




General Policy on Health and Safety

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General Policy on Health and Safety



INTRODUCTION

2020 Safety Training Ltd (*further referred to as, 2020 STL*), is committed to ensure as far as is reasonably practicable, the health, safety and welfare of its employees, all learners, contractors, and other persons who may be affected by its operation, as outlined in this document and in accordance with current legislation.

The policy will be applied equally and fairly without exception.

2020 STL will achieve this by providing and maintaining places of work, learning environments and work equipment which are safe and free from risks to health. 2020 STL is committed to provide suitable arrangements for the welfare of employees, learners and contractors. All necessary information, training and supervision will be provided to ensure implementation of this policy.

The following document contains procedures and guidance for compliance by various groups including Employees, Contractors, all of which have a responsibility to observe and comply with current Health and Safety legislation within the workplace and learning environments respectively.

Management, employees, contracted temporary staff and 2020 STL members will do all that is reasonably practicable to avoid and/or reduce health and safety risks.

This policy will be reviewed periodically and revised if necessary.

Signed: Kelvin Blackburn

Date: 19-02-2025 Position: Director

RESPONSIBLE PERSONS

Director: Kelvin Blackburn

Operations Manager: Salvatore Sgarlata

Designated Safeguarding Officer: Kelvin Blackburn

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EMPLOYEES RESPONSIBILITIES

It is the responsibility of every member of staff to have regard to the safety of others who may be affected by any act or omission either inside or outside the workplace. This duty is reinforced by law and criminal penalties may apply.

- a) To read and understand the Company's Health and Safety policy and to carry out their duties in accordance with its requirements.
- b) To know the safety procedures in the event of fire and communicate this to the learners if training is being conducted at a satellite location.
- c) To be aware of the location of first aid boxes.
- d) To report any accident on the appropriate form.
- e) To report any fault or defects in plant or machinery.
- f) Not to attempt to repair or maintain any workplace equipment without full instructions for training or supervision of a Health and Safety Officer.
- g) To ensure that all fire escapes, emergency exits and doors are kept clear and free from obstruction.
- h) Not to attempt to move or lift any items or materials that are too heavy and likely to cause injury.
- i) To use the appropriate equipment when attempting to reach items at an elevated level.
- j) To report any hazards in the workplace.
- k) To make visitors and learners aware of evacuation procedures in case of an emergency.
- l) In the case of disabled visitors and learners a new health and safety assessment will need to be carried out.
- m) To be mindful of the of the mental health or learners and colleagues; and maintain an environment which is felt to be safe conducive to good mental health.

ACCIDENTS AND FIRST AID

The Company has a duty under the Health and Safety (First Aid) Regulation 1995 to inform its employees of the arrangements that have been made in connection with the provision of First Aid including the location of facilities, equipment, and trained staff.

First Aid box and accident reporting book locations are to be explained if working in a satellite location.

RIDDOR

The reporting of injuries, diseases, and dangerous occurrence (RIDDOR) regulations 2013 requires all employers to put in place statutory reporting procedures.

An entry must be made in the accident-reporting book on each occasion that treatment is given.

TYPES OF REPORTABLE INJURY

The death of any person

All deaths to workers and non-workers, except for suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven

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consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

LONE WORKING

Under the terms of the Health and Safety at Work Act 1974 the Company has a duty to ensure the health and safety of its employees as far as is reasonably practical. The Management of Health and Safety at Work Regulations 1999 place a duty on the Company to assess the degree of risk in the workplace.

Lone workers spend some or all their working hours alone for a variety of reasons: they may work in an isolated location, be at a client's or customer's premises, work from home or may simply be working outside normal office hours. In any case, the Company recognises that working alone may involve an increased risk to the health and safety of its employees. Therefore, the Company has a policy that helps to ensure that it succeeds in its responsibility to manage the risks faced by its employees.

Aims of the Policy

- To ensure the safety of lone workers when exercising their duties in the absence of any colleagues or supervisors
- To ensure that the Company complies with all its legal obligations.

