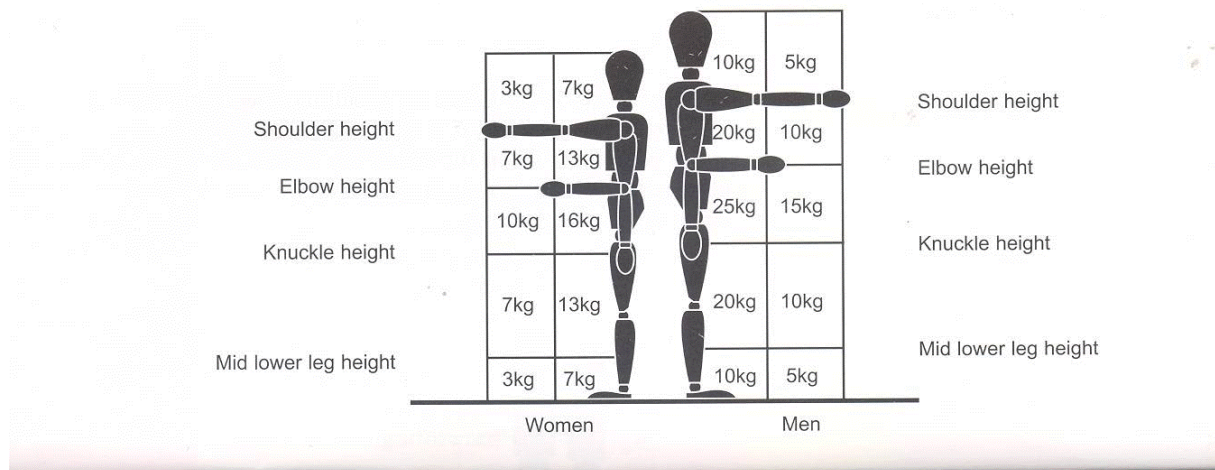
8. Put Down, then Adjust

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



Manual Handling Regulations continue

General Risk Assessment Guidelines



- Each box in the diagram above shows guideline weights for lifting and lowering
- Observe the activity and compare to the diagram. If the lifter's hands enter more than one box during the operation use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes.

If the operation must take place with the hands beyond the boxes make a more detailed assessment.

- The Operation takes place in reasonable working conditions with the lifter in a stable body position
- Any operation involving more than twice the guideline weights should be rigorously assessed even for very fit, well trained individuals working under favourable conditions.
- There is no such thing as a completely "safe" manual handling operation. But working within the guidelines will cut the risk and reduce the need for a

MANUAL HANDLING OPERATIONS RECORD
 Mark boxes as appropriate. Every activity must be marked

Company	Project/Premise	Activity
Materials to be handled	Hazardous contents	Locations
Can manual handling be eliminated?		

