

## Quack Recruitment & Training Health & Safety Policy

### INTRODUCTION

Section 2 (3) of the Health & Safety at Work Act 1974 states:

"Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of his employees". (Please see para 10).

Regulation 4 of the Management of Health and Safety at Work Regulations restates the above requirements as part of a company management system.

Regulation 3 (1) of the Management Regulations requires every employer to make a suitable and sufficient assessment of:

- a) The risks to the health and safety of his employees whilst they are at work; and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

New Regulations also require:

- i) The employer to designate competent personnel to take charge of health and safety activities or to use outside agencies.
- ii) The employer to provide for first-aid, fire and emergency arrangements.
- iii) The employer to provide information and training for employees and to consult worker's representatives on health and safety matters and
- iv) Employees to take care of their own and others safety and to co-operate with their employer.

The Health & Safety (Training for Employment) Regulations extend the Health and Safety at Work Act to cover people provided with "relevant training" which is defined as "work experience" provided pursuant to a training course or programme, or training for employment, or both" i.e., all people receiving training or work experience from an employer in the workplace are deemed to be employees for the purposes of health and safety legislation. All staff are Health and Safety trained during their induction by the Assistant Training Manager and receive a level 1 Health and Safety certificate. The training covers a full breakdown of the Health and Safety Policy, including their associated roles and responsibilities to ensure it is effectively implemented. This includes display screen equipment, PPE, COSHH, PUWER, Risk assessment, near miss/accident reporting, RIDDOR etc. Refresher training takes place annually at the December all staff meeting and via, a minimum of 2 x Health and Safety toolbox talks for emerging issues. Training includes a full breakdown of this Health and Safety policy, including staff responsibilities to ensure it is effectively implemented.

### The Safe Learner

Quack Recruitment & Training Ltd is totally committed to the concept of the "safe learner" and makes every effort to translate the concept into practical applications for the learner. This is achieved by focusing the effort in the "transfer" stage where information/training is being delivered to the learner.

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This is typically with the tutors in the 'training centre'/college, and through the supervisor in the workplace. Intervention at this level is liable to have the most significant impact. The focus is on instilling in the individual learner a sense of responsibility for self, and others, and providing a supportive climate to encourage the appropriate development of the individual's skills.

#### Violence/Bullying /Abuse

The Health and Safety Executive's definition of work-related violence is 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Any allegation will be thoroughly investigated by the Training Manager and where necessary the appropriate action taken.

#### Mental Health

The term 'mental health' describes a sense of well-being; the capacity to live in a resourceful and fulfilling manner and having the resilience to deal with the obstacles that life presents. For the purpose of these procedures the term 'mental health difficulties' refers to:

- Temporary debilitating mental health conditions or reactions which impact on a student's ability to fulfil their academic potential.
- Emerging mental health problems which may develop into conditions which require ongoing support or intervention.
- Severe or enduring mental ill health, which may be classified as a disability under Disability legislation.

There are a range of conditions which come under the umbrella term 'mental health difficulties', including anxiety, depression, eating disorders, self-harm, bipolar mood disorder, psychosis, obsessive compulsive disorder and others as diagnosed by a relevant medical practitioner. Quack Recruitment & Training Ltd seeks to provide holistic support to all our students in a way which reflects our values. In order to help support the mental health of its students we are committed to providing:

- A supportive and non-discriminatory environment for all learners
- A co-ordinated approach to training and raising awareness.
- Continuing development of policy and provision
- A co-ordinated approach to the support of learners in the management of their studies throughout their time with us. The Training Manager and Assistant Training Manager have been trained as mental health first aiders.

## 2. RESPONSIBILITIES

The Training Manager has corporate responsibility for safety and occupational health and hence will ensure that an effective policy is maintained to prevent injuries, loss or damage to property, of risks to persons, whether employed by Quack Recruitment & Training Ltd or not but affected as a result of Company activities. The Training Manager will ensure that all employees and trainees fulfil their responsibilities and, as far as is reasonably practicable, ensure that no impediment exists to prevent the fulfilment of this obligation. He will also initiate actions to ensure the elimination or reduction of risks to safety and health. In its commitment to prevent injury and ill health to employees, contractors and others affected by day-to-day operations, and in striving for continual improvement, the Company sets annual objectives and targets against which its performance is monitored.

#### DESIGNATED COMPETENT PERSON

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The Training Manager will appoint a 'Competent Person' who will be responsible for developing, communicating and implementing a cost effective, strategic safety programme for the Company as a whole. This will be done through liaison with the Training Manager who will ensure that the Company has, at all times, the capability and resources to operate safely. The designated 'Competent Person' will co-ordinate activities relating to safety at all work locations within the Company and monitor standards achieved by regularly auditing for safe systems of work and recording the results of such audits. Until notified otherwise, the staff member designated as the 'Competent Person' will be the holder of the post of "Health and Safety Officer". (Whilst the Health & Safety Officer is undergoing training further advice and guidance can be sought from the named NVQ4 competent person. Their details are available on request from the Training Manager) In the absence of the Training Manager the next senior staff member will assume overall responsibility for Health and Safety matters. General Health and Safety information can be sourced at [www.hse.gov.uk](http://www.hse.gov.uk).