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Risk Assessments for lone working

The primary company function is the delivery of training, where although the instructor/assessor/trainer will be on their own, the risk to the individual is negligible. This is as a result of small items of training equipment & materials and training delivery is carried out in safe and comfortable environments.

If working at a clients location, the trainers/assessors will utilise the clients risk assessments and safety management systems to comply with precautions and mitigations designed for the clients business risks.

The Company will carry out risk assessments on all types of work that are (or are likely to be) undertaken alone with particular regard when doing so to the following factors:

- Risk of Violence (particularly when handling money or dealing with the public);
- Equipment used (must be suitable and safe for use by one person);
- Location
- Materials (all materials used are suitable for use by one person)
- Proximity to Help.

Control measures for lone working

- 2020 STL will use practical control measures to reduce risk to lone workers where risk assessments or actual occurrences highlight areas of concern.

Incident Reporting for lone working

In order to maintain appropriate record of incidents involving lone workers, it is essential that all incidents be reported to your Line Manager. Staff should ensure that all incidents where they feel threatened or unsafe are reported even if this was not a tangible event/experience.

CONTRACTORS AND VISITORS

All contractors and visitors will sign in and sign out of the Company's training premises / location. They will be given verbal H & S instructions during the training induction process.

Student attendance is kept by means of a teacher / tutor register.

The company will ensure that all Contractors and Visitors comply with regulation as directed by their host on arrival.

All contractors and visitors will acknowledge their compliance with the Company's procedures by the signing in process defined above.

Contractors must report to the Company management, any hazardous condition that may exist within the designated workspace.

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All contractors will comply with the Company's Procedures regarding work activities within the workplace.

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RISK ASSESSMENT AND HAZARDS

The company will make suitable and sufficient assessments. The assessments should include additional risks to vulnerable adults and the disabled when visiting 2020 STL training locations or premises. Where training in the workplace is being provided by 2020 STL, persons working on its behalf or of 2020 STL, assessments must still be carried out by a competent person and the relevant H&S local site rules shall be observed.

Risks to the health, safety and welfare of employees whilst they are at work or out on company business must also be assessed. The assessments should also take in to account lone working and expectant mothers.

The health, safety and welfare of the general public should be considered by persons employed or acting on behalf of 2020 Safety Training Ltd whilst undertaking or in connection with their duties.

The company shall take all preventive and protective measures necessary following the risk assessment and apply these principles.

If possible, avoid the risk altogether.

Combat the risks at source.

Wherever possible adapt work to the individual.

Take advantage of technological and technical progress.

Give a priority to those measures, which protect the whole workplace.

The company will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy. Additional cleaning will be provided when necessary to clear up spillages or other soiling. All workplaces will be kept free from waste matter or discharges. Care will be taken during cleaning operations not to expose any persons to substantial amounts of dust or explosive concentrations of dust, also to health and safety risks arising from the use of cleaning agents. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) will be complied with where appropriate.

The company will comply with Waste Management, The Duty of Care, Code of Practice 1991. It will ensure that all waste stored on the premises will be suitably protected and stored so as not to pose a health and safety risk to either staff, the public or the environment. When carrying or transferring waste, the company will ensure that the Code of Practice is complied with.

All traffic routes within the company premises shall be suitable for the persons or vehicles using them and will be clearly indicated where necessary for reasons of Health and Safety. All debris, rubbish etc will be removed from traffic routes and all fire escapes, routes and exits will be always kept free of obstacles. Suitable and sufficient handrails will be provided on all staircase traffic routes providing the handrail does not obstruct the traffic route.

FIRE PRECAUTIONS

The Company will comply with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, which empower the Fire Authority to impose such requirements to ensure that persons employed to work in the premises receive appropriate instruction or training in what to do in the case of fire, and that records are kept of instruction or training given for that purpose.

All employees will be made familiar with all means of escape from the building in which they work.

All employees will be instructed in the actions to take in the event of fire.

All employees must be familiar with the means of raising the alarm. All employees must be familiar with the sound of the evacuation signal and must evacuate as soon as this signal is given.