TASK	 STOOPING YES <input type="checkbox"/> NO <input type="checkbox"/>	 LIFTING HIGH YES <input type="checkbox"/> NO <input type="checkbox"/>	 LIFTING LOW YES <input type="checkbox"/> NO <input type="checkbox"/>	 HANDLING WHILE SEATED YES <input type="checkbox"/> NO <input type="checkbox"/>	 REPETITION YES <input type="checkbox"/> NO <input type="checkbox"/>	 REACHING HIGH YES <input type="checkbox"/> NO <input type="checkbox"/>	 REACHING LOW YES <input type="checkbox"/> NO <input type="checkbox"/>	 CARRYING YES <input type="checkbox"/> NO <input type="checkbox"/>	 TWISTING YES <input type="checkbox"/> NO <input type="checkbox"/>	 BENDING SIDeways YES <input type="checkbox"/> NO <input type="checkbox"/>	 PUSHING YES <input type="checkbox"/> NO <input type="checkbox"/>	 PULLING YES <input type="checkbox"/> NO <input type="checkbox"/>
LOAD	 BULKY/ UNWIELDY YES <input type="checkbox"/> NO <input type="checkbox"/>	 DIFFICULT TO GRIP YES <input type="checkbox"/> NO <input type="checkbox"/>	 HOT YES <input type="checkbox"/> NO <input type="checkbox"/>	 COLD YES <input type="checkbox"/> NO <input type="checkbox"/>	 HEAVY YES <input type="checkbox"/> NO <input type="checkbox"/>	 LIGHT YES <input type="checkbox"/> NO <input type="checkbox"/>	 SHARP/ ABRASIVE YES <input type="checkbox"/> NO <input type="checkbox"/>	 UNSTABLE YES <input type="checkbox"/> NO <input type="checkbox"/>	 ECCENTRIC SHAPE YES <input type="checkbox"/> NO <input type="checkbox"/>			
ENVIRON	 HOT YES <input type="checkbox"/> NO <input type="checkbox"/>	 COLD YES <input type="checkbox"/> NO <input type="checkbox"/>	 HUMID YES <input type="checkbox"/> NO <input type="checkbox"/>	 WINDY YES <input type="checkbox"/> NO <input type="checkbox"/>	 DUSTY YES <input type="checkbox"/> NO <input type="checkbox"/>	 NOISY YES <input type="checkbox"/> NO <input type="checkbox"/>	 VIBRATING YES <input type="checkbox"/> NO <input type="checkbox"/>	 OBSTRUCTIONS YES <input type="checkbox"/> NO <input type="checkbox"/>	 STEPS YES <input type="checkbox"/> NO <input type="checkbox"/>	 CONFINED SPACES YES <input type="checkbox"/> NO <input type="checkbox"/>	 SLOPES YES <input type="checkbox"/> NO <input type="checkbox"/>	 UNEVEN SURFACES YES <input type="checkbox"/> NO <input type="checkbox"/>
PERSON	 NEED FOR UNUSUAL STRENGTH, ETC. YES <input type="checkbox"/> NO <input type="checkbox"/>	 TRAINING REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	 PPE TO BE WORN YES <input type="checkbox"/> NO <input type="checkbox"/>	 18 - 55 YEARS? YES <input type="checkbox"/> NO <input type="checkbox"/>	 MEDICAL CONDITION OR HISTORY YES <input type="checkbox"/> NO <input type="checkbox"/>							

Control Measures:

Assessor:	Date:	Received by:	Date:
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12 Personal Protective Equipment (P.P.E.)

Personal Protective Equipment should always be regarded as a “last resort” against risks to health and safety.

All reasonable steps will be taken to prevent or control the risks at source by making machinery or processes safer, by using Engineering Controls or Safe Systems of Work.

In order to comply with the Personal Protective Equipment Regulations 1992, Essential Site Skills will implement the following “Safety Controls”: -

An Assessment of the Workplace and Employee requirements for PPE will be carried out.

Where reasonably practicable, the risk will be controlled at source.

Where the risk cannot be controlled at source, Employees will be provided with suitable PPE free of charge. Including safety footwear.

Employees will be monitored to ensure that PPE is used, maintained and replaced as required.

Employees will be provided with adequate information, instruction and training regarding the risks associated with the activity and their correct use of PPE.

13 Essential Site Skills Personnel - Health and Safety Responsibilities

Health and Safety Policy Organisation and responsibilities:

Managing Director

The Managing Director is responsible for all health and safety matters within Essential Site Skills (ESS). On behalf of the ESS, the chief executive will: -

- Provide a facility which can ensure the provision of a suitable and sufficient assessment of the health and safety risks to which employees, learners and visitors, members of public, contractors of the ESS may be exposed.
- Appoint competent persons to assist in undertaking the measures necessary to comply with the ESS’s statutory regulations.
- Allocate budget and resources needs sufficient to ensure that Essential Site Skills can meet statutory requirements and ESS procedures.
- Attend the ESS health and safety committee and formally report to the organisation board.
- Monitor senior managers to ensure they are complying with the ESS health and safety policy.
- Liaise with health and safety enforcement agencies when they visit the ESS.
- Instigate appropriate disciplinary action where staff are in breach of the ESS health and safety policy and health and safety regulations.