### Tutor/Instructors

Every Tutor and/or Instructor has the responsibility for their own safety and occupational health as well as that of the trainees for whom they are responsible and for the safety and loss prevention activities relating to all facilities entrusted to their care as laid down in their job description. Tutors and/or Instructors are responsible for developing suitable programmes to encourage safety awareness and ensuring compliance of all personnel, including on site contract personnel with Company safety principles, standards and policies as laid down by the Training Manager. Specifically, they must ensure:

- i. That each trainee is given sufficient information at the start of any training course about company policies and housekeeping rules.
- ii. That each trainee is competently and adequately supervised and provided with experience and training necessary to undertake their appointed tasks safely.
- iii. That trainees in their charge are given sufficient time and resources to undertake practical tasks safely and efficiently.
- iv. That adequate, competent qualified supervision is provided for ALL jobs.
- v. That the procedure to be used for each task is adequately thought out, hazards identified, and appropriate safety precautions taken, and the procedure properly communicated to the operators.
- vi. That equipment and facilities are kept in a safe condition and any faults reported.
- vii. That equipment supplied to the trainees is properly selected, used and maintained to allow safe completion of the work.
- viii. That all of the above apply when personnel or trainees are working away from their normal place of work.

### 3. Peripatetic Workers

All company vehicles, which are used on company business, will be provided with portable first-aid kits. The vehicle user will be responsible for ensuring that the contents of each kit are replenished as soon as possible after use of items. Company vehicle users are reminded that, when visiting another company site, they are bound by the safety requirements existing at that site i.e., booking in and out, speed limits, parking restrictions, loading and unloading of goods, emergency procedures, smoking etc.

The 'Training Officer' is responsible for the initial appraisal, on-going monitoring and visit recording of all.

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placement providers.

#### 4. First Aid

First-aiders are responsible for providing first aid to injured personnel until more medically qualified personnel arrive. In the event of any incident resulting in the necessity to provide 'first-aid', the Tutor/Instructor in charge should direct injured personnel to the trained first aiders – A list of first aiders is at each first aid location. The Tutor/Instructor in charge will enter details of the treatment given and action taken in the Accident Book.

The designated 'Competent Person' is responsible for the maintenance of first-aid boxes.

#### 5. Employees (to include trainees/learners)

Every employee has a continuing duty to exercise responsibility and to do everything reasonably practicable to prevent injury to themselves and others.

Employees must at all times use appropriate safety clothing and equipment as recommended and provided by the management; they must report any accidents, incidents, near misses and/or potential safety hazards promptly to the Training Manager.

#### 6. RISK ASSESSMENTS & COSHH RECORDS

Assessments of risks in each workstation/area will be carried out by nominated staff members who will submit their written reports to the Training Manager for further discussion and the implementation of any necessary action. The designated 'Competent Person' will be specifically responsible for the recording of risks associated with hazardous substances.

#### 7. STAFF MEETINGS

All staff meetings will include 'Health and Safety and Welfare at Work' as an agenda item. Where necessary any member of staff should discuss important matters with Management without waiting for the next meeting. Learners should discuss any issues during their workplace review or urgent matters immediately with their tutor.

#### 8. MANUAL HANDLING

Where possible lifting equipment should be used to facilitate lifting. Where this is not possible correct lifting techniques must be adopted. No one should attempt to lift anything, which is above his or her capabilities.

#### 9. PERSONAL PROTECTIVE EQUIPMENT

Items of personal protective equipment (PPE) will be issued to staff and trainees as required in order to comply with the Personal Protective Equipment at Work Regulations 2002. PPE will be issued against a signature and the recipient of each item of PPE will be responsible for the correct use, care, storage and maintenance of that item.

#### 10. WORKSHOP EQUIPMENT AND LIFT TRUCKS

The Training Manager will ensure that arrangements are in place to comply with current legislation for the maintenance and inspection of workshop equipment and lift trucks. Appropriate training will take place with employees (including trainees/learners) before the use of work equipment.

#### 11. LIFT TRUCKS - OPERATION

Lift trucks will only be operated by Tutors/Instructors who are authorised to do so. Trainee operators must always be under supervision.

#### 12. EMERGENCIES



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The Company will provide and display a set of emergency procedures to be followed in the event of fire, hazardous substance spillage etc. The procedures contain specific details on many aspects of fire prevention and what to do in the event of a fire e.g. smoking in delegated areas only, raising the alarm, assembling at the designated area etc.

Emergency exercises and drills will be held regularly to test the procedure and response of personnel.

The designated 'Competent Person' will act as 'Fire Marshall' and will be specifically responsible for the recording drills etc. Action will be taken to correct any deficiencies or weakness detected.

### 13. EXTERNAL CONTRACTOR

On arrival at our premises, external contractors will be questioned and briefed re our Company policies. Once it has been established that they are competent they will sign a disclaimer before carrying out any work

### 14. POLICY REVIEW

This policy will be reviewed by the Training Manager at least annually or when necessary to bring it into line with any new legislation. All such revisions will be communicated to staff and trainees.