All employees must know the location of the nearest fire appliances to their normal working location and the general layout of the building.

Fire drills will be carried out periodically.

A responsible person will be appointed to account for occupants at the evacuation assembly points including contractors and visitors.

Special responsibilities should be allocated to individuals to ensure that regular inspections and maintenance of fire systems is carried out.

Fire alarms, extinguishers and Escape routes are the responsibility of the Operations Director.

Maintenance of the extinguishers and fire alarm system is the responsibility of the designated maintenance contractor.

ELECTRICAL EQUIPMENT

The company will comply with the Electricity at Work Regulations 1989 regarding electric shock, portable appliances, socket outlets and plug tops, switches, conduit, cables, and explosion protection etc.

Only training and qualified persons may be allowed to work with or near electric equipment. Any contractors that will be employed to work on or with electrical equipment must be qualified and have obtained appropriate training before starting work.

All electrical tools must be earthed or double insulated. All frayed, torn or split flexible cords and plug tops, which are cracked or have broken insulation must be changed. Tools that

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are suspect must be checked immediately, tools that have guards must never be used with the guards removed or by-passed.

All portable appliances will be tested in accordance with British Standards and HSE Guidance note PM32 “The safe use of electrical appliances”. Each time an appliance is tested an inspection certificate should be completed by the person carrying out the test. Appliances will be tested dependant on the risk of usage and location of the equipment (outside extension cables used in a harsher environment will be tested more frequently, than a computer extension lead in an office)..

Electrical circuits and plant may only be shut down with the authority of a Company representative. Work on electrical equipment will not be allowed before the equipment has been properly isolated and disconnected from the source of supply. Isolation must not rely on operating a switch to the OFF position.

Switches must be locked to the OFF position and/or fuses removed from the circuit and held by the work person until the work is completed.

An industry recognised method of proving dead of all circuits associated with the equipment prior to accessing live conductors.

Electrical control panels and main switchgear cubicles must remain clear of obstructions and always be readily accessible.

All personnel must use the proper practice methods, and safety equipment must be used when applicable.

All safety notices must be strictly observed and adhered to.

WORK EQUIPMENT

It is the Company policy that all employees and contractors will be trained in the operation of machinery and equipment specific to their function, and employees are required to use all work equipment correctly and in accordance with their training and the manufacturers recommendations.

The company Policy is that all work equipment will be maintained in an efficient state efficient working order and in good repair.

VEHICLES BEING USED FOR BUSINESS USE

It is the responsibility of all employees using private vehicles on company business, are doing so in accordance with the Road Traffic Act 1988 and all subsequent amendments. This means that you must have the following:

Small collection of items to allow the driver to stay warm and remain safe, should they become stranded in bad weather conditions. (blankets/jackets etc..)

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A valid MOT certificate if required.

Appropriate insurance cover.

A valid driving licence.

2020 STL is responsible for monitoring employees abide by the road traffic act and will periodically require employees to produce these documents.

Telephones are not to be used whilst driving unless they are connected via a manufacturer's hands-free kit.

TRAINING

All employees and learners will be trained in the operation of machinery and equipment specific to their function, before using such machines or equipment, staff and learners are to be informed of the hazards that might occur.

All employees will be briefed and receive training in the following:

Site first aid equipment locations.

Accident prevention in the operation of machinery and equipment.

Accident prevention and health hazards in dealing with chemicals.

Accident reporting.

Fire and emergency procedures.

Good housekeeping.

Responsibilities under the current Health and Safety legislation.

Company health and Safety Policy.

HAZARDOUS SUBSTANCES

The Company Policy is to provide a safe facility and procedures for safe chemical, hazardous material and equipment handling for all employees and contractors.

All employees will be advised of the hazardous properties of chemicals, materials and equipment used and will be given suitable training in their safe use.

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All employees and contractors shall abide by the COSHH Regulation involving the use of hazardous substances and understand the hazards and safety precautions involved.

Suitable Personal Protective Equipment to be provided where appropriate.

MANUAL HANDLING

It is the company policy to provide safe working procedures to comply with the Manual Handling Operation Regulations 1992.