Executive Director: Health & Safety Manager

The Executive Director is chair of the health and safety committee and acts on behalf and in consultation of the Managing Director in all matters relating to the health and safety of the ESS.

Teaching, Learning & Assessment Personnel

Tutors/Assessors are responsible for ensuring the health, safety and welfare of their learners while under their supervision including any organised out of ESS activities. Risk assessments for these activities are to include all necessary precautions to protect the learners and members of the public. Risk assessments should also be completed for any learners with medical conditions to protect the learner.

Staff will be provided with the necessary training to assist them with their risk assessments as sourced by People Development.

Employees

Employees are responsible for their own safety and welfare, the safety of other employees and visitors and learners to their place of work. They are required to co-operate with all other employees in keeping the workplace healthy and safe. If employees have any difficulty with compliance, they are requested to contact their line manager immediately.

Specialist Support Teams

- a) The Quality Team are to promote a safe environment for learners. The purposes of these roles are to contribute to learner and ESS success by providing a supportive service, working with others, which will provide a secure framework for a safe learning performance.

The team will:

- Assist student integration and behaviour management within the curriculum.
- Provide and organise all responsible support to learners with personal problems affecting their potential to continue and achieve, referring onto appropriate agencies if required.
- Develop relationships between learners, tutors and the support functions, encouraging dialogue and feedback.
- Up skill and develop other staff to participate effectively in learner behaviour management.
- Produce reports and to analyse activities and achievements.
- Liaise with appropriate external agencies, e.g. police, health and specialist units.
- Conduct focus groups and other feedback/communications activities.
- Assist in the implementation of disciplinary investigation and other sanction systems.
- Promote a health, welfare and safeguarding culture within Essential Site Skills.
- Keep up to date with new legislation, procedures and techniques.

Learners

The learner is responsible for their personal health, safety and welfare of others who may be affected by their acts or omissions and therefore must comply with college rules and procedures.

Additionally, the Learner will: -

- Observe standards of dress and behaviour appropriate to the working situation.
- Heed warning and observe rules and ask for such warnings and rules where they are not made obvious.
- Not wilfully misuse, neglect or damage things provided for safety.

Note: learners with any learning difficulties or disabilities will be under the care and supervision of a member of college staff and/ or support worker at all times. All elements of the health and safety policy apply to these learners and must be interpreted and used to ensure that they are adequately monitored while at college.

14 Health and Safety of Apprentices

Introduction

Essential Site Skills Apprenticeship division is responsible for the recruitment of apprentices and the delivery of apprenticeship programs. The health and safety of apprentices is of paramount importance and workplaces must be a safe and secure environment for all apprentices

14.1 Responsibilities

The employer has the primary responsibility for the health and safety of the apprentice and should be managing any significant risks however Essential Site Skills should take reasonable steps to ensure that the employer is doing this.

14.2 Employer Checks

Prior to any apprentices being enrolled a full Health and Safety Risk assessment must be undertaken of the apprentice's potential workplace. This risk assessment is to be carried out by a ESS employee who holds a Health and Safety Qualification and quality assured by the Essential Site Skills Health and Safety Manager. The Risk Assessment must comply with section 6 of this policy. Checks should be checks in proportion to the environment, for example

- For low risk environments, such as an office or shop, with everyday risks that will mostly be familiar to the apprentice, simply speaking with the employer to confirm this should be enough. This can be part of any wider conversation on placement arrangements that may take place.
- For environments with less familiar risks, like light assembly or packing facilities, talk to the employer to find out what the apprentice will be doing and confirm the employer has arrangements for managing risks, including induction, training, supervision, site familiarisation, and any protective equipment that might be needed.
- For higher risk environments such as construction, agriculture or manufacturing, discuss with the employer what the apprentice will be doing, the risks involved and how these are managed, satisfying yourself that the instruction, training and supervisory arrangements have been properly thought through.