All employees involved in manual handling operation will be given suitable and sufficient training.

Where practicable handling operations will be mechanised or automated.

Employees are instructed not to lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable or unpredictable, or unsafe, (i.e. sharp) without assistance or supervision.

All employees engaged for prolonged periods of manual handling shall be given adequate opportunities for rest (i.e. breaks from work) or recovery (i.e. changing to another task which uses a diverse set of muscles.)

DISPLAY SCREEN EQUIPMENT

It is Company policy to comply with the health and safety (Display Screen Equipment) Regulation 1992.

A suitable and sufficient analysis of all workstations and environment shall be made for the purpose of assessing the health and safety risks to the users.

All employees and students defined as users of display screen equipment shall receive adequate health and safety training in the use of the workstation upon which they may be required to work.

All employees defined as users of display screen equipment shall, upon request, be provided with an appropriate eye and eyesight test.

Display screen equipment shall be maintained in an efficient state, in efficient working order and in good repair so that the:

1. Screen image is stable.
2. All controls are easily adjusted.

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3. The screen tilts/swivels easily.

All employees and students defined as users of display screen equipment shall be given sufficient and suitable training and/or instruction regarding ergonomics and safe working practices.

All employees and students defined as users of display screen equipment shall be instructed to organise their workload to ensure regular breaks from screen work, to look away from the screen

at least once in every ten minute and focus on something else, and to break from the screen for a lest ten minutes in every hour.

PERSONAL PROTECTIVE EQUIPMENT

It is the responsibility of each employee to ensure that they are using the appropriate personal protective equipment for the task in hand.

All Contractors will comply with the above policy regarding personal protective equipment and will also have had suitable training in the use and wearing of personal protective equipment.

FOR SERIOUS AND IMMINENT DANGER

It is Company policy that procedures are in place, which are to be followed in the event of any serious incident occurring such as:

Fire.

Bomb threat.

All employees, contractors and visitors shall be made aware of the procedure including the evacuation of the premises.

Sufficient numbers of competent persons shall be appointed to implement the procedures, and all employees and contractors shall be made aware of the identity.

Upon the receipt of an evacuation signal, all employees, contractors and visitors shall:

1. Stop work.
2. Shut of all electrical equipment and machines.
3. Walk to the nearest exit. DO NOT RUN.
4. Exit quickly and do not stop for person belongings (except for bomb threats when personal belongings should be taken).

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5. Go to the nominated assembly area
6. Do not re-enter the building until advised that it is safe to do so.
7. Emergency procedure drills will be carried out periodically.

WELLBEING- MENTAL HEALTH FOR STAFF

It is 2020 Safety Training's policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate as far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical AND MENTAL wellbeing of all persons employed by the Company. We recognise that our personnel are the Company's most valuable assets, and that any problem associated with work-related stress is a management duty.

Low levels of stress are conducive to high motivation, a positive outlook and reliable performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the Company aim to address. Through the risk assessment process, 2020 Safety Training will continue to identify hazards and assess all mental risks with the objective of reducing them, as far as is reasonably practicable. The main problem with stress is the self-realisation that we are actively suffering from it. Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: - Possible environmental stressors include noise, temperature, overcrowding and humidity. Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: – Under challenged / Promotion prospects / Job satisfaction / Racial or sexist remarks / Personal relationships with other employees / Travelling / Harassment and confrontation. Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill', however the reverse is actually true. It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause.

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It is our policy that all employees can approach management to raise any concerns relating to stress. All conversations will be addressed in the strictest confidence, and we will try and assist any individuals suffering from stress.

WELLBEING- MENTAL HEALTH FOR STUDENTS

Whilst the mental health of students is not a statutory responsibility of 2020 Safety Training to address, the management team of the company are not without compassion. We are vigilant, we look for signs of mental health issues with our learners; and we encourage students to approach us so that we may further encourage them to seek out adequate assistance from dedicated websites such as <https://www.matesinmind.org/>

Review frequency: bi - annual

Senior Manager Responsible: Training and Quality Director