14.3 Accident and Ill Health Reporting

Any accidents and ill health must report to ESS via the individual's tutor. This should be recorded within the apprentice's file.

14.4 Health and Safety Concerns.

All Apprenticeships should be made aware of who to report any health and safety concerns to, both in their workplace and to Essential Site Skills. These must be made aware during enrolment and onboarding of the apprentice and at regular stages throughout the program

15 Key Health and Safety Personnel

15.1 The Health and Safety Provision

The Health and Safety Manager support and act as the Managing Director's advisor. Where resources allow, the Health and Safety Manager will support departments and employees in meeting their various

responsibilities for health and safety. Where necessary, the Operations Director will commission competent advice and support from external consultant(s).

Under the direction of the Managing Director, the Health and Safety Manager will within their resources:

- Advise, write and collate the instruction and procedures that will constitute the detailed arrangements for safety throughout the ESS.
- Ensure the effective planning, organisation, control, monitoring, review and auditing of the ESS health and safety provision.
- Monitor workplace risk assessments and fire safety management procedures for the ESS.
- Submit health and safety reports and statistics where appropriate and where required.
- Organise and manage the various levels of safety audits and inspections carried out within the ESS.
- Ensure that all reportable injuries diseases and dangerous occurrences as identified in RIDDOR (Reporting of injuries, diseases and dangerous occurrences) are reported to HSE (health and safety executive), formally investigated and any improvement in preventative measures are identified and advised upon, and fatalities are reported to skills funding agencies.
- Monitor and report accidents / near accidents as required to the Health and Safety Executive and reported fatalities to the Education and Skills Funding Agency.
- Monitor inspection procedures for all protective equipment used in the ESS.
- Report to the Executive Director via the Managing Director on any matters which require their input in ensuring the effective health and safety of employees, learners, visitors, contractors and members of the public.

Name	Role/Title	Work Phone Number	Home Phone Number	Mobile Phone Number
Catherine Storer	Managing Director	0115 8970 529	01773 530003	07985 281 546
Stuart Goodman	Executive Director 'Health & Safety Manager'	0115 8970 529	07738 176 407	07738 176 407
Nick Yoxall	Operations Director	0115 8970 529	07803590432	07803590432
Amanda Warham	Head of Operations	0115 8970 529	07944 200 709	07944 200 709
Katy Baker	Head of Quality and Curriculum	0115 8970 529	07985 728 605	07985 728 605
Kim Williamson	Finance Manager	0115 8970 529	07539 648679	07539 648679

15.2 Health and Safety Committee

The ESS has formed a single health and safety committee, which serves all the ESS sites. The membership and functions of the health and safety committee have been devised in consultation with ESS staff.

Forthcoming agenda items and previous minutes of meeting will be displayed on website and copies kept with the health and safety department. Any employee who wishes to submit an agenda item may do so via health and safety.

15.3 Employee Representatives

The ESS recognises several trade unions, each of which has the right to appoint safety representatives

ESS as the employer is fully supportive of the representatives' rights under the said regulations.

15.4 Communications

The direct involvement of all employees and learners is fully encouraged for the improvement of the ESS health and safety provision. Any hazards or defects, which may lead to risk and/ or danger, must be reported and any suggestions to improve the health and safety environment of the college are welcomed. Health and safety will be represented at employee council meetings and will usually be available on a day-to-day basis. Health and safety have an open-door policy and can be contacted in a variety of ways.

16 Policy Review

The effectiveness of the general policy statement and other specific policies in use throughout Essential Site Skills will be regularly reviewed and revised as and when necessary.

This policy is applied to all aspects of the delivery of ESF projects.

17 Appendix 1 – Apprenticeship Health and Safety Compliance Assessment

Health and Safety Compliance Assessment

It is a requirement for use of Government funding that employers comply with Health & Safety legislation. Each Party shall take all necessary measures to comply with all applicable laws including the requirements of the Health & Safety at Work Act 1974 and any other acts, orders, regulations and approved codes of practice relating to health and safety, which may apply to their performance of the apprenticeship.

Please complete this Health & Safety Self-Assessment to confirm that adequate policies and procedures are in place to safeguard apprentices in the workplace.

You are required to provide copies of:

- **Certificate for Employers Liability Insurance**
- **Health & Safety policy**

Employer Information

Company Name	
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Employer Head Office

Company Address Line 1	
Address Line 2	
Address Line 3	
City/Town	
County	
Post Code	

Workplace location if different from above:

Company Address Line 1	
Address Line 2	
Address Line 3	
City/Town	
County	
Post Code	

Health & Safety Contact

Main Contact Name	
Office Telephone Number	

Mobile Number	
Email Address	

Health & Safety Compliance Review

Is there a written Health & Safety Policy? (required for 5 or more staff) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please tick here to confirm you have attached a copy	

Is there appropriate Employer's Liability Insurance in place (and current) for the business undertaken? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please tick here to confirm you have attached a copy	

Is the Health & Safety Policy communicated to all staff? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide details:	

Is the Health & Safety Policy updated annually? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide details:	

Please describe the type of work environment	

Please list details of any enforcement action imposed upon the company, regarding Health and Safety (including prosecutions, notices etc.)	

Are there appropriate risk assessments completed where required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide details:	

Are there sufficient control measures identified and put in place, because of the risk assessments?

Yes No

Please provide details:

Do the risk assessments consider experience, and awareness of risks where appropriate?

Yes No

Please provide details:

Do you have a policy regarding E-Safety for internet usage?

Yes No

Please provide a copy of the written risk assessment.

Are there adequate arrangements for training First Aid persons in place?

Yes No

Please provide details:

Are there adequate arrangements for First Aid resources in place?

Yes No

Please provide details:

Is there a process / procedure for recording accidents / first aid treatment?

Yes No

Please provide details:

Are you aware of the reporting requirements of RIDDOR?

Yes No

Please provide details of process and any notifications in last 12 months:

Are there sufficient fire appliances, extinguishers, and equipment in place?

Yes No

Please provide details:

Are Fire Exits clearly marked?

Yes No

Please provide details:

Are Fire Alarms clearly marked?

Yes No

Please provide details:

Are there clear Evacuation Procedures?

Yes No

Please provide details:

Are there clearly signed Fire Assembly Points?

Yes No

Please provide details:

Is there a named person(s) for emergencies?

Yes No

Please provide details:

Are the lighting, heating, ventilation and work space requirements adequate for the working environment?

Yes No

Please provide details:

Are there systems in place for checking electrical items and other machinery / equipment?

Yes No

Please provide details:

Are there adequate welfare facilities, inc. toilets, an area for taking rest breaks, washing, changing etc.?

Yes No

Please provide details:

If Personal Protective Equipment (PPE) is required, is it appropriate, checked and supplied?

Yes No

Please provide details:

Essential Site Skills considers the safeguarding of its Apprentices with the utmost importance and has procedures in place to ensure that allegations are investigated in the correct manner.

Do you understand the commitment to safeguarding and agree to assist ESS in its goal in

Safeguarding all Apprentices? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide details:	

Do you understand Equal Opportunities and the active promotion of Equality, Diversity, and Inclusion in line with the Equality Act 2010 and associated policy and guidance? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide details:	

I understand and agree that this completed form reflects the Health and Safety and Equal Opportunities arrangements in my company/organisation.

On behalf of the Employer

Name		Date	
Position within Company			
Signature			

On behalf of Essential Site Skills

Name		Date	
Position within Company			
Signature			